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CHURCH-CENTERED BIBLE SCHOOL

UTILIZING

CHRISTIAN LEADERSHIP UNIVERSITY’S CURRICULUM

“Providing the most extensive, integrated, Biblically-based, Spirit-anointed, life-transforming curriculum package available in the world today”

Raising up Spirit-anointed leaders who disciple nations
Improving your sensitivity to the voice of God
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LAMAD – REAL LIFE, BIBLICALLY-GROUNDED, REVELATION-BASED LEARNING

Real Life – Birthed from real life issues and taught from real life experiences.
Biblically-grounded – You see your life’s experiences in the light of Scripture.
Revelation-based – God speaks to you in each and every learning experience.

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Compiled by Mark Virkler Ph.D.
and Patti Virkler D.Min.
THE MOVE AWAY FROM SEMINARY EDUCATION:

“There are thousands of megachurches with a thousand or more worshippers, and the end is not yet in sight. The emergence of the megachurch is one of the more significant developments on the contemporary American church scene....More than one third of the megachurch pastors do not have seminary degrees. Does this foreshadow a trend away from seminary preparation for ministry?...Megachurches increasingly are turning to promising, gifted laypeople in their congregations to fill staff positions rather than seminary graduates....This could mean that megachurches, not seminaries, will provide the staff or tomorrow’s larger churches.” (p. 206)

Vision America: A Strategy for Reaching A Nation
Aubrey Malphurs

THE RISING CELL CHURCH MOVEMENT:

We are in the midst of a worldwide movement which involves the restoration of home cell groups as an integral part of the worshiper’s life. The Spirit-anointed training modules developed by CLU can readily be used within the cell group structure. Participants study during the week and come to the cell group ready to share the revelations which the Lord has given them. Thus cell gatherings become a time of “sharing of revelations” wherein everyone prepares, not just the cell group leader. The cell group leader moderates a stimulating and lively discussion as participants share how they are applying the revelation of God in their hearts.
AN
OPERATIONS MANUAL
FOR
Church-Centered Bible Schools

By
Mark Virkler Ph.D.
and
Patti Virkler D.Min.

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Developed by Mark & Patti Virkler to serve the local church in establishing strong, effective, church-centered, Spirit-Anointed Bible schools. Based on fifteen years experience, during which time we have assisted over 150 churches in establishing Bible Schools.

This manual answers the questions pastors ask most often as they are building their own church-centered Bible Schools. It offers an effective system of administration and curriculum development that can save the local pastor many years of effort. It is our gift to you.

Parts of this manual may be freely reproduced for distribution to teachers, administrators, and students within your school structure.

This manual is not to be reproduced or distributed beyond your local school.

What We Provide: We help you bring to your church, through book, cassette, video, and fully developed course syllabi, the most Spirit-anointed trainers available in the world today. These include LaMar Boschman, Ron Luce, John Arnott, Judson Cornwall, Myles Munroe, Todd Farley, A. L. Gill, Dennis Petersen, Luther Blackwell, Richard Booker, Laurie Beth Jones, Mickey Evans, Mark Virkler and many others.

You may draw from more than 100 fully developed courses to offer basic discipleship training and, through CLU, accredited Associates, Bachelor’s, Master’s and Doctoral degrees. Practica, internships, and life experience all apply toward desired degrees.

With only a start-up fee, and no ongoing student fees, your church keeps any tuition money you choose to charge. You may work toward your own higher degrees while training others and through application of life experience.

Who We Are: Mark Virkler Ph.D. is the president of Christian Leadership University, which offers an external accredited degree program to students worldwide. Rev. Virkler is the founder of a church and a prolific author, having written approximately fifty books in the areas of Bible and the Holy Spirit. Mark has extensive experience in Christian education, having been instrumental in helping 150 churches establish church-centered Bible Schools. Christian Leadership University has drawn together proven leaders in many fields and have developed courses built around their training materials.
Christian Leadership University now offers to churches everywhere the most extensive, integrated, Spirit-anointed curriculum package available in the world today. In addition, this unique training experience can lead to degrees for those who desire them, coupling life experience credits with classroom learning and mentoring.

**What unique benefits does Christian Leadership University’s program offer to the local church?**

- Hebrew-style *lamad* learning rather than Greek-style detached learning: *Lamad* demands Spirit encounter, life encounter and personal encounter. This intensely practical focus brings about life transformation faster than any other approach.

- Proven international Spirit-anointed leaders are passing on their spirit and anointing to your people, empowering them to become world-changers in your church and community.

- Apprenticeship, discipling, and mentoring are an integral part of the curriculum.

- You train your people yourself from your local church, raising up your future elders, church workers, and evangelists. These are people who have your spirit, stay in your city, and build with you in the areas God is asking you to build.

- Ordination into ministry is available to people in all walks of life, through our relationship with the Christian Restoration Fellowship International.

- You, as president of your local church-centered Bible school, control and adjust the curriculum, the policies, and the pricing to meet the specific needs of your congregation.

**How you may avail yourself of our services:**

For more information, you may view our catalogs and resources on the internet at www.cluonline.com. You may call Mark Virkler at 1-800-466-6961 to discuss any questions you have, e-mail him at mark@cluonline.com, or write him at 1431 Bullis Rd., Elma, NY 14059. You may order the following:

_____ Christian Leadership University - catalog

_____ Christian Restoration Fellowship International - catalog
THE RELATIONSHIP OF THE BIBLE SCHOOL TO THE OVERALL MINISTRY OF THE LOCAL CHURCH

SECTION ONE

1.1 Your Church’s Need to Raise Up Future Leadership
1.2 Objectives of the Discipling Ministry of the Local Church
1.3 Major Concentrations with Over One Hundred Courses Available
1.4 Lamad Training Sequences Utilized by CLU
1.5 How many students are required to begin a Church-Centered Bible School?
1.6 Participants May Audit or Take Courses for Credit
1.7 The Part-Time Student
1.8 The Full-Time Student
1.9 Fitting Lamad Courses into Your Church’s Program
1.10 Lamad Courses may be offered in any of the following time slots

1.11 Spirit-Anointed Discussion Groups
1.12 Magnet Topics in Cell Groups Resulting in Evangelism
1.13 Sunday and Wednesday Evenings
1.14 Everyone Prepares - Not Just the Pastor!
1.15 Bible School Morning or Evening Classes
1.16 Home Schoolers Starting College in Tenth Grade
1.17 High School Graduate Apprenticeship Program - 12-18 months
1.18 New Membership Classes
1.19 Eldership Training
1.20 Benefits of Utilizing This Lamad Curriculum Package
1.21 The Uniqueness of CLU’s Curriculum Package
1.1 YOUR CHURCH’S NEED TO RAISE UP FUTURE LEADERSHIP

You must be continually imparting spirit and knowledge into your people, equipping them to assume future leadership positions in your church, such as:

- Sunday School teachers
- Home cell group leaders
- Elders
- Deacons
- Ushers
- Associate Pastors
- Christian Education Directors
- Pastors
- Evangelists
- Missionaries
- Counselors
- Apostles
- Prophets
- Bible School teachers
- Skilled Christians in all fields of employment, including business, government, the arts, etc....

If you are offering continuous outstanding training, the quality of your church members’ lives’ will continually be improving, and when they begin leading with you in the church, they will have your heart, your vision, and your spirit. This is priceless.

1.2 OBJECTIVES OF THE DISCIPLING MINISTRY OF THE LOCAL CHURCH

The church is commissioned to bring believers to the measure of the stature which belongs to the fullness of Christ, by utilizing apostles, prophets, evangelists, pastors and teachers who provide biblical, practical, spiritual, life-transforming mentoring. As a result, Christians become Spirit-anointed leaders who disciple nations.

“He gave some apostles, and some prophets, and some evangelists, and some pastors and teachers, for the equipping of the saints for the work of service, to the building up of the body of Christ; until we all attain to the unity of the faith, and of the knowledge of the Son of God, to a mature man, to the measure of the stature which belongs to the fulness of Christ.”

(Eph. 4:11-13)

1.3 MAJOR CONCENTRATIONS WITH OVER ONE HUNDRED COURSES AVAILABLE:

Alphabetical Listing

1. Biblical Studies
2. Christian Arts
3. Christian Counseling
4. Christian Entrepreneurship
5. Christian Leadership
6. Divine Healing
7. Intercession
8. Missions & Evangelism
9. Pastoral Ministry
10. Prophetic Ministry
11. Renewal
12. Theology
13. Worship & Music
14. Youth Ministry

1.4 LAMAD TRAINING SEQUENCES UTILIZED BY CLU:

(Note: Time lengths listed assume full-time status. Most students are part-time.)

- Certificate programs: topical studies of less than one year
- Diploma programs: expanded studies of 9 to 18 months
- Associate’s degrees: two year programs
- Bachelor’s degrees: four year programs
- Master’s degrees: one year post-graduate
- Doctoral degrees: one year beyond Masters

In addition, Church-centered Bible schools may design their own sequences of courses which accomplish their unique purposes.
1.5 HOW MANY STUDENTS ARE REQUIRED TO BEGIN A CHURCH-CENTERED BIBLE SCHOOL?

You could actually start a class with four to six interested students who were willing to apply themselves to study. In fact, you can apprentice students one-on-one. Classes seem to have the best “flow dynamic” if there are a minimum of eight to twelve in the room, so we do try to aim for this, if possible.

1.6 PARTICIPANTS MAY AUDIT OR TAKE COURSES FOR CREDIT

CLU courses provide the opportunity for Spirit-anointed mentoring, and most courses can be open to the entire congregation. In a typical class, you may have students who are auditing the course sitting next to those who are taking the course for credit. If you are offering the teaching sequence on a Wednesday evening, you will even have people who are simply sitting in and not auditing the course or taking it for credit.

This allows you to meet the needs of each student where he is. However, students should be encouraged to put forth the extra effort to take the courses for credit. This demands more of them, and they in turn receive more from the course. Challenging people to stretch themselves speeds their growth.

When Auditing: The auditing student is free to do as little or as much of the course work as he desires. Minimally, he will be encouraged to carefully read and personalize the primary text used in the course, and write a paper summarizing how God has changed his life as a result of the course. He does not take tests and receives no course grade. Each church campus may set any auditing fee desired. Don’t forget: “We do not value what costs us nothing.” Probably a minimum of $15 should be charged when students audit a course (plus the cost of the text book.)

When taking courses for credit: The for-credit student is to read all required texts (generally three books per course), complete all assignments, take all required tests, and receive a course grade. The church may set the tuition fee, which it keeps to build its Bible school and pay its instructors. Churches often charge from $25 to $75 per course, sometimes on a sliding scale depending on family income and number of dependents. Rather than charge tuition, some Church-centered Bible schools have simply taken up a weekly offering to go as a gift to the instructor. This also seems to work well.

1.7 THE PART-TIME STUDENT:

Most students will be part-time, enrolling in only one or two courses offered by your local church at a time.

1.8 THE FULL-TIME STUDENT:

This student takes at least five courses each quarter. He will take some courses:

a) in the classroom setting at the church-centered Bible school;

b) through one-on-one instruction with instructors from the church-centered campus. This occurs when the student wants to take a course that is not being offered in a classroom setting, and there is an instructor in the church-centered Bible school who is willing to provide the mentoring on a one-to-one basis.

c) directly from CLU with CLU faculty who are not a part of the particular church-centered Bible school. This occurs when the student wants to take a course not being offered in a classroom setting, and there is no instructor in the church-centered Bible school who is willing or able to provide the mentoring on a one-to-one basis. Therefore, the student works directly with CLU for this course. In this case, the
student is billed for the course according to CLU’s tuition rate (currently $225 for a three-credit course), rather than the church-centered Bible school’s tuition billing rate.

Lamad curriculum offers the opportunity for small group interaction, pastoral oversight and guidance, fellowship, teaching, hands-on experience in the classroom, and practica in the local church. Thus, Lamad training is active, rather than passive. The more active the student is in the learning process, the faster he will grow.

Lamad courses help the local church disciple and train its members, under the church’s pastoral oversight, while incorporating the church’s particular theological and spiritual emphases. No additional buildings need be built or heated, and there is little additional expense. Truly, the church-centered Bible School is an idea whose time has come.

Church-centered Bible schools may run key foundational courses regularly, thus insuring that all current and new church members receive thorough basic training and discipling. This helps all new congregational members become fully established in Christ, without the necessity of the senior pastor teaching the same basic themes over and over.

At the same time, the student who desires can be working toward one of several accredited degrees.

1.9 FITTING LAMAD COURSES INTO YOUR CHURCH’S PROGRAM

The church-centered Bible School can offer courses in many of the time slots and settings already utilized for church services. In addition, they can be utilized as “magnet” topics which can draw outsiders and non-Christians to your fellowship.

1.10 LAMAD COURSES MAY BE OFFERED IN ANY OF THE FOLLOWING TIME SLOTS:

- Sunday School class
- Sunday Evening series
- Wednesday Evening series
- A Bible School night class
- Home Cell Groups (for topical discussion and growth)
- Various Men’s, Women’s and Leadership groups
- Outreach Activities (weekend seminars and short courses)
- Morning Bible studies and classes
- Weekend church seminars
- Week long church conferences
- New membership classes
- Evangelistic outreach topical seminars
- High School Graduates (a 12-18 month apprenticeship program)
- Home Schoolers curriculum for eleventh and twelfth grades
- Eldership Training

1.11 SPIRIT-ANOINTED DISCUSSION GROUPS

Since Lamad course syllabi are developed for the extension student, all required cassettes, videos, and reading of required materials may be done by the students on their own during the week. This allows the coming together of students to be considered a “facilitator” group rather than a class. That means the focus of these times can be on discussing the students’ answers to the week’s work, any questions they have, things they feel God has spoken into their lives, and any difficulties they are experiencing in appropriating life changes the lesson has called for.

The “instructor” can serve as a “facilitator” of a lively Spirit-anointed discussion, as he discerns what God wants to do among the gathering and cultivates the flow and anointing of the Holy Spirit in a corporate discussion.
“How to’s” for doing this may be found in faculty training materials which CLU provides and in a faculty training course entitled “MIN 310 Experiencing God in the Small Group.” This is discussed in more detail later in this manual.

The group meeting need not be a typically instructional time, but can instead be a prophetic sharing of revelation between the facilitator and the group. This is ideal especially if you are running courses in the home cell group or Sunday School time slots. The discussions can be lively and kept to 45 minutes or so. Since the participants have all done study, reading, and prayer on the topic at hand, the group time becomes a “sharing of revelations” rather than a “sharing of ignorance” (i.e. discussions for which no one is prepared). And, since it is not a lecture, the group is not limited by the communication skills of the group leader.

In the case of video courses which have 24 one-half hour sessions: The church-centered Bible school may choose to purchase the videos itself, rather than having each student purchase the video or cassette series. In this case, they would show two half-hour sessions each class time, have 30-45 minutes of discussion and application, and perhaps 15 minutes of worship. This would mean approximately a two-hour class. The church can decide which way it wants to go with each course. Only a few of our courses have 24 one-half hour video series, including Communion With God, Christian Dream Interpretation, and Counseled by God. Other courses which include videos generally have shorter series of perhaps six to eight hours total for the course.

1.12 MAGNET TOPICS IN CELL GROUPS RESULTING IN EVANGELISM

If the church decides to utilize Lamad courses in home cell time slots, they could offer “magnet” courses in some of the cell groups to target outsiders, thus using the cell as an evangelism cell.

Appropriate topical courses include: Dream Interpretation, Take Charge of Your Health, Cornerstones of Communication, Enrich Your Marriage, Parenting for Success, Creating Your Mission Statement, Visionary Leadership, Creative Problem Solving, and many others which you felt would meet needs of people in your community. (Feel free to adjust course titles if necessary when marketing these to your community; for example, “Christian Dream Interpretation” might become “Dream Interpretation”). With proper marketing (see the appropriate chapter) a church could attract unbelievers to such 12-week series, and win them to the Lord through the friendship and fellowship of the members of the cell group.

This approach could also work for weekend seminars or retreats on any of the above topics, because many people are looking for life-enriching seminars. Any student who desired college credit could follow up the weekend seminar by completing the course in follow up classroom settings, over a series of weeks, or in weekend seminars.

1.13 SUNDAY AND WEDNESDAY EVENINGS

There is no reason a pastor couldn’t teach a course in 12 weeks on Wednesday or Sunday evenings, teaching 45 minutes to one hour each week. Students wanting credit would do additional homework during the week. Auditors would only do work to the level they desired. This would help you as a pastor offer systematic, biblically-based, Spirit-anointed, life-transforming training sequences. Your people would intensify their growth by doing additional study during the week, and receiving credits and degrees for their efforts. An exceptional value and opportunity for you and your people!
1.14 EVERYONE PREPARES - NOT JUST THE PASTOR!

As a pastor, you know how much you grow as you prepare for a message. Can you imagine having your entire congregation preparing for the message along with you? Imagine the enhanced growth in each of their lives! In smaller group sessions, such as Sunday and Wednesday evenings, you can couple together some teaching with a Spirit-anointed discussion time in which people share how they are applying the truths to their lives.

With over one hundred courses to choose from, the Holy Spirit can lead you quarter by quarter to choose that course which meets the needs of your people at that particular time.

1.15 BIBLE SCHOOL MORNING OR EVENING CLASSES

Of course, churches may also run Monday, Tuesday, or Thursday evening (or morning) two-hour Bible school sessions in which they offer one or several courses from which participants may choose. A church of a few hundred could offer up to three courses each quarter. A church of a few thousand could offer ten to twelve courses per quarter. Churches may offer two or three Bible school courses on the same evening. Since each class would run about two hours, students would choose one of the courses to be involved in.

1.16 HOME SCHOOLERS STARTING COLLEGE IN TENTH GRADE

In New York State, if a high school student earns 24 college credits, he automatically receives a high school (equivalency) diploma from the state. Most states have similar laws. Check with your State Education Department. CLU has had many home schoolers begin college courses in their tenth year of high school (about age 15), taking up to a full load (i.e. five courses per quarter), and receiving straight “A”s on their course work. Missions trips and other church-related work were accepted as practica toward their degree. Some have completed four years’ work with CLU by age 19 and received their Bachelor’s degree.

1.17 HIGH SCHOOL GRADUATE APPRENTICESHIP PROGRAM - 12-18 MONTHS

(designed for high school graduates and young adults)

Some churches have begun Graduate Apprenticeship Programs, wherein high school graduates are invited to be apprenticed by the pastor and church leadership for 12 - 18 months. This can be offered with as few as one to three participants. Often 18-year-olds are not sure what to do with their lives. Rather than going to a secular college, or just wasting time, your church could devise a training/apprenticeship/practicum experience for these students. You can devise this as the Lord leads you. Here is an example of one such church program:

1) **Four quarters of Bible College Training** - Three courses each quarter, including: Understanding the Bible, Life of Christ, Acts and Epistles, Foundational Experiences, The Law and the Spirit, Communion With God, Naturally Supernatural, Increasing the Anointing, Apprenticed to Leadership, Gifted to Succeed, Creating Your Mission Statement, and a missions course

2) **A Missions Practicum** - Your church can develop a missions experience for the youth, or you may utilize such programs as Teen Mania or Youth With a Mission, which offer outstanding missions opportunities lasting from ten days to two months.
3) **Practicum work in the local church** - Students have various responsibilities around the local church which will improve their skills. This can involve anything, including clerical, assistant teachers and youth workers, grounds upkeep, etc.

**1.18 NEW MEMBERSHIP CLASSES**

CLU has designed a course especially for new members entitled “The Law and the Spirit.” It includes two basic texts: *The Supernatural Church*, which covers fourteen distinctives of a church which is ministering in the anointing of the Holy Spirit; and *49 Lies I Rejected When I Renounced Phariseeism*, a devotional which may be completed outside of class by students seeking credit for the course.

**1.19 ELDERSHIP TRAINING**

Five-fold team ministry (Eph. 4:11) is a direction in which we sense God is leading His church. We recommend that you take your elders, deacons, and other church leaders through the course “Building Dynamic Teams” which examines indepth how a five fold team functions. This can greatly enhance the team dynamics and ultimate productivity and success of your church’s leadership staff.

**1.20 BENEFITS OF UTILIZING THIS LAMAD CURRICULUM PACKAGE:**

- Your congregation becomes accustomed to life-long learning, enhancing their quality of life and ministry effectiveness. Unfortunately, too many people stop learning and growing, and begin the process of dying right after high school or college.

- Close discipling relationships are developed, providing wholesome, wise, Spirit-anointed counsel for life’s problems.

- Systematic teaching/training is ongoing, insuring that the fundamentals of the faith are constantly being established in each newcomer’s life.

- Your member’s lives become more disciplined and consistent, making their lives, families, and ministries more enjoyable and fruitful.

- All your church’s various training programs may be funneled through your Bible School. This unifies all your educational efforts under one department providing clarity of focus for your congregation.

- You may recommend or require various levels of training for church members applying to serve in various ministries, thus insuring high quality ministry is being provided by your people, to your people.

- Your people will handle prophetic truths more constructively, having learned to ground all spiritual revelations in Scripture and history. This will help your people establish clarity and avoid extremism and reactionism.

- You are free to develop additional courses for your own use.

- Since quality Bible College training is provided at affordable costs, and is easily accessible within their own community through a person or church they trust, many of your church members will avail themselves of ongoing training who would otherwise never attend Bible college. Since they could not get to Bible college, you bring the Bible college to them.
1.21 THE UNIQUENESS OF CLU’S CURRICULUM PACKAGE

CLU’s curriculum is unique. Our training methodology is *lamad*, Hebrew in style rather than Greek. Each course focuses on drawing students into ongoing intimacy with God. We utilize the “Leaders’ Paradigm” for discovering truth, and we focus on “delight-centered education”.

Section 1 of the CLU catalog delineates these unique emphases. Please examine that section to fully understand the significance of choosing CLU curriculum over any other. In our estimation, CLU’s philosophy of education is the most important reason a church should have for choosing CLU’s curriculum package.
CHRISTIAN LEADERSHIP UNIVERSITY ESPouses THE
NON-TRADITIONAL EDUCATIONAL APPROACH
AND PHILOSOPHY

Differences Between*

<table>
<thead>
<tr>
<th>Traditional Education</th>
<th>Non-traditional Education</th>
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<tbody>
<tr>
<td>1. Awards degrees on the basis of time served and credit earned.</td>
<td>1. Awards degrees on the basis of competencies and performance skills.</td>
</tr>
<tr>
<td>2. Bases degree requirements on the medieval formula of some generalized education and some specialized education.</td>
<td>2. Bases degree requirements on an agreement between the student and the faculty, aimed at helping the student achieve his or her career, personal, or professional goals.</td>
</tr>
<tr>
<td>3. Awards the degree when the student meets certain numerical requirements.</td>
<td>3. Awards the degree when the student’s actual work and learning reach agreed-upon levels.</td>
</tr>
<tr>
<td>4. Considers the years from age 18 to 22 as the period when a first degree should be earned.</td>
<td>4. Assumes learning desirable at any age, and that degrees should be available to people of all ages.</td>
</tr>
<tr>
<td>5. Considers the classroom as the primary source of information and the campus as the center of learning.</td>
<td>5. Sees any part of the world as appropriate for some learning.</td>
</tr>
<tr>
<td>6. Believes in printed text materials as the principal learning resource.</td>
<td>6. Believes the range of learning resources is limitless, from the daily newspaper to personal interviews; from videocassettes to microcomputers to world travel.</td>
</tr>
<tr>
<td>7. Faculty must have appropriate credentials and degrees.</td>
<td>7. Faculty are judged on competency and personal qualities, in addition to credentials and degrees (take note: a non-traditional faculty must still be academically qualified).</td>
</tr>
<tr>
<td>8. Credits and degrees are based primarily on mastery of course content.</td>
<td>8. Credits and degrees also take into consideration learning how to learn and the integration of diverse fields of knowledge.</td>
</tr>
<tr>
<td>9. Cultivates dependence on authority through prescribed curricula, required campus residence, and required classes.</td>
<td>9. Cultivates self-direction and independence through planned independent study, both on and off campus.</td>
</tr>
<tr>
<td>10. Curricula are generally oriented toward traditional disciplines and well-established professions.</td>
<td>10. Curricula reflect the student’s individual needs and goals and are likely to be problem-oriented, issue-oriented, and world-oriented.</td>
</tr>
<tr>
<td>11. Aims at producing “finished products” - students who are done with their education and ready for the job market.</td>
<td>11. Aims at producing lifelong learners, capable of responding all through their lives to their own evolving needs and those of society.</td>
</tr>
<tr>
<td>12. To adapt the old Chinese saying, gives you a fish and feeds you for a day.</td>
<td>12. Teaches you how to fish, and feeds you for life.</td>
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</tbody>
</table>

ESTABLISHING A

CHURCH-CENTERED

BIBLE SCHOOL

SECTION TWO

21 WHAT IS A CHURCH-CENTERED BIBLE SCHOOL?
22 CHURCH-CENTERED BIBLE SCHOOL CURRICULUM - REVISED POLICIES AS OF 3-1-06
23 START-UP STEPS AND COSTS FOR BIBLE SCHOOLS (ARTICULATION AGREEMENTS NO LONGER REQUIRED):
24 OVERVIEW OF THE SYLLABI ON CD-ROM
25 OVERVIEW OF THE “CORE CURRICULUM PACK”
26 UNDERSTANDINGS (REVISED 1-4-03)
27 PASTORS, INSTRUCTORS AND LEADERS – BECOME LIFELONG LEARNERS YOURSELVES!
28 LIFE EXPERIENCE PORTFOLIO

29 YOU CAN START YOUR SCHOOL OFF WITH A COMMUNION WITH GOD WEEKEND SEMINAR!
30 WE STAND BY TO ASSIST YOU
31 JOB DESCRIPTIONS OF BIBLE SCHOOL PERSONNEL
32 JOB DESCRIPTION OF THE PRESIDENT
33 JOB DESCRIPTION OF THE DEAN
34 JOB DESCRIPTION OF THE SECRETARY
35 JOB DESCRIPTION OF THE FACULTY
36 FACULTY RESPONSIBILITIES
37 CHRISTIAN LEADERSHIP UNIVERSITY TRANSFER POLICIES
2.1 WHAT IS A CHURCH-CENTERED BIBLE SCHOOL?

A Church-centered Bible School is exactly what the name implies. It is an adult-level systematic training program that is centered in the local church rather than a parachurch institution of higher education. CLU helps churches to bring the benefits of a Spirit-anointed Bible school curriculum to their church and community regardless of where they are in the world!

Your students enroll directly with your church-centered campus. The instructor at your church-centered campus will do all grading, keep a set of student records, set the tuition at the level they wish, and keep all tuition money. Forms and procedures for record keeping, etc. are found in a later chapter of this Operations Manual.

2.2 CHURCH-CENTERED BIBLE SCHOOL CURRICULUM

The following represents the new policies of Christian Leadership University, revised and effective as of 3/1/2006. The policies stated herein supersede any conflicting information found in Previous editions of the Operations Manual or any previous communications.

Lamad Curriculum Developers LLC is the number one developer of lamad curriculum with over 100 lamad courses to choose from. This curriculum is used by Christian Leadership University. Christian Leadership University will accept, toward degrees, lamad coursework that is completed by students you train in your church. For a full statement on transferability, please see www.cluonline.com/transfer.

Lamad - Real Life, Biblically-grounded, Revelation-based Learning

Real Life – Birthed from real life issues and taught from real life experiences.
Biblically-grounded – You see your life’s experiences in the light of Scripture.
Revelation-based – God speaks to you in each and every learning experience.

Many churches are hungering for a down-to-earth, practical, Spirit-anointed discipleship training program which they can use to instruct their own people. We have it. Churches can utilize the curriculum of Lamad Curriculum Developers and Christian Leadership University to train their people. See www.cwgministries.org/college for more information concerning the content of the program available. You may obtain an Operations Manual that guides you in getting started offering college-level courses which can be applied toward accredited degrees within a church-centered Bible school. Order it today! Chapters 1-3 of the Operations Manual may be downloaded free of charge from www.cwgministries.org/freebooks. It is under the title “How to Set Up a Bible School in Your Local Church.”

Pastors, when you take your leaders with you as you minister, letting them watch you counsel, preach, prepare, pray, heal the sick and cast out demons, and combine this lifestyle training with a Spirit-anointed curriculum, you will quickly raise up leaders in the same manner as Jesus did when He discipled the Twelve. Make it your purpose to do this with twelve members of your congregation, and watch your church explode as these twelve turn and do the same with twelve, and so on. This curriculum is easily transferable, and when you couple it with the real hands-on learning of watching and helping you minister in the power of the Holy Spirit, you will be participating in fulfilling the Great Commission of discipling all nations.
2.3 START-UP STEPS AND COSTS
FOR BIBLE SCHOOLS

1. Please provide Lamad Curriculum Developers LLC, cwg@cwministries.org, with the following information: The name of your church and Bible school (or college) with address, phone, fax and e-mail. Include names and contact information for the president and dean of the school. You may list in this letter the names of home group leaders and current and prospective faculty members of your church-centered Bible school or college. These individuals will then be eligible to enroll in two key CLU courses at a $125 discount on each. See further details at the end of this letter.

2. Bible schools are offered a 20% discount on all books, cassettes, and videos copyrighted by Mark and Patti Virkler. Please order the Operations Manual ($69.95). It will be a great help to you and answer many of your questions.

3. A CD-ROM of the more than 100 currently available course syllabi may be purchased for $900 or individually for $25 each. (These are the discounted prices.) Each syllabus is 20-60 pages in length and lays out the 12-week course in a detailed, week-by-week manner. Once purchased, they may be freely reproduced for the students of your Bible School, Bible College, University or Seminary. The copyright information on these course syllabi must be left on when you reproduce them for distribution to students.

4. A “Core Pack” may be purchased for the discounted price of $1100, and includes all the materials for 31 of our most popular courses. (This pack is already discounted by 30%.)

The total value of the above three items is $2069. They may be purchased together with an added discount for only $1995.

Note: A church may decide to purchase items #3 and #4 above in a piecemeal fashion, rather than investing in the complete packages. Materials may be purchased course by course, as may syllabi.

2.4 OVERVIEW OF THE SYLLABI ON CD-ROM

A college-level course syllabus is a several-page description of the requirements of the course, including the books to be read, the assignments to be completed and handed in, and the tests and papers to be submitted. All of the course syllabi on this CD-ROM are lamad in their requirements of the students, encouraging Spirit encounter, personal encounter and life encounter. They have weekly self-check tests with answers. There are mid-term and final tests, with answers provided to the instructor. Most of our syllabi are 20-60 pages long. The typical cost for a college to produce a course syllabus is $2500, so the production cost of the materials on this CD-ROM is about $300,000. Lamad Curriculum Developers sells these course syllabi individually for $25 each.

Initially, this entire pack of course syllabi sold for $1500. Now you can own it for only $900, which comes to less than $9.00 per course! Purchase of this CD-ROM gives you the rights to use these course syllabi yourself and to reproduce them for your college, Bible school or home cell group.

2.5 OVERVIEW OF THE “CORE CURRICULUM PACK”

Purchase your initial library of all texts, videos and cassettes for the thirty-one “Core Courses” that are required for students earning
a bachelor’s degree. These will probably be your most popular courses. Included are approximately 50 books, 10 cassette series, and 8 videotapes or video series. Your staff can also use these materials to help you decide which courses you want to offer quarter by quarter. Courses are as follows:

**Bible Knowledge (13 courses)**

- BIB 100 Understanding the Bible
- BIB 101 Pentateuch
- BIB 102 United Kingdom
- BIB 103 Divided Kingdom
- BIB 104 Poetry Books
- BIB 105 Major Prophets
- BIB 106 Life of Christ
- BIB 107 Acts and Epistles
- BIB 108 Epistles and Revelation
- THE 120 Foundational Experiences
- THE 121 The Law and the Spirit
- THE 310 The Bible Speaks to Contemporary Issues
- BIB 390 Biblical Dissertation

**Life in the Spirit (8 courses)**

- THE 101 The Basics of Christianity
- REN 103 Communion With God
- REN 204 Naturally Supernatural
- COU 202 Counseled by God
- COU 301 Prayers That Heal the Heart
- REN 206 Increasing the Anointing
- WOR 101 Believer’s Worship I
- REN 310 Wisdom Through Dream Interpretation

**Leadership Skills (8 courses)**

- GOV 101 The Christian Heritage of America
- GOV 202 The Constitution and Constitutional Law
- EDU 102 Apprenticed to Leadership
- LEA 103 Gifted to Succeed!
- LEA 201 Creative Problem Solving
- LEA 205 Creating Your Mission Statement
- LEA 321 Visionary Leadership
- MIN310 Experiencing God in the Small Group

2.6 UNDERSTANDINGS

1. The course syllabi developed by Lamad Curriculum Developers LLC and utilized by Christian Leadership University can be purchased and used by any school, college, university, church, home church, or home cell group. Once you have purchased the initial Course Syllabi CD ROM for $900, you may purchase an annual update CD ROM for just $50. This update will have all currently available courses including any alterations made to previous course syllabi, and all newly created course syllabi.

2. CLU will accept students with transcripts according to the stated policy at www.cluonline.com/transfer. Schools should instruct their students to go to this website to learn of transferability options. A complete printout of this transfer policy is available as the final page of this document.

As you will note in CLU’s transferability statement, CLU only accepts courses with earned grades of
“A” or “B.” You may therefore want to require (as CLU does) that all coursework be “A” or “B” quality. If it is not, the student’s work is returned to him to redo.

There is no guesswork about what will be on Lamad Curriculum Developers’ tests. The course syllabi tell the student on page one what the “academic objectives” are. These are what they must memorize for the weekly self-check tests, the mid-term and the final. This is what will be on them. Nothing else. We believe we know what is important to memorize in order to assist the student in internalizing the course so they can easily live it as a life experience. We tell them to memorize this and we test them to ensure that they do. There is no mystery involved in the testing.

A final note: We recommend that the weekly self-check tests be completed and graded by the students at home, and that you save classtime for dynamic discussions of how everyone is integrating the material into their lifestyles. You want classes to be a place where Spirit-life is transmitted, not where routine tests are taken.

3. A student may complete some of his work in another learning institution. When he transfers into CLU to complete his degree, he must:
   a) Complete a New Student Enrollment Form
      www.cluonline.com/apply
   b) Request that his previous school send a copy of his transcript to CLU. He will be charged a transcript transfer fee ranging from $25 - $75 depending on the number of credits received.

(When you forward a transcript to CLU for a student, it is to contain the student’s name and address, birth date, social security number if applicable, course titles, and grades received. It must be signed by a school official, and accompanied with the statement that all work required in the Lamad Curriculum Developers course syllabi was required of and completed by the student.)

c) Complete a minimum of one course directly with CLU for each degree being received.

3. A student may complete some of his work in another learning institution. When he transfers into CLU to complete his degree, he must:
   a) Complete a New Student Enrollment Form
      www.cluonline.com/apply
   b) Request that his previous school send a copy of his transcript to CLU. He will be charged a transcript transfer fee ranging from $25 - $75 depending on the number of credits received.

(When you forward a transcript to CLU for a student, it is to contain the student’s name and address, birth date, social security number if applicable, course titles, and grades received. It must be signed by a school official, and accompanied with the statement that all work required in the Lamad Curriculum Developers course syllabi was required of and completed by the student.)

c) Complete a minimum of one course directly with CLU for each degree being received.

d) Fully understand CLU’s transfer policy as stated at www.cluonline.com/transfer.

ALL completed courses for which the course syllabus is copyrighted by CWG Ministries or Lamad Curriculum Developers will be accepted by transcript, without limitation to the number of credits being transferred, provided all work required in the course syllabus was completed and an “A” or a “B” was earned on the course. In addition, a minimum of one course per degree is required to be taken directly with CLU. Limits apply when transferring courses not copyrighted by CWG Ministries or Lamad Curriculum Developers. See website for details.

e) Submit a $75 graduation fee, which covers the cost of preparing and providing a beautiful CLU degree.

4. What can be said in your printed literature about transferability to CLU?
This is a legal question and extremely touchy.

Each state is authorized to oversee all learning institutions that advertise that they are offering degrees, OR programs that lead toward degrees, within their state. Each state has its own rulings, which you should take the time to familiarize yourself with by calling your state Higher Education Department and asking for the laws concerning religious exemption degrees. You must work within the laws of your state, or you and your school can be sued and closed down. If you need assistance obtaining a phone number for this department, you may call CWG Ministries at 716-652-6990.

Generally, states have taken control over the use of the words “college, university, seminary, credit and degree.” You cannot use these words in print without permission from your state education department, or an exemption from it, which affirms you are exempt from licensure because you only offer religious degrees. Even then, they will have restrictions as to what you can offer and what you can say.

Following is a suggestion of what may be legal for you to put in your printed material.

Various colleges will accept a transcript from “name of your church school.” Check www.cluonline.com/transfer for details. Note: “name of your church school” utilizes course syllabi that are produced and copyrighted by Lamad Curriculum Developers, thus ensuring transferability into Christian Leadership University.

**Christian Leadership University, Communion With God Ministries and Lamad Curriculum Developers LLC will take no responsibility whatsoever in seeing that you comply with your state laws. This is entirely your responsibility. Make sure you operate within the law.**

5. You should include in your brochures and catalogs a statement about how unique and special your curriculum is. This is the strength of your school, and is what sets you apart from other educational opportunities. CLU intends to promote “Lamad Education” aggressively, nationally and internationally, so recognition of this style of learning emerges and a hunger for it is placed in every Christian’s heart. Following is a suggestion of what you might want to print.

**Lamad - Real Life, Biblically-grounded, Revelation-based Learning**

**Real Life** – Birthed from real life issues and taught from real life experiences.

**Biblically-grounded** – You see your life’s experiences in the light of Scripture.

**Revelation-based** – God speaks to you in each and every learning experience.

6. Instructors and home group leaders of courses developed by Lamad Curriculum Developers are asked to prepare themselves to teach using the *lamad* method of learning by personally taking two specific CLU courses. CLU’s uniqueness is that the
voice and vision of God are central to each course, and that the lamad method of training is used. To equip instructors in these two areas, CLU is discounting the $225 tuition to only $100 per course. Material costs are approximately $75 per course. Shipping is extra.

REN503 Communion With God
Discover the revelatory use of vision and journaling as part of hearing God’s voice. Participants record what God is speaking to them each day. This is the heartbeat of CLU, and is required of all students and instructors.

MIN310 Experiencing God in the Small Group
This course trains faculty in the Hebrew or lamad approach to education, which is CLU’s instructional approach. This is very different from the Greek and Western approach to education.

It is critical that your church offer these two courses to your instructors as part of their preparation to teach lamad curriculum. You may do weekend seminars if you choose, followed up by your faculty completing all the work for both courses over the next three to six months. They may take the courses with you or with CLU. Our preference is that they take them with CLU at the discounted price we are offering. This enables us to establish a level of quality in your instructors’ ability to transmit Spirit-life in the classroom. This teaching style is very different from the traditional methodologies we have experienced in the past, and it needs to be learned. Make this a priority, to ensure the success and quality of your school. Your instructors will not become CLU instructors, but they will have taken the training that CLU instructors are required to take.

Also, you may order as many copies as you want of the CLU Faculty Handbook ($9.95 each). This presents the standards CLU requires of its instructors. Essentially, they need to be apt to teach, be living expressions of what they are teaching, and able to impart Spirit-life in the classroom.

2.7 PASTORS, INSTRUCTORS AND LEADERS – BECOME LIFELONG LEARNERS YOURSELVES!
We look forward to working with you as you train students to become Spirit-anointed leaders who disciple nations. We encourage you to take courses from CLU as part of your own spiritual growth. CLU offers you two extra credits free for any course you take from CLU, which you then teach in your church-centered Bible school or home group.

2.8 LIFE EXPERIENCE PORTFOLIO
Many people can receive credit by completing a “Life Experience Portfolio.” Initial cost to receive a Life Experience Notebook is $10 plus shipping. When you return the completed Life Experience Portfolio, it is evaluated for credits, and $13.33 is charged for each credit awarded.

2.9 YOU CAN START YOUR SCHOOL OFF WITH A COMMUNION WITH GOD WEEKEND SEMINAR!
To help build interest in your new school, and to recruit students, you may invite Dr. Mark Virkler to do a weekend Communion With God seminar at your church. This is a hands-on workshop that gets people journaling (writing out what God is saying to them). More information can be found at www.cwgministries.org/seminars. It is a powerful experience! We would provide a Saturday evening session that discusses your upcoming school, and you could have a registration table
for new students to enroll in courses. We encourage you to offer Communion With God as one of your first courses.

2.10 WE STAND BY TO ASSIST YOU

Please give us a call so we can discuss any questions you may have (1-800-466-6961 or 716-652-6990) or e-mail Dr. Mark Virkler at drvirkler@cluonline.com. We are here to serve the local church. Our desire is to put resources in your hands that can help you provide a Spirit-anointed training program for your church and community.

2.11 JOB DESCRIPTIONS OF BIBLE SCHOOL PERSONNEL

Each institution may establish the flow chart that best serves its needs. Following is a sample flow chart with accompanying job descriptions.

The President will likely be the Senior Pastor and the governing board will likely be the church board. The pastor may choose to appoint a Dean who will manage the affairs of the School. The Bible School secretary may be part-time volunteer (5-15 hours per week for a small school).

In some communities, several churches work together to present a larger, corporate, city-wide or region-wide Bible school, offering classes through several area churches. Such schools produce a corporate brochure each quarter listing all courses being offered on each church campus. Students have a larger number of course offerings from which to select, and the community is blessed by churches working together cooperatively.

If you are able to orchestrate such a community effort, you will need to creatively adjust the leadership team suggested above so that each participating church feels a sense of ownership. Perhaps you would list each church as a satellite campus. Be sensitive and create what meets the need of the community and the Spirit of God. One city-wide school developed a corporate brochure which listed courses on 17 different church campuses. They began their first quarter with 500 students!

2.12 JOB DESCRIPTION OF THE PRESIDENT

- Provides over-all supervision;
- Gives leadership and executive direction to the Bible School as a whole;
- Gives leadership in planning and development;
- Gives leadership in preparing and presenting the budget;
- Gives leadership in public relations.

Major areas of responsibility are delegated to administrative officers on the assumption that capable officers are appointed who can be trusted to manage their departments. In sound administration, the President refrains from interfering with administrative details which have been delegated to subordinates, but since he has general oversight of all affairs of the school, he should remain conversant through regular reporting of every phase of the school’s operation.

2.13 JOB DESCRIPTION OF THE DEAN

The Dean may be appointed by the pastor/president. The Dean is responsible for the managing and running of the Bible School. He is to insure that all teachers are selected, trained, and monitored. He oversees the selection of courses taught each quarter, and insures they are properly promoted to potential students so that there is adequate enrollment. This advertising will include his own church, other area churches, newspapers, radio, posters, etc. He may provide academic and spiritual counseling to the students, or appoint a Dean of Students who assists in this capacity. He works directly with the Bible school secretary, making sure all student and financial records are properly kept. He may be a teacher himself.
2.14 JOB DESCRIPTION OF THE SECRETARY

Responsible to see that all records are properly kept and filed. These will include attendance records, student transcripts, student financial information, individual student files, general files, ordering materials to be used each semester, and sale of school texts and materials.

2.15 JOB DESCRIPTION OF THE FACULTY

Faculty each receive and read a copy of the Lamad Faculty Handbook.

Faculty shall meet the standards listed in the Lamad Faculty Handbook, and shall be responsible for the impartation of Spirit and life, wisdom and knowledge into the lives of their students. They will complete all student grading according to policies and principles established.

2.16 FACULTY RESPONSIBILITIES

1. Become fully knowledgeable regarding the school’s philosophy of education (Training, not just Teaching), and its overall programs and objectives.

2. Begin each and every course material preparation and class period with a total sense of dependency on the Holy Spirit to impart revelation and anointing to all within the class, including yourself.

3. Seek to bring balance to and avoid extremes in teachings regarding all matters of theology and spirituality, as well as techniques of ministry taught, that Christ might be honored and uplifted. LET YOUR MODERATION BE KNOWN UNTO ALL MEN.

4. Always strive to maintain a teachable spirit YOURSELF, recognizing that no one teacher can have all revelation knowledge; and in that same humble spirit encourage your students to receive truth from other faculty members, as this builds balance in their character and education.

5. Be positively supportive of ALL faculty and area Pastors at ALL times, even if you disagree on a point of theology with them. BY THIS SHALL ALL MEN KNOW THAT YOU ARE MY DISCIPLES, IF YOU HAVE LOVE ONE FOR ANOTHER.

6. Meet at least semi-annually with the Academic Dean for the purpose of...
   a. Sharing individual matters of spiritual and/or academic concern regarding the school.
   b. Sharing of individual matters of spiritual and/or personal concern to you personally.
   c. Appraisal of your performance (when appropriate).
   d. General Fellowship.

7. Submit your text book(s) requests for EACH COURSE to the secretarial office not less than FOUR WEEKS PRIOR TO THE BEGINNING OF each SEMESTER.

8. If developing your own course, submit your complete course syllabus and outline to the secretarial office not less than FOUR WEEKS prior to the first day of class, EACH semester.

9. Keep absolutely accurate attendance records for each class, on the appropriate attendance form passed out by the secretarial office. These MUST be turned in at the end of the last class.

10. Course grade sheets (passed out at beginning of semester) MUST be turned in to secretarial office not later than TWO WEEKS (14 days) after the last day of class.
Note: If at that time a student’s work and therefore grade is INCOMPLETE, according to school policy the grade is to be changed to a FAILURE unless you believe for some good reason, and notify the Academic Dean’s office of such, that the student should be granted a one week extension.

11. Absolutely NO faculty member is to cancel, or postpone a class meeting or arrange for another person (school Faculty or not) to teach for him in his absence.

If such a need arises, the Administration offices of the school MUST be notified as soon as possible and THEY will be responsible for whatever arrangements need be made. There are NO EXCEPTIONS TO BE CONSIDERED. Note: In the event of inclement weather, the faculty person will be notified by the school administrative offices, at the earliest possible moment, IF the school is to be CLOSED.

12. Each faculty member is to live an EXEMPLARY LIFE, both morally and spiritually at all times, not just while on campus; as this is pleasing and honoring to the Christ who saved us, called us and has anointed us for ministry.
2.17 CHRISTIAN LEADERSHIP UNIVERSITY TRANSFER POLICIES

View the most updated version of this page at www.cluonline.com/transfer

Christian Leadership University will accept credits toward a CLU degree from the following sources:

1. Official transcripts from other educational institutions including church-centered Bible Schools and Schools of Ministry, community colleges, technical schools, colleges, universities, and seminaries. Courses with “A” and “B” grades will be accepted when they maintain a course content that is complementary to the degree being sought at CLU. Credits transferred are limited to half of the credits required for the CLU Degree.

ALL completed courses for which the course syllabus is copyrighted by Lamad Curriculum Developers will be accepted by transcript, without limitation to the number of credits being transferred, provided all work required in the course syllabus was completed and an “A” or a “B” was earned on the course. In this case, a minimum of one course per degree is required to be taken directly with CLU. ALL completed courses for which the course syllabus is copyrighted by “CWG Ministries” will be accepted by transcript, without limitation to the number of credits being transferred, provided all work required in the course syllabus was completed and an “A” or a “B” was earned on the course. In this case, a minimum of one three-credit course from the Renewal concentration must be taken directly with CLU for each degree sought. All CLU graduates must take REN103 or REN503. If the student has already taken all the Renewal courses CLU offers, he may pick a 3 credit course from the Ministry, Counseling or Theology Concentrations.

2. Life experience credits may be earned by the student completing and submitting a Life Experience Portfolio to CLU. See further details at www.cluonline.com/portfolio

3. Students may be taking courses with CLU while they are taking courses at other educational institutions.

4. Degrees are awarded when the following criteria are met:
   ♦ Associate’s degree – 60 credits
   ♦ Bachelor’s degree – 60 credits beyond the Associate’s degree
   ♦ Master’s degree – 40 credits beyond the Bachelor’s degree
   ♦ Doctoral degree – 40 or 60 credits beyond the Master’s degree

Flexibility is the rule when it comes to exactly which courses are to be taken. The guiding principle is to follow your heart’s passions and desires, as God has put them there. The degree awarded will be titled according to the major concentration of courses taken.

Concentrations include: Biblical Studies, Christian Arts, Christian Counseling, Christian Entrepreneurship, Christian Leadership, Divine Healing, Intercession, Missions and Evangelism, Ministry, Prophetic Ministry, Theology, Worship Ministry, Youth Ministry and a Divinity degree on the Master’s and Doctoral levels.
3.1 Costs for Establishing a Church-centered Bible School
   Initial costs include:
   Motivational and Training Seminars:

3.2 Costs for Maintaining a Church-centered Bible School
   Instructors’ Honorariums
   Administrators’ Salaries
   Part-Time Secretary
   Books, Brochures, Etc.

3.3 Income Through Tuition, Auditing, and Registration Fees
   Why charge tuition and registration fees?
   How much tuition should be charged?

3.4 Church Support of Your Church-centered Bible School

3.5 "Lamad Curriculum License Agreement"
3.1 Costs for Establishing a Church-Centered Bible School

Initial costs include:
1. An “Operations Manual” may be purchased for $69. It details the steps and procedures for setting up a church-centered Bible school.
2. A CD-ROM can be purchased for $900. It contains over 100 currently-available course syllabi that you may print and freely reproduce for your students each quarter. Each syllabus is 20-60 pages in length and lays out the 12-week course in a detailed, week-by-week manner. Purchased one at a time, these course syllabi cost $25 each.
3. The “Core Pack” can be purchased for the discounted price of $1100, and includes all the materials for 31 of our most popular courses.

The total value of the above three items is $2069. They can be purchased together for only $1995.

Motivational and Training Seminars:
You may wish to host a kickoff weekend Communion With God seminar to let students taste the uniqueness and life-transforming impact of the CLU courses upon their lives and to increase student interest. You may also conduct a teacher training seminar (Spirit-Anointed Teaching) which could be done as a three-hour video experience with two hours of small group application following.

These seminars will be largely self-supporting, but they may add a little to your Bible School budget. A complete discussion of these opportunities is provided in a future section.

You may want to allocate an additional $500 for your school’s advertising budget and initial instructors’ supplies.

Your church may order from CLU all the books and teacher’s guides for the “Core Courses” for the B.A. degree. This can be a base library which your Bible school can keep on hand to browse through, assisting you in choosing courses to offer quarter by quarter. If interested, call the CLU administrative office for an updated price on this package.

3.2 Costs for Maintaining a Church-Centered Bible School

There are a number of variables which determine the ongoing cost of operating your Church-centered Bible School. Primary costs are paying instructors, administrators and school secretary, and costs for promotion. Many of our schools are totally self-sufficient and need no extra income from their local church. The tuition charged to students and the money from book sales covers the Bible School’s costs.

Instructors’ Honorariums
Schools use a variety of approaches to pay their teachers. Some pay them a percentage of the tuition that comes in for the class; some pay a flat fee weekly; some pay nothing. One church very successfully takes up an offering in each class each week and gives that to the instructor (and charges no course tuition). Most churches do not pay an additional honorarium if the teacher is on pastoral staff.

Administrators’ Salaries
Your church may choose to utilize an already existing staff member to serve as the Dean and principle administrator of the school. In this way, his salary is already covered. If you do decide to add an additional staff member, part of his salary may be covered by his teaching several classes per week. In addition, the church will probably need to supply additional funds, and utilize him in other ways also. The other possibility is to have this person serve part-time and be reimbursed part-time.
**Part-Time Secretary**

This position may be filled by a volunteer working ten hours or so per week, or the existing church secretary may be able to incorporate this work into his or her work schedule. As your school grows, you will need to consider a full-time secretary. The registration fees (as opposed to tuition fees, which are viewed as going to instructors) are viewed as covering secretarial expenses.

**Books, Brochures, Etc.**

Sale of student textbooks will remit some profit to your school, since you will be able to purchase them at a discount from CLU. This profit will be used to cover the annual curriculum discount fee, to keep small supplies of books and materials on your shelves, and to develop each semesters’ advertising brochures.

**3.3 INCOME THROUGH TUITION, AUDITING, AND REGISTRATION FEES**

Your Bible School can be largely self-supporting through the fees you set for course registration and tuition.

**Why charge tuition and registration fees?**

1. People tend to not appreciate what costs them nothing.
2. Students are not serious about completing homework and attending all classes if they have not invested something into the class.
3. Because they are paying, students realize this is not just Sunday School, but that a deeper level of commitment is required.
4. Those who honor a prophet will receive a prophet’s reward.
5. A workman is worthy of his hire. Charging tuition allows you the opportunity of using that money to honor the instructor for his service.

**How much tuition should be charged?**

1. This will depend on your locality, and the income level of your students.
2. Schools average about $40 per three-credit course, with an actual range of $5 per credit to $40 per credit.
3. Some schools have used a sliding fee scale based on the total family income and the number of dependents.

**3.4 CHURCH SUPPORT OF YOUR CHURCH-CENTERED BIBLE SCHOOL**

We feel the local church should view its Bible School as the primary discipling arm of its ministry. As discipling is one of the primary ministries of the local church, and scripturally and practically it is evident that the tithe is to be used to support the pastor/teacher who ministers within the local church, we believe that each local church should plan to provide an ongoing measure of financial support to its Church-centered Bible School. It may be wise for the church board to agree together concerning this philosophy, and be prepared to offer ongoing support as needed.
Purpose: Lamad Curriculum Developers LLC (hereby known as the licensor), is willing to make the lamad curriculum it has developed available to churches, schools of ministry, Bible schools, home groups, adult education instructors, Bible colleges and seminaries (herein known as the licensee). The requirements of this license contract will ensure that proper steps are instituted by the licensee so that the lamad imprint within these courses is not lost, but is fully transferred to the student.

Benefits:

1. Thirty years of intensive development of lamad curriculum is placed at your fingertips for your training of the people God has given to you.

2. The licensee will receive a 20% discount on all books, cassettes, and videos copyrighted by Mark and Patti Virkler.

3. Christian Leadership University will accept transcripts for students from your ministry according to the stated policy at www.clunline.com/section7.htm. Note that your students are required to enroll directly with CLU and take at least one three-credit course from the Renewal concentration directly from CLU per degree that CLU awards them. The rest of the courses may come from you. If they want to bring in life experience credits they must submit a life experience portfolio directly to CLU for evaluation. These steps may be taken anytime during their educational process with you. At the end of their time with you, you must submit an official transcript to CLU if they want a degree from CLU.

4. The licensee is free to develop and use their own lamad curriculum and write their own lamad books. Lamad Curriculum Developers LLC, through Communion With God Ministries, provides two free training files to assist the licensee in this task. They are “How to Write a Lamad-styled Book” and “How to Develop Lamad-styled Course Syllabi.” Both can be freely downloaded from www.cwgministries.org/freebooks.

Key Products That Are Made Available Through This License:

1. A CD-ROM of the more than 100 currently available course syllabi may be purchased by the licensee as a bundle for the discounted price of $900, or individual syllabi may be purchased for $25 each. Each syllabus is 20-60 pages in length and lays out the 12-week course in a detailed, lesson-by-lesson manner. Once purchased, these may be freely reproduced for the students of the licensee. Copies cannot be made or sold beyond their own student body. The copyright information on these course syllabi must remain intact when you reproduce them for distribution to students. No changes are allowed to be made to the course syllabi other than the front cover of each course syllabus (i.e., the first page) which can be altered in the following way: The licensee may put their name and logo on the cover, with the following statement – “Used under license agreement with Lamad Curriculum Developers LLC.”

Once you have purchased the initial Course Syllabi CD ROM for $900, you may purchase an annual update CD ROM for just $50. This update will have all currently available courses, including any corrections made to previous course syllabi and all newly created course syllabi.

2. The Operations Manual ($69.95) will be a great help to the licensee and answer many questions concerning running a church-centered Bible school or school of ministry. It should be ordered immediately.

3. A “Core Pack” may be purchased for the discounted price of $1100, and includes all the materials for 31 of our most popular courses. (This pack is already discounted by approximately 30%.)

The total value of the course syllabi on CD, the Core Pack and Operations Manual is approximately $2069. They may be purchased together with an added discount for only $1995. Make checks payable to Lamad Curriculum Developers LLC, 3792 Broadway St., Cheektowaga, NY 14227. Most major credit cards are also accepted. This may be paid in installments, with $1000 down, and $995 within 90 days. All products will be shipped when Lamad Curriculum Developers receives the $1000 down payment.

Shipping Information – address you want the above products shipped to:

Ship to _______________________________________________________ Phone ____________________________

Address ______________________________________________________ Fax ____________________________

Address ______________________________________________________ Email ____________________________

President of School ____________________________________________

Down payment $ ___________________ Date ____________ (Attach payment.)

Signed __________________________________________________________

_____ (initial here) _______ (Lamad Curriculum Developers LLC initials here)
Requirements Which Ensure Quality:

1. The licensee must adhere to the Apostles’ Creed.

2. The licensee must maintain financial integrity, moral excellence and love, honor and respect toward others.

3. The licensee must maintain accurate student files, which include completed enrollment and release forms, transcripts from other schools, student grades and dates for each course completed.

4. Before teaching any curriculum which is copyrighted by Lamad Curriculum Developers, a potential instructor is required to take two foundational courses which ensure they grasp the heart and the style of lamad instruction. These two courses are “Communion With God” and “Experiencing God in the Small Group.” The person who grades these courses must have taken these two courses from Christian Leadership University and been graded by a CLU instructor, or they must be a “Certified Lamad Instructor.”

   a. Note: Please provide Communion With God Ministries with the names of your Bible school administrators, faculty and prospective faculty, and these individuals will then be eligible to enroll in the above two courses at a $125 discount off three-credit courses and $166 discount off four-credit courses.

5. Your students must begin with the proper foundation, which is that they must be able to hear God’s voice. Each lamad course will require them to hear and respond to God’s voice. The licensee agrees to begin each student’s training with the course “Communion With God.”

6. Since lamad courses are unique, it is required that all instructors who teach a lamad course would first have completed the coursework themselves, before they begin teaching the course to others. As an alternative, CLU is willing to furnish instructors to grade students from Lamad-licensed schools. The fee would be $20 per credit (so the typical three-credit course would be $60).

7. Your instructors may become “Certified Lamad Instructors” by successfully completing the above two courses, completing the Certified Lamad Instructor application form at www.cluonline.com/AdjunctApplication and having all students for each course they teach complete the Evaluation Form at www.cluonline.com/evaluate.htm. This certification is renewable on July 1 of every third year (current renewal fee is $99).

Additional Requirements:

1. This license agreement lasts for three years. All renewals are due on July 1 of any given year. Renewal fee is $100. Renewal will not be denied if the conditions of the contract are being met. This contract can be terminated immediately if the conditions of this contract are not being met by the licensee.

2. The breaking of any of these rules will incur the following penalties for the licensee: immediate discontinuance of sale of materials to the licensee and their students, the requirement that all course syllabi with a Lamad Curriculum Developers copyright no longer be used, a fine of $25,000 plus damages, plus any legal fees that may be required by Lamad Curriculum Developers to collect these monies. The licensor reserves the right for injunctive relief.

3. Lamad Curriculum Developers LLC reserves the right to adjust this contract from time to time as they deem necessary.

4. The following additional requirements apply only to those offering these courses to students outside your local area - more than 100 miles from your ministry center (e.g. offering correspondence courses, doing internet/radio/TV advertising, etc.).

   a. Your advertised prices must be the same or higher than the prices CLU is using for course tuition, course materials, life experience credits, and practicum and thesis credits. (Permission may be sought and received from Lamad Curriculum Developers LLC for you to offer a special course discount off the listed price to the students within your local church and geographic region. This discounted price cannot be posted to a website or made available to those doing a web search, but may be advertised through other means to the potential students within your church/region.)

   b. $20 per course credit must be remitted to CLU (CLU is the prototype school utilizing lamad curriculum). For example, your school would be charging $225 for tuition for a three-credit course and would be required to remit $60 of this to CLU. CLU is willing to dropship to your students. You may place your students’ orders with CLU and provide payment through your church credit card for the course materials and the $20 per credit tuition.

Signatures of this contract

School President ____________________________________________________ Date ________________

Witness ___________________________________________________________ Date ________________

Mark Virkler ______________________________________________________ Date ________________

Witness ___________________________________________________________ Date ________________

Mail two signed copies to Lamad Curriculum Developers LLC, 3792 Broadway Street, NY 14227.
You will receive a signed copy back.