

Sabbath School/Personal Ministries

**INTERNATIONAL
INSTITUTE OF CHRISTIAN
MINISTRIES**

The International Institute of Christian Ministries

GENERAL INFORMATION

WHAT IS IT?

The International Institute of Christian Ministries is an umbrella under which various types of training can be offered that will fit within the purview of Global Mission and Outreach.

DIVINE GUIDANCE

The International Institute of Christian Ministries is based on the following divine guidance:

1. “Every church should be a training school for Christian workers” (*Christian Service*, p. 59).
2. “Let ministers teach church members that in order to grow in spirituality, they must carry the burden that the Lord has laid upon them—the burden of leading souls to Christ. Those who are not fulfilling their responsibility should be visited, prayed with, labored for” (*Ibid.*, pp.69, 70).
3. “The work of God in this earth can never be finished until the men and women comprising our church membership rally to the work, and unite their efforts with those of ministers and church officers” (*Gospel Workers*, p. 352).
4. “The greatest help that can be given our people is to teach them to work for God, and to depend on Him, not on the ministers” (*Testimonies*, Vol. 7, p. 19).
5. “Many would be willing to work if they were taught how to begin” (*Christian Service*, p. 59).
6. “There should be no delay in this well-planned effort to educate the church members” (*Testimonies*, Vol. 9, p. 119).

BIBLICAL EXAMPLE

The concept of the International Institute of Christian Ministries comes from the example of Paul in the church of Ephesus: Paul “took the disciples with him and had discussions daily in the lecture hall of Tyrannus. This went on for two years, so

that all the Jews and Greeks who lived in the province of Asia heard the word of the Lord” (Acts 19:9,10, NIV).

Assuming that the disciples spent five hours a day with Paul, that’s 3,650 hours; about the equivalent of 60 semester hours, or two years of college training. Apparently on-the-job training was included, because they got the message out to the entire province of Asia surrounding the city of Ephesus.

MEETING THE NEEDS

The Seventh-day Adventist Church is a growing church. As the church is multiplying, it has more urgent needs than ever. Establishment of the International Institute of Christian Ministries will meet the following needs:

1. The need of nurturing new members to be faithful to the Lord.
2. The need of more trained leaders who can nurture new members.
3. The need of more leaders equipped to do personal and public evangelism.
4. The need of more leaders specialized in teaching children, youth, and adults.
5. The need of more lay leaders to work together with pastors in fulfilling the gospel commission.

THE OBJECTIVES

The purpose of the International Institute of Christian Ministries is to equip Seventh-day Adventist Church members worldwide to contribute to the spiritual and numerical growth of the church of Jesus Christ. The specific objectives of the Institute are as follows:

1. To help church members discover and more effectively use their spiritual gifts.
2. To provide professional training for all church members.
3. To design curricula with direct input and guidance from church members and pastors.
4. To prepare gifted members to disciple others in the local church.

5. To become a resource center for those who desire to conduct these ministries.

DEPARTMENTAL INVOLVEMENT

This plan is initiated by the Sabbath School/Personal Ministries Department in cooperation with the Children's Ministries Department, Education Department, Ministerial Association, and Youth Department.

THE PROCEDURES

The International Institute of Christian Ministries has the following procedures of operation:

1. The General Conference Sabbath School/Personal Ministries Department shall assist each division/union in the establishment of the International Institute of Christian Ministries.
2. The division/union Sabbath School/Personal Ministries Department shall guide all missions/conferences in the establishment of at least one International Institute of Christian Ministries Teaching Center for every mission or conference, preferably one teaching center per city/town, and in the long run, every church will become a teaching center.
3. Every mission/conference needs to decide the final curriculum by following the guidelines of the General Conference Sabbath School/Personal Ministries Department, and making adjustments for the local situation. Each conference/mission may produce its own bulletin.
4. The mission/conference Sabbath School/Personal Ministries Director coordinates the seminar/workshop in harmony with the curriculum agreed upon by the Conference/Mission Executive Committee.
5. Accurate attendance record is taken for every class, and the names of graduates are sent to the General Conference Sabbath School/Personal Ministries Department through the union and division.
6. The conference/mission Sabbath School/Personal Ministries Department will issue the Certificate of Accomplishment which has been provided by the

General Conference Sabbath School/Personal
Ministries Department.

THE METHOD

Each conference/mission needs to design a training program that provides structured professional training in ministry for the members of the conference/mission. The president of the conference/mission is chairman of the Management Board and gives overall advice and guidance for the continued development of the Institute.

The director of the local Institute is the Sabbath School/Personal Ministries Director for the mission/conference, who will direct the day-to-day operation of the Institute. This includes, among other items, overseeing curriculum development, developing and printing class schedules and bulletins, providing resources for each training session, and other items of operation as needed.

The Management Board functions to give overall guidance to the Institute in its continual growth and class development. The Board is composed of the President as Chairman, the Sabbath School/Personal Ministries Director as Secretary, the Ministerial Secretary, and a number of lay members and pastors determined by the Conference/Mission Executive Committee as members.

THE LOCATION

For the beginning of the program, each conference/mission will select churches to be used as training centers. The goal is that all churches within the mission/conference territory will become training centers.

Yearly, the director of the Institute, in consultation with the conference/mission and churches, develops a schedule and circulates it to all the churches within the conference/mission territory. Members may register for the class of their choice in any location.

THE FACULTY

The faculty for the International Institute of Christian Ministries consists of conference/mission personnel, qualified and experienced pastors, and lay members. The Board of Management of the Institute in each conference/mission should endeavor to provide professional and experienced instructors who can share not only theory, but practical day-to-day application experience.

In order to have qualified instructors, the mission/conference may need to work with union or local Adventist college personnel. The names of the instructors are to be listed in the bulletin and in the class schedule.

CERTIFICATION PROGRAMS

The Institute may offer several certification programs according to the needs of the local situation. Suggested certification programs that may be urgently needed are the following:

1. Local Church Leadership
2. Personal Evangelism (Lay Bible Instructor)
3. Public Evangelism (Lay Bible Preacher)
4. Adult Religious Education
5. Children's Religious Education
6. Youth Religious Education

Any other department that wishes to offer a certification program under the umbrella of the International Institute of Christian Ministries needs to submit the proposed program and its requirements to the General Conference Sabbath School/Personal Ministries Department.

CERTIFICATION REQUIREMENTS

Upon completion of the required core courses, general class work, specified reading, field practicum, and a commitment to service in the local church, the participant will be certified in the area of his/her choice and given a certificate from the Institute. Ten classes must be completed before an individual receives a certificate.

they may be granted during a Lay or Sabbath School Congress where a special service of recognition and dedication may be planned. Those certified will be set apart for service asking for the Holy Spirit to empower them for ministry.

All certified participants will be assisted by the Institute in putting their training to use in their local church. Qualified participants are encouraged to share their training with others in their local church in order to assist them in becoming involved in ministry.

**INTERNATIONAL
INSTITUTE OF
CHRISTIAN
MINISTRIES AND
GRIGGS
UNIVERSITY
AFFILIATION**

In 2001 the International Institute of Christian Ministries affiliated with Griggs University in offering a joint certificate program for the training of members for Global Mission and Outreach.

The following information will be useful to all participants being trained for service:

1. Who is Griggs University?

Griggs University is General Conference institution. It is the collegiate division of Home Study International which was founded in 1909. In 1990 the Board of Directors of Home Study International voted to name the degree-granting division Griggs University in honor of Dr. Frederick Griggs. In the same year the Maryland Higher Education Commission authorized Griggs University to offer degrees in religious disciplines. Today, Griggs University is an internationally recognized and accredited university.

2. What is the Mission of Griggs University?

As a global Seventh-day Adventist educational institution, the mission of Griggs University is to provide educationally sound, value-based, guided independent study, field-taught intensives, and distance education programs that build a foundation for service to God, church, and society. These programs are uniquely designed to enrich the lives and increase the ability of lay leaders and religious workers to serve their church.

3. What Griggs University can offer?

The following non-degree, certificate, and degree programs can be earned through Griggs University:

- Continuing Education Unit credits (Certificate provided) for IICM seminars.
- Completion Certificates. Completion certificates are awarded to those who complete a prescribed portion of degree programs as follows:
 - * One-Year Certificate in Pastoral Ministry

* Three-Year Certificates in Religion and Theological Studies

Note: Courses taken for these certificate programs apply toward the A.A. in Personal Ministries, and the B.A. in Religion or Theological Studies.

- Degree Programs:
 - * Associate of Arts in Personal Ministries
 - * Bachelor of Arts in Religion
 - * Bachelor of Arts in Theological Studies
 - * Bachelor of Science in Church Business Management
 - * Bachelor of Science in Religious Education

Note: Full details regarding these and other Griggs University programs can be obtained on request. Write for the current Griggs University Bulletin at:

*Griggs University,
12501 Old Columbia Pike,
Silver Spring, MD. 20904*

4. Who will issue these certificates and degrees?

Programs that are conducted by IICM may lead to continuing education units, certificates, or degrees from Griggs University. Certificates will bear both the IICM and the GU logos.

5. How to enroll in one of these Griggs University programs?

Enrollment is easy. Just call 1-800-782-4769 and ask for an enrollment form.

1. IICM forms an affiliation with GU in order to:

- (1) **affirm the IICM certification program;**
- (2) **offer IICM graduates CEU credit;**
- (3) **grant IICM graduates the opportunity to earn academic credit, recorded with a grade on a GU transcript;**
- (4) **afford selected IICM graduates to qualify for**

GU degree programs.

2. **GU/IICM issue the CEU certificates to IICM graduates as joint conferees.**
3. **The following IICM courses when combined, qualify for the designated GU credit providing the applicants fulfil the prescribed assignment, to wit:**

IICM Combined Courses:* *GU Accredited Course:

I IICM Combination #1 (Instruction: 24 hours):

<i>CR101</i>	<i>Spiritual Gifts</i>	<i>RELT250 (3)</i>
<i>CR103</i>	<i>Principles of Leadership & Church Growth</i>	<i>Church Leadership & Management</i>
<i>LCL101</i>	<i>Christian Leadership Principle & Theory</i>	
<i>LCL103</i>	<i>Techniques of Board Management</i>	
<i>LCL104</i>	<i>Church Organization</i>	
<i>LCL105</i>	<i>Mobilizing the Church for Ministry</i>	

Assignment: Besides completing te prescribed IICM course requirements for each of the above courses the student applying for GU-RELT250 credit must submit (1) a reading report of each of the prescribed texts; and (2) an open book exam on the course contents including the texts.

II IICM Combination #2 (Instruction: 24 hours):

<i>CR102</i>	<i>Principles of Personal Christian Witness</i>	<i>RELT320 (3)</i>
<i>PEv101</i>	<i>Principles of Evangelism in the Life of Jesus</i>	<i>Personal Evangelism</i>
<i>PEv102</i>	<i>Methods of Door-to Door Visitation</i>	
<i>PEv103</i>	<i>Principles & Methods of Obtaining Decisions</i>	
<i>PEv104</i>	<i>Simple Methods of Giving a Bible Study</i>	
<i>PEv105</i>	<i>Reaching Special People</i>	

Assignment: Besides completing the prescribed IICM course requirements for each for the above courses the student applying for GU-RELT320 credit must submit (1) a reading report of the prescribed texts; (2) an open book exam on the course content including the texts; and or (3) a field practicum.

III IICM Combination #3 (Instruction: 20 hours):

LCL106	Sermon Preparation	RELT308 (3)
PuE101	Voice Development & Speech Delivery	Biblical Preaching
PuE102	Speaking in the Power of the Spirit	
CRE102	Teaching Principles	
CR104	How to Teach Basic Adventist Doctrine	

Assignment: Besides completing the prescribed IICM course requirements for each for the above courses the student applying for GU-RELT308 credit must submit (1) a typed word-for-word transcript of a complete sermon; and (2) select an Adventist doctrine and describe how you would teach this in an evangelistic sermon.

IV IICM Combination #4 (Instruction: 20 hours):

CR104	How to Teach Basic Adventist Doctrine	RELT 235 (3) Principles of Bible Instruction
ARE102	Inductive & Relational Bible Study and Teaching	
ARE103	Basic Teaching Skills	
ARE105	Teaching Techniques of Jesus	
ARE106	How to Interpret the Bible and The Spirit of Prophecy	

Assignment: Besides completing the prescribed IICM course requirements for the above courses the student applying for GU-RELT325 credit must submit (1) a reading report of the prescribed texts; (2) an open book exam on How to Interpret the Bible and the Spirit of Prophecy via a case study.

V IICM Combination #5 (Instruction: 12 hours):

YRE105	Denomination History	HIST304 (3)
YRE101	SDA Bible Doctrines	Adventist Heritage
LCL104	Church Organization	

Assignment: Besides completing the prescribed IICM course requirements for the above courses the student applying for GU-HIST304 credit must submit (1) a reading report of the prescribed texts, (2) a comprehensive objective examination; and (3) a two-page essay reflecting on how this course has impacted on your life. The essay begins with "I am proud to be an Adventist because..."

4. Advantages of this collaboration:

- (1) Aligns GU with the Mission Statement of the General Conference emphasizing the primacy

of training lay persons for evangelism and church leadership.

- (2) Integrates GU with the GC department of Sabbath School and Personal Ministries.**
- (3) Proves IICM with a structure for formalizing its training program.**
- (4) Exhibits GU educational and degree programs to the world field through the Sabbath School and Personal Ministries Department.**

COURSE DESCRIPTIONS

CORE COURSES (Required)

CR101 Spiritual Gifts: Keys to Ministry

Experience the power of the Holy Spirit in your daily life. Special instruction will be given to help you understand:

- The nature of the Spirit's gifts.
- Understanding spiritual gifts.
- Discovering your unique gifts.
- Ministering with your gifts.

Only the power of the Holy Spirit will effectively advance the work of the church on this earth!

Suggested textbook/references: *Spiritual Gifts*, by James W. Zackrison

CR102 Principles of Personal Christian Witness

You can witness every day! This class will introduce you to Lifestyle Evangelism and the application of witnessing to your everyday life. You'll learn:

- Your personal witnessing "style."
- When and how to share personal spiritual insights.
- How to lead others to decide for Jesus.

Discover the spiritual "refreshing" that comes from comfortably sharing your faith!

Suggested textbook/references: *Witnessing for Christ* (GC publication); *Fulfilling the Gospel Commission*, by Mark Finley; Syllabus: GC SS/PM Department

CR103 Principles of Christian Leadership and Church Growth

"Follow the leader!" is not just a leftover injunction from kindergarten days. Our people will follow the example of men and women who have learned the principles of Christian leadership from the Bible and the Spirit of Prophecy. This class will:

- Introduce you to the basic principles of Christian leadership.
- Relate these leadership principles to the numerical and spiritual growth of the local church.

Suggested textbook and references: *Evangelism and Church Growth*, by Russell Burrill

CR104 How to Teach Basic Adventist Doctrines

A sound understanding of what the Adventist Church teaches is fundamental to all forms of outreach, evangelism, and nurture. There has been considerable controversy in recent years, with a variety of views advocated, and it can be confusing. This course:

- Reviews key doctrines of the Seventh-day Adventist Church in their historical context.
- Details how these doctrines are applied to life today.
- Provides approaches to teaching each major doctrine.

These skills can be utilized in Bible studies, Sabbath School, small groups, seminars, and other settings.

Suggested textbook: *Studying Together*, by Mark Finley

Local Church Leadership

The responsibilities and tasks facing church leaders are complex and demanding. Learn the basic skills needed to serve effectively as board chairperson, elder, deacon, deaconess, Home and School leader, or similar responsibility, by acquiring techniques for leadership and management. Learn how to motivate people, manage time, exercise personal relationship skills, and use parliamentary procedure.

<p>Requirements for an International Institute of Christian Ministries' Certificate in Local Church Leadership</p>

Core Courses (Required)

- CR101 Spiritual Gifts: Keys to Ministry
- CR102 Principles of Personal Christian Witness
- CR103 Principles of Christian Leadership and Church Growth
- CR104 How to Teach Basic Adventist Doctrines

Required Specialization Courses

- LCL101 Christian Leadership Principles and Theory
- LCL102 Small Group Ministries in the Local Church
- LCL103 Techniques of Board Management
- LCL104 Church Organization
- LCL105 Mobilizing the Church for Ministry
- LCL106 Sermon Preparation

**Required
Specialization
Courses**

LCL101 Christian Leadership Principles and Theory

The course will focus on the biblical model of servant leadership. Leadership styles and characteristics will be examined in the perspective of the biblical model. Issues regarding leadership qualifications and personal growth will be studied. In addition, a summary of the key elements of effective administration, delegation, team membership, accountability, evaluation, goal setting, and time management will be highlighted.

Suggested textbooks: *So You Want to Be a Leader*, by Robert Pierson; *Effective Church Leadership*, by Kennon Callahan

LCL102 Small Group Ministries in the Local Church

This class will provide the student with the background to organize small group ministries in the local church and to keep them functioning. Examine the principles of small group leadership, group dynamics, and the discipling abilities of groups. Emphasis will be given to the role of the small group leader.

Suggested textbooks: *Small Group Ministries in the Local Church*, by Kurt Johnson; *Power of Small Groups in the Local Church* by Miguel Cerna

LCL103 Techniques of Board Management

A key ingredient of church life is board meetings. This class not only focuses on how to chair a committee, but also discusses the principles involved in being a board member. Learn skills in basic board management; parliamentary procedures; and preparing agendas, minutes, and other board items.

Suggested textbook: *Making Committees Work*, by Mack Tennyson; Reference book: *General Conference Rules of Order* (published by Review and Herald)

LCL104 Church Organization

This course will focus on the study of the *SDA Church Manual*. The participant will have a better understanding about fulfilling responsibilities in any church function.

Textbooks: *SDA Church Manual*, and *Responsibilities in the Local Congregation*, by North American Division Church Ministries

**Required
Specialization
Courses**

LCL105 Communication Skills for Christian Leaders

This course will focus on communication issues such as essential attitudes in relating to others, listening well, conversational skills, phone calls, letters, e-mail, public presentations and persuasion, and difficult conversations.

Suggested Textbook:

People Skills; How to Assert Yourself, Listen to Others, and Resolve Conflict, by Robert Bolton

Or, each union may select their own textbook

Each union may select their preference

LCL106 Sermon Preparation

Learn to study the Bible so that God's message can be clearly discerned. Steps in preparing topical and expository studies and sermons will be explained and practiced along with information on the most effective use of concordances and commentaries. Instruction will be given on how to find additional material from life situations and reading.

Suggested Textbook: *Celebration & Experience in Preaching*, by Henry H. Mitchell

Personal Evangelism

(Lay Bible Instructor)

This specialty gives instruction in door-to-door visitation, conducting evangelistic meetings and Revelation Seminars, giving Bible studies, distributing literature, discipleship training, and obtaining decisions for Christ along with other related areas of evangelistic seed sowing, nurturing, and harvest.

<p>Requirements for an International Institute of Christian Ministries' Certificate in Personal Evangelism</p>

Core Courses (Required)

CR101	Spiritual Gifts: Keys to Ministry
CR102	Principles of Personal Christian Witness
CR103	Principles of Christian Leadership and Church Growth
CR104	How to Teach Basic Adventist Doctrines

Required Specialization Courses

LCL102	Small Group Ministries in the Local Church
PEv101	Principles of Evangelism in the Life of Jesus
PEv102	Methods of Door-to-Door Visitation
PEv103	Principles and Methods of Obtaining Decisions
PEv104	Simple Methods of Giving a Bible Study
PEv105	Reaching Special People

**Required
Specialization
Courses**

LCL102 Small Group Ministries in the Local Church

(See Page 17)

PEv101 Principles of Evangelism in the Life of Jesus

Jesus is the ultimate biblical example of evangelism. Studies from the Scripture and the Spirit of Prophecy will enable the participant to understand more fully how to evangelize.

Textbook: *Christ's Way of Reaching People*, by Philip G. Samaan

PEv102 Methods of Door-to-Door Visitation

This class will discuss in detail how to begin and coordinate a visitation program to generate interests and obtain decisions. The participant will learn the basic steps in the visiting process. Subject matter will include: preparation for a visit; approaching the house; how to respond at the door; dealing with the shy, the overbearing, and the non-interested; what to do and say once you are in the home; "do's and don'ts" from experience, plus other related topics.

Textbook: *From House to House*, by Craig Drossman
Syllabus: *From Door to Door*, General Conference Sabbath School/Personal Ministries Department

PEv103 Principles and Methods of Obtaining Decisions

The desired goal in evangelism is obtaining decisions. This course will assist the participant in recognizing when someone is ready to make a decision for Christ or a biblical teaching, and learn techniques to use in leading the individual to that decision. Some of the areas covered are the ABC's of decisions, appealing for decisions, and the use of Scripture in obtaining decisions.

Textbook: *Persuasion*, by Mark Finley
Syllabus: GC SS/PM Department

PEv104 Simple Methods of Giving a Bible Study

Sharing biblically the basic principles of the gospel and the Seventh-day Adventist Church's fundamental beliefs is an essential step in discipling the individual. This course will instruct the participant in how to plan and organize a set of

Bible lessons and how to obtain a decision with each lesson. Other areas covered will be how to start a new Bible study and how to develop an interest in Bible studies with individuals.

Textbook: *Giving Bible Studies* by Calvin Smith, and *How to Find a Bible Study* by Don Dronen

**Required
Specialization
Courses**

PEv105 Reaching Special People

Everyone is special because each person has his or her own cultural background, experience, and personal religious beliefs. This seminar will discuss the teachings of various target groups and the best methods of reaching them.

Textbooks: *Reaching & Winning Series*, produced by the General Conference Sabbath School/Personal Ministries Department

Public Evangelism (Lay Preacher Certification)

Learn how to preach effectively, prepare sermons, and organize evangelistic meetings. Master the basics of public speaking.

**Requirements for an International Institute of Christian
Ministries' Certificate in Public Evangelism**

Core Courses (Required)

CR101 Spiritual Gifts: Keys to Ministry

CR102 Principles of Personal Christian Witness

CR103 Principles of Christian Leadership and Church Growth

CR104 How to Teach Basic Adventist Doctrine

Required Specialization Courses

LCL106 Sermon Preparation

PEv101 Principles of Evangelism in the Life of Jesus

PEv103 Principles and Methods of Obtaining Decisions

PuE101 Voice Development and Speech Delivery

PuE102 Speaking in the Power of the Spirit

PuE103 Preparing and Presenting a Lay Evangelistic Series

**Required
Specialization
Courses**

LCL106 Sermon Preparation

(See Page 18)

PEv101 Principles of Evangelism in the Life of Jesus

(See Page 20)

PEv103 Principles and Methods of Obtaining Decisions

(See Page 20)

PuE101 Voice Development and Speech Delivery

This course will examine principles of voice culture from the Spirit of Prophecy. Emphasis will be placed on correct breathing for speech, resonance, clear articulation, and factors in effective speech delivery. The student will learn how to overcome nervousness and develop confidence.

Textbook: *The Voice in Speech and Song* (E.G. White)

PuE102 Speaking in the Power of the Spirit

This course will compare the biblical and Spirit of Prophecy emphasis on Spirit-filled speaking with that of some contemporary Christian literature. In a positive and practical way the student will learn how to receive the speaking power of the Holy Spirit and how to prepare and deliver the talk in the power of the Holy Spirit so that the unique spiritual needs of each listener are met.

Textbook: *Successful Lay Preaching*, by Floyd Bresee

PuE103 Preparing and Presenting a Lay Evangelistic Series

This course will include material on preparing and delivering each evangelistic sermon. Instruction will be given in the use of visual aids; how to advertise; how to obtain decisions by the power of the Holy Spirit; and how to prepare people for baptism in cooperation with the local pastor.

Suggested textbooks: *Evangelism and Church Growth*, by W.C. Scales, and *Practical Evangelistic Sermons*, by W.C. Scales

Adult Religious Education

In this specialty students will learn skills for being a Sabbath School superintendent, for leading out in an adult Sabbath School class, a home nurture group, a home Bible study group, or other group-related activities. Small group ministries are vital to the nurture and reaping activities of the local church.

<p>Requirements for an International Institute of Christian Ministries' Certificate in Adult Religious Education</p>

Core Courses (Required)

- CR101 Spiritual Gifts: Keys to Ministry
- CR102 Principles of Personal Christian Witness
- CR103 Principles of Christian Leadership and Church Growth
- CR104 How to Teach Basic Adventist Doctrine

Required Specialization Courses

- ARE101 Adult Sabbath School Teacher
- ARE102 Inductive & Relational Bible Study & Teaching
- ARE103 Basic Teaching Skills
- ARE104 Developing Sabbath School Action Units
- ARE105 Teaching Techniques of Jesus
- ARE106 How to Interpret the Bible and the Spirit of Prophecy

**Required
Specialization
Courses**

ARE101 Adult Sabbath School Teacher

The Adult Sabbath School class is a vital ingredient in the spiritual growth of the church member. Learn the basics of teaching techniques, lesson planning, leading a discussion, group dynamics, and using props for illustrations. A key ingredient will be learning methods to inspire and motivate the class member to deeper Bible study.

Suggested Textbook: *Teaching Techniques for the Adult Sabbath School*, by Charles H. Betz.
Syllabus, available in 1997

ARE102 Inductive and Relational Bible Study and Teaching

Most of us have been trained in what is called the “proof-text” method of Bible study. There is another system better suited for the adult Sabbath School teacher. It is called inductive Bible study. This class will teach you the techniques. One of the most vital elements of Bible teaching is helping the class member relate Bible truths to their own life. A recently developed method of Bible learning is called “relational Bible study.” This class will help you learn to use this methodology when it is useful in your Sabbath School class.

Suggested Textbooks: *Using the Bible in Groups*, by Roberta Hestenes, The Westminster Press; and *How to Get the Most out of Bible Study*, by Leo Van Dolson, Pacific Press. Also Seminar: *You Can Understand the Bible*, available from Pacific Press

ARE103 Basic Teaching Skills

Every teacher needs to develop basic skills. What to teach is important. How to teach is just as important. You may have all the knowledge in the world, but if you cannot get it across to your students, your knowledge is of little value.

Suggested Textbook: Syllabus and worksheets; *Teaching to Change Lives*, by Howard Hendriks, Multnomah Press

**Required
Specialization
Courses**

ARE104 Developing Sabbath School Action Units

The adult Sabbath School is an excellent setting for developing a program of outreach and nurture involving group dynamics. This seminar will explore the purpose of the adult Sabbath School, provide an overview of small group principles, and explore methods to make the Sabbath School the highlight of the daily spiritual life.

Suggested textbook: *Church Growth Through Sabbath School Action Units*, by Calvin Smith

ARE105 Teaching Techniques of Jesus

The people around Jesus considered Him a teacher. Jesus is directly addressed 90 times in the gospel. Sixty of those times He is called "teacher." Small wonder Ellen White counsels us: "In all your teaching be as near like Jesus as possible" (*Counsels on Sabbath School Work*, p. 182).

Suggested Textbook: *Teaching Techniques of Jesus*, by Herman Horns, Kregel Publications

ARE106 How to Interpret the Bible and the Spirit of Prophecy

The Bible is a complex book in the sense that it was written over a period of many years and reflects the ways people did things during different historical periods. In this class you will:

- Study principles of biblical interpretation.
- Learn how the Bible was compiled.
- Review some of the major English translations.
- Discover how the same principles of interpretation apply to the writings of Ellen G White.

Suggested textbook: *How to Use and Interpret the Bible and the Writings of Ellen G. White*, by James W. Zackrison

Children's Religious Education

Ministering to the needs of children on behalf of Christ is a vital and challenging endeavor. Learn how to understand and communicate with children and to lead effectively in children's Sabbath School divisions. Ages birth through 14 are the specific concentration of this specialization.

Requirements for an International Institute of Christian Ministries' Certificate in Children's Religious Education

Core Courses (Required)

- CR101 Spiritual Gifts: Keys to Ministry
- CR102 Principles of Personal Christian Witness
- CR103 Principles of Christian Leadership and Church Growth
- CR104 How to Teach Basic Adventist Doctrines

Required Specialization Courses

- CRE101 Understanding Children
- CRE102 Teaching Principles
- CRE103 Understanding GraceLink/Leadership in Children's Sabbath School
- CRE104 Child Evangelism
- CRE105 Children's Ministries Skills-1
- CRE106 Children's Ministries Skills-2

**Required
Specialization
Courses**

CRE101 Understanding Children

The study of the ages and stages of childhood, faith development at the life stages, special needs of children, and the issue of child abuse is combined with the best learning approaches for the various levels of spiritual understanding. The goal of this study is that the students will joyfully and confidently share Jesus with children at their development level, and adapted to children's special needs, so that the children will *really love Him*.

Textbooks:

How to Help Your Child Really Love Jesus, by Donna J. Habenicht, Ed.D.

How To Talk So Kids Will Listen & Listen So Kids Will Talk, by Adele Faber and Elaine Mazlish

CRE102 Teaching Principles

Teaching Bible stories and their application to daily living is a vital ingredient of leading children to Christ. This course will explore the teaching principles of Jesus coupled with a look at the teaching/learning process and application of methodologies. Working models for various age groups will also be studied.

Textbooks and website:

Habenicht, Donna & Burton, Larry. *Teaching the Faith: An Essential Guide to Raising Faith-shaped Kids*.

Teaching the Faith Companion Website -

<http://www.andrews.edu/~burton/ttf/> (An excellent source for presentations and additional readings.)

White, Ellen G. *Education*

Supplemental:

How to Teach the Bible with Power, by Charles H. Betz

CRE103 Understanding GraceLink/Leadership in Children's Sabbath School

This course is built on the foundation of understanding God's grace and sharing this awesome story with others. Sabbath School is an important setting for telling God's story of grace, for which the GraceLink Sabbath School Curriculum has been developed for ages 0-14. Components and background of GraceLink are presented, such as: The Four Dynamics of Total Christian Faith Learning, Total Hour Teaching, Learning Styles, and Active Learning. Logistical details of the children's Sabbath School program, personnel, and supplies will also be

discussed. Participants in the course will gain experience in leading out in a GraceLink Sabbath School Class. The course will also include a section on disciplining with grace.

Textbooks:

How to Teach Children in Sabbath School, by Donna Habenicht & Anne Bell

Children's Ministries: Ideas and Techniques That Work, Ann Calkins, editor. (AdventSource)

Supplemental:

Leadership Essentials for Children's Ministry, by Jutila Craig
Grace is for Kids: Breathing Grace into Children's Ministry, by Jack Calkins (For background information on grace and the learning cycles on which GraceLink is built.)

Reach Everyone You Teach, by Rosann Englebretson and Marlene LeFever (Teaching training video also available.)

Learning Styles: Reaching Everyone God Gave You to Teach, by Marlene LeFever

CRE104 Child Evangelism

This course has two facets. The first provides information on how to lead children to Jesus and assist them in developing a meaningful study and prayer life. The second area will provide outreach ideas for children's Sabbath Schools and explain how to organize a children's outreach program.

Also, churches and conferences are in constant need of individuals to assist with presentations and demonstrations at quarterly Sabbath School workshops and training seminars. If you have an interest in assisting, this course will prepare you for service.

Textbooks:

Why Nobody Learns Much of Anything at Church: and How to Fix It, by Thom & Joani Schultz (A video is also available.)

Transforming Children into Spiritual Champions, by George Barna

CRE105 Children's Ministries Skills-1

This course will focus on the following skills for working with children:

1. Bible Learning Activities
2. Interactive Storytelling
3. Drama Ministries (Clown ministry, skits & plays, puppets)
4. Memorization

Textbook: Each union may select their preference.

Additional textbook suggestions:

Inspiring Active Learning, by Merrill Harmim

Hearts, Brains & Growing Pains, edited by Louis Keffer and Dean Stone

The Creative Storytelling Guide, by Steven James

Interactive Bible Stories for Children: Old Testament, Group Publishing

Interactive Bible Stories for Children: New Testament, Group Publishing

CRE106 Children's Ministries Skills-2

The following skills for working with children will be presented in this course:

1. Teaching Children to Pray
2. Music for Children
3. Crafts
4. Nature

Textbook: Each union may select their preference.

Additional textbook suggestions:

100 Ways to Teach Children to Pray, by Karen Holford

Good Earth Art: Environmental Art for Kids, by MaryAnn F. Kohl & Cindy Gainer

For a radical look at Children's Ministries that incorporates Children's Ministries Skills in an out-of-the-ordinary setting for working with children see:

Shouting in the Temple: A Radical Look at Children's Ministries, by Lorna Jenkins

Youth and Young Adult Religious Education

Ministering to young people, the church of today and tomorrow, is an exciting challenge. Learn how to touch their lives through Youth Sabbath School, outreach, and retreats. Learn basic principles for meeting the personal needs of the youth in your church. Ages fifteen through young adult is the concentration of this specialty.

**Requirements for an International Institute of
Christian Ministries' Certificate in Youth and
Young Adult Religious Education**

Core Courses (Required)

- CR101 Spiritual Gifts: Keys to Ministry
- CR102 Principles of Personal Christian Witness
- CR103 Principles of Christian Leadership and Church Growth
- CR104 How to Teach Basic Adventist Doctrine

Required Specialization Courses

- CRE102 Teaching Principles
- YRE101 SDA Bible Doctrines
- YRE102 Teaching Youth Sabbath School
- YRE103 Current Youth Issues
- YRE104 Principles of Ministering to Youth
- YRE105 Denominational History

**Required
Specialization
Courses**

YRE101 SDA Bible Doctrines

The participant will learn the foundation and the doctrines of the Seventh-day Adventist Church.

Textbook: *27 Fundamental Beliefs*

YRE102 Teaching Youth Sabbath School

Youth Sabbath School is a vital component to the spiritual development of our youth. This class is designed to help Youth Sabbath School leaders to learn the basics of teaching techniques, lesson planning, leading discussions, proper use of illustrations, and methods to inspire and motivate youth to deeper Bible study.

Textbook: *Syllabus*

YRE103 Current Youth Issues

After studying the Bible and the Spirit of Prophecy including *Messages to Young People* and at least one other youth ministry resource book of your choice, the student will dialogue with one or more youth on two current issues as they relate to Adventist young people. The topics could include: Music, Christian Dress, Health and Temperance, Television and the Theater, Dating and Marriage, Recreation and Amusement, Choice of Life Work, Relationship to Government and Military Service. After completing the above dialogue, the student will summarize conclusions in one paragraph, stating a positive Christian purpose.

YRE104 Principles of Ministering to Youth

This class is designed to assist Youth Sabbath School teachers to learn creative ways to minister to youth that will influence their character development and encourage spiritual growth.

YRE105 Denominational History

This class will assist the participant in understanding the roots of their religious beliefs and practices and of their church as an organization.

Textbook: *Light Bearers to the Remnant* by R. W. Schwarz