

# Track II - Ministry Leadership



**2016-2017 Academic Year**

**A ministry of Mountain Plains Region of Open Bible Churches**



# SECTIONS

ONE: INTRODUCTION

TWO: COURSE OVERVIEW

THREE: ACADEMY FEES

FOUR: REQUIREMENTS & COVENANT

FIVE: FORMS





**LEADERSHIP**  
ACADEMY

# **SECTION ONE: INTRODUCTION**



# INTRODUCTION

You're reading this handbook because you or someone you know has recognized your potential. You've been directed or prompted by the Holy Spirit to prayerfully consider participating in this effort – an effort to discover and develop an element crucial in our troubled times.

Some of society's greatest crises were created due to lack of it.

History's worst examples of it resulted from the lack of good character driving it.

Thousands of enterprises have stalled in pursuit of goals and slipped into entropy because its benefits were missing.

Yet every endeavor that employed an ability to thoroughly search out matters, decisively choose the best course based on good character principles, and courageously navigate the icy waters of achieving goals has had it.

“It” is effective leadership.

Best-selling author John Maxwell offers this single-word definition of leadership: **influence**. He confidently asserts that everything - every effort and every entity - rises or falls on the issue of leadership.

We agree would and add that all things rise or fall in accordance with one's grasp on what leadership is, who leaders are, and what leaders do.

Applied, leadership's depth and breadth in an individual or group are essential to effectiveness; manifesting who they are, where they are going and how they are going to get there.

Leadership Academy exists to help participants discover the attributes of effective Godly leadership.

In doing so, we hope the Academy will serve as a starting point in cultivating Godly influence in the personal, spiritual, professional and ministerial facets of your life.

As you proceed through this brief manual, we think you'll see that enrolling in Leadership Academy Track II- Ministry Leadership will greatly assist you in that.

(Leadership Academy is entry-level training for church leaders. A Certificate of Completion from Leadership Academy is not a pathway to and does not qualify a person for an Open Bible ministerial credential. However, it can provide a valuable supplement to the education of people considering and/or pursuing ministerial credentials.)





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ACADEMY

# **SECTION TWO: COURSE OVERVIEW**





# COURSE OVERVIEW

## Academic Year

Leadership Academy offers prospective students two academic-year tracks to choose from: General Leadership and Ministry Leadership. It is our hope that students will enroll in each one, respectively, though it is not required.

Each academic year is an eight (8)-month course of study. Each year runs late August through May, congruent with standard academic calendars. December we take a break for the holidays.

## Academy Elements

Leadership Academy – General Leadership is comprised of three (3) elements (addressed in detail later in this section):



Reading list with  
monthly book reports



Monthly webinars



Write a research  
paper based on  
an assigned topic

## Track II - Ministry Leadership

Enrollment period: July 20 – August 20, 2016

SAMPLE enrollment form included in this handbook; downloadable form on same Mountain Plains Region website page this handbook is linked to

Notice of acceptance sent to all approved Academy enrollees by email.

**NOTE:** \$200 tuition must be received at Region office for all accepted enrollees by August 21, 2016



## **Schedule for Track II Ministry Leadership 2016-2017**

Thursday, August 25 at 6:30 pm MDT

Orientation Webinar with Dan Carlson and first reading assignment

### **Why Am I Doing This?**

Monday, September 25 – Book report due on *Start With Why* by Simon Sinek

Thursday, September 29, 6:30 pm MDT – Webinar with Dan Carlson

### **Heart Cleaning – Effective Ministry Leadership Begins in Your Heart**

Monday, October 24 – Book report due on *The Pursuit of God* by A.W. Tozer

Thursday, October 27, 7:30 pm MDT – Webinar with Dan Carlson

### **Mastering Key Elements of Leadership**

Monday, November 28 – Book report due on *Mastering Elements of Leadership* by Max Dupree

Thursday, December 1, 7:30 pm MST – Webinar with Dan Carlson

### **Ministering to Couples**

Monday, January 23 – Book report due on *The 5 Love Languages* by Gary Chapman

Thursday, January 26, 7:30 pm MST – Webinar with Dan Carlson

### **Ministering to Veterans and What They Can Teach Us**

Monday, February 20 – Book report due on *The Trident* by Jason Redmond

Thursday, February 23, 7:30 pm MST – Webinar with Dan Carlson

### **Embracing Innovation in Ministry**

Monday, March 27 – Book report due on *Reimagining Church* by Frank Viola

Thursday, March 30, 7:30 pm MST – Webinar with Dan Carlson, instructions for April

### **Adapting Ministry to Rapid Cultural Change**

Research papers due Monday, April 24

Discussion facilitator, Dan Carlson, and Forum on Thursday, April 27, 7:30 pm MDT

**Friday, May 22 – Final Exam Paper Due**

**Thursday, May 25, 7:30 pm MDT – Final Webinar  
with Dan Carlson**







## **Leadership Academy Elements**

### Reading List and Reports

Essential to every endeavor in today's learning environment is reading. Few books are the end-all-be-all; however, authors' views, experiences and advice offer great springboards from which to dive into any topic.

Leadership Academy has developed a reading a list directly related to monthly Webinar topics. Each book has been chosen to preface the Webinar content and lay the groundwork upon which the next month's builds. Prior to webinars, students will complete and submit a basic report that summarizes the assigned book's contents and what the student is taking away from each. (see SAMPLE report included).



Completing and submitting the reports back to the Region office on time is essential (also addressed under "Monthly Webinars" below).

### Monthly Webinars

Also essential in today's learning environment is the opportunity to discuss, question and evaluate the content presented in the monthly readings. The 2016-2017 Webinars will differ from previous years. Dan Carlson, a recently addition to the Mountain Plains Open Bible ministry team, will facilitate each webinar discussion, share supplemental content, field questions and provide additional insights and moments of candor concerning the selected topics.

In order to receive webinars' access codes, students MUST submit the required monthly book report back to the Regional Office on time. Upon receiving reports, the regional office will send the code via email to respective students.



Webinars will last up to 60 minutes and will include both presentation elements provided by the facilitator, along with time for questions and discussion of the content. Please make careful note of each month's webinar date and mark your calendar!

For those whose schedules experience emergencies and make attendance impossible, Webinars will be "banked" to be viewed at students' convenience. Though students will not be able to ask questions of presenters, this is a helpful feature for students experiencing last-minute schedule challenges.

### Final Project

1. Prepare a research paper on one of the offered ministry topics.
2. Select an individual who serves in the area you chose, then interview them.
3. Select your own book; submit report per the regular book report form.
4. Submit a minimum 1,500-word research paper to Leadership Academy administrative office by June 30, 2016.



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is

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## **Leadership Academy Certificate**

Upon the satisfactory completion of Leadership Academy, a Certificate of Completion will be awarded to participants (“satisfactory completion” defined in SECTION FOUR: REQUIREMENTS & COVENANT)





# **SECTION THREE: ACADEMY FEES**



# ACADEMY FEES

## Schedule & Tuition Information: Regular and Selective Enrollment

### Regular Enrollment

For regular enrollment (all eight sessions), registration period is July 20 – August 20, 2016.

**Note:** There is no application fee for Leadership Academy!

Upon approval, enrollees will receive notice by email of their acceptance.

**Tuition cost:** \$200.00 per student and is due by August 24, 2016.

### Selective Enrollment

Leadership Academy invites individuals and groups to attend webinars a la carte. Perhaps some of the months' topics are of particular interest to individuals and/or leadership teams. If so, individuals and groups are encouraged to register with Leadership Academy by the 15th of the month in order to receive an access code for that month's webinar. Webinar attendance \*fees will be:

Individuals: \$30.00

3-4 people: \$75.00

5+ people: \$100.00

Access codes for select webinars will be sent from the regional office to registered individuals and groups 1-2 days in advance.

**\*Please register with checks made payable to Mountain Plains Region; write Leadership Academy in the memo; mail to: 11 Stanford Court Billings, MT 59102**

**In order to receive an access code to the Leadership Academy Orientation webinar scheduled for Thursday, August 25, 2016, tuition must be paid in full.**

## What Tuition Covers: Regular and Selective Enrollment

### Regular Enrollment

Prospective enrollees may wonder: What will I receive in return for my \$200 investment?

Tuition in Leadership Academy defrays the costs to Mountain Plains Region of Open Bible Churches, Inc. for the following:

The costs to purchase and ship each book;

The cost of the webinar service;

Presenters' honorariums;

Administrative fees related to processing and mailing completion certificates.





## Selective Enrollment

The webinar registration fee gains one or a group's full access to the presentation including the Q&A session at the end of each webinar. During Q&A, an individual or individual representing a group will be able to submit questions via the "Questions" feature provided by the online service Leadership Academy employs.

The value that each participant will receive from the collective knowledge, wisdom, and insights of each Webinar is worth many times the cost of tuition or webinar registration.





**LEADERSHIP**  
**ACADEMY**

**SECTION FOUR:  
REQUIREMENTS &  
COVENANT FOR  
REGULAR  
ENROLLEES**





# REQUIREMENTS & COVENANT FOR REGULAR ENROLLEES

## Personal Requirements

### Student Age

Leadership Academy is designed to address pertinent topics for emerging leaders. Mountain Plains Region recognizes that sometimes leaders are emerging earlier in life while others emerge later.

With that, it is important to note there is absolutely no cap on an enrollee's age.

Important to note, however, is that Leadership Academy does have a minimum age requirement.

Participants must be 16 years of age by the beginning of the Academic Year (August 25, 2016).

Prospective enrollees who are 15 years old before the enrollment deadline, yet will turn 16 on or before August 25, 2015 are welcomed to apply.

Underage applicants are **REQUIRED** to have a parent's or legal guardian's signature on their enrollment form.

## Enrollment Form and Student Covenant

Participants will submit the Leadership Academy enrollment form and indicate agreement with the Student Covenant by signature on or before the July 31, 2015 deadline.

## Technological Requirements

### Access

Participants must have access to the following to participate in Leadership Academy:

Computer – desktop, laptop or tablet - equipped with a webcam

High-speed Internet access, whether by line or wireless (Wi-Fi)

An email account (at which to receive notifications and electronic forms)

A physical address (for mailing books from the required monthly reading list)



## Requirements for “Satisfactory Completion” of Leadership Academy

The following criteria must be met for an Academy participant to receive his/her completion certificate:

Submitting completed 6 of 8 Monthly Book Report forms

Attendance to 6 of 8 webinars.

Submission of Final Project (minimum 1,500 word research paper and related book report) to Region office by June 15, 2017.

**A participant’s failure to meet the minimum requirements for satisfactory completion results in no Leadership Academy Certificate by Mountain Plains Region!**

## Leadership Academy Student Covenant

Relationship is a matter God has demonstrated His utmost interest in:

He instituted it in The Garden.

He continued it even after the fall of mankind into sin.

He declared it by proclamation with Abraham.

He defined it even more narrowly in setting the nation of Israel apart.

Today, He commends His value of relationship in that, while we were yet sinners, God’s only begotten Son, Jesus, died for us, taking upon Himself the due penalty of our sinfulness and making a way for us to enjoy an eternal covenant written in blood able to satisfy the wrath of God’s justice.

We owed a debt for sin we couldn’t possibly pay. God the Son paid the debt He didn’t owe. That’s how important relationship is to God: He made a way for His people to enjoy relationship with Him by covenant (I Corinthians 11:25).

We take the issue of covenant (promise) seriously, too.

We ask each Leadership Academy participant to abide by these promises:

Having been forgiven by God's great grace, baptized in His Name, which is Jesus Christ of Nazareth, and being in agreement with Leadership Academy statements, strategy and structure, I now feel led by the Holy Spirit to participate. In doing so, I commit myself to God, my home church’s leaders, the Academy facilitators and other students by doing the following:



I. I will protect the unity of my home church and Leadership Academy.

- A) By showing love and respect toward pastoral staff and leaders of my home church and to leaders and fellow students of Leadership Academy;
- B) By refusing to gossip;
- C) By continuing to faithfully attend, financially support and serve in an area or areas I desire or am needed in my home church;
- D) By committing to work through conflicts according to the biblical principles set forth in Matthew 18:15-20 for my integrity's sake, my home church's health, and the sake of Leadership Academy's effectualness.

"So then let us aim for harmony in the church and try to build each other up" (Romans 14:19).

"Now you can have sincere love for each other as brothers and sisters because you are cleansed from your sins when you accepted the truth of the Good News. So see to it that you really do love each other intensely with all your hearts" (I Peter 1: 22).

"Don't use foul or abusive language. But everything you say be good and helpful, so that your words will be an encouragement to those who hear them" (Ephesians 4: 29).

"Obey your spiritual leaders and do what they say. Their work is to watch over your souls, and they know they are accountable to God. Give them reason to do this joyfully and not with sorrow. That would certainly not be for your benefit" (Hebrews 13:17).

"As for a person who stirs up division, after warning him once and then twice, have nothing more to do with him, knowing that such a person is warped and sinful; he is self-condemned" (Titus 3:10-11).

II. I will share the responsibility for my home church and Leadership Academy.

- A) By praying for my and other's growth on a daily basis;
- B) By demonstrating moral support of my church and working for her good;
- C) By being a good steward: participating in and completing in the required elements for satisfactory completion of the Academy in a timely manner.

"It is written to the church... we always thank God for all of you and pray for you constantly" (I Thessalonians 1:1-2).

"Behold, how good and pleasant it is when brothers dwell in unity" (Psalm 133:1).

"So accept each other just as Christ has accepted you; then God will be glorified" (Romans 15:7).

"Then He said to them all, 'If anyone desires to come after Me, let him deny himself, and take up his cross daily, and follow Me'" (Luke 9:23).



“Work willingly at whatever you do, as though you were working for the Lord rather than for people” (Colossians 3:23).

### III. I will support the testimony of my home church and Leadership Academy

- A) By faithfully attending and remaining a part of my home church;
- B) By living a godly life in accordance with the biblical standards holiness set forth below;
- C) By supporting my home church through regularly giving tithes tithing and offerings.

"And let us not neglect our meeting together... but encourage and worn each other" (Hebrews 10:25).

"Whatever happens... you must live in a manner worthy of the good news about Christ, and citizens of Heaven" (Philippians 1: 27).

"On every Lord's day, each of you should put aside some amount of money in relation to what you have earned and save it for this offering" (1 Corinthians 16:2).

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SIGNATURE

DATE

Use this Covenant printed from the Handbook or download from:

[http://openbiblemountainplains.org/documents/Handbook\\_StudentCovenant\\_web.pdf](http://openbiblemountainplains.org/documents/Handbook_StudentCovenant_web.pdf)

Submission of Student Covenant with signature is required along with enrollment application form by July 31, 2015!



**LEADERSHIP**  
**ACADEMY**

# **SECTION FIVE: FORMS**



(The following forms available for download at:  
[www.openbiblemountainplains.org/ministries\\_leadership.aspx](http://www.openbiblemountainplains.org/ministries_leadership.aspx))

## Leadership Academy: Enrollment Form

Personal Information (please print):

Name: \_\_\_\_\_ Date-of-Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you (please circle): Married? Single? A parent?

**Please check the following which apply:**

I've received Christ as my Savior \_\_\_\_

I've been baptized in water \_\_\_\_

I've been baptized in the Holy Spirit \_\_\_\_

I'm enrolled in higher education \_\_\_\_

I'm employed part-time \_\_\_\_

I'm employed full-time \_\_\_\_

I'm unemployed \_\_\_\_

I'm a full-time student \_\_\_\_

I've completed some college \_\_\_\_

I've completed college \_\_\_\_

I minister/serve in my church (see below) \_\_\_\_

I'm an official member-in-good-standing at my Open Bible Church \_\_\_\_

I regularly attend (3-5 times monthly) my Open Bible Church \_\_\_\_

I'm a faithful financial supporter of my Open Bible Church \_\_\_\_

I do not attend an Open Bible Church but I faithfully attend my church 3-5 times monthly \_\_\_\_

I'm a faithful financial supporter of my church \_\_\_\_

**Area(s) you currently serve in at your church (please circle as many as apply):**

Worship & Arts    Youth    Maintenance    College    Nursery Children (Pre-K - 5)

INSTE Leader    Technical Arts (e.g., A/V, web)    Outreach    Missions    Hospitality

Administration    Security    Elder/Board    Deacon/Deaconess    Pastoral Care

Small Group Leader    Christian Education    Department Leader

Other: \_\_\_\_\_





Senior Pastor's Reference (required):

As senior pastor of \_\_\_\_\_, I recommend that  
\_\_\_\_\_ be accepted as a participant in Leadership Academy.

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

Enrollee's Acknowledgements (please check when each is completed):

- I have read Open Bible Churches, Inc.'s Statement of Faith and agree with her doctrinal beliefs ([http://openbible.org/about\\_faith.aspx](http://openbible.org/about_faith.aspx)).
- I have read and consent to abide by the Leadership Academy Student Covenant.
- I understand that violation of any tenet of the Student Covenant makes my continued participation subject to review by the Regional Executive Director of Mountain Plains Region of Open Bible Churches, Inc. and its Board of Directors and that I may be dismissed from the Leadership Academy. In the event I am dismissed, I understand that my student fees are nonrefundable.

\_\_\_\_\_  
Legal Name (Please print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Name of Parent/Legal Guardian  
(for Under-age Applicants)

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

Mail completed enrollee form by August 20, 2016 to:

**Mountain Plains Region of Open Bible Churches**  
**ATTENTION: Leadership Academy**  
**11 Stanford Court Billings, MT 59102**

**\$200 TUITION DUE AUGUST 21, 2016. IT CAN BE INCLUDED WITH THIS FORM OR MAILED AT YOUR CONVENIENCE PRIOR TO DEADLINE!**





## Leadership Academy: Monthly Book Report

### **INSTRUCTIONS:**

Complete and return this form electronically. Attach it to an email addressed to the Mountain Plains Region office prior to monthly webinar in order to receive your access code ([obcmpr@gmail.com](mailto:obcmpr@gmail.com)).

Simply type your answers to the question in each section. Don't worry about how long they may be, just enjoy reflecting as you answer each question.

\_\_\_\_\_

Your name:

Date:

Book title:

Author:

\_\_\_\_\_

1. Please offer a brief synopsis of the author's message.
  
2. What do you consider the most important thing the author had to say about this topic?
  
3. Please explain your understanding of #2 in relationship to the issue of leadership?
  
4. In what measurable and/or visible way did, or will, this book help you be a more effective leader?



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