

Pastor

DISCOVER HOW YOU CAN
ESTABLISH YOUR OWN
CHURCH-CENTERED BIBLE SCHOOL
UTILIZING *LAMAD* 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

***LAMAD* - REAL LIFE, BIBLICALLY-GROUNDED, REVELATION-BASED LEARNING**

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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.**

FOLLOWING IS THE

OPERATIONS MANUAL

SECTIONS 1-3 EXCERPTED FROM AN 11-SECTION MANUAL

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 of 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 LCD 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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OPERATIONS MANUAL

Developed by Mark and Patti Virkler to serve the local church in establishing strong, effective, church-centered, Spirit-Anointed Bible schools. Based on 25 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.

ESTABLISH A SPIRIT-ANOINTED BIBLE SCHOOL IN YOUR CHURCH

What We Provide: We help you bring to your church, through books, CDs, DVDs, 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.

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: Rev. Virkler is the founder of a church and a prolific author, having written approximately 60 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. Mark Virkler Ph.D. is the president of Christian Leadership University.

Lamad Curriculum Developers have drawn together proven leaders in many fields and have developed courses built around their training materials.

Lamad Curriculum Developers now offer 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 LAMAD CURRICULUM DEVELOPERS 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:

You may call Mark Virkler at 716-681-4896 or e-mail him at mark@cluonline.com to discuss any questions you have. Learn more about the Communion With God Leaders Network at www.cluonline.com/network.

THE RELATIONSHIP OF THE BIBLE SCHOOL TO THE OVERALL MINISTRY OF THE LOCAL CHURCH

SECTION ONE

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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:

(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

Lamad 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 CDs, DVDs, 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 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 DVD courses: The church-centered Bible school may choose to purchase the DVDs itself, rather than having each student purchase the DVD or CD series. Plan for approximately a two-hour class. The church can decide which way it wants to go with each 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. We have had many homeschoolers 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 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

We have 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 Phariseism*, 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 in depth 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:

- ◆ 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.
- ◆ 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.

1.21 THE UNIQUENESS OF OUR CURRICULUM PACKAGE

Our 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 “Leader’s Paradigm” for discovering truth, and we focus on “delight-centered education”.

Lamad Faculty Handbook delineates these unique emphases. Please examine that book to fully understand the significance of choosing lamad curriculum over any other. In our estimation, **this lamad educational philosophy is the most important reason a church should have for choosing this curriculum package.**

LAMAD LIFELONG LEARNING ESPOUSES THE **NON-TRADITIONAL** EDUCATIONAL APPROACH AND PHILOSOPHY

DIFFERENCES BETWEEN*

TRADITIONAL EDUCATION

1. Awards degrees on the basis of time served and credit earned.
2. Bases degree requirements on the medieval formula of some generalized education and some specialized education.
3. Awards the degree when the student meets certain numerical requirements.
4. Considers the years from age 18 to 22 as the period when a first degree should be earned.
5. Considers the classroom as the primary source of information and the campus as the center of learning.
6. Believes in printed text materials as the principal learning resource.
7. Faculty must have appropriate credentials and degrees.
8. Credits and degrees are based primarily on mastery of course content.
9. Cultivates dependence on authority through prescribed curricula, required campus residence, and required classes.
10. Curricula are generally oriented toward traditional disciplines and well-established professions.
11. Aims at producing “finished products” - students who are done with their education and ready for the job market.
12. To adapt the old Chinese saying, gives you a fish and feeds you for a day.

NON-TRADITIONAL EDUCATION

1. Awards degrees on the basis of competencies and performance skills.
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.
3. Awards the degree when the student’s actual work and learning reach agreed-upon levels.
4. Assumes learning desirable at any age, and that degrees should be available to people of all ages.
5. Sees any part of the world as appropriate for some learning.
6. Believes the range of learning resources is limitless, from the daily newspaper to personal interviews; from videocassettes to microcomputers to world travel.
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).
8. Credits and degrees also take into consideration learning how to learn and the integration of diverse fields of knowledge.
9. Cultivates self-direction and independence through planned independent study, both on and off campus.
10. Curricula reflect the student’s individual needs and goals and are likely to be problem-oriented, issue-oriented, and world-oriented.
11. Aims at producing lifelong learners, capable of responding all through their lives to their own evolving needs and those of society.
12. Teaches you how to fish, and feeds you for life.

* Rick L. Walston, **Walston’s Guide to Earning Religious Degrees Non-Traditionally** (Longview, WA: Persuasion Press, 1997). pp 8,9

ESTABLISHING A CHURCH-CENTERED BIBLE SCHOOL

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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. LCD 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

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.

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.

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 disciplined 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 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 \$150 discount off the 3 credit course and \$200 off the 4 credit course. 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 \$1800, and includes all the materials for 31 of our most popular courses.

The total value of the above three items is \$4600. They may be purchased together with an added discount for only \$2700.

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 sev-

eral-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 was 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 audio series, and 8 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

Life Skills (5 courses)

BUS 102 Fulfill Your Financial Destiny
 HEA 102 Take Charge of Your Health
 COU 203 Cornerstones of Communication
 COU 204 Enrich Your Marriage (under
 development)
 COU 305 Parenting for Success

Leadership Skills (7 courses)

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

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. Lamad courses are transferrable 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.

There is no guesswork about what will be on *lamad* 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. What can be said in your printed literature about transferability to CLU?

Answer: **Nothing!**

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 us at 716-681-4896.

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.

Neither Christian Leadership University, nor Communion With God Ministries, nor Lamad Curriculum Developers LLC, nor their administrative staffs will take any 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. LCD 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 offering an exclusive \$150 discount off the 3 credit course and \$200 off the 4 credit course.

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 *Lamad 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 716-681-4896) or e-mail Dr. Mark Virkler at mark@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.

FINANCIAL BUDGETING
FOR THE
CHURCH-CENTERED
BIBLE SCHOOL

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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 \$1800, and includes all the materials for 31 of our most popular courses.

The total value of the above three items is \$4600. They can be purchased together for only \$2700.

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 semester's 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.

“LAMAD CURRICULUM LICENSE AGREEMENT”

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. Transcripts for students from your ministry will be accepted according to the stated policy at www.cluonline.com/transfer. The only thing you are allowed to put in print in any form (i.e. brochures, notices, church bulletins, catalogs or emails) is the following:

“Transferability options available at www.cluonline.com/transfer.”

You are not allowed to put anything in print about CLU or degrees, as this violates many states laws. Breaking this rule can result in fines and legal action from your state education department, and when discovered by licensor, will result in the immediate termination of your relationship with them.

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 \$1800, and includes all the materials for 31 of our most popular courses.

The total value of the course syllabi on CD, the Core Pack and *Operations Manual* is approximately \$4600. They may be purchased together for only \$2700. Make checks payable to Lamad Curriculum Developers LLC, 3792 Broadway St., Cheektowaga, NY 14227. Most major credit cards are also accepted. All products will be shipped when Lamad Curriculum Developers receives full payment (including S&H).

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

Ship to _____ Phone _____

Address _____ Fax _____

Address _____ Email _____

Name of School _____ School President _____

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 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 \$150 discount off three-credit courses and \$200 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.

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. Licensor 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 course prices must be \$100 per credit plus course materials. (Permission may be sought and received from licensor 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 licensor. For example, your school would be charging \$300 for tuition for a three-credit course and would be required to remit \$60 of this to LCD. LCD is willing to drop-ship to your students. You may place your students' orders with LCD 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.