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BEREAN SCHOOL OF THE BIBLE

CAPSTONE:

PROJECT AND MENTORING GUIDELINES

INSTRUCTIONS AND FORMS

THINK *academic* **FRIENDLY.**

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CAPSTONE: Project and Mentoring Guidelines

For use with the diploma program
Ministerial Studies with Leadership Honors

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a Global University School**

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Introduction

The following instructions have been prepared for students who are considering the Ministerial Studies with Leadership Honors diploma and should be read before enrolling in the program. Prospective mentors should also review these instructions before deciding to mentor a student. This packet contains the following:

- Program description
- General instructions
- Instructions related to the mentoring requirement
- Instructions for writing the required Capstone Project papers
- Form to be used by the **student** to report SLR activities
- Form to be used by **mentors** to confirm and evaluate mentoring experiences
- Forms to be signed by the **mentor** and **student** to indicate that the requirements for Level One, Level Two, or Level Three have been completed

Diploma Program Description

Students who are seeking a more challenging ministry and leadership training experience and who are willing to invest increased time and effort should consider the Ministerial Studies with Leadership Honors diploma. This program offers the opportunity for enhanced spiritual growth, both as an individual and as an effective leader in the church. This program emphasizes the valuable influence of experienced ministry mentoring, personal discipleship and development, evangelism, and the fruitfulness of discipling others. Students who enroll in this diploma program **must accept the responsibility to find a qualified mentor**, invest time in a mentor relationship, and complete additional requirements related to personal development and ministry.

Students must complete the following requirements in addition to completing the ministerial studies courses listed below:

- A minimum of fifteen hours of mentor meetings (including via electronic means) while completing each program level (Level One, Level Two, and Level Three). Students who complete the entire Leadership Honors Diploma program will have completed a minimum of forty-five mentoring hours.

- A Capstone Project paper for each of the three program levels. The tuition fee for enrolling in each Capstone Project is \$15. Additional information is available in this packet.
- Service Learning Requirements (SLRs) will be completed under the supervision of a mentor. When submitting SLR forms, the student must indicate, on the form, that he or she is in the Leadership Honors program. Note that MIN 191 *Beginning Ministerial Internship* does not require an SLR since the mentoring in MIN 191 takes the place of the SLR.
- Students who successfully complete all Leadership Honors requirements for Level One will be credited, free of charge, with the course *Intermediate Ministerial Internship* (MIN 291). Students who successfully complete all Leadership Honors requirements for Level Two will be credited, free of charge, with the course *Advanced Ministerial Internship* (MIN 391). This means that the only internship course students are required to enroll in and pay fees for is the *Beginning Ministerial Internship* in Level One. See more information below under General Instructions. It is strongly suggested that students enroll in MIN 191 at the beginning of their Level One courses. This will help facilitate the student-mentor relationship.
- Students are required to purchase *Mentoring That Leaves a Legacy* by Michael Oney when enrolling in the Ministerial Studies with Leadership Honors program and share this book with their mentor.

Please note: Level One fulfills the Certified Minister educational requirement, Level Two fulfills the Licensed Minister educational requirement, and Level Three fulfills the Ordained Minister educational requirements in the credentialing process in the Assemblies of God.

Ministerial credentials are issued by the General Council of the Assemblies of God, not by Global University. This program provides academic training, not ministerial recognition. Applications for Assemblies of God ministerial credentials are made through the district councils, not Global University.

Students who successfully complete all of the following courses and projects will be awarded the Ministerial Studies with Leadership Honors diploma.

Level One (Certified)

CAP 0110	Level One Capstone Project
BIB 114	Christ in the Synoptic Gospels
BIB 121	Introduction to Hermeneutics: How to Interpret the Bible
BIB 212	New Testament Survey
BIB 214	Old Testament Survey
MIN 171	A Spirit-Empowered Church: an Acts 2 Ministry Model
MIN 181	Relationships and Ethics in Ministry
MIN 191	Beginning Ministerial Internship
THE 114	Introduction to Pentecostal Doctrine
THE 142	Assemblies of God History, Missions, and Governance
THE 211	Introduction to Theology

Level Two (Licensed)

CAP 0120	Level Two Capstone Project
BIB 115	Acts: The Holy Spirit at Work in Believers
BIB 117	Prison Epistles: Colossians, Philemon, Ephesians, and Philippians
BIB 215	Romans: Justification by Faith
MIN 123	The Local Church in Evangelism
MIN 223	Introduction to Homiletics
MIN 251	Effective Leadership
MIN 261	Introduction to Assemblies of God Missions
MIN 281	Conflict Management for Church Leaders
MIN 291	Intermediate Ministerial Internship (this course is satisfied upon completion of Level One)
THE 245	Eschatology: A Study of Things to Come

Level Three (Ordained)

CAP 0130	Level Three Capstone Project
THE 311	Prayer and Worship
BIB 313	Corinthian Correspondence
BIB 318	Pentateuch
BIB 322	Poetic Books
MIN 325	Preaching in the Contemporary World
MIN 327	Church Administration, Finance, and Law
MIN 381	Pastoral Ministry
MIN 391	Advanced Ministerial Internship (this course is satisfied upon completion of Level Two)

General Instructions

In order to complete this program and earn the Ministerial Studies with Leadership Honors diploma, you will complete twenty-six courses and receive credit for two additional courses (see the program description on previous pages). Students who earn this diploma will receive a transcript that records successful completion of twenty-eight courses. Two of these courses, *Intermediate Ministerial Internship* and *Advanced Ministerial Internship*, will be credited without cost and without requiring enrollment based on the successful completion of Level One and Level Two as outlined in these instructions.

Students who intend to earn this diploma program should first enroll in the Capstone Project (CAP 0110 for Level One, CAP 0120 for Level Two, or CAP 0130 for Level Three) before they begin to study courses on a particular level. A \$15 tuition fee is required for each Capstone Project that a student enrolls in. *Before enrolling in the first Capstone Project, the student must read this entire CAPSTONE: Project and Mentoring Guidelines packet, which provides all necessary instruction and forms to successfully complete Level One.* The student should also review the *CAPSTONE: Project and Mentoring Guidelines* when beginning Level Two or Level Three.

Mentor Selection

You are required to select a minister to serve as your mentor based on the criteria below. Global University is not able to provide mentors for students or locate mentors in your area. Students who cannot find a mentor will not be eligible to complete this diploma program.

Any minister, active or retired, who meets the basic requirements listed below may serve as your mentor. You will invite the minister of your choice to consider serving as your mentor. It is important that you fully explain all that is involved in this commitment. Potential mentors must be fully informed of the program requirements before committing to serve in the mentor relationship with you.

It is ideal that one individual minister will serve as your mentor during the entire period in which you are completing all the courses of each level. However, this is not mandatory. It is acceptable that more than one minister would fulfill the mentor role during the time it takes for you to complete an entire level.

The mentor guidelines included in this booklet provide a general overview of mentoring, its goals, and its fundamental dynamics. Also included in these pages are specific instructions to mentors regarding fulfillment of the Leadership Honors Diploma requirements.

Mentor Selection Criteria and Guidelines

Each student will need to select a mentor according to the guidelines below. The same mentor may serve for one, two, or all three levels (Level One, Level Two, and/or Level Three), as the student and mentor decide. It is not necessary to inform Global University of your mentor selection prior to beginning the mentoring relationship.

The mentor will often be the student's senior pastor, a staff pastor, or other person designated by the pastor to serve in the role of mentor. The mentor must be a credentialed minister with at least five years of ministry experience.

1. Other credentialed ministers such as district or sectional presbyters or retired ministers may also serve as mentors as long as they are credentialed and have at least five years of ministry experience.
2. It is better if the mentor is not closely related to the student. This not only promotes objectivity but broadens the student's experience by giving him or her opportunity to learn from someone other than a close relative. However, it is also understood that spouses are often lifelong ministry teams and the compatibility and harmony of ministry philosophy and methodology enhances ministry effectiveness. For this reason, credentialed ministers may serve as mentors for their spouse.
3. The mentor must be a licensed or ordained minister. Certified ministers are not eligible to serve as mentors in this program, unless a special exception is made by the dean of the Berean School of the Bible.
4. The same mentor may fulfill the requirements for both the Level One course, *Beginning Ministerial Internship* (MIN 191), and the Leadership Honors diploma program (CAP 0110). The twelve hours of mentoring in MIN 191 may be applied for partial fulfillment of the CAP 0110 mentoring requirement. However, during Level One, the mentor must also complete a discipleship program with the student. The mentor must complete and submit a different mentor evaluation form for the MIN 191 *Beginning Ministerial Internship* course as well as the CAP 0110 mentoring forms included on pages 22–24 of this booklet. The MIN 191 internship course mentor form is provided in the Mentor Manual that accompanies that course.
5. The mentor must commit to the time required to provide an effective experience for the student. This will involve regular meetings with the student, including sufficient time for monitoring the student's progress and fulfillment of Service Learning Requirements (SLRs). Where multiple students in a study group are enrolled in this program, some of these meetings may be group meetings while others will be on an individual basis. It is acceptable for a mentor to serve more than one student if a quality mentoring experience can be maintained for all students.
6. The mentor's commitment also includes completing and submitting the final evaluation forms for each level.

Mentoring for Ministry

Why should I be a mentor?

With the many challenges and diverse training associated with the life of ministry, the benefits of an experienced minister's input are very significant. With the responsibilities and expectations of the ministry increasing, a young minister wants to guard against potential mistakes. Future leaders need to establish the right principles and habits early in ministry.

The student is not the only beneficiary in the mentoring relationship. By working with a young minister, the mentor's investment is rewarding, both presently and throughout student's life and ministry. The established pastor will have the joy of multiplying his or her effectiveness through shaping the student and will better understand his or her own ministry as practices and principles are purposefully modeled.

The need for mentors is heightened by the inescapable gap between academics and practical experiences. Since every ministry setting offers a unique set of challenges, no academic program can provide the necessary training by itself. On-site mentors make the difference.

This mentoring is part of the Assemblies of God educational requirements to receive ministerial credentials. Not only will the mentor's input be considered in the student's grade, credentialing bodies may review the mentor's evaluation in determining a candidate's readiness for ministry credentials.

Who should be a mentor?

To be an effective mentor, one must possess a desire to invest in the ministry of others. Not every minister is able to prioritize this investment. Those who desire and are able to reproduce long-term ministry in the lives of others are best suited to tackle the challenge of mentoring.

An effective mentor should possess significant ministry experience, both in time and range of experience. Those who have yet to gain significant leadership responsibility are not ready for the work of mentoring others. Breadth of experience and an understanding of the multitude of ministry gifts are essential.

A mentor must be able to commit a sizeable amount of time to the student. In addition to the time required for the actual mentoring (regular sessions for teaching and guiding), the mentor should commit additional time to observe the student and prepare for mentor/student discussions. The mentoring relationship is designed to encourage a deep investment in the young minister's development, making the time commitment imperative.

How should I plan and structure the mentoring session?

While the mentoring requirement for an entire level (Level One, Level Two, or Level Three) is fifteen hours, the number, frequency, and length of sessions between mentors and students will depend on individual circumstances and opportunities. The mentoring session should be interactive, with opportunity for dialogue and questions. This intentional flexibility regarding mentoring sessions allows students and mentors to fit the mentoring session into their schedules and ministry opportunities.

Mentoring Activities

Your mentor will agree to meet with you for a minimum of fifteen hours over the period of time it takes for you to complete the courses in an entire level. In other words, while you are completing the ten courses in Level One, you will meet with your mentor for at least fifteen hours to discuss your studies, personal development issues, SLR assignments and reports, and discipleship and evangelism requirements. This will be repeated for each level of courses until you have completed twenty-six courses and met with your mentor for at least forty-five hours.

The following is a list of activities that will occur during your meetings with your mentor:

- Discussion of course content as decided by you and your mentor
- Discussion of personal development needs that emerge in your conversations, as well as any topics your mentor chooses to introduce related to your development as a Christian or as a spiritual leader

- Each Service Learning Requirement (SLR) will be discussed and approved by your mentor before you complete the ministry activity. Your mentor may choose to assign ministry activities for any of the SLRs in your courses. Discuss with your mentor whether he or she prefers assigning a ministry activity to you for each SLR or simply approving your selection of an activity (or some combination of these approaches). When submitting an SLR form online, the student must indicate that he or she is enrolled in the Leadership Honors program. When submitting a printed SLR form by postal mail, the student should make the same indication at the bottom of the printed form.
- **Level One only:** Completion of a discipleship program occurs under the guidance of your mentor. The program you complete in Level One will prepare you to disciple a new believer in Level Three. The number of hours you spend in mentoring sessions during your enrollment in MIN 191 will count toward the mentoring requirements for Level One. However, you must also complete a discipleship program under the guidance of your mentor.

Objective: The objective of completing a formal discipleship program in Level One with your mentor is twofold:

1. You and your mentor will review and confirm the stability and health of your spiritual foundation as a disciple of Jesus Christ. This will include identifying weaknesses in personal spiritual development and creating a plan for growth and improvement. Some suggested programs include the following:
 - Global University's 21st Century Discipleship Series (available free from www.globalreach.org)
 - Thrive, One-to-One discipleship program (available for purchase at www.newchristian.com)
 - The Navigator's 2:7 Series (available for purchase at <http://2-7series.com>)
 2. You will be prepared through your personal experience and familiarity with a program to disciple a new believer during your studies in Level Three.
- **Level Two only:** Present the message of God's saving grace in Christ to at least ten individuals who are not followers of Jesus and report to your mentor. In other words, witness to at least 10 unbelievers during the time you are studying Level Two courses.
 - **Level Three only:** Disciple at least one new believer using the program you completed during Level One. Maintain a discussion with your mentor about your experiences with the new believer as you proceed through the discipleship program.
 - **Mentor evaluation form:** A mentor evaluation form must be completed and submitted by your mentor for each level of study in order for a level to be considered complete. This form may be submitted by the mentor for each level at any time during or after the student's final course enrollment

for that level. The Mentor Evaluation will represent twenty percent of the Capstone Project's final grade.

- **Beginning Ministerial Internship course:** The mentor evaluation form required for this course (MIN 191) is separate from the diploma program requirement. Therefore, students completing Level One within this Leadership Honors program will be responsible to have mentors submit two mentor evaluation forms: one for the mentoring experience associated with the entire level for the diploma program and a separate one specific to the MIN 191 *Beginning Ministerial Internship* course. The materials for the *Beginning Ministerial Internship* course are available to students upon enrollment in MIN 191, including the Mentor Manual for that course.

Screening interns

Many factors have emerged in recent years that illuminate church leaders' responsibility to protect members from harm. This includes harm resulting from the actions of both volunteer and paid church workers. The screening process is an important step in reducing the liability risk associated with volunteer workers and protects the church, its leadership, and the workers. If the student you mentor will be assigned activities that place him or her in direct contact with people, we strongly encourage you to screen this individual. This is a standard process that should be used in any church ministry setting. Screening church worker applicants should include a criminal records check. Affordable screening services (such as First Advantage at <https://volunteer.fadv.com/pub/>) will help you to complete this necessary process. Your district office is familiar with background screening and can provide appropriate information. Additional risk management resources for churches are available at www.churchlawtoday.com. You should consider inviting the student to participate in this process in order to provide valuable training in risk management as a church leader.

Capstone Paper: Level One

In addition to the mentoring and discipleship activities described above and in order to successfully complete Level One in the Ministerial Studies with Leadership Honors Diploma program, you must write a three- to four-page paper to the following instructions:

- The paper must be approximately one thousand words in length (three to four pages).
- The grade this paper receives will represent eighty percent of the final grade for Level One of the Capstone Project.
- Respond to the questions on the following page in complete essay form.
- Use the following guidelines:
 - * Insert name, student number, and course name/number in the header space at the top of each page
 - * Use one-inch margins for top, bottom, left, and right
 - * Double-space your lines of copy
 - * Type the question followed by your essay response
 - * Indent the first line of each paragraph by one half-inch
- Your paper will be graded by Berean School of the Bible faculty based on these general criteria.
 - * Following instructions
 - * Sincerity and effort
 - * Responding to questions fully
 - * Depth and breadth of reflection about personal experiences and growth

Submit your paper to Berean School of the Bible, either as an e-mail attachment or in printed form.

If you choose to submit an e-mail attachment, send it to:
bsbcontent@globaluniversity.edu

If you choose to submit a printed paper, mail your paper to:
BSB Faculty
Global University
1211 S. Glenstone Ave.
Springfield, MO 65804

Level One Capstone Essay Questions

Section 1: Mentoring Experience

Describe the relational experience that occurred between you and your mentor.

- a) Did you feel your mentor was committed to your growth as a person? Why or why not?
- b) How did your mentor share his or her own personal life experiences within the mentoring relationship?
- c) If you had the opportunity to serve as a mentor, what would you do differently than your mentor did?
- d) Describe the three most important things you learned or ways in which you grew during this mentoring experience.

Section 2: Discipleship Review

- a) Briefly summarize the discipleship program you completed with your mentor. Describe the content and approach of the program; in other words, how did the program lead you through the process of learning and growing as a follower of Jesus Christ?
- b) What do you consider to be strengths and weaknesses of the program you completed?
- c) How are you prepared to assume the responsibility and opportunity of discipling a new believer?

Section 3: Self-Awareness and Personal Growth

- a) Describe any personal weaknesses or needs that you became aware of as a result of the mentoring experience or course studies.
- b) Describe ways that you have already started to address these weaknesses or the ways that you intend to address them.
- c) List personal strengths and gifts that were highlighted or confirmed during the mentoring process.
- d) In what ways have you grown during this experience?
- e) Describe ways in which you might now be more prepared to serve others.

Capstone Paper: Level Two

In addition to the mentoring and discipleship activities described above, in order to successfully complete Level Two in the Ministerial Studies with Leadership Honors Diploma program, you must write a three- to four-page paper according to the following instructions:

- The paper must be approximately one thousand words in length (three to four pages)
- The grade this paper receives will represent eighty percent of the final grade for the Level Two Capstone Project.
- Respond to the questions on the following page in complete essay form, using the following guidelines:
 - * Insert name, student number, and course name/number in the header space at the top of each page
 - * Use one-inch margins for top, bottom, left, and right
 - * Double-space your lines of copy
 - * Type the question followed by your essay response
 - * Indent the first line of each paragraph one half-inch
- Your paper will be graded by Berean School of the Bible faculty based on these general criteria:
 - * Following instructions
 - * Sincerity and effort
 - * Responding to questions fully
 - * Depth and breadth of reflection about personal experiences and growth

Submit your paper to Berean School of the Bible, either as an e-mail attachment or in printed form.

If you choose to submit an e-mail attachment, send it to: bsbcontent@globaluniversity.edu

If you choose to submit a printed paper, mail your paper to:

BSB Faculty
Global University
1211 S. Glenstone Ave.
Springfield, MO 65804

Level Two Capstone Essay Questions

Section 1: Mentoring Experience

Describe the relational experience that occurred between you and your mentor.

- a) Did you feel your mentor was committed to your growth as a person? Why or why not?
- b) How did your mentor share his or her own personal life experiences within the mentoring relationship?
- c) Briefly describe any unique ministry experiences in which you participated or that were new experiences to you.
- d) If you had the opportunity to serve as a mentor, what would you do differently than your mentor did?
- e) Describe briefly the three most important things you learned or ways in which you grew during this mentoring experience.

Section 2: Evangelism Review

- a) Briefly summarize your experiences related to sharing your faith in Jesus Christ with unbelievers. Make sure to include both negative and positive experiences.
- b) What major obstacles did you encounter when attempting to share the Good News?
- c) How did you prepare for these evangelism encounters?
- d) Share your personal observations of how the Holy Spirit participated with you in representing Jesus to unbelievers.
- e) Describe the results of your evangelism ministry. How many individuals responded with a decision to follow Jesus? What other results can you report?

Section 3: Self-Awareness and Personal Growth

- a) Describe any personal weaknesses or needs that you became aware of as a result of the mentoring experience or course studies.
- b) Describe ways that you have already started to address these weaknesses or that you intend to address them.
- c) List personal strengths and gifts that were highlighted or confirmed during the mentoring process.
- d) In what ways have you grown during this experience?
- e) Describe ways in which you might now be more prepared to serve others.

Capstone Paper: Level Three

In addition to the mentoring and discipleship activities described above, in order to successfully complete Level Three in the Ministerial Studies with Leadership Honors Diploma program, you must write a three- to four-page paper according to the following instructions:

- The paper must be approximately one thousand words in length (three to four pages)
- The grade this paper receives will represent eighty percent of the final grade for the Level Three Capstone Project.
- Respond to the questions on the following page in complete essay form, using the following guidelines:
 - * Insert name, student number, and course name/number in the header space at the top of each page
 - * Use one-inch margins for top, bottom, left, and right
 - * Double-space your lines of copy
 - * Type the question followed by your essay response
 - * Indent the first line of each paragraph one half-inch
- Your paper will be graded by Berean School of the Bible faculty based on these general criteria:
 - * Following instructions
 - * Sincerity and effort
 - * Responding to questions fully
 - * Depth and breadth of reflection about personal experiences and growth

Submit your paper to Berean School of the Bible, either as an e-mail attachment or in printed form.

If you choose to submit an e-mail attachment, send it to:
bsbcontent@globaluniversity.edu

If you choose to submit a printed paper, mail your paper to:
BSB Faculty
Global University
1211 S. Glenstone Ave.
Springfield, MO 65804

Level Three Capstone Essay Questions

Section 1: Mentoring Experience

Describe the relational experience that occurred between you and your mentor.

- a) Did you feel your mentor was committed to your growth as a person? Why or why not?
- b) How did your mentor share his or her own personal life experiences within the mentoring relationship?
- c) Briefly describe any unique ministry experiences in which you participated or that were new experiences to you.
- d) If you had the opportunity to serve as a mentor, what would you do differently than your mentor did?
- e) Describe briefly the three most important things you learned or ways in which you grew during this mentoring experience.

Section 2: Discipleship Review

- a) Very briefly summarize the discipleship program you completed with a new believer.
- b) Describe the participation of the individual you discipled.
- c) What were your own personal experiences (spiritual, mental, emotional, etc.) as a result of discipling a new believer.
- d) What might you do differently the next time you disciple a new believer?

Section 3: Self-Awareness and Personal Growth

- a) Describe any personal weaknesses or needs that you became aware of as a result of the mentoring experience or course studies.
- b) Describe ways that you have already started to address these weaknesses or the ways that you intend to address them.
- c) List personal strengths and gifts that were highlighted or confirmed during the mentoring process.
- d) In what ways have you grown during this experience?
- e) Describe ways in which you might be more prepared to serve others.



Forms

On the following pages you will find the forms you need to successfully complete the requirements for your three Capstone Projects.

If you prefer to submit the SLR report online, a course-specific SLR report form is available for each course by accessing the online course at www.globaluniversity.edu and navigating to the student online course log-in screen. At the bottom of the online SLR form, the student must indicate that he or she is in the Leadership Honors program and that the SLR activity has been approved by the mentor. (Instructions for completing an SLR activity and assignment are located on the GU website and in the Essential Course Materials section in all of the Berean Independent Study Textbooks.)

If the printed SLR report form is used, the student must indicate at the bottom of the SLR form that he or she is in the Leadership Honors program and that the SLR activity has been approved by the mentor.

Students and mentors are encouraged to print or photocopy multiple copies of these forms as needed.

BSB Service Learning Requirement (SLR) Report

Please print or type your responses on this form and submit the form to Berean School of the Bible. Do not submit other documents. This report will not be returned to you.

Course Title and Number _____

Your Name _____ **Student ID Number** _____ **Date** _____

1. Ministry activity date _____ **Description of ministry activity and its content:** Briefly describe your ministry activity in the space provided. (You are encouraged to engage in ministry such as sharing your faith with unbelievers, or other activities that may be outside your comfort zone.)

Identify related course content by chapter, lesson, or page number. _____

2. Results: What resulted from your own participation in this activity? Include descriptions of people's reactions, decisions to accept Christ, confirmed miracles, Spirit and water baptisms, life changes, etc. Describe the individuals or group who benefited from or participated in your ministry activity. Use numbers to describe results when appropriate (approximate when unsure).

Record numbers here: Unbelievers witnessed to _____ New decisions for Jesus _____

Holy Spirit baptisms _____ Other victories _____

3. Reflection: Answer the following questions based on your experience in completing this assignment:

Did this activity satisfy an evident need in others? How so? _____

Were you adequately prepared to engage in this activity? Why or why not? _____

What positive or negative feelings were you aware of while you were completing this activity? _____

In what ways were you aware of the Holy Spirit's help during your ministry activity? _____

What would you change if you were to participate in this ministry activity again? _____

What strengths or weaknesses within yourself did this assignment reveal to you? _____

Did you receive feedback about this activity? If so, describe: _____

This ministry activity was approved by a mentor (Leadership Honors Diploma only): ☐ Yes ☐ No

Ministerial Studies with Leadership Honors Diploma

Mentor Information Form

Please complete both sides of this form and submit it within one week of your final mentoring session.

Student Information

_____	_____
Student Name	Student ID Number
_____	_____
Street Address	Level Number (1, 2, or 3)

City, State Zip	

Mentor Information

Mentor Name

Street Address

City, State Zip

Mentor Telephone Number

Mentor E-mail Address

Mentor's Ministerial Credentials

- ☐ Certified Minister
☐ Licensed Minister
☐ Ordained Minister

**Number of years of ministry
experience:** _____

Approximate number of hours I met with this student: _____

Between the dates of _____ **and** _____

Beginning Date Ending Date

_____	_____
Mentor Signature	Date

Mail completed form to:

Global University
 1211 S. Glenstone Ave.
 Springfield, MO 65804
 Or fax to: (417) 862-0863

Your participation in this student's education and personal development is deeply appreciated and represents a significant investment in the kingdom of God! We pray God will richly bless you in eternity for your investment.

Ministerial Studies with Leadership Honors Diploma

Final Evaluation Form

 Student Name

 Student ID Number

This confidential report form is to be completed by the student's mentor. This form is used only to confirm and evaluate fulfillment of the mentoring requirements described in the *Capstone: Project and Mentoring Guidelines* packet. Use this evaluation form to assess the student's participation in the required mentoring experience. Use the scale to evaluate the student; then note your observations as they relate to the student's contribution, preparedness, growth, etc.

Your assessment represents twenty percent of the student's final grade for the Capstone Project. The student cannot complete each level of study until this form is received by Global University.

Please submit this completed form within one week of your final mentoring session.

1	2	3	4	5
failed to meet expectations	needed improvement	met expectations	exceeded expectations	notably exceeded expectations

Please use numbers from the scale above to rate each aspect of the student's performance and total the points on the last line.

		Score
Initiative: Did the student show good initiative in ministry?	Initiative:	
Attitude: Did the student have a positive and teachable spirit?	Attitude:	
Mentoring Participation: Did the student participate well in the mentoring process?	Mentoring Participation:	
Ministry Activities: How well did the student participate in the SLR and other ministry activities under the guidance of the mentor?	Ministry Activities:	
Total Score:		

Use the space below to summarize your observations and overall evaluation of the student's participation in the mentoring relationship:

Thank you for your service to the Lord, His kingdom, His church, and, most of all, to this student, who is preparing to answer God's call. We pray God will richly bless you for your investment in eternity.

Ministerial Studies with Leadership Honors Diploma

Completion of Level One Requirements

*Please complete this form and submit it within one week of your final mentoring session for **Level One**. This form must be signed by both the Student and the Mentor.*

Student Information

Student Name

Student ID Number

Mentor Information

Mentor Name

Ministry Description of the Mentor

Please check the appropriate box for each question

1. The Student and Mentor have met for at least the required fifteen hours of mentoring for Level One.
2. The Student and Mentor have completed a discipleship program during Level One.
3. The Student has completed the required SLR assignments with the approval or direction of his or her Mentor for Level One.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Mentor Signature

Date

Student Signature

Date

Mail completed form to:

Global University
Berean School of the Bible
1211 S. Glenstone Ave.
Springfield, MO 65804
Or Fax to: (417) 862-0863

Ministerial Studies with Leadership Honors Diploma

Completion of Level Two Requirements

*Please complete this form and submit it within one week of your final mentoring session for **Level Two**. This form must be signed by both the Student and the Mentor.*

Student Information

Student Name

Student ID Number

Mentor Information

Mentor Name

Ministry Description of the Mentor

Please check the appropriate box for each question

1. The Student and Mentor have met for at least the required fifteen hours of mentoring for Level Two.
2. The Student has presented the gospel to at least ten unbelievers during Level Two and discussed this with his or her Mentor.
3. The Student has completed the required SLR assignments with the approval or direction of his or her Mentor for Level Two.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Mentor Signature

Date

Student Signature

Date

Mail completed form to:

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Berean School of the Bible
1211 S. Glenstone Ave.
Springfield, MO 65804
Or fax to: (417) 862-0863

Ministerial Studies with Leadership Honors Diploma

Completion of Level Three Requirements

*Please complete this form and submit it within one week of your final mentoring session for **Level Three**. This form must be signed by both the Student and the Mentor.*

Student Information

Student Name

Student ID Number

Mentor Information

Mentor Name

Ministry Description of the Mentor

Please check the appropriate box for each question

1. The Student and Mentor have met for at least the required fifteen hours of mentoring for Level Three.
2. The Student has discipled at least one new believer during Level Three and discussed this with his or her Mentor.
3. The Student has completed the required SLR assignments with the approval or direction of his or her Mentor for Level Three.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Mentor Signature

Date

Student Signature

Date

Mail completed form to:

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Berean School of the Bible
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Springfield, MO 65804
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