



FACILITATOR TRAINING

For more information about our programs, please contact us!



n2ncu.org



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/n2ncu



/n2ncu



/N2NStudios



NATION-2-NATION
Christian University

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FACILITATOR **TRAINING GUIDE**

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GETTING STARTED

OUR PROGRAMS

N2NCU currently offers an Associate of Biblical Studies and Ministry and a Bachelor of Ministry. Video samples for many of our courses can be viewed online at youtube.com/n2nstudios.

SELECTING A FACILITATOR

The process of choosing a facilitator holds significant importance in the operational dynamics of your school. It is imperative to select an individual who embodies principles of integrity, demonstrates a commitment to service, and possesses strong ties within the community and their church. Additionally, they need to be a motivator who encourages and inspires others, fostering a positive and supportive environment that empowers individuals to reach their full potential.

For schools operating within a local church, it is highly recommended that pastoral leadership actively participate in the establishment of the school. Their involvement should extend to promoting the school within the congregation, fostering engagement, and encouraging participation. Additionally, pastoral leaders are encouraged to attend classes periodically as students or make occasional visits to foster a supportive environment.

Technical Requirements

1. Excel Skills:
 - They should have basic knowledge of Excel to enter grade data accurately.
2. Email Communication:
 - Ability to compose emails and manage their inbox efficiently.
3. Site Navigation:
 - Comfortable using the internet to locate facilitator resources and navigate our website's order forms.
4. Computer Requirements:
 - They will need a computer with essential software (like Microsoft or Mac) and a stable internet connection to access the Media Center.
5. Administrative Duties:
 - Proficiency in organizing files, scheduling, and handling basic facilitator duties.

SELECTING A START DATE

You have the flexibility to begin your school at any point during the year. In the United States and Canada, the majority typically begin in late August or January, allowing for ample time in December and January for holiday programs and activities.

SELECTING A NAME

You have the liberty to choose any name for your school. This name can incorporate the name of your church, such as “Christ Community School of Ministry,” for instance.

The name you choose can serve as a narrative tool, telling a story about what your school stands for and what it aims to achieve. For instance, “EDGE Bible College” represents “Equipping Disciples to Go Everywhere,” reflecting the school’s commitment to preparing students for widespread impact.

SELECTING A MEETING PLACE

The LTP Program offers facilitators flexibility to meet in a variety of locations, including church facilities, building conference rooms, homes, or over a video call platform. With many options available, choosing the best one for your school can be challenging. Here are some guidelines to consider:

- High-speed internet connectivity
- A TV, projector, or monitor large enough for students to comfortably view video sessions
- Adequate seating and tables to accommodate your class size
- Space that allows for several group discussions to happen simultaneously

PLANNING A MEETING SCHEDULE

As a facilitator, you have the flexibility to determine the frequency and timing of your class meetings. We recommend dedicating one evening per week that aligns well with both your schedule and your students’ availability.

We strongly recommend that each school hold a weekly session lasting at least three hours. This allows for three sessions, with time for quizzes, group discussions, and a break between each session.

The class schedule is made simple for facilitators as N2NCU has prepared a suggested schedule for each semester. Following our suggested schedule ensures that your class will complete midterm exams after six weeks and final exams after 12 weeks. It’s in your school’s best interest to adhere to each semester’s schedule, as the exams are structured according to the provided schedule order.

REGISTERING STUDENTS & COLLECTING STUDENT FEES

Facilitators are required to maintain student records, starting with the registration of students using a student registration form. These records are for your own reference.

A standard student fee must be paid to N2NCU for each student. However, you have the freedom to charge an amount above that to cover your own administrative costs (e.g. refreshments, printing expenses, facility fees, etc.). All costs and fees can be found at n2ncu.org/local under Pricing Information.

Please remember that although your ministry school utilizes N2NCU materials, you are registering students under your school, which operates under the legal umbrella of your church or organization and not under the official registration or coverage of Nation-2-Nation Christian University.

Since your students are registered with your school and not N2NCU, your school facilitator is solely responsible for providing administrative and academic support to your student body, as well as managing your school’s finances.

REGISTERING & ORDERING MATERIALS

Registering with N2NCU

Registering your school with N2NCU is quick, easy, and free, taking less than five minutes. This step provides essential information and a communication path between your school's facilitator and N2NCU. If you haven't registered yet, please do so now by visiting our website: n2ncu.org/local.

Materials Provided

N2NCU equips you with the necessary materials for efficient school operation:

- **Facilitator Workbook:** contains quizzes, study guides, and exam answers.
- **Class Schedule:** details which sessions to watch and when.
- **Administration Guidelines:** provides instructions on when to administer study guides and exams.

Steps for Operation

- **Review the Facilitator Workbook:** Familiarize yourself with the quizzes, study guides, and exam answers.
- **Follow the Class Schedule:** Watch the designated sessions as outlined.
- **Administer Study Guides and Exams:** Use the schedule to determine appropriate times.

Following these guidelines above will help to prepare you for your first semester!

Ordering Materials

1. **School Identification Number:**
 - After registering, you will be issued a school ID number. This number is essential for ordering your materials.
2. **Visit the Website:**
 - n2ncu.org/local.
3. **Navigate to “Order Materials”:**
 - Scroll down the page until you find the “Order Materials” section.
4. **Place Your Order:**
 - Follow the instructions in the “Order Materials” section to complete your order.

Need Help? If you have any questions or need assistance while ordering, please contact our Local Training Program Director

Order Policy

1. Orders must be placed on our website.
2. Facilitators must register their school before placing the first semester material order.
3. When ordering materials for the next semester, facilitators must use the correct school identification number.
4. Facilitators' contact and shipping information must be kept updated through the online order form.
5. Materials will be shipped within 14 business days from the day each order is placed.

Please ensure that all the information provided is accurate and adhered to on the order form. Any inconsistencies or errors on the form may lead to delays in processing your order.



NATION-2-NATION
Christian University

COURSE LIST

MINISTRY COURSES

GENERAL MINISTRY

- M1038 - **REACHING YOUR DESTINY** - Dr. S. Brick Cliff
- M1077 - **THE MINISTRY OF HELPS** - Dr. Buddy Bell
- M2073 - **HOMILETICS** - Dr. S. Brick Cliff
- M2081 - **SIGNS & WONDERS** - Dr. Ronald Burgio
- M2094 - **HOLISTIC MINISTRY** - Rev. Robin Steen
- M2109 - **THE SUPERNATURAL GIFTS OF THE HOLY SPIRIT** - Dr. Frank Parrish
- M2110 - **THE MINISTRY GIFTS OF THE HOLY SPIRIT** - Dr. Frank Parrish
- M2152 - **BIBLICAL SOCIAL JUSTICE** - Rev. Samuel Rodriguez
- M3088 - **BIBLICAL ETHICS** - Rev. Paul Johansson
- M3114A - **PASTORAL CARE** - Rev. Chris Ball
- M3114B - **LEADERSHIP CHALLENGES** - Rev. Chris Ball
- M3148 - **AVOIDING BURNOUT** - Dr. David A. Macfarlane
- M4157 - **EFFECTIVE DISCIPLESHIP** - Rev. Alex Seidler
- M4162 - **DEVELOPING THE NEXT GENERATION** - Rev. Toby Tyler

EVANGELISM

- M1115 - **FOUNDATIONS OF EVANGELISM** - Dr. David A. Macfarlane
- M3116 - **CREATIVE EVANGELISM** - Dr. David A. Macfarlane
- M5135 - **MINISTERING TO MUSLIMS** - Dr. Gene Daniels

CHURCH PLANTING & GROWTH

- M1117A - **CREATING A WELCOMING CHURCH** - Dr. David A. Macfarlane
- M2093 - **YOUTH MINISTRY** - Rev. Abram Gomez
- M3092 - **THE CHURCH AS A CARING COMMUNITY** - Rev. Andy Zack
- M3114C - **EMBRACING A MULTI-GENERATIONAL ENVIRONMENT** - Rev. Chris Ball
- M3134 - **STRATEGIES FOR CHURCH GROWTH** - Dr. David A. Macfarlane
- M3150 - **PRINCIPLES OF CHURCH GROWTH** - Rev. Abram Gomez
- M4132 - **CHILDREN'S MINISTRY** - Rev. Matthew Drew

COUNSELING

- M1001 - **MARRIAGE & THE FAMILY** - Rev. Stacy Cline
- M2127 - **THE CHRISTIAN FAMILY** - Rev. Kathy Barton LMSW
- M3002 - **SUFFERING LOSS** - Rev. Stacy Cline
- M3118 - **INTRODUCTION TO BIBLICAL COUNSELING** - Rev. Kathy Barton LMSW
- M3141 - **PREMARITAL COUNSELING** - Rev. Kathy Barton LMSW
- M4120 - **COUNSELING DURING LOSS & GRIEF** - Rev. Kathy Barton LMSW
- M4122 - **SOLUTION-BASED BIBLICAL COUNSELING** - Rev. Kathy Barton LMSW
- M4126 - **CRISIS RESPONSE** - Rev. Kathy Barton LMSW

LEADERSHIP COURSES

- L1101A - **EMPOWERED LEADERSHIP I** - Dr. S. Brick Cliff
- L1101B - **EMPOWERED LEADERSHIP II** - Dr. S. Brick Cliff
- L2010 - **THE ART OF LEADING WORSHIP I** - Rev. Dick Grout
- L2057 - **LEADING WHEN YOU'RE NOT THE BOSS** - Rev. Andy Zack
- L2083 - **VISIONARY LEADERSHIP THAT IMPACTS NATIONS** - Dr. S. Brick Cliff
- L2084 - **SPIRITUAL LEADERSHIP** - Rev. Joshua Finley
- L2086 - **BUILDING A UNIFIED TEAM** - Rev. Wayne Hedlund
- L2106 - **THE CHARACTER OF A LEADER** - Rev. Richard Hinojosa
- L2149 - **LEADERSHIP TOOLBOX** - Dr. David A. Macfarlane
- L3067 - **SERVANT LEADERSHIP** - Dr. Fount Shults
- L3085 - **THE ART OF LEADING WORSHIP II** - Rev. Dick Grout
- L3103 - **CHURCH ADMINISTRATION** - Rev. Abram Gomez

BIBLE COURSES

- B1012 - **FREE BY DIVINE DECREE: THE BOOK OF ROMANS** - Rev. Paul Johansson
- B1058 - **THE ACTS OF THE APOSTLES** - Rev. Paul Johansson
- B1064 - **MAJOR THEMES OF THE OLD TESTAMENT** - Dr. Fount Shults
- B1065 - **THE GOSPELS & JOHN** - Dr. Fount Shults
- B1070 - **THE EPISTLE TO THE HEBREWS** - Rev. Paul Johansson
- B2075 - **WISDOM LITERATURE** - Dr. Fount Shults
- B2079 - **NEW TESTAMENT SURVEY** - Rev. Stacy Cline
- B2153 - **THE PASTORAL EPISTLES** - Rev. Abram Gomez
- B3100 - **CHURCH HISTORY** - Rev. Stacy Cline
- B4060 - **INTRODUCTION TO HERMENEUTICS** - Rev. Paul Edwards
- B4156 - **1 & 2 CORINTHIANS** - Dr. Bruce Garner

THEOLOGY COURSES

- T1129 - **THEOLOGY I** - Dr. Mike Webster
- T1130 - **THEOLOGY II** - Dr. Mike Webster
- T1131 - **THEOLOGY III** - Dr. Mike Webster

For more information, please visit: N2NCU.ORG



SEMESTER 1

- M1038 - **REACHING YOUR DESTINY** - *Dr. S. Brick Cliff*
 B2079 - **NEW TESTAMENT SURVEY** - *Rev. Stacy Cline*
 M1115 - **FOUNDATIONS OF EVANGELISM** - *Dr. David A. Macfarlane*
 T1129 - **THEOLOGY I** - *Dr. Mike Webster*
 M1117A - **CREATING A WELCOMING CHURCH** - *Dr. David A. Macfarlane*

SEMESTER 2

- L1101A - **EMPOWERED LEADERSHIP I** - *Dr. S. Brick Cliff*
 B1064 - **MAJOR THEMES OF THE OLD TESTAMENT** - *Dr. Fount Shults*
 M1077 - **THE MINISTRY OF HELPS** - *Dr. Buddy Bell*
 T1130 - **THEOLOGY II** - *Dr. Mike Webster*

SEMESTER 3

- L1101B - **EMPOWERED LEADERSHIP II** - *Dr. S. Brick Cliff*
 T1131 - **THEOLOGY III** - *Dr. Mike Webster*
 M3116 - **CREATIVE EVANGELISM** - *Dr. David A. Macfarlane*
 B1065 - **THE GOSPELS & JOHN** - *Dr. Fount Shults*

SEMESTER 4

- B1058 - **THE ACTS OF THE APOSTLES** - *Rev. Paul Johansson*
 M1001 - **MARRIAGE & THE FAMILY** - *Rev. Stacy Cline*
 M2110 - **THE MINISTRY GIFTS OF THE HOLY SPIRIT** - *Dr. Frank Parrish*
 M3114C - **EMBRACING A MULTI-GENERATIONAL ENVIRONMENT** - *Rev. Chris Ball*
 L2084 - **SPIRITUAL LEADERSHIP** - *Rev. Joshua Finley*

SEMESTER 5

- M3114A - **PASTORAL CARE** - *Rev. Chris Ball*
 M3118 - **INTRODUCTION TO BIBLICAL COUNSELING** - *Rev. Kathy Barton LMSW*
 L2057 - **LEADING WHEN YOU'RE NOT THE BOSS** - *Rev. Andy Zack*
 B2075 - **WISDOM LITERATURE** - *Dr. Fount Shults*

SEMESTER 6

- M3088 - **BIBLICAL ETHICS** - *Rev. Paul Johansson*
 M3114B - **LEADERSHIP CHALLENGES** - *Rev. Chris Ball*
 M2127 - **THE CHRISTIAN FAMILY** - *Rev. Kathy Barton LMSW*
 L2149 - **LEADERSHIP TOOLBOX** - *Dr. David A. Macfarlane*

SEMESTER 7

- M4122 - **SOLUTION-BASED BIBLICAL COUNSELING** - *Rev. Kathy Barton LMSW*
 M5135 - **MINISTERING TO MUSLIMS** - *Dr. Gene Daniels*
 M3092 - **THE CHURCH AS A CARING COMMUNITY** - *Rev. Andy Zack*

SEMESTER 8

- B1012 - **FREE BY DIVINE DECREE: THE BOOK OF ROMANS** - *Rev. Paul Johansson*
 M3141 - **PREMARITAL COUNSELING** - *Rev. Kathy Barton LMSW*
 B2153 - **THE PASTORAL EPISTLES** - *Rev. Abram Gomez*

SEMESTER 9

- B1070 - **THE EPISTLE TO THE HEBREWS** - *Rev. Paul Johansson*
 M3150 - **PRINCIPLES OF CHURCH GROWTH** - *Rev. Abram Gomez*
 M2152 - **BIBLICAL SOCIAL JUSTICE** - *Rev. Samuel Rodriguez*
 L2106 - **THE CHARACTER OF A LEADER** - *Rev. Richard Hinojosa*

SEMESTER 10

- M2073 - **HOMILETICS** - *Dr. S. Brick Cliff*
 L3103 - **CHURCH ADMINISTRATION** - *Rev. Abram Gomez*
 M3134 - **STRATEGIES FOR CHURCH GROWTH** - *Dr. David A. Macfarlane*
 M3148 - **AVOIDING BURNOUT** - *Dr. David A. Macfarlane*

SEMESTER 11

- M2109 - **THE SUPERNATURAL GIFTS OF THE HOLY SPIRIT** - *Dr. Frank Parrish*
 B3100 - **CHURCH HISTORY** - *Rev. Stacy Cline*
 L2010 - **THE ART OF LEADING WORSHIP I** - *Rev. Dick Grout*
 M2081 - **SIGNS & WONDERS** - *Dr. Ronald Burgio*

SEMESTER 12

- B4156 - **1 & 2 CORINTHIANS** - *Dr. Bruce Garner*
 M2093 - **YOUTH MINISTRY** - *Rev. Abram Gomez*
 M4132 - **CHILDREN'S MINISTRY** - *Rev. Matthew Drew*

N2NCU ACCREDITATION STATEMENT

APPLICABILITY

Nation-2-Nation Christian University (N2NCU) provides students with an education designed to prepare them for the work of Christian ministry.

Students will find that our courses are very applicable in their work and their lives as they respond to the call which God has for them. Thousands of students around the world and in the United States have used N2NCU to prepare themselves to enter ministry or for promotion into positions of ministry and leadership in churches and church denominations.

The desire of the board, staff, and faculty of N2NCU is to equip each Christian, church, and church denomination for the call and purpose that God has for them.

**Nation-2-Nation Christian University
is a subsidiary of Nation-2-Nation
Ministries of Harlingen, Texas, U.S.A.**

ACCREDITATION

“Accreditation is a process by which an institution evaluates its educational activities, in whole or in part, and seeks an independent judgment to confirm that it achieves its mission and goals and is generally equal in quality to comparable institutions or specialized units.”

ABHE.org

Our N2NCU professors are accomplished and well-educated leaders from multiple nations who have had their most important teachings filmed in the Nation-2-Nation film studios. Many of our professors are bishops of entire countries or geographical regions. Most hold doctoral or master’s degrees. Our community development instructors are Christian professionals, doctors, dentists, veterinarians, and agriculturalists.

As a result, the N2NCU curriculum is undergirded by strong academic standards. It is designed to enable the student to reach his or her highest potential in ministering the Gospel of Jesus Christ to His church and to non-Christians. Accreditation is an external evaluation of our peers which is intended to verify that we, as an educational institution, are appropriately meeting or exceeding our stated educational goals and objectives. Accreditation ensures that a school is offering a quality program.

N2NCU offers a Biblical education, granting degrees in Biblical Studies and in Ministry (of the Gospel of Jesus Christ). Therefore, the peers of N2NCU are Christian organizations and associations of Christian educators. Nation-2-Nation Christian University does not offer degrees in non-religious vocations.

N2NCU is accredited with Christian Accreditation International, a private Christian accrediting commission.



N2NCU ACCREDITATION STATEMENT

Nation-2-Nation Christian University is also a certified member of the Academic Council for Educational Accountability.

N2NCU degrees are religious degrees that prepare students for service in ministry. Our degrees represent an adept understanding of biblical teachings, principles, and doctrines as well as Christian leadership and ministry applications. Degrees from N2NCU are intended to support religious vocations rather than secular vocations. Professions and jobs requiring state-accredited secular degrees may not consider a religious degree applicable to their stated goals.

However, various Christian universities and seminaries throughout the United States of America and the world may accept transfer students, credits, and degrees from N2NCU. These may include institutions such as Covenant Theological Seminary (gocovenant.com), Christian Leadership Institute (cluonline.com), Vision International University (vision.edu), and others.

CERTIFICATION

Nation-2-Nation Christian University is a certified member of the Academic Council for Educational Accountability. (acea-schools.org) ACEA was created in 1998 by Dr. C. Peter Wagner to provide relational accountability to a network of Christian educators, training programs, and schools.



LEGAL STATEMENT

Degree program(s) of study offered by Nation-2-Nation Christian University have been declared exempt from the requirements for licensure under provisions of “Religious Exemption” found in Texas Education Code, Section 132.002(a)(2) as regulated by the Texas Workforce Commission. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

All degrees of Nation-2-Nation Christian University are of an ecclesiastical nature, and whether granted or conferred, are in the restricted area of religion with the special purpose of preparing persons to work in the area of religion, whether educational or ministerial.

Transferability of credits earned at Nation-2-Nation Christian University and transferred to another institution is at the discretion of the receiving institution. The degree programs of this seminary are designed for religious vocations.

N2NCU is not accredited by a U.S. Department of Education approved accrediting agency. Government accreditation is not required for the religious vocations in which we train.



A WORD FROM OUR LOCAL TRAINING PROGRAM DIRECTOR

Facilitators, I am so excited for each of you. As a graduate of N2NCU, I can assure you that your commitment to this training has eternal purpose and kingdom impact!

Though each student's journey is different, I encourage you to be confident that as you sow into your classroom, you are equipping "... the saints for the work of ministry, for building up the body of Christ." What a privilege!

Nation-2-Nation Christian University is empowering the body of Christ with purpose-driven education. We are committed to raising up tomorrow's leaders today. As you go through the curriculum, our desire for each student is as stated in 2 Timothy 2:15, "... *present themselves (yourself) to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth.*"

As a ministry, we are touching thousands of lives and seeing families and communities restored. We are committed to reaching across the entire globe, from nation to nation.

Your students are contributing to this as they themselves are becoming equipped!

How can this be? For each semester, students pay a Student Fee. Per semester, a single student fee in the USA funds three pastors/leaders to complete their **Bachelor in Biblical Studies and Community Development Outreach!** What an amazing thing we all get to be a part of.

If you have any questions, please do not hesitate to contact us!



Marina Linder
Local Training Program Director

A WORD FROM OUR N2NCU REGISTRAR

As you serve your students throughout their studies, it is vitally important to record and submit their grades each semester.

USING THE CUMULATIVE GRADE SHEET TO RECORD GRADES

- The official *Cumulative Grade Sheet* is an Excel spreadsheet that contains all 12 semesters in the N2NCU program. Record the final grade for every course in every semester. You will use the same grade sheet for all 12 semesters, adding current grades as you complete each semester.
- After you have used the semester work sheet to determine the students' final grades for each class, you will record the final grades in the appropriate course column on the official *Cumulative Grade Sheet*.
- If a student does not return to your school for a particular semester, leave that student on the *Cumulative Grade Sheet*. It is okay if the subsequent semesters in their row are blank. If they ever decide to continue with N2NCU, we will have their academic record on file.
- Download the official *Cumulative Grade Sheet* from n2ncu.org/ltpresources
- If the *Cumulative Grade Sheet* does not match your classes in the semester order in which you are taking them, please contact the Local Training Program Director.

SUBMITTING THE CUMULATIVE GRADE SHEET TO THE REGISTRAR

- Please email the *Cumulative Grade Sheet* at the end of every semester to registrar@n2ncu.org **BEFORE** you order the materials for the next semester.

REQUESTING DEGREES

Associate Degrees can be requested after completing the 6th semester. Bachelor Degrees can be requested after completing the 12th semester.

1. Submit the *Cumulative Grade Sheet* as you have done every semester.
2. Visit n2ncu.org/local/graduations to download and fill out the following forms:
 - ▶ *Enrollment and Credit Transfer Form* - which officially transfers the students' grades from your school into Nation-2-Nation Christian University.
 - ▶ *Application for Graduation* - which will be filled out for each student who is applying for a degree. You will collect the graduation fees from them and make one payment to us for the full amount.
 - Payment can be made at n2ncu.org/local/graduations
3. Attach the forms to an email and send to registrar@n2ncu.org

In summary, I will print degrees as soon as I have these things in hand:

- *Cumulative Grade Sheet LA-207* (names spelled correctly & no failing or missing grades)
- *Enrollment and Credit Transfer Form LA-210* (for each student)
- *Application for Graduation LA-211* (for each student)
- Graduation fees (as one payment)

Please allow at least 6 weeks between the time you submit these documents and the date for your commencement ceremony.

If you have any questions or if there is anything I can do to serve you better, please contact me.



Joann Hawkins
N2NCU Registrar

PREPARING & ORGANIZING CLASSES

TYPICAL WEEKLY SCHEDULE

Most schools schedule their weekly meetings as follows:

1. Spend 2-3 minutes of introduction.
 - Use this time to capture students' attention and set the tone for the course.
2. Highlight key points.
 - Summarize the main topics you will cover in the sessions.
 - Explain why these points are important and relevant.
3. Explain applicability to the class.
 - Connect the session's content to the broader objectives of the class.
 - Show how the topics will benefit the students in their studies or futures.
4. Share your excitement.
 - Express what you find exciting about the material.
 - Enthusiasm can be contagious and help motivate your students.

We strongly encourage the facilitator to introduce each course using the steps above and to use their discretion when it comes to taking the time to introduce specific sessions.

5. Watch the first session together following the semester schedule.
(Approx. 30 minutes each)
6. Administer the quiz. *(5 minutes)*
 - Allow the students 1-2 minutes to answer the quiz questions. Once all the students have completed the quiz, read aloud the correct answers.
 - Quizzes are not graded.
7. Answer any questions related to the session or the quiz. *(1-2 minutes)*
8. We encourage you to emphasize key subject material and provide practical applications tailored to your group's needs.
9. Read over the Self Study questions for the session with your students.
(1-2 minutes)
10. Break students into groups of three to five for Group Discussion. *(15 minutes)*
 - The facilitator should move between groups to aid in discussion.
11. Take a short break and begin the second session following the same pattern. *(3-5 minutes)*
 - This allows time for students to get snacks and use the facilities.

One session, including the Quiz and Group Discussion, will last approximately 65 minutes. We recommend each school complete three sessions during each weekly meeting.

ADDING SUPPLEMENTAL CONTENT

The primary objective of the Local Training Program is to offer training and discipleship to leaders and church workers in a manner that is accessible to all believers. We strongly encourage pastors and facilitators to supplement the provided courses with their teachings throughout the semesters.

EXAMS

Most courses have a midterm and a final exam.

The exams contain both multiple-choice and true-or-false questions. Exams are typically given during weeks 6 and 12. The school facilitator should record the scores after each exam and keep them in a secure place. Always keep a copy for your own records.

STUDENTS WORKING OUT OF SEQUENCE

As your class progresses through the curriculum, we encourage the enrollment of additional students up until the third semester. The decision to allow students to join after the third semester is at the discretion of the facilitator. However, N2NCU strongly advises against permitting new student enrollment in the fourth semester and beyond due to the extensive catch-up required and the potential disruption to the class dynamic.

Students requiring makeup classes can conveniently undertake them alongside their current semester coursework or join a new class starting from the initial semesters.

Make-up Semester Steps

1. Order Materials:
 - Order makeup semester materials for each required semester.
2. Schedule:
 - Set a start and end date for the makeup semester.
3. Manage Progress:
 - Review self-study work.
 - Administer quizzes and exams.
 - Record grades.
 - Ensure the student is reviewing the courses from the media center.

Registration Process for Make-Up Students

To register your student for a makeup semester, follow these steps:

1. Visit n2ncu.org/local and go to “Place Order.”
2. You will be prompted with a few questions. Please select “I am registering an existing class or students in a new semester.”
3. Select “I have a student(s) who needs to make up a semester.”
4. Follow the page directions.

PRACTICAL LAB

N2NCU requires each student to participate in local ministry and our Bible Reading Program. Practical Lab is a required course for each semester. Please note that a student cannot pass a semester if they fail a class. It is of the utmost importance that students stay diligent in these activities while taking these courses.

MINISTRY ACTIVITY LOG

The Bible says that “knowledge puffs up” but that “love builds up.” Ministry is love in action. We learn how to minister both by being taught and by applying the things we have heard.

Each week, students are required to log their activity in practical ministry. Students must accumulate at least 10 volunteer hours each semester (12 weeks). Students who fail to meet this requirement will receive a failing grade. We have established these requirements to ensure students are actively using their knowledge in a practical and tangible way — being the hands and feet of God

Practical Ministry is generally defined as any of the following activities:

- Evangelism, Preaching, Teaching
- Youth or Children’s Ministry
- Worship Ministry, Prayer, and Intercession
- Community Outreach
- Practical Help (e.g. cleaning, repairs, building, set up, project participation)
- Pastoral Activities
(e.g. visitation, counseling, etc.)

Facilitators may credit ministry hours to additional tasks not explicitly listed above at their own discretion.

BIBLE READING PROGRAM

The purpose of the Bible Reading Program is to give students a way to stay accountable for reading the Word of God. Students who are actively reading every week will receive a passing grade. Students who fail to do so will receive a failing grade.

DETERMINING & REPORTING GRADES

Each semester has between three and six courses. Facilitators are responsible for recording students' grades for each individual course. This facilitator workbook contains the resources specific to the facilitator's administration of their Local Training Program. Additional resources pertaining to LTP students can be found on the Local Training Program Facilitator Resource Page (n2ncu.org/ltpresources).

DETERMINING GRADES

1. There are two forms for this process:
 - The *Weekly Grade Worksheet (LA-206)* is used to keep track of attendance and homework.
 - The *Semester Grade Worksheet (LA-207)* is used to calculate the Final Grade for each course for the current semester. A separate Semester Grade Worksheet will be used for each semester.
2. These forms are for your convenience. They are never sent to N2NCU.

REPORTING GRADES

1. There is one form for this process—The *Cumulative Grade Sheet (LA-209)*
 - It is used to record the Final Grades for every course for all 12 semesters.
 - This one Cumulate Grade Sheet will be used throughout the entire program, adding the grades for each semester as the courses are completed.
2. The Cumulative Grade Sheet must be sent to the registrar at registrar@n2ncu.org at the end of each semester prior to ordering materials for a new semester and after completing the last semester in preparation for graduation.

IMPORTANT: *Please see Grading Instructions on page 9 for detailed instructions about how to use the worksheets.*

FAILING AN EXAM & RETESTING

If a student's grade for a particular course is less than 60%, the following can be done:

1. The student may retake the exam for the specific course to raise their average percentage to 60% or greater.
2. To calculate the new exam grade, average the score of the retaken exam with the score of the original exam and record the new score. An N2NCU degree will only be considered for those students who have passed all courses.

PERSONAL CODE OF CONDUCT

Each student should be of such a mind as to conduct themselves and their educational progression in a way that brings honor to Christ.

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”

Colossians 3:17 (NIV)

If a student is found to have engaged in academic dishonesty during a test or assignment, they will be assigned a failing grade of 50% for that particular assessment. There will be no opportunity for retesting permitted in such cases.

GRADUATION

All schools using the N2NCU Local Training Program must start with our Associate Degree Program. Upon completing the program, their students will become eligible to transfer credit to N2NCU and apply for an **Associate Degree of Biblical Studies and Christian Ministry**.

N2NCU encourages all students of schools using the N2NCU Local Training Program to continue their education with the Bachelor Degree Program. Upon completing the program, students will become eligible to transfer credit to N2NCU and apply for a **Bachelor Degree of Christian Ministry**.

Upon completion of the coursework required by our degree program and upon successful transfer of credit to N2NCU, your students will be eligible to graduate with an N2NCU degree.

Facilitators can transfer student's credit by completing the following:

1. Facilitators will provide final grades for all courses to the N2NCU Registrar Office.
2. The student will need to fill out the Student Enrollment and Credit Transfer Form which will provide N2NCU with their personal information, as well as indicate what credit they are transferring.
3. Students will then need to fill out an Application for Graduation, indicating which degree they are applying to graduate from as a newly enrolled N2NCU student.

Details and policy concerning graduation will be provided to facilitators upon request.

The Graduation Ceremony is an excellent opportunity to showcase your school to prospective students while providing a place for the community and church to celebrate the accomplishments of your school.

Visit n2ncu.org for more information.

GRADING INSTRUCTIONS

WEEKLY GRADE WORKSHEET (LA-206)

- Weekly Attendance:** Record each student's attendance on the *Weekly Grade Worksheet (LA-206)*.
 - If a student misses more than two sessions of any given class, they are not eligible to receive a grade unless they make up the work at the facilitator's discretion.
 - We suggest that students catch up on their self study questions, watch any missed video sessions, and complete any missed group discussion questions. We strongly encourage students not to be absent for more than two class meetings.
- Self Study:** Students receive one point for each course period in which they turn in their Self Study assignments (if applicable). These points are recorded on the *Weekly Grade Worksheet (LA-206)*. At the end of the semester, record the total number of points for each course in the Self Study column of the *Semester Grade Worksheet (LA-207)*.

SEMESTER GRADE WORKSHEET (LA-207)

- Midterm and Final Exams:** Students receive one point for each exam question answered correctly. Those scores should be recorded under the appropriate columns on the *Semester Grade Worksheet (LA-207)*.

Note: Shorter courses may have only one exam.

- Final Grade:** Calculate this grade by adding the number of points recorded in the Self Study column, the Midterm Exam column (where applicable) and the Final Exam column (where applicable) then divide that total by the maximum number of points possible for the course (the maximum number is found at the top of the Academic Grade column). Record the grade in the Academic Grade column.

For example, a student scores

*12 out of 12 points on Self Study,
20 out of 25 points on Midterm,
19 out of 25 points on the Exam.*

The Academic Grade would be:

*12+20+19=51 points earned and
12+25+25=62 points possible.*

*The facilitator can then use a calculator to find
 $51 \div 62 = 0.82258065$ which rounds to 82%.*

- Practical Lab:** Students receive one point for each section of the Lab when they complete the full requirements.
 - Practical Ministry Log:** If the student logged 10 hours or more of practical ministry during the semester, record a 1 in the Practical Ministry column of the Semester Grade Worksheet. If the student logged less than 10 hours, record a 0 in the column.
 - Bible Reading Plan:** If the student checked all 12 weeks of Bible Reading, record a 1 in the Bible Reading Column of the Semester Grade Worksheet. If there is any week without a check mark, record a 0 in the column.

- Calculate the Final Grade for the Practical Lab by adding the numbers in the Practical Ministry and Bible Reading columns and dividing by 2. Please note that anything other than a 1 in both sections of the Lab will result in a failing grade.

CUMULATIVE GRADE SHEET (LA-209)

1. Record the Final Grade for each course and lab (as calculated from the Semester Grade Worksheet) in their corresponding columns as you complete each semester.
2. You will use the same grade sheet for all 12 semesters, adding the current grades as you complete each semester.
3. If a student does not return to your school for a particular semester, leave that student on the Cumulative Grade Sheet. It is okay if the subsequent semesters in their row are blank. If they ever decide to continue with N2NCU, we will have a record of the courses they completed along with the grades they received.
4. Remember that if a student has a Final Grade below 60% in any course, they will not be eligible for a degree. But this does not have to slow you down as you plan your next semester. Go ahead and submit the Cumulative Grade Sheet so that you will be able to order new materials. You can retest your student at your convenience and update the grade for that course on your Cumulative Grade Sheet, and the updated grade will be entered into our data base the next time you send in the Cumulative Grade Sheet.



Facilitator GRADE CONVERSION CHART

Instructions

For a course with one exam, record the exam grade on the *Cumulative Grade Sheet* in the appropriate column as the final grade for that course.

For a course with two exams (Midterm and Final), average the two grades together and record that averaged grade on the *Cumulative Grade Sheet* in the appropriate column as the final grade for that course.

Failing Grades need to be retested.

PERCENTAGE EQUIVALENTS FOR 15, 20, AND 25 QUESTION EXAMS

15-QUESTION EXAM	20-QUESTION EXAM	25-QUESTION EXAM
15 = 100%	20 = 100%	25 = 100%
14 = 93%	19 = 95%	24 = 96%
13 = 87%	18 = 90%	23 = 92%
12 = 80%	17 = 85%	22 = 88%
11 = 73%	16 = 80%	21 = 84%
10 = 67%	15 = 75%	20 = 80%
9 = 60%	14 = 70%	19 = 76%
FAILING GRADE ↓	13 = 65%	18 = 72%
8 = 53%	12 = 60%	17 = 68%
7 = 47%	FAILING GRADE ↓	16 = 64%
	11 = 55%	15 = 60%
	10 = 50%	FAILING GRADE ↓
	9 = 45%	14 = 56%
		13 = 52%

Example: If a student answered 13 correct on a 15-question exam, they would receive an 87% (this 87 grade will be entered in the Excel *Cumulative Grade Sheet* in the appropriate column for that course).



FACILITATOR RESOURCES

 n2ncu.org/ltpresources

CREATING A WELCOMING CHURCH



Dr. David Arrol Macfarlane is a pastor, author, and evangelist with over 20 years of experience. He is a former Director of National Initiatives for the Billy Graham Evangelistic Association of Canada. A conference speaker and media presence, he encourages believers to grow in their faith. He holds a Bachelor of Spanish from St. Andrews and a degree in business, marketing, and marketing management from Universidad Argentina de la Empresa.

Session 1: Creating a Welcoming Church

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CREATING A WELCOMING CHURCH

Session 1 *Creating a Welcoming Church*

I. INTRODUCTION

A. What Scripture says about being welcoming

1. "When a foreigner resides among you in your land, do not mistreat them. The foreigner residing among you must be treated as your native-born. Love them as yourself, for you were foreigners in Egypt. I am the Lord your God."
Leviticus 19:33-34 (NIV)

- Remember that you were once an "outsider."

2. "Therefore, as we have opportunity, let us do good to all people..."
Galatians 6:10 (NIV)

3. "Offer hospitality to one another without grumbling."
1 Peter 4:9 (NIV)

B. Who might come to your church?

1. Someone invited by a friend.
2. A person going through a hard time who has never been to church.
3. A desperate person that is skeptical of Christians and what the church has to offer.

C. What scares people away?

1. Unexplained traditions
 - By explaining things, it helps people to feel relaxed and welcomed.
2. Unfriendly attitudes and not being welcoming to new people
3. Not giving enough information when making announcements

4. Using and not explaining biblical or difficult words
 - a. Use words and phrases that a new person would understand.
 - b. Explain biblical or difficult words.
 5. Praying without announcing you are going to pray
 6. Not explaining a passage of scripture and only making a quick reference to it
 7. Singing songs without providing words and assuming that everybody knows the song
 8. Expecting visitors to dress a certain way
- D. Three groups of people in churches
1. Engaging Group
 - a. Beginning to get to know the church.
 - b. Will most likely return if you are welcoming and friendly.
 2. Regular Attending Group
 - a. Regular attenders
 - b. Workers in the church
 - c. "Inner core"
 3. Disengaging Group
 - a. Less than regular attenders
 - b. Occasional attenders
 - c. Special occasion attenders
 - d. Ex-members

II. TWO KEY CONCEPTS FOR KEEPING PEOPLE IN CHURCH

- A. First impressions
1. First impressions are lasting impressions.
 2. The church's image
 - a. Is your website a good website? (Including social media platforms?)
 - b. Is the church well thought of and liked in the community?

3. The church building
 - a. Are the building and grounds clean and well kept?
 - b. Are the bathrooms clean?
4. Directional signs
 - Are there signs to help people find their way around the building and grounds?
5. Parking
 - a. Is there enough parking?
 - b. Do you need parking attendants to help the flow of traffic?
6. Relationships
 - Are new people being greeted and made to feel welcomed?

B. Building relationships

1. Greet visitors sincerely and assist them in finding a seat or whatever they might need.
2. Call them by name.
3. Introduce them to others you think they might relate to.
4. Do not leave them alone.
5. Give them relevant information.

III. TEN WAYS TO GET THE CHURCH INVOLVED

- A. Encourage church members to change seats.
- This helps them to meet and get to know other people.
- B. Invite the "regular attenders" to get together during the week to catch up and leave the service time for getting to know the new people.
- C. Practice the three minute rule.
- Do not visit with your friends for the first three minutes but spend that time getting to know new people.
- D. Remember that having a lot of new people is a good problem!
- E. Let the greeters greet the newcomers. Do not distract or monopolize the greeters time.

- F. Assume that the person next to you is new too. Go out of your way to initiate a conversation.
- G. Smile! A simple smile can make all the difference.
- H. Hear their name, remember their name, and mention their name.
- I. Talk to the pastor during the week and let the pastor meet the new people during the service.
- J. Learn to “read” people.
 - 1. Do they look like they are lonely and want to talk? Talk to them.
 - 2. Do they look like they are busy and want to be left alone? Give them some space.
- K. “Keep on loving one another as brothers and sisters. Do not forget to show hospitality to strangers, for by so doing some people have shown hospitality to angels without knowing it.” Hebrews 13:1-2 (NIV)

GROUP DISCUSSION

1. Besides the reasons that Dr. Macfarlane gave for why people are scared away or do not return to a church, can you think of any other reasons? Have you ever experienced any of those reasons?
2. Do you have a “disengaging group” (attenders that do not come regularly or only on special occasions) in your church? What might be some ways you can encourage them to become part of the “regular attending group”?

QUIZ

1. Unexplained traditions can be a reason why people do not return to a church.
TRUE or FALSE
2. Having a lot of new people is not a good problem.
TRUE or FALSE
3. Which group would a person belong to if they only came to church for special occasions?
 - A. The engaged group
 - B. The regular attender group
 - C. The disengaged group
 - D. The core group
4. What is NOT one of the ways that Dr. Macfarlane gave on how to get the church involved in being more welcoming?
 - A. Get to know the regular attenders during the service.
 - B. Smile!
 - C. Practice the three minute rule.
 - D. Learn to "read" people.
5. What is the Three Minute Rule?
 - A. Pray for the first three minutes before talking to anyone.
 - B. Only take three minutes to talk to the pastor if you need to during the service.
 - C. Do not talk to your friends for the first three minutes but talk to new people.
 - D. Wait three minutes before approaching a new person.

SELF STUDY

1. Go through the notes for this session and decide which suggestions are best for you to put into practice. Choose two or three (or more) and start following them at your next service time.
2. Pray and think about other possible ways you can personally make your church more welcoming. For example, what about arriving fifteen minutes earlier than you have and spend time greeting newcomers. Pray for ideas. Choose one and put it into practice.
3. If you are a leader in your church, sit down with other key leaders and evaluate together "how welcoming" your church is. Look through the notes for this session and discuss ways to improve your friendliness.