

**VIRGINIA UNION UNIVERSITY**  
**SCHOOL OF THEOLOGY**  
**INSTITUTE FOR LIFELONG LEARNING**

***THE EVANS-SMITH LEADERSHIP TRAINING PROGRAM***

*A Certificate Program Sponsored by*

*The Samuel DeWitt Proctor School of Theology  
Virginia Union University*

*and*

*The Baptist General Convention of Virginia*

*July 2011 - June 2013*

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## ***PROGRAM FACTS***

### **THE HISTORY**

The School of Theology Institute for Lifelong Learning (STILL) is the newest name for the leadership training program birthed in 1975 at the Virginia Union University School of Theology with a Lilly Foundation grant. The original name was Education for Leadership in the Black Church (ELBC). From its inception the program was designed to assist local congregations in developing a well-equipped body of local leaders to implement and oversee their various ministries. The first classes were small and held only in Richmond. After success in accomplishing its mission and increased attendance, the program expanded to include two new sites, Norfolk and Northern Virginia. In 1980 it was renamed the Evans-Smith Leadership Training Institute (ESI) and a second level of learning was added; this in response to a need at that time to address specific areas of ministry and also equip persons with the skills to serve effectively in these ministry areas. For the next thirty years--ending in 2010--Evans-Smith continued to operate as a quality center for church leadership education and training. During this time thirteen new sites were added and a third level of learning was established.

The program began as a cooperative enterprise with the Baptist General Convention of Virginia. The second name change honored two former BGC staff members, Dr. C.L. Evans and Mrs. Lena Smith, pioneers in statewide education for church leaders. BGC continues to support the program and encourage attendance of persons from local congregations across the State. The current name change reflects the perspective on learning, relative to church leadership, that surfaced during the latter half of the 20<sup>th</sup> century and continues to describe ministry in the 21<sup>st</sup> century. Churches are encouraged to rethink their mission and ministry, to be meaningful witnesses in the world, and to strive to bring about a radical change in the lives of members. Christians must participate in lifelong learning and ministry preparation experiences in order to impact the world with the message and mission of Jesus Christ.

### **THE MISSION**

The School of Theology seeks to partner with local congregations in cultivating leadership for various expressions of ministry. Recognizing that many church leaders lack—and cannot qualify for—formal theological education, STVU and BGC consider it a duty to offer quality educational opportunities that will assist all persons in fully developing their potential for Christian church leadership.

### **THE GOAL**

The goal is to offer opportunities for persons to grow spiritually and to sharpen and expand skills necessary for more effective and efficient service as leaders in the local congregation. Further, the goal is that persons who participate in this program will render improved quality of service to the local congregation and in the world.

## **THE INSTITUTE STRUCTURE AND OBJECTIVES**

The Institute structure includes three separate and distinct facets of learning opportunities: 1) The Evans-Smith Program,

- 2) The Ministry Empowerment Seminar Track, and
- 3) The Pastors' School.

The remainder of this publication details the essentials of The Evans-Smith Program.

## **THE EVANS-SMITH PROGRAM**

The Evans-Smith Program offers education and training at each local site within the State of Virginia. Each Site has at least one Site Coordinator who oversees the local program. There are three (3) levels of learning available in the total ES program.

LEVEL ONE is the BASIC level. Enrollment at this level provides the opportunity for persons to:

- acquire knowledge of the Bible, church history and doctrines, and gain an understanding of the call to ministry;
- function with keener perception of the church and its mission in the world; and
- select an area for ministry focus at a higher level of religious studies.

Persons must complete twelve (12) prescribed courses to receive the Basic *Certificate in Religious Studies*. The CEU certificate is the only measuring tool. This first certificate is pre-requisite to enrolling in Level Two.

LEVEL TWO is the MINISTRY CONCENTRATION level. Enrollment at this level offers students opportunity to study in one of two combined areas of ministry with intent to expand and enhance the skills necessary for effective service in each area. The two specific areas are *Proclamation and Pastoral Care* and *Christian Education and Leadership*. Upon satisfactory completion of six (6) prescribed courses students receive a special *Certificate in (the chosen area)*.

Level Two prepares persons to:

- perform more effectively in a specific area of congregational ministry;
- integrate course learning with practical application of skills;
- function with distinction as a trained leader.

The evaluation mode for Level Two is *Pass* or *Fail* in addition to the CEU.

**NOTE:** Two certificates are required as pre-requisite for study in Level Three: the Basic plus one Ministry Concentration certificate.

**LEVEL THREE** is the Advanced level of study referred to as **ADVANCED BIBLE AND THEOLOGICAL PREPARATION**. This level allows persons to engage in more intense, in-depth, and extensive study of the Bible and theology with application for practical ministry. Level Three prepares persons to:

- engage the biblical text with advanced understanding and skills,
- critically read and analyze theoretical material; and
- express their beliefs and in written form with clarity and conviction.

Term length, fees, and classroom performance requirements differ from those for Levels I and II. Level III is the only facet of STILL where students receive academic grades as indication of their progress. Level Three courses prepare persons to function with greater ease in a seminary program, if they are accepted following normal application procedures.

## **GENERAL INFORMATION**

The School of Theology Institute for Lifelong Learning is not a degree-granting program. No certificates awarded by the STILL shall be considered as standard criteria for admittance to a Master of Divinity degree program or any other program where academic credit is the standard of measurement. (See “Unit of Measurement” at the end of this section.)

### \* **FEES**

\$ 50.00	Registration Fee (one time only)
\$ 20.00	University Parking Fee & Student Badge
\$ 85.00	Tuition per class, Level I
\$100.00	Tuition per class, Level II
\$125.00	Tuition per class, Level III (cost of textbooks additional for all classes)
\$ 10.00	(Transcript fee after first one, which is free)

A fee will be assessed in connection with the Certification Exercise. This fee covers the cost of regalia, class photograph, and other incidentals. The fee varies from year to year based on prevailing prices as set by suppliers.

### • **SCHEDULE**

Each Site develops its own schedule. However there will be a minimum of two (2) sessions per year at each site. Most sites will run a Fall, Winter, and Spring session, from September to April or early May. (Starting dates will vary at sites.)

### • **LENGTH OF PROGRAM CLASSES**

Level I Classes	6 weeks per session
Level II Classes	8 weeks per session
Level III Classes	10 weeks per session

- **UNIT OF MEASUREMENT**

Student performance in all levels is measured by use of the Continuing Education Unit (CEU). Additional indicators (pass/fail and grades) are used to alert students to their level of performance in each class. The CEU is a nationally recognized and standardized measure of performance in similar programs of education and training.

One CEU is defined as: *“ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.”*

From its inception the intent of the program was to offer education and training opportunities to persons who, for some reason, would not matriculate in a four-year program of academic study leading to a baccalaureate degree. The Continuing Education Unit (CEU) was deemed to be the appropriate measuring criteria. To maintain the integrity of the program and ensure the graduate's ethical standards, it is suggested that the following guide be used when referring to program completion in resumes, biographical data, etc.:

*(Graduate's name) completed the program at The School of Theology Institute for Lifelong Learning, sponsored by Virginia Union University's Samuel DeWitt Proctor School of Theology. S/he received the (name the certificate).*

Some schools may recognize CEU's when considering the application of potential students. Graduates of The School of Theology Institute for Lifelong Learning are advised to contact a potential school's enrollment office to determine the policy regarding acceptance of CEU's.

Level I uses CEU only; Level II students receive *Pass or Fail*; Level III is graded.

Although Level III operates using the standard grading practice, A-F, students will still receive a CEU certificate, standard for the program. Rationale for grades is to prepare students for performance at a higher level, equipping them for possible future academic work in a regular graded program of study.

### **PROGRAM FACULTY**

All Evans-Smith instructors must hold at least a graduate level degree from an institution accredited by a nationally recognized accrediting body. A theological degree shall have been awarded by an institution accredited by the Association of Theological Schools (ATS). All instructors are approved for teaching by the Program Consultant and the faculty of STVU.

## **BASIC COURSE REQUIREMENTS**

Level I consists of 12 courses. Students must complete all courses for the Level I certificate. This certificate must be earned prior to enrolling in Level II.

## **BASIC COURSES**

- B-1 ***Old Testament:*** This course is an overview of the Old Testament, with particular attention to the history of the Hebrew people and their relationship with God.
- B-2 ***New Testament:*** This course is an overview of the New Testament with attention given to the Synoptic Gospels and the major events in the life of Jesus. The Epistles of Paul and his missionary journeys help explain the life and mission of the early church.
- B-3 ***Understanding the Call to Ministry:*** This course will assist learners with the task of discerning the call to various forms of Christian ministry and making an appropriate response. An overview of church ministries (proclamation, worship, evangelism, missions, stewardship, fellowship, and teaching) and ministry functions complete the course.
- B-4 ***Communication Skills:*** This course is designed to introduce the skills of reading, writing, and public speaking. Students are given opportunity to demonstrate ability to use these skills for effective leadership. (Students may be encouraged to seek outside help when the need is apparent and such additional help would benefit the student.)
- B-5 ***Congregational Care and Concern:*** This course introduces students to the basic principles, skills, and techniques related to the capable shepherding of souls. The skill of active listening is studied and practiced through role play. Students experience a reorientation to values as they study the rules of confidentiality and integrity.
- B-6 ***Faith and Human Development:*** This course explores the basic stages and levels of human growth and development, e.g. cognitive, moral, and faith. Attention will focus on how this information is of value to teachers/leaders working with others in church ministries.
- B-7 ***Church History:*** This course reviews the history and development of the church following the apostolic period; the evolution of the Black church; and how these impact church life today.
- B-8 ***Introduction to Christian Beliefs:*** This course provides the student with an overview of basic beliefs including: God, Christ, Holy Spirit, Bible, the Church, humanity, sin, salvation, and the end times. Special attention is given to how beliefs relate to the mission of the church in the 21<sup>st</sup> Century. Attempt will be made to compare traditional and contemporary thought.

- B-9 ***Church Administration:*** This course introduces basic practices for the transaction of church business. Bylaws, budgets, and financial record-keeping are introduced along with the importance and use of technology. Qualifications for persons holding positions in church administration are considered.
- B-10 ***Spiritual Gifts in Ministry:*** This course will aid learners in identifying their spiritual gift(s) for ministry and determining how to use them to fullest potential in church ministry and for personal faith growth.
- B-11 ***Church Meetings and Group Dynamics:*** This course will assist students in identifying the dynamics of small groups. Study will focus on the character of individual and group behaviors, the development of agendas, the use of parliamentary procedures, and an introduction to conflict management.
- B-12 ***Worship and the Spiritual Life.*** This course seeks to prepare persons for the task of designing and leading a variety of worship experiences in the life of the church.

## **MINISTRY CONCENTRATION**

Level Two has been revised to more accurately reflect what the church of the Living Lord should be and do in this 21<sup>st</sup> Century. Beginning September 2011 there are two areas of concentration for ministry. These two areas will help leaders meet challenges that are around and ahead of us. Six (6) courses are required for completion of each area.

### **AREA ONE: CHRISTIAN EDUCATION AND LEADERSHIP:**

***CEL – 1 Teaching for Learning:*** This course is designed to provide teachers with basic skills for good teaching. Concentrated attention will be given to preparation of lesson plans, formulating questions for reflection and introspection, creating a learning atmosphere, and teaching for faith growth.

***CEL – 2. Planning Christian Education:*** This course will assist the student in developing a plan for total church education. It will introduce a system that can be used by various ministry groups using the Christian calendar as a guide to planning without overlap. Mission and Vision as foundational to the total church plan will be explained.

***CEL– 3. Essential Leadership Skills:*** This course will explore the importance of skills necessary to lead effectively. Attention will be given to key servant leaders, i.e. deacons, trustees, deaconesses, and other ministry leaders. Focus will be on relating these skills to the spiritual well-being of church members. Conflict management will be introduced here as preparation for later in-depth exposure and understanding.

CEL – 4. **Curriculum Examination:** The course introduces students to a method of curriculum resource evaluation and selection based on certain foundational issues, user-friendly perspectives, and attractiveness of features.

Primary attention is given to the contribution of resources to learners' faith.

CEL - 5. **Biblical Foundations for Leadership:** This course provides the student with basic understanding of a biblical model of church leadership.

Focus will be upon recognizing the necessity for returning to the biblical mandate to take the church to the world and re-shape it for the 21<sup>st</sup> Century.

CEL - 6. **Conflict Management:** This course will assist students in developing skills for working through conflict to reconciliation. They will recognize that conflict is normal and natural for groups. The challenge is to use conflict rather than to be abused by it.

## **AREA TWO: PROCLAMATION AND PASTORAL CARE**

PPC – 1. **Introduction to Preaching and Interpreting the Text:** This course will introduce the student to methods for preparation and delivery of sermons. The importance of working with a biblical text, faithfully researched and developed, will be critical to the process along with employing effective communication skills

PPC – 2. **Preaching and Worship:** This course is designed to further equip the student in the art of sermon development and to guide the student in crafting a sermon for delivery within the context of actual worship experiences.

PPC – 3. **Skills for Pastoral Care:** This course will help students develop the ability to think, feel, and react to crisis as it affects their lives and the lives of others. Focus is on developing skills of caring for persons in special situations, e.g. marriage, family, terminal illness, loss of job, etc. Students will be required to submit verbatim to be critiqued for progress.

PPC – 4. **Grief and Family Care:** This course will introduce students to the stages of grief and equip them with skills for responding to various grief producing situations and circumstances. Needs of children dealing with grief will be explored.

PPC – 5. **Clinical Experience:** This course is designed to offer opportunity for hands-on, first-time experience in the clinical setting. Students are assigned to a mentor who will guide the process of dealing with actual patient situations, in the home and also in a local health care facility.

PPC – 6. **Minister's Family Life:** This course examines the demands of ministry and its effects on the minister's family through consideration of such topics as: family worship, time management, "first family" stresses and many other related practical issues. Focus will be on the resources for strengthening the life of the clergy family.

## ADVANCED THEOLOGICAL PREPARATION

Level III is the highest level of learning offered in STILL; therefore much is required of students enrolling in these courses. Generally, persons must have received the *Certificate in Religious Studies* and at least one *Certificate in (a ministry concentration area)*. Exceptions are made for persons who present evidence of either a baccalaureate degree (from an ATS accredited school or its equivalent) or valid certification in a particular field of study.

**Introduction to Research Methods:** This course introduces the student to library resources, including journals, and will assist the student in acquiring a higher level of skill in the use of these for doing basic research for papers.

**Bible in Depth 1:** This course is designed to engage participants in study of the Bible in ways that will challenge them intellectually and increase their comfort level with the academic study of scripture

**Bible in Depth 2:** This course continues the study of the Bible begun in Part 1. Through a written report students will demonstrate their comfort level with the academic study of scripture.

**Critical Reading and Analytical Thinking:** This course is designed to assist the student in acquiring a higher level of skill in reading with a critical eye and reflecting on material with analytical skill.

**Writing in Theological Context:** This course will assist students in developing the skill of writing within theological context, i.e. devotional materials, journal articles, and sermons.

**Religions in America:** This course will introduce students to various religions currently being practiced in America. Students will develop familiarity with some of the tenets and customs of the religions studied.

## **SEMINARS**

The program of STILL is structured to meet the needs of official church leaders as well as those church members who desire to be better informed about some of the issues facing Christians today. To meet this need classes listed here may be offered either as elective classes for program credit in the Evans-Smith Program (see Note following), or as seminars in the Ministry Empowerment Track, for persons not enrolled in the ES program. Each Site will publish its own list of such offerings as decision is made to offer such. Interested persons should contact the closest Site for information.

***Note:*** Any courses used to satisfy elective credit must be chosen by the Site Coordinator and *must* be approved by the STILL Program Consultant.

This facet of the STILL does not lead to a special certificate; however CEUs may be earned by persons who meet the requirements of attendance and participation and officially request CEUs. The regular CEU fee of (\$10.00) will apply. Fees for a seminar will be determined based on length of time, special materials to be used, and the facilitator's expertise in the topic area. The minimum fee shall be \$90.00 for a five hour seminar. (This *short* seminar will only earn one-half CEU.)

## **LOCAL TRAINING SITES**

### **ACCOMACK/NORTHAMPTON**

*Rev. Jeffrey Smith, Coordinator  
(757) 678-6194*

### **CULPEPER**

*Dr. Milton Branch, Coordinator  
(540) 786-2653*

### **FRANKLIN & VICINITY**

*Rev. Anthony Goodwyn, Coordinator  
(757) 777-7297*

### **FREDERICKSBURG**

*Dr. Sabrina St. Clair, Coordinator  
(540) 891-5432*

### **HEATHSVILLE**

*Dr. John Fountaine, Coordinator  
(804) 580-4924*

### **KEYSVILLE**

*Dr. Herman Lundy, Coordinator  
(434) 955-7036*

### **NORTHERN VA.**

*Dr. Darrell White, Coordinator  
(703) 360-4170*

### **PENINSULA**

*Dr. Dwight Riddick, Coordinator  
(757) 244-8833*

### **PETERSBURG**

*Dr. Rosa Wynn, Coordinator  
(804) 796-7553*

### **RICHMOND**

*Dr. Ray McKenzie, Coordinator  
(804) 342-3904  
Rev. Jackie Anderson, Co-coordinator  
(804) 354-5923*

### **TIDEWATER**

*Rev. Juanita Davis, Coordinator  
(757) 489-7898*

### **VIENNA & VICINITY**

*Dr. Clevester Hawkins, Coordinator  
(703) 938-8525*

### **WAYNESBORO/STAUNTON**

*Rev. Linda Lassiter, Coordinator  
(540) 885-7861*

**PROGRAM STAFF**

**Dr. Gloria C. Taylor  
Institute Program Consultant  
(804) 321-2409**

**Rev. Jacqueline D. Anderson  
Executive Assistant for Continuing Education  
(804) 354-5923**

**Dr. John W. Kinney  
Dean, School of Theology  
(804) 257-5826**

***NOTE:***

**Additional sites can be established. For further information contact the Samuel DeWitt Proctor School of Theology, VUU, Dr. Gloria C. Taylor, Program Consultant, at (804) 321-2409 or Rev. Jacqueline Anderson, Executive Assistant STILL, at (804) 354-5923.**

***Separate brochures or flyers with details for the Ministry Empowerment Seminar Track and/or the Pastors' Enrichment Program may be requested from the School of Theology, Office of the Institute for Lifelong Learning (804) 354-5923.***



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