

**BETHEL MINISTERS IN TRAINING
(BMIT)
SCHOOL OF MINISTRY
(SOM)**

Making Excellence a Way of Life

Bethel Baptist Institutional Church

**Bishop Rudolph W. MCKISSICK, Jr.
Senior Pastor**

**Bishop Rudolph W. MCKISSICK, Sr.
Senior Pastor**

BETHEL'S VISION:

To empower disciples to always practice kingdom presence and principles in their daily living.

OUR MISSION:

To make disciples and equip them for spiritual maturity

Elder Robert E. Dotson, Th.D.: BMIT DEAN

Pastor of Discipleship and Lead Teacher

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The Bethel Discipleship Advisory Council

BMIT AND SOM HANDBOOK

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INTRODUCTION

The training year of the Bethel Ministers in Training (BMIT) ministry begins and as in the previous years, Bethel is moving her vision for excellence to a wider angle and deeper focus. The July graduation celebrates excited ministers ready to take our fellowship to even higher levels of excellence. Most of your questions about the BMIT year should be answered and you are strongly encouraged to read this course handbook thoroughly. **All learners who have not graduated are responsible for any new classes added to the class schedule.**

Our senior pastors are very much in support of your ministry and therefore will be involved in the training at every level. Their desire is to ultimately appoint only BMIT graduates to leadership positions. If you are presently in a leadership position and you are not certain if you need BMIT, remember, the people working with you will be graduates before they are reappointed to their roles in your ministry. It would be highly advisable for all ministry leaders to complete the training now so you are with one accord with those working in your ministry. BMIT is the future of Bethel and not participating places any leader out of step with our awesome ministry growth. Pray for your visionary leaders, roll up your sleeves and prepare to be an important part of one of the most awesome ministries our Lord has ordained on planet earth.

POLICIES AND PROCEDURES

The Pastors have developed a Ministerial Process designed to prepare its Learners to excel beyond the status quo in their particular area of calling or personal spiritual endeavor. The BMIT process is meticulously formulated to produce an expected end relative to sound biblical theology and Christian doctrine equipping men and women of God to rightly handle the word of truth.

SEMINARIANS OR RELIGIOUS STUDY LEARNERS

BMIT learners who are seeking their licensing through Bethel are expected to successfully complete all courses included in the BMIT process, including those learners matriculating through a divinity or religious study program. **Only the BMIT Dean may exempt a required BMIT class.**

WAIVERS

Waivers may be obtained for some classes. Waivers may be obtained for individual classes if the BMIT Dean considers prior course work, ministry leadership or seminary work would satisfy the required class. Learners should consult with the BMIT Dean regarding waivers.

ACCOUNTABILITY

It is the responsibility of the learner to contact the necessary Person(s) if they are unable to fulfill their obligations to the process at any given time. Accountability is a very important factor in the BMIT process, therefore, if a learner is enrolled in another program or some other unavoidable event occurs, and is unable to participate in a BMIT class, it is his/her responsibility To notify the appropriate person or make up the class at a latter date.

SEMINARIANS OR RELIGIOUS STUDY LEARNERS

BMIT learners who are seeking to obtain their licensing through Bethel are expected to successfully complete all courses included in the BMIT process, including those learners matriculating through a divinity or religious study program.

ENROLLMENT

ONLY MEMBERS OF BETHEL MAY PARTICIPATE IN BMIT. Exemptions to this requirement may be obtained from the senior pastor of the church of which the learner is a member. If the learner is active in ministry in their home church, he or she must have written permission by letter or email from their pastor to participate in BMIT and this permission must be submitted to the BMIT Dean and approved by one of the Senior Pastors.

The way to enroll is to send an email to the BMIT Dean at bmitdean@bellsouth.net. In the enrollment *email learners must include*; the full name, phone number, email address, and the track you are enrolling in. If you do not have an email address, utilize one from someone who will print your material and give it to you. Any member of Bethel may participate in BMIT and must have the teacher's signature on the signoff sheet to obtain credit for the class but without enrollment by email the learner may miss some vital updates and program information.

Learners may enroll and attend classes any time during the training year (October through March). If you do not finish all your required classes during the year you may continue into the following year until you complete all required classes for the track you are enrolled in but learners are responsible for any new classes that are added prior to graduations. The most current signoff sheet is required in addition to previous years' sheets for full credit and graduation,

MINIMUM REQUIREMENTS

1. All enrollees must be a member of Bethel and have completed New Disciple Orientation. This requirement can only be waived by one the Senior Pastors or the BMIT Dean.
2. Learners must not be co-habituating (shacking up) while ministering at Bethel in any capacity.
3. Learners must not be in the process of obtaining a divorce.
4. Learners must not be a practicing homosexual.

CONTINUATION

Learners continuing to the preaching phase or desiring to change to the Preaching track may do so as long as they complete all BMIT classes for the Preaching Track and present the completed signoff sheet to the BMIT Dean before the SOM begins. All book reports must be turned in on time to participate in SOM and the preaching phase. Late book reports are accepted for the next years' preaching training.

CLASS ATTENDANCE

Classes will occur as shown on the calendar. They will begin at 6:30PM on Mondays and Thursdays as scheduled. All classes identified by each track are required in order to graduate and receive certificates. Learners must remain in class until the teacher has dismissed the class. If learners do not obtain signatures for each class they will not receive credit. All applicable signoff sheets must be turned in to receive full credit. There are no substitutes for class attendance. BMIT teachers will not give homework or special assignments in lieu of physical presence. Teachers will sign sheets at the completion of the class and not at latter dates. On many occasions learners have not remained in class and attempted to obtain a signature at a latter date however this practice will not be permitted.

THE ROLE OF THE MENTORS

The Ministry Mentor is one of the most important persons in the preaching track learner's life. Mentors are ministry leaders within which the learner is training as a ministry leader. Mentors are not assigned by the BMIT Dean or requested by the learner. Mentors are entirely controlled by the ministry leader. Mentors serve to assist the learner on their way through the licensure process. Mentors will serve to assist the BMIT Dean in keeping the learner focused through his/her licensure. Mentors are strongly encouraged to take an active role in meeting with the BMIT Preaching learner at least once a quarter and discuss with them their goals, visions and dreams for ministry. Mentors should seek to develop a good and encouraging working relationship with his/her Mentored learners.

GUIDING PRINCIPLES FOR MENTORS

1. Effective Mentors play an integral role in learner development.
2. Mentors should encourage a positive attitude towards lifelong learning.
3. Mutual respect and shared responsibility should govern the personal interactions between Mentors and Mentored learners.
4. Learners and Mentors must prepare for, actively participate in, and take appropriate action following advising sessions.
5. Information provided to learners must be accurate, accessible, and timely.
6. Mentors should challenge learners to explore many possibilities and broaden their educational experience through continued education and seminary.
7. Mentors should keep notes relative to the learners development as a ministry leader for use when the learner assessment is need for the preaching phase.

GUIDING PRINCIPLES FOR LEARNERS

The relationship between a BMIT learner and his/her Mentor must be mutually beneficial in order to work well.

1. Let your Mentor know that you are serious about obtaining your license and furthering your ministerial development.
2. Discuss with your Mentor what you hope to do with your license, whether you intend to pastor, evangelize, etc...
3. Be visible! Attend church services, get involved in ministry, and pursue opportunity to further ministerial development.
4. Begin to build your Mentor's trust in you, listen to his/her advice. Sometimes accepting this advice can be painful. Unless you feel it is unethical, malicious, or really off target, take it. If you feel the advice is not in your best interest, confer with a BMIT Dean.
5. Confer often with your Mentor. A quarter should not pass without your conferring with your Mentor.
6. Get to know other BMIT learners (both new and experienced).
7. Each BMIT learner will need to have a prayer partner that he/she will need to pray with during each training phase. If a BMIT learner cannot seem to choose to prayer partner, your Mentor will appoint a prayer partner.

PRAYER PARTNERS

In **Matthew 26:41**, Jesus admonishes us all to watch and pray in order to overcome our personal weaknesses. BMIT learners are required to select a prayer partner from among their **Level** peers. How you communicate and relate to your prayer partner is very important. Prayer partners are encouraged to communicate weekly. Both Partners, at the onset of the relationship, should agree to this as the terms of the relationship.

ORDAINED AND LICENSED MINISTERS

Ordained Ministers joining Bethel are required to complete BMIT Level One and work in one of the major ministries as part of the ministry leadership team for a minimum of **one (1) year** and must produce a letter of achievement for their previous ministry and submit to the BMIT Dean copies of their license and ordination certificates prior to standing with the Sons and Daughters of Bethel.

Licensed Ministers joining Bethel must complete all requirements of newly called preachers with only those class waivers granted by the BMIT Dean based upon prior ministry work, education and training. Licensed Ministers joining Bethel must complete all requirements of those ministers seeking a license to preach under Bethel's senior pastors except where exempted by the BMIT Dean.

PASTOR AND LEADERS' CONFERENCES

All BMIT Learners (all phases) must participate at least one of the days of the Pastors' conferences and other Leadership conferences. This has to be signed off by the conference core team leaders each day. All learners must sign up for the day they will serve at least one month in advance.

FOOD IN CLASS

Teachers are not permitted to provide food during classes. Learners may bring snacks and drinks with them but meals will not be eaten nor served during class. Learners are required to clean up any trash they produce during the class.

MAKEUP CLASSES

Makeup classes will only be scheduled when a class is postponed due to church calendar, and scheduling conflicts or special events not anticipated at the beginning of the training year. There are dates on the calendar that are designated for makeups and will be utilized for the above exceptions. Each class will be taught twice so that each learner has the opportunity to attend each class on Monday or Thursday of the same week. Learners may take the class on either day but if both classes are missed, the class must be taken the following year. Every class is one session so it can be completed in one evening. Beginning this year, classes will be offered on Monday and Thursday of different weeks so that learners who cannot take classes that week may do so at a later date. Only **INSTEP** has two sessions.

CLASS DESCRIPTIONS

INSTEP WORKSHOP: Divided into two sessions, INSTEP is teacher training for all desiring to teach in the ministry. INSTEP is designed to train teachers in the vision of our senior pastors and is not intended to teach learners how to teach. This workshop codifies the teaching and preaching concept of the pastors.

SORTING OUT YOUR CALLING: Designed to assist newly called learners to discern the ministry to which God is calling them. This class will clarify the various ways God prepares learners to fulfill His mission and help to point them in the direction they must pursue in order to move into and remain within God's will.

HOW TO STUDY THE BIBLE: This class is design to give the learner a basic understanding of the Bible but not an in-depth knowledge. Information such as the Theme, Purpose and the Goal of the Bible is the primary objective of this class.

THE BAPTISM OF THE HOLY SPIRIT: The Lord said in Acts 1:5 that we shall receive the Baptism of the Holy Spirit. In verse eight in chapter one Jesus said that we would receive power when the Holy Spirit has come upon us. It is imperative that disciples understand this action of the Spirit of God. Jesus said earlier in John 16 He said that He will leave and the Comforter will come in His place. This class clears up any questions about the Holy Spirit Baptism.

SYSTEMIC THEOLOGY: The foundation of every teaching ministry in the church should be based upon systematic teaching. Systemic Theology delineates all aspects of Bible doctrine in a way that enables every disciple to grow in stages as the scripture describes in Isaiah 28, precept upon precept and line upon line.

SPIRITUAL GIFTS: Each manifestation of God in the Trinity has given gifts. God the Father has given individuals seven gifts in Romans 12. God the Son has given the Church five gifts in Ephesians five and God the Holy Spirit has manifested Himself with nine gifts in First Corinthians twelve. In addition to these gifts, God The Holy Spirit gives us our own prayer language. Disciples should have a working knowledge of every gift in order to be effective in our ministry.

THE MASTER PLAN OF EVANGELISM: This is a survey of Robert C. Coleman's book by the same title. It is one of the most important Christian works of the 20th century and one we use to develop ministry. He outlines the principles that Jesus taught and practiced that has resulted in the growth of the church to what it is today.

MINISTERING TO YOUTH: This class outlines the techniques by which this ministry develops and ministers to young people. The Youth Pastor incorporates the fundamentals of systematic spiritual growth in all the activities and programs developed.

MINISTERING TO CHILDREN: This class outlines the techniques by which this ministry under the Youth Department develops and ministers to children under twelve. It is fundamental to the growth of our children

mentally and spiritually. The Master said in Luke 18 to not keep the children from Him because they are like we should be, trusting Jesus.

THEOLOGY OF TITHES AND OFFERINGS: Tithes and Offerings are taught in both testaments. They are universal and are clearly part of our worship. Tithes and offerings are instituted to support the ministries God has called into each church. This class covers what the scriptures say about them and how they are part of our worship.

MINISTERING IN HOSPITALS: People get sick and as much as God blesses His children, we also get sick and require hospitalization. This class teaches ministry leaders how to correctly and spiritually touch those disciples recovering from physical illness.

MINISTRY LEADERSHIP: Our pastors have set in place a number of principles designed to guide leaders in how to develop, grow and guide their ministry to the next level in ministry.

THE PRIESTHOOD OF THE BELIEVER: Based upon the book THE PRIESTHOOD OF THE BELIEVER by Dr. Sam Sasser and Dr. Judson Cornwall.

PASTORAL COUNSELING: Pastoral Counseling is a set of techniques not the job of the pastors only. These techniques are covered in general during this class.

PRACTICAL FACTORS: Practical factors are opportunities for learners to get hands-on exposure to Bethel ministries.

THE MINISTRY OF THE DEACON: The deacon is one of the only two ordained practitioners in the New Testament church congregation. This class will teach the learner the duties and responsibilities of an ordained deacon.

LEVEL 1: BMIT DISCOVERY

Discovery is the foundational level in the BMIT Growth Process. This stage serves to begin the process of discerning God's call. The purpose of BMIT Discovery is to begin to effectively train and prepare the ministry learner for the work of congregational ministry. The Discovery level is where the foundation for ministry begins to take form in understanding God's unique or specific calling on an individual's life for the purpose of kingdom building.

BMIT is designed to guide the newly called preachers and ministry leaders into the ministry to which God has called them. All ministers desiring to receive a preaching license from the Senior Pastors of Bethel must satisfactorily complete BMIT Preaching Track. Final licensing approval is made by the Senior Pastors after learners are certified by the BMIT process and must serve at least one year as a trainer as part of a **major ministry leadership** team and be satisfactorily accessed by the ministry leader.

MAJOR MINISTRIES: (in some leadership capacity as appointed by the ministry leader).

- Discipleship and Church Growth Ministries:
 - New Disciple Orientation
 - Church School Ministry
- Children and Youth Ministries
- Evangelism and Outreach Ministries
- Men and Women's Ministries
- Middle Adult Ministry
 - Singles Ministry
 - Senior Adults
- Young Adults (Joshua's Generation)

LEVEL 2: BMIT PREACHING AND TEACHING LEVEL TWO

(SOM)

School of Ministry is the secondary level in the ministry development process. This level serves to nurture and confirm Preaching and Ministry Leaders who desire to become Ministry leaders and Licensed Preachers.

The purpose of SOM is to continue to effectively train and prepare the participants for the work of the ministry. SOM is designed to challenge every learner biblically as they ultimately become **MINISTRY LEADERSHIP PRACTITIONERS**.

SCHOOL OF MINISTRY Classes are scheduled only in the month of March and the Preaching Licensing Phase will continue through the summer.

SOM Classes:

- 1. BUILDING STRONG AND LASTING RELATIONSHIPS**
- 2. HOLINESS AND THE PERICHORETIC UNION**
- 3. THE BAPTIST DISCIPLINES**
- 4. THE CHURCH FOUNDATION**

LEVEL 3: LICENSING IS THE FINAL STAGE FOR THE **PREACHING TRACK**

The purpose of licensing is to continue to effectively train preachers as the highest level of ministry practitioners. Preachers serve at the pleasure of the Senior Pastors and perform the work of the pastoral ministry. Regardless of where an individual is in their ministerial career, licensed preaching at Bethel is designed to forge and fortify alliances between ministers spiritually, administratively, and socially. All Ordained and Licensed preachers at Bethel are required to participate in leadership in one of the major ministries of the Church.

Additionally all licensed and ordained ministers are assigned to teach or assist a teacher in the BMIT Process upon completion of BMIT Level One.

PREACHING LEARNERS REQUIREMENTS

I. MINIMUM REQUIREMENTS

- A. Second Level for preacher training is the next step for BMIT Graduates from the Preaching Track. Second level will be much more demanding than First Level training.
- B. Learners must complete all requirements on time or they will be dropped from the training and must continue the following year.
- C. The second level prepares learners for the excellence that will be expected of every minister in this field.
- D. The second level will require participation at levels not previously expected of the learners. By the time the learner enters Preaching phase, they will thoroughly understand the sacrifice expected of those who are called to preach the Gospel of Jesus Christ.

II. WHAT WILL PREACHING LEARNERS NEED?

- B. An active email address.
- C. A strong commitment to preaching the Gospel.
- D. The support of family and friends who will understand what commitment is required for preaching the Gospel.

III. PREACHING LEARNERS READING LIST. Must be submitted prior to entering advanced preacher training.

- A. **“THE MASTER PLAN FOR EVANGELISM”** by Robert C. Coleman
- B. **“THE PRIESTHOOD OF BELIEVERS”** by Sasser and Cornwall

IV. BOOK REPORTS.

- A. Learners will do book reports on each of the above books.
- B. Learners must attend the BMIT and SOM classes listed below.
- C. Learners must submit their reports before advanced classes begin.

V. BOOK REPORT FORMATS.

- A. Book reports must be a minimum of ten pages and no more than twelve in length.
- B. Book reports must be double spaced, standard *ARIAL OR TIMES NEW ROMAN* size 12 font.
- C. Book reports must have one inch margins on all sides (top, bottom and both sides).
- D. Page numbers must be at the bottom center and no page number on the title page. The second page will be 2, 3, etc.
- E. Each report must have a title page with the following information included in the order as listed below all centered on the page.
 1. BETHEL MINISTERS IN TRAINING SECOND LEVEL (5 spaces from the top and all caps)

2. Bethel Baptist Institutional Church (next line centered)
3. Jacksonville, Florida (next line centered)
4. Dr. Rudolph W. McKissick, Sr. (4 spaces down)
Dr. Rudolph W. McKissick, Jr.
Senior Pastors
5. (THE BOOK TITLE) (all caps) (4 spaces down)
6. Learner's name (first name, middle initial, last name)
7. Learner's ministry (the ministry the learner is active in)
8. (The date the report is due) (4 spaces down)

F. An example of the title page is on **page 25**.

G. Avoid direct quotations from the book unless they clarify your assessment.

G. The reports will answer the following questions in your own words, about each book

1. What is the purpose of the book? Why was it written?
2. What is the main theme of the book? What is it about?
3. What is the Goal of the book? What does the author want you to know or to do after reading the book?
4. What did you get personally from the book that will change your own life and ministry?

H. P2 report submission and due dates.

1. The reports will be submitted to the BMIT Dean by placing them in a manila envelop and placing them in church office or in the box on the door outside the office.
2. **DO NOT GIVE THEM DIRECTLY TO THE BMIT DEAN.**
3. Write the following on the outside of the envelop:
BMIT SECOND LEVEL
(YOUR NAME)
4. Due prior to entering advanced preacher training.

MINISTRY LEADERSHIP CERTIFICATION

MINISTRY LEADERSHIP CERTIFICATION is not a track but a level of training development. It is established to raise the leadership track for those members who are already in leadership positions or on leadership team and have attended all the classes for all three tracks.

To qualify for certification the learner must:

1. Attend all BMIT classes and Practical Factors.
2. In Step Certification.
3. Teach or Co-teach in a Church School class or New Disciple Orientation or one of the major ministries.
4. Be part of a major ministry (page 13) leadership team or be in training for leadership on a major ministry leadership team for at least one year.

OR

1. Complete the BMIT Preaching Track.
2. In Step Certification.
3. Teach or Co-teach in a Church School class or New Disciple Orientation or one of the major ministries.
4. Complete SOM.
5. Be part of a major ministry (page 13) leadership team or be in training for leadership on a major ministry leadership team for at least one year.

GRADUATION

Graduation will be in July each year and those learners completing the required classes for the track they have selected and turn in a completed signoff sheet will graduate with the class.

BETHEL MINISTERS IN TRAINING, PREACHING SECOND LEVEL

Bethel Baptist Institutional Church

Jacksonville, Florida

Bishop Rudolph W. McKissick, Jr.

Dr. Rudolph W. McKissick, Sr.

Senior Pastors

(THE BOOK TITLE)

(Learner's name)

(ministry)

(The date the report is due)

The School Of Ministry

Advanced Ministry Development

Welcome to the Bethel Baptist Institutional Church School of Ministry. This is a very important decision in your ministry and the Bethel Discipleship Institute has developed the developmental process that will prepare you to serve God's people through teaching the Word of God and preaching the Gospel of Jesus Christ. The School of Ministry is open to anyone desiring to take their ministry to the next level. It is required for all preachers and preaching license candidates and will be tested as they matriculate through the training. The classes are open to all others who desire the exposure to more advanced training in ministry work.

As you read through this handbook you will become aware of what it requires to be an effective and capable ministry practitioner. You will learn the basics for effective leadership, teaching and preaching. You will discover how valuable development is to the ministry leader who desires to be all that you can be in the Kingdom of God. God's response to our spiritual growth is move opportunities to represent Him to all those who are under the attack of the enemy and are struggling with many of the everyday challenges that face the call and the prepared man or woman of God in Christ Jesus.

If you are not a Preaching Phase Learner, browse through the list of classes and determine which would benefit you as you seek God's will in your own life. We are charged as the church of Jesus Christ to provide you with the tools you will need to be mature in the ministry within which He has called you to serve. As a **SOM** Learner you are required to attend all classes to receive the SOM certificate. When you have completed the training, it is our prayer that you are enriched beyond expectation.