

About Ames International School of Ministry

Ames International School of Ministry, hereinafter referred to as (AISOM), based in Fort Myers, Florida, is the free bible college affiliate of **Ames Christian University, hereinafter referred to as (ACU)** AISOM provides free bible study courses which are available via the Internet for both credit and non-credit courses.

Beginning with a comprehensive overview of the scriptures, AISOM's curriculum integrates personal, social and spiritual applications of God's Word. By completing the program, learners encounter God's presence in their lives, their work, their church and their community.

Using the curriculum published by the Harvestime Institute, AISOM provides a program based on a foundation of biblical studies. Our goal is to enable learners to pursue a biblical education that combines excellence in instruction with flexibility.

By virtue of its affiliation with ACU, AISOM learners may convert their completed certificates into ACU credit. Fully completing the AISOM program will result in 87 college credits, which is approximately 75% of the number required for a degree toward the Bachelor of Biblical Studies at ACU. Credit conversions are automatic, however learners must complete ACU's application and transfer process to be awarded full credit.

To be certified as an Ames Bible Institute designated director, an application for enrollment must be completed, along with a written request to begin an institute. A letter of referral must also be received from the pastor and/or elders of the church or ministry agreeing to partner together in teaching students God's word through the Harvestime and Ames programs.

AMES INTERNATIONAL SCHOOL OF MINISTRY CERTIFICATION PROGRAM

Ames International School of Ministry, in cooperation with Ames Christian University, is proud to present the following fundamentals for structuring and conducting a bible institute in your city. These guidelines include:

- Ames Bible Certification Program
- Biblical Foundations for Establishing a Training Center
- Introduction to Harvestime Courses
- The Strategy of Reproduction
- Strategic Steps to Establishing an Institute

Ames International School of Ministry Institute Certification Program

The purpose of the AISOM Certification Program is to provide a complete structure for churches and/or ministries to administer a certified program to develop Bible Colleges in local churches and communities worldwide.

The following pages are detailed steps for starting a bible institute using the Harvestime Curriculum. The courses themselves are and always have been free, but for the purposes of conducting AISOM in a manner conducive to collegiate expectations, AISOM has simply developed a method of distribution and accreditation for which the existing courses provide ministry and lay persons the guidelines to effectively administer the courses for the greatest spiritual and educational benefit.

Local institutes will be authorized to download complete courses, reproducing them in binder-style fashion for class distribution. Quizzes, exams and answer sheets are included and of course must be separated from the courses, so they can be distributed and administered to learners effectively in a classroom atmosphere.

Optional Fees:

A small fee per student can be charged for the each complete binder as well as a fee for the teaching the course. Part of this fee should include the portion of the fee sent to AISOM for the credit on each course of which is agreed upon between the local bible institute and the Director of AISOM.

All local institutes will receive a Certificate of Authorization, stating that they are authorized and affiliated with AISOM to conduct the institute. This affiliation grants you the right to use the Harvestime materials and assign credits through ACU. This affiliation is a means of staying connected and yet remaining as a separate entity as we will not be held responsible or liable for any actions of the local institute. We expect all affiliate institutes to conduct themselves with honesty and integrity of heart, conducting the business of the day always in a godly manner, having the fear and reverence of God with fervent love for the brethren at all times.

BIBLICAL FOUNDATIONS FOR ESTABLISHING A TRAINING CENTER

Acts 19:1-20 records the ministry of the Apostle Paul in the city of Ephesus. When Paul first arrived in Ephesus, he sought out disciples who lived there. These men and women had already accepted the Gospel and became followers of Jesus (Acts 19:1). These new believers needed further training in order to minister effectively in their city.

Paul taught them through experience. The first thing he did was lead them into a new spiritual experience, the baptism of the Holy Ghost (see Acts 19:2-8). Through the demonstration of God's power in his own life, Paul taught them by example. They witnessed many great miracles done in the name of the Lord (Acts 19:11-12). Those who were not true followers of Jesus were exposed and repented (Acts 19:13-17). New converts were won to the Lord Jesus Christ (Acts 19:17-20).

When opposition to the Gospel arose from traditional leaders, Paul established a training center for disciples at Ephesus:

But when some were hardened, and believed not, but spake evil of that way before the multitude, he (Paul) departed from them, and separated the disciples, disputing daily in the school of one Tyrannus. (Acts 19:9)

The center Paul established offered a two-year training course for disciples. The purpose of the school was to multiply disciples who would spread the Gospel message:

And this continued by the space of two years; so that all they which dwelt in Asia heard the word of the Lord Jesus Christ, both Jews and Greeks. (Acts 19:9-10)

This training center knew no cultural lines. Students ministered to both Jews and Gentiles (other non-Jewish nations of the world). The school had no geographic boundaries. The

students not only ministered in their own city of Ephesus, they reached the entire continent of Asia:

...So that all they which dwelt in Asia heard the word of the Lord Jesus Christ, both Jews and Greeks. (Acts 19:10)

So the Word of God grew mightily and prevailed. (Acts 19:20)

The school at Ephesus trained believers to be effective ministers of the Gospel. These disciples multiplied spiritually to reach all of Asia with the Word of God. By establishing such a center, Paul multiplied his own ministry.

Read Acts 19:23-41 and 20:1. The production and sale of occult objects, books, etc., was big business at Ephesus. When people repented from sin and followed the way of the Gospel, they no longer purchased these items used in the worship of false gods. They burned such items, which they had previously purchased.

The merchants who made their living from the sale of these items became very angry. A riot resulted and in the end, Paul had to leave the city. But when Paul departed, he left something very important behind at Ephesus. He left a group of trained disciples to carry on the work of the Gospel. He left an established training center, which continued to lead new converts on to discipleship. The center Paul established continued the multiplication process when he could no longer remain in the city.

The need for similar training centers still exists today. As converts multiply, it is important that they be trained as disciples. Disciples must be challenged with their responsibility of reaching the world with the Gospel.

As nations experience political change, many missionaries are forced to leave countries where they have ministered. If the process of spiritual multiplication is to continue in their absence, they must leave behind training centers similar to that in Ephesus.

INTRODUCTION TO HARVESTIME

Harvestime International Network: The name of the organization reflects its purpose:

Harvestime: A joining of the words "harvest" and "time" stresses the urgency of the command to harvest. The Bible warns, "Where there is no vision, the people perish" (Proverbs 29:18). Jesus Christ challenged His followers with one of the greatest visions of all times:

...Lift up your eyes, and look on the fields; for they are white already to harvest. (John 4:35)

The challenge for laborers for the spiritual harvest fields of the world is greater than ever as we near the return of our Lord and Savior, Jesus Christ.

In the natural world, harvesting is the act or process of gathering the ripened crop, to gain or win by effort the product of any labor.

In the spiritual world, the analogy of natural principles of harvest is made to the reaping of souls of men, women, and children through proper presentation of the Gospel.

Jesus said:

...The harvest truly is plenteous, but the laborers are few. (Matthew 9:37)

The only way this great spiritual harvest will be reaped is for each born-again believer to become a reproducing Christian--a harvester.

It is to this vision Harvestime International Network is dedicated--raising up laborers for worldwide spiritual harvest.

International: The word international means "between or among nations." Our vision is global in nature, with special emphasis on people groups yet unreached with the Gospel message.

Network: A network is the joining together of many segments to make a whole. Working between denominations, organizations, and nations in a new network of evangelism is the vision of this ministry.

Simply stated, a network consists of people talking to each other, sharing ideas, information and resources to achieve a common goal. For Harvestime International Network, that goal is reaching the world with the Gospel of the Kingdom.

A network can be compared to a knotted fishnet with a multitude of cells of varying sizes, each linked to all others directly or indirectly. The New Testament definition of the Church is an example of networking. The Church is pictured as a united body of many parts, gifted believers functioning together in ministry and mission (I Corinthians 12:4-31). The controlling power of the network is the authority of God's Word and the headship of the Lord Jesus Christ.

Harvestime International Institute: The word "institute" rather than "training center" or "school" was selected because the noun form of the word not only means training center but can also mean a union or association. This reflects the networking aspect of Harvestime International Network, sponsoring organization of the Institute. The vision is to work with existing evangelical organizations in the training of laymen.

The word "institute" in its verb form means "to bring into being, develop, create, initiate, conceive, and give birth to." The Institute is birthing a vision designed to move laymen from vision to reality, from observation to demonstration of the power of God.

Harvestime International Institute is not a seminary for those who desire study of theological issues or training in Biblical languages, archaeology, history, etc. Harvestime International Institute is not in competition with the traditional Bible college structure. For those who are educationally and financially qualified, have access to a school, and whose circumstances permit, we encourage a traditional resident Bible college education. Our training is for those who do not have opportunities for such training.

Harvestime International Network, the sponsoring organization of the Institute, is not a denomination, nor does it desire to create a denominational structure. We are a network

working between denominations, churches, organizations, and nations to raise up laborers for the harvest fields of the world.

The Institute is not a self-improvement program. God is not teaching self-improvement but is taking dead men and women and making them spiritually alive. That is radically different from self-help.

Harvestime International Institute is a lay training program designed to reach every level of the Body of Christ. This Bible-based training can be used for individual study and for small group Bible study in homes, organizations, schools, prisons, and churches on a local, national, or international basis.

Harvestime International Institute was conceived by the Holy Spirit and in answer to a cry from the harvest fields of the world for materials geared for training the average layman. Leaders involved in training laymen found most available programs to consist of two approaches:

First, there is the theological training of the typical seminary or Bible college which includes Latin, Greek, Biblical archaeology and many other courses not included in the training of disciples by Jesus. Most of these courses are beyond the educational level of the average layman. Geographic accessibility to the seminary or Bible college and tuition costs are also problems.

Second, there is the seminar approach, where only one or two segments of training are given which are not enough to lead the typical layman from vision to reality. For example:

- In some seminars students may be taught "How to Have the Power of God" with great emphasis on the miraculous, but no training on the practical aspects. They may emerge with zeal but no practical knowledge of how to use that power.

- Other seminars focus on "Victorious Christian Living," while fundamentals of the faith are ignored. Some people they are trying to teach to live victoriously really do not understand what it means to be born again.

- In some seminars, participants are introduced to deep revelations which inspire them, but they are not taught how to study God's Word to receive their own revelation through the Holy Spirit. They become only imitators of what they have heard.

Harvestime International Institute is more extensive than a seminar in its approach and content. At the same time, it is not as inclusive as a Bible college because it eliminates materials not directly related to spiritual growth and reproductivity.

The Institute is mobile in form. Through the Internet, computer disks, and local translation, publication, and distribution, the courses can be taken anywhere in the world which allows laymen to be trained without leaving their present environment. Students study within the context of their own culture, allowing their daily activities to remain stable while becoming a laboratory for application of what they are learning. The Institute uses the distance factor as a positive element in developing learning independence. The goal of education is not to make students dependent upon teachers, but independent of them.

The Institute does not spend millions of dollars on brick and mortar to build evangelical training centers. The training can be offered in existing facilities, whether a home, church building, or school. Jesus did not construct buildings, yet He took men from vision to reality. It is the content, not the physical facility, that establishes a training institute as an effective spiritual force for God.

A great leader in the United States, Benjamin Franklin, once said, "Give me 26 lead soldiers and I will conquer the world." He was referring to the printer's lead type of the 26 letters of the English alphabet. He recognized the impact of the printed page. The distribution and translation record of the written Word of God, the Bible, demonstrates the effectiveness of this form of communication.

In its printed or computer disk format, the Harvestime International Institute can be taken into nations without customs problems or expensive shipping costs. It can be downloaded from the Internet free of charge anywhere throughout the world. The curriculum is then reproduced in the individual countries, keeping costs at a minimum which can be paid by the average laymen.

The Institute is not a traditional correspondence course. Such schools are effective only where there is a good postal system. Since the Institute targets unreached people in remote locations, the correspondence course method is not effective because of limited postal service to such areas.

The Institute is a decentralized training program. This means that minimum control is exercised by Institute headquarters. We provide curriculum and guidelines for reproduction, translation, and organizing training schools, but we do not control the details of operation of local Institutes. Decentralization enables rapid growth and provides the flexibility necessary for a cross-cultural program of this nature.

Curriculum emphasis: The curriculum of Harvestime International Institute emphasizes two major areas:

First: What Jesus taught by word and demonstration to raise up trained, motivated, lay leadership. Training focuses on what He taught to transform simple men into reproductive Christians who reached their world with the Gospel message in a demonstration of power.

Often great emphasis is placed on the teaching methods of Jesus with little attention to the content. But what did He actually teach that turned men from fishermen and tax collectors to international harvesters?

Second: The curriculum emphasizes what was demonstrated and taught during the times of the Acts and Epistles as His plan was instituted in the early Church.

This emphasis in no way discredits the value and inspiration of the remainder of Scriptures. Jesus often referred to the Old Testament in His teaching. He based His life and ministry on the total revelation of God's Word. The Institute equips students with creative Bible study skills to enable continued study of all the Scriptures following basic course training. But the primary focus of Institute training is teaching what Jesus taught to move men from vision to reality and the strategies revealed as His plan was initiated in the Church.

The curriculum emphasizes demonstration, training laymen to be participators rather than spectators. Intellectual knowledge of God is not enough:

But be ye doers of the Word, and not hearers only, deceiving your own selves. (James 1:22)

True knowledge is gained only by experience. Study results in gaining information, but not experience. Teaching is factual while training is experiential. Jesus is a living person, not merely a fact. Relationship to Him is based on experience, not just knowledge, facts, and information. The aim of the training is not accumulated knowledge, but action which converts the possibilities of ministry into reality. It is not just articulation [talking about the power of God], but demonstration [putting it into action]:

**And my speech and my preaching was not with enticing words of man's wisdom, but in demonstration of the Spirit and of power; that your faith should not stand in the wisdom of men, but in the power of God.
(I Corinthians 2:4-5)**

We stress training rather than teaching. Although teaching is part of training, teaching leaves the learner the option to accept what is taught or reject it. We desire that students...

...mightest know the certainty of those things, wherein thou has been instructed. (Luke 1:4)

The curriculum takes students beyond teaching to training where participation is required. The participation to which students are challenged is that of spiritual reproduction.

Christ's first appeal to His disciples was centered on reproduction:

**And He saith unto them, Follow me, and I will make you fishers of men.
(Matthew 4:19)**

His final command was to reproduce spiritually:

Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost; Teaching them to observe all things whatsoever I have commanded you... (Matthew 28:19-20)

The Church is a spiritual body under commission. Since 99% of the Church is composed of laymen, this force must be motivated to become reproductive in order to harvest the spiritual fields of the nations of the world.

Through application of Scriptural principles, this training results in each believer having the potential to raise up other motivated Christians, creating a new network of evangelism throughout the world. Even if they never teach a Sunday school class, preach a sermon, or minister in a group situation, each believer can become part of the expansion of this evangelistic network.

This is not a plan developed by an individual or an organization, but the plan of God revealed in Scriptures. It is based on the principle given by the Apostle Paul to a young minister named Timothy:

**And the things that thou has heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also.
(II Timothy 2:2)**

Progression: For complete intensified training to move laymen from vision to reality, use the courses in the order explained in the "Curriculum" file. Each module and course is independent of all others, however, permitting a course to be used separately if so desired. For example, a pastor can use "*Foundations of Faith*" in a class for new converts without ordering other courses offered by the Institute.

Institute staff: Although the curriculum is designed to enable a local pastor or Christian leader to conduct the training sessions, the headquarters of Harvestime International Institute provides guest teachers upon request according to the availability of the ministerial staff. Many of the teachers, writers, editors, and others involved with Harvestime International Institute do not receive salaries. As a networking ministry, many of them are involved in ministries of their own and contribute their time and abilities to Harvestime. Because of this, when requesting a teacher to come and minister it is greatly appreciated if you can assist with travel expenses. As funds are available, Harvestime International Institute will send a staff member to assist in establishing the Institute if so requested. For further information on guest teachers or staff assistance in establishing Institutes contact the international headquarters.

Curriculum Contributors: Associates of Harvestime International Network involved in curriculum preparation for the Institute represent a variety of leadership in evangelical circles. Some are ministers, teachers, or journalists in their secular or ministerial occupations. Some hold graduate degrees from recognized institutions. But we have not limited contributors to graduates of theological schools or Bible colleges. Some contributors are actually out on the front lines, vitally involved in lay training programs around the world. Their inclusion as contributors helps avoid purely theoretical training and focuses attention on the practical aspects as well. They bring to the program an international viewpoint from the front lines of Christian service. All contributors are qualified, born-again, Spirit-filled, fundamental Christians who believe in the divine inspiration of God's Word. Their common bond is a vital concern for the training. This has united them together in a new network of evangelism for the purpose of raising up laborers for the harvest fields of the world.

THE STRATEGY OF REPRODUCTION

The Gospel is to be preached to every nation. Can it be done in this generation? Only if the laity is trained to spread the Gospel message. When we speak of "laity" or "layperson" we are referring to men and women who are not professional ministers. They compose 99% of the church population.

Rather than separate the clergy [ministers] from the laity, we must help each born-again believer realize his personal responsibility in fulfilling the Great Commission. The world will never be reached with the Gospel if only the ministers are responsible for sharing the message. There are not enough professional ministers to get the job done.

Involvement of the laity was one of the keys to growth in the early Church. In Acts 8:1 we read that the persecution of Christians resulted in their scattering throughout Judaea and Samaria. Church leaders remained in Jerusalem and we find...

**...they that were scattered abroad went everywhere preaching the Word.
(Acts 8:4)**

Not only the leadership, but also the laity who were scattered, fulfilled an important role in the spread of the Gospel message.

From the beginning, the spread of the Gospel was a lay movement. Men like Peter and John were untrained fishermen. The majority of ministry and missionary activity in the early Church was accomplished by non-professionals, ordinary men and women involved in secular work as occupations.

When Saul tried to destroy the early Church, the Bible records that he entered into the temples and into "every house" taking believers captive (Acts 8:3). He recognized that eliminating only the churches and professional ministers would not stop the spread of the Gospel. Each layperson was a reproducing Christian and each home was a center of evangelism.

If we are to reach the world with the Gospel message and stop the advance of the enemy, the clergy and laity must join forces. Believers are not just fragments of the Church scattered throughout the community who come together for worship, instruction, and Christian fellowship. In daily work and living they are representatives of the Kingdom of God who can reach people who will never enter a church or attend a religious meeting. Paul told Timothy to select faithful men and commit to them the things he had been taught. These faithful men were to have the ability to teach others. Through this organized plan of training the laity, the Gospel would be spread throughout the world.

It is the selection of these "faithful men and women" that is the key to effective training of the laity. The world takes talented people and attempts to give them character. They focus on creating professionals. God said to take "faithful men" of character and He will empower them with talents and abilities to be spiritually effective.

By following the plan given in II Timothy 2:2, the Church can experience tremendous growth. Even on a one-to-one basis the multiplication is amazing.

Look at the following chart. This chart uses the period of a year as the average time necessary to disciple [train] a new convert and make him a reproductive Christian. In reality, the process could take more or less time, depending on the people involved.

But using a year as an average, if a believer would reach just one person and disciple them each year and have them pledge to disciple one person each year, the world could easily be reached with the Gospel message.

Observe on the chart that during the first year the believer is discipling one person. At the end of that year, there are now two faithful men [the believer and the person he has disciplined].

During the next year, each of them disciple one person. At the end of the second year, there is a total of four people, each of whom will disciple one person the following year.

	<u>DISCIPLER(S)</u>	<u>DISCIPLE(S)</u>		<u>TOTAL</u>
YEAR 17	65,536	65,536	=	131,072
YEAR 16	32,768	32,768	=	65,536
YEAR 15	16,384	16,384	=	32,768
YEAR 14	8,192	8,192	=	16,384
YEAR 13	4,096	4,096	=	8,192
YEAR 12	2,048	2,048	=	4,096
YEAR 11	1,024	1,024	=	2,048
YEAR 10	512	512	=	1,024
YEAR 9	256	256	=	512
YEAR 8	128	128	=	256
YEAR 7	64	64	=	128
YEAR 6	32	32	=	64
YEAR 5	16	16	=	32
YEAR 4	8	8	=	16
YEAR 3	4	4	=	8
YEAR 2	2	2	=	4
YEAR 1	1	1	=	2

When you take an average church membership of approximately 100 people and increase this chart to 100 people each discipling one person each year and these disciples in turn continue the cycle, it is easy to see how we could reach the entire world in this generation.

Jesus entrusted the laity with major responsibilities of the Gospel cause. Taking fishermen from their boats, He made them into fishers of men. He believed that ordinary people could become extraordinary when empowered by the Holy Spirit.

The purpose of Harvestime International Institute is to spread this vision of training the laity throughout the world which is God's methodology of multiplication. It is to the laity that the Institute is geared and to the reproductive process of II Timothy 2:2 that we are committed.

STRATEGIC STEPS TO ESTABLISH AN INSTITUTE

1. SEEK THE PLAN OF GOD:

The first step in establishing an extension training center is to seek the will of God. Harvestime International Institute offers a course entitled "*Knowing God's Voice*" which can help you understand how God reveals His will to man. Because God's plan differs for various areas, and because cultures differ, the need and methods for organization of extension centers will vary.

2. FORMULATE YOUR PURPOSE:

You must have a clear understanding of the purpose of a training center patterned after the Ephesus model. The purpose of such a school is not to train men and women for careers in business, industry, farming, etc. Colleges and vocational schools serve this purpose.

The Ephesus school trained disciples and equipped them for the work of the ministry. The purpose was to spread the Gospel geographically (throughout all Asia) and culturally (to both Jews and Gentiles). New converts were then trained as disciples in a continued process of multiplication.

Some of these disciples may have been businessmen or farmers. But the Ephesus school did not train them in these professions. It trained believers to be reproductive disciples, whether they worked in the market place or as full-time ministers of the Gospel.

The training center did not replace the church. Believers continued to meet in the synagogue, which was one gathering place of the early church. Believers also continued to meet in churches in their homes.

The Ephesus school was an extension of the church. The school did not replace the ministry of the church, but extended it. The purpose of such a training program is not to replace any existing institution actively spreading the Gospel.

It is good to write down a "Statement Of Purpose" for your school. Use the file on this CD ROM entitled Foundational Documents. (The Harvestime International Institute course "*Management By Objectives*" provides complete information on how to write such a statement.)

3. SET A BUDGET:

A budget is an estimate of how much something will cost. The facility you use for the school, how you publicize it, and the curriculum you select may be affected by the amount of money you have to spend.

If you have funds available to start a school, you need to "budget" these funds. That means you need to write down the specific amounts you plan to spend for various items such as the cost for facilities, publicity, curriculum, etc.

If you do not have funds to start a center, pray for God to supply the financial needs. If a group of churches are cooperating to start the center, perhaps each church can contribute towards the project. Perhaps students in the first classes can give offerings to help offset expenses.

A lack of funds need not prevent you from starting an extension center. Harvestime International Institute will provide curriculum and you can start the school in a home or a similar facility where you will not be charged a rental fee. Teachers and staff can volunteer to train the students.

Use the file on this CD ROM entitled Budget And Finances to assist you in establishing your budget.

4. SELECT A LOCATION:

The city of Ephesus which Paul selected as the location for his school disciples was a busy trading port. It was also a center for tourism and headquarters for the cult of the false goddess Diana.

All of these factors resulted in many people living in and visiting the city of Ephesus. Reaching the large population of Ephesus with the Gospel provided a great opportunity for training for the students. Not only could the Gospel be preached to the masses who lived in the city, but also there was opportunity to reach thousands who visited the city as tourists or on business. When these visitors who accepted the Gospel went home, they took the message with them. They returned to hundreds of other cities and villages to spread the Gospel.

Because Ephesus was the center of the cult of the false goddess Diana, it provided opportunities for training in how to deal with demon possession and occult practices. If students could learn to deal with the demonic forces at work in this evil city, they would certainly be able to minister in other locations of lesser Satanic influence.

Paul did not remove disciples from their native environment to receive training. He trained them in an environment which was natural to them. They remained in their own community and learned in their own language. Paul selected a strategic location for the training school for disciples. Ask God to guide you in the location of your training center.

As you consider a location for the center, ask these questions:

First: Is this location accessible to the people to be trained? People must be able to get to the school to receive training. If you live in a village, the institute should be within walking distance of the people to be trained. In a city, it should be easily reached by public transportation. Look for a central location which can easily be reached by a majority of the people you plan to train.

Second: Is it a strategic location? Ephesus was a strategic location because it was a seaport city on the natural trade routes. If possible, locate the institute in such a place. Choose a location where people naturally gather, visit, or where the greatest population exists.

Do not be afraid to locate the training center in strongholds of Satan. It will provide great opportunity for students to experience what they are taught. Ephesus was such a location because of the strong influence of the cult of Diana.

Third: What facility should be used? It is not necessary to build a special building for the training center. Paul used an existing facility belonging to a man named Tyrannus. You can start the extension center in an existing church, school building, home, or public meeting hall.

If possible, it is best to locate the school in a neutral facility. By this we mean a building that does not belong to a specific church denomination. This permits people from many churches to participate without excluding some groups because a facility of another denomination is being used.

Some pastors fear they will lose their people if they attend another church. Some denominations do not allow their members to enter churches of other groups. Choosing a "neutral" facility eliminates many of these problems. You may be able to use a government or city-owned facility. Perhaps you can use a home, public meeting hall, campground, or existing secular school building.

Try to obtain a facility appropriate for the number of students you expect to train. Select a facility that will appeal to the social class of people you plan to reach. For example, if you want to train people from a poor barrio of the city, they may not feel comfortable coming to a first-class hotel meeting hall to receive training.

5. SELECT APPROPRIATE CURRICULUM:

Curriculum is an organized course of study. Be sure to select curriculum that will achieve the purpose of the extension center which is to train and equip disciples. For example, a course on how to know God's voice is more important in achieving the purpose of the school than a course on the history of your denomination.

Curriculum in the extension center should focus on what Jesus taught which took common lay people and changed them into disciples who could reach the world with the Gospel. It must be Bible-based curriculum. Such curriculum is available through Harvestime International Institute. Consult the Curriculum file on this CD ROM for information on the courses we offer.

In selecting curriculum you must also consider the educational level of the people you want to train. Can they read and write? What languages do they speak, read or write? If there are several local dialects, is there a common trade language which can be used in the school? Will you need to teach in two languages, using a translator?

6. SELECT AND TRAIN TEACHERS AND STAFF:

Ask God to guide you in the selection of teachers for the extension center. Be sure they agree with the purpose of the school and the curriculum which will be taught. The educational level of teachers should be considered. They should be able to communicate at a level appropriate to the students to be trained. But more important than their education is their spiritual experience and spiritual gifts.

Select teachers who can guide students in experiencing what they learn. Choose teachers who set a proper example by the demonstration of God's power in their own life and ministry. Remember that at Ephesus students learned not only in class sessions. They learned by experience and through the example set by their teacher, Paul.

Select believers who have the spiritual gift of teaching. Provide further training to help them develop their gift. The Harvestime Institute course entitled "*Teaching Tactics*" will assist you in training teachers for the extension center.

You may need some staff members in addition to teachers. You may need someone to clean and prepare the classrooms or to obtain the curriculum. Someone may need to be in charge of publicizing the school. Think about the school in detail. What tasks will need to be done to keep the school operating? Select faithful staff members who have the abilities to do the necessary tasks.

7. PUBLICIZE THE EXTENSION CENTER

People cannot attend the school to receive training if they do not know it exists. You must spread the news of the center throughout the village or city where you plan to minister. Use the file entitled Publicity on this CD ROM to assist you in publicizing your school.

8. CONDUCT THE FIRST SESSION:

The first class session of the training center is very important. It should be open to all pastors and believers of the community. The session should include:

1. Introduction of teachers and staff.
2. Explanation of the purpose of the training center.
3. Introduction to the curriculum which will be used in the school.
4. A time of prayer, praise, and singing.
5. A motivational teaching session, exemplary of what the school will offer.
6. A closing prayer of dedication of the facility and teachers.
7. Registration of those who want to participate in the training program. Registration should be done at the conclusion of the first session before dismissal. Students will have met the teachers, received an introduction to the curriculum, and experienced a sample of the teaching.

9. CONTINUE WITH REGULAR CLASS SESSIONS:

Here are some guidelines for conducting regular class sessions:

1. **Be prepared:** Each teacher should be thoroughly acquainted with the subject matter he is to teach. He should have proper supplies and materials ready for each class session. He should have specific objectives for each lesson. If you are using Harvestime International Institute materials, objectives are listed at the beginning of each chapter. Be sure the classrooms are also ready for the students. Have textbooks ready for each student. You might set up audio and video listening/viewing centers if you have the proper equipment for this. Students can listen to audio and video taped instruction.

2. **Be punctual:** Start and conclude class sessions on time, unless the Holy Spirit leads otherwise.
3. **Pray:** Open and close class sessions in prayer.
4. **Review and summarize:** Start each class session with a brief review of what was taught in the last class session. Close each class with a summary of the lesson taught in that session.
5. **Use various teaching methods:** For training in these methods study the Harvestime International Institute course, "*Teaching Tactics*."
6. **Be open to the moving of the Holy Spirit:** This is more important than completing the lesson or following a planned format.
7. **Guide students to experience what is taught:** For example, if you are teaching on healing, pray for those present who are sick. If teaching on the baptism of the Holy Spirit, lead those who do not have it into the experience.
8. **Plan out-of-class learning experiences:** Give study assignments for students to complete between class sessions. Provide opportunities for them to put into practice what they are learning by practical ministry in their church and community.

Remember: the purpose of the school is to equip disciples to cross cultural and geographic lines to spread the Gospel message.