

Servant Leaders Today
Advanced Certification in Christian Ministry
Using SkillTrack® Leadership and Companion Texts

Certification Courses and Requirements:

- First:** Review the 12-course requirements for Certification.
Second: Review each description of the available courses.
Third: Consider your specific areas of needed leadership development.
Fourth: Select the courses and the places you want to start.
Fifth: Set aside time for course completion, an average of one each month.

*** Required: Eight Leadership Courses:**

- #1.1 Servant Leadership: *Principles* (CD-ROM/Study Guide)
- #1.2 Servant Leadership: *Pathways* (CD-ROM/Study Guide)
- #1.3 Servant Leadership: *Practices* (CD-ROM/Study Guide)
- #7.2 Interpersonal Skills: *Trust Building* (CD-ROM/Study Guide)
- #7.4 Interpersonal Skills: *Assertive Leadership* (CD-ROM/Study Guide)
- #12.1 Time Management (CD-ROM/Study Guide)
- Vol. 10 Decision-Making (Spiral Text-Workbook format)

Either: A Primer for Pastors: A Handbook for Strengthening Ministry Skills by Austin B. Tucker
or: Church Administration Handbook, ed. Bruce P. Powers

*** Electives: Select Four Additional Courses:**

- #7.1 Interpersonal Skills: *Self-Understanding* (CD-ROM/Study Guide)
- #7.3 Interpersonal Skills: *Interpersonal Communication* (CD-ROM/Study Guide)
- #7.5 Interpersonal Skills: *Resolving Conflict* (CD-ROM/Study Guide)
- #7.6 Interpersonal Skills: *Motivating Volunteers* (CD-ROM/Study Guide)
- Vol. 2 Mission-Centered Leadership (Text-Workbook; 3-ring binder)
- Vol. 3 Coaching Leadership (Text-Workbook; 3-ring binder)
- Vol. 5 Pastoral Preaching (Spiral Text-Workbook format)
- Vol. 6 Church Communications (Text-Workbook; 3-ring binder)
- Vol. 8 Change Leadership (Text-Workbook; 3-ring binder)
- Vol. 9 Church Conflict Management (Text-Workbook; 3-ring binder)
- Vol. 11 Stress Management (Spiral Text-Workbook format)

Three Methods of Course Completion

Each SkillTrack® Leadership Course may be completed by meeting the course requirements using one or more of the following methods (see the SkillTrack® course descriptions in this packet):

* **Course Completion by Computer and CD-ROM/Study Guide**

As many as 10 of the SkillTrack® Leadership courses may be completed by using the computer with a CD-ROM and Study Guide along with Web links:

- √ Purchase the needed SkillTrack® CD-ROM and Study Guide set.
- √ Complete six to ten hours of study for each course, including the CD, Study Guide, and Web links.
- √ Pass the Post-test as required at the conclusion of each CD course.
- √ Prepare six or more Action Plans for your own ministry, briefly describing how you plan to apply the study and skills.
- √ Apply for course completion, as directed on the CD.
- √ Keep your Application/Completion Record for Certification (see forms).

* **Course Completion by Conference or Peer-Group Study**

All 20 of the studies may be completed in group-study by using the 18 SkillTrack® Volumes and Study Guides, and the two published texts:

- √ Purchase and use the needed SkillTrack® Leadership print Volumes or Study Guides (purchase and use of a CD-ROM is suggested).
- √ Complete a six-hour study in a conference or peer-group.
- √ Prepare six or more Action Plans for your own ministry, briefly describing how you plan to apply the study and skills.
- √ Apply for course completion as directed on the CD.
- √ Keep your Application/Completion Record for Certification (see forms).

* **Course Completion Using Print Resources**

All 20 of the courses may be completed through individual study:

- √ Purchase and use the needed SkillTrack® Leadership print Volumes or Study Guides (purchase and use of the CD-ROM is suggested).
- √ Complete a six- to ten-hour independent study of the material.
- √ Prepare six or more Action Plans for your own ministry, briefly describing how you plan to apply the study or skill.
- √ Briefly review your plan of action with a mentor or fellow minister.
- √ Apply for course completion as directed on the CD.
- √ Keep your Application/Completion record for Certification (see forms).