

THE EVANS-SMITH LEADERSHIP
TRAINING INSTITUTE

A CERTIFICATE PROGRAM

Sponsored by

The Samuel DeWitt Proctor School of Theology
Virginia Union University

and

The Baptist General Convention of Virginia

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PROGRAM FACTS

- **HISTORY**

The Evans-Smith Leadership Training Institute is one component of the Continuing Education Program at the Samuel DeWitt Proctor School of Theology of Virginia Union University. Since its origin in the 1970s, the purpose of the program has been to assist African American churches in Virginia in their efforts to supply informed and trained local leaders for various church ministries. The Baptist General Convention of Virginia (BGC) has co-sponsored the program with offerings of moral support and other in-kind service. For many years prior to the Evans-Smith program, two BGC staff persons provided training and education for persons in churches across the State. The name Evans-Smith was adopted in 1980 to honor Dr. C. L. Evans, former executive director of BGC, and Mrs. Lena M. Smith, former director of Women's Work for the convention.

- **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 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.

- **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 an improved quality of service to the local congregation and in the world.

- **OBJECTIVES**

The Evans-Smith program offers education and training at two (2) levels.

Upon completion of the **twelve (12) first level courses**, students will be able to:

- demonstrate knowledge of the Bible, church history and doctrines, and an enlightened understanding of the call to ministry;
- function with keener perception of the church and its mission in the world;
- advance to a higher level of religious studies.

The program is designed such that persons **must have received** the Certificate in Religious Studies prior to being admitted to advanced level courses.

Upon completion of **advanced level courses**, students will be able to:

- perform more effectively in a specific area of congregational ministry;
- serve the local congregation with distinction as a trained leader.

- **ELIGIBILITY**

Participation in this program is not restricted by previous educational attainment. Any person who is serious about developing his/her potential to the fullest and becoming an effective church worker may enroll in the Evans-Smith Institute.

Most persons will complete the program within two to three years. **If there has been a time lapse of three (3) to five (5) years since the person was active in the program, continued eligibility must be demonstrated.** The criteria for demonstration shall be an oral review, administered by the Coordinator of the site in which the person seeks re-enrollment. Satisfactory performance will be accepted as evidence of eligibility to continue.

After an absence of five or more years, persons must re-apply for student status with Evans-Smith.

GENERAL INFORMATION

Evans-Smith is not a degree-granting program. Earning a certificate from Evans-Smith does not qualify a person to apply for admittance in the Master of Divinity degree program.

- ◆ **UNIT OF MEASUREMENT**

The unit of measurement used to certify satisfactory performance in the program is the **Continuing Education Unit (CEU)**. The CEU is the nationally recognized and standardized measure for 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 was to offer educational opportunities to persons who, for some reason, would not matriculate in a four-year program of academic study leading to a baccalaureate degree. The CEU was deemed the appropriate measuring criteria. To maintain the integrity of the Evans-Smith program, it is suggested that graduates use the following guide when referring to the program in resumes, biographical data, etc.:

(Name) is a graduate of the Evans-Smith Leadership Training Institute, having received a Continuing Education Certificate in (identify the certificate area) from the Samuel DeWitt Proctor School of Theology.

Some schools will recognize Continuing Education Units and grant advanced standing to persons seeking enrollment. Since Evans-Smith awards CEUs as the measurement criteria, persons desiring to enroll in other academic institutions are advised to contact the registrar of the school in question for information on that institution's policy regarding acceptance of CEUs.

NOTE: Virginia Union University will grant up to twelve(12) hours of undergraduate college credit, in elective courses, to persons who have earned the Evans-Smith Certificate in Religious Studies.

- **PROGRAM FACULTY**

All program faculty must hold at least a graduate level degree from an institution accredited by a nationally recognized accrediting body, preferably the Association of Theological Schools (ATS) or the Southern Association of Colleges and Schools (SACS). All faculty are approved by the Director of Continuing Education and the faculty of STVU.

- **CERTIFICATES OF COMPLETION**

All persons enrolled in Evans-Smith are eligible to receive a certificate after meeting all prescribed requirements. (See Section on Course Requirements.) Certificates are awarded each year to qualified persons. The special Certification Exercise is held each May on the campus of Virginia Union University.

A **Certificate in Religious Studies** is awarded upon completion of twelve (12) first level courses. This is the minimum standard for the certificate. (See the Section, “Course Requirements.”)

An **Advanced Certificate** is awarded after completion of four (4) prescribed courses and one (1) elective in an Area of Concentration. There are four (4) areas of choice. (See “Areas of Concentration.”)

- **FEES**

- \$40.00** Registration Fee (first time only)
- \$75.00** Tuition per class (textbooks are additional)
- \$10.00** Transcript fee (after the **first one**, which shall be **free**)

A fee will be assessed in connection with the Certification Exercise. This fee covers cost of regalia, class photograph, and other incidentals. (See the note under “**Seminars**” for special seminar fees.)

- **SCHEDULE**

There will be a minimum of two(2) six-week sessions per year at each site. The Fall Session begins in September or early October (starting dates differ from site to site).

COURSE REQUIREMENTS

All students **must complete 12 courses** for the **basic/first level** certificate. In the following Basic Course list, **courses 1-6 are required** of all students. If a student desires, he/she may elect to take substitute courses for two (2 of the remaining courses (7-12).

Exception: Students may **not** choose substitute courses from a Concentration Area in which the student will later seek an advanced certificate. **All substitutions must be made with the advice and approval of the Site Coordinator.**

* **BASIC**

1. ***Old Testament:*** This course is an overview of the Old Testament, paying particular attention to the history of the Hebrew people and their relationship with God.
2. ***New Testament:*** This course is an overview of the New Testament, paying particular attention to the Synoptic Gospels and the major events in the life of Jesus. The life and mission of the early church are studied through the Epistles of Paul as they relate to his missionary journeys.
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, stewardship, missions, fellowship and teaching) and ministerial functions complete the course.
4. ***Communication Skills:*** This course is designed to acquaint students with the skills for reading, writing, and public speaking. Opportunities are provided for students to gain confidence in the use of these skills for effective leadership. Students will be encouraged to enroll in supplementary courses where the need is apparent and such additional help is recommended by the instructor.
5. ***Church History:*** This course reviews the history and development of the church following the Apostolic period; the evolution of the Black church; and discusses how these impact church life today.

6. ***Introduction to Church Doctrines:*** This course, comparing traditional and contemporary thought, provides the student with an overview of doctrines including: God, Christ, Holy Spirit, Bible, the Church, humanity, sin, salvation, and the end times. Special attention is given to how doctrine relates to the mission of the church in today's world.
7. ***Church Administration:*** This course introduces the basic rules for the transaction of church business. Bylaws, budgets, and financial record-keeping are introduced with the importance and use of computer technology. Qualifications for persons holding positions in church administration are considered.
8. ***Spiritual Gifts in Ministry:*** This course will aid each learner in identifying his/her spiritual gift(s) and determining how to use them to fullest potential in the ministries to which each has been called.
9. ***Faith and Human Development:*** This course entails an exploration of 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 leaders/teachers working with others in church ministries.
10. ***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 behavior, the development of agendas, the use of parliamentary procedures, and an introduction to conflict management.
11. ***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.
12. ***Basic Counseling:*** This course introduces students to the skills, techniques, and basic principles related to the capable shepherding of souls. The rules of confidentiality and integrity and the expectations of various counseling situations are studied and practiced through role-play.

AREAS OF CONCENTRATION

After completion of the first level required courses, students may enroll for further study leading to an Advanced Certificate in one of the following five (5) areas. Five courses are required for an Advanced Certificate: the four (4) prescribed courses in one area, plus one related elective of the student's choice. The five areas are: *Christian Education, Church Leadership, Church Management, Pastoral Care, and Proclamation Preparation.*

NOTE: There are certain pre-requisites for entrance into each of these areas.

- **CHRISTIAN EDUCATION**

(#9 and #10 are pre-requisites for entrance into this Concentration Area.)

1. ***Planning Christian Education:*** This course will acquaint the student with various procedures and methods to be used in planning for total church education. Teaching and learning for all Christians is perceived as necessary to facilitate transformation for the sake of the kingdom on earth.
2. ***Effective Teaching Skills:*** This course is designed to provide teachers with basic skills, tools, and techniques for effective teaching. Concentrated attention will be given to preparation of lesson plans, motivation of students, and development of effective questions. Various classroom media are demonstrated and experienced. All this is based on proven understandings of how persons learn and grow.
3. ***Purposeful Bible Study:*** This is an intensive course in the development of Bible study skills in preparation for teaching. Students will become familiar with various tools for study and experience using these in planning and teaching.
4. ***Curriculum Evaluation and Examination:*** This course introduces students to a method of curriculum resource evaluation and selection based on the foundational issues, user-friendly perspectives, and attractiveness of features. Primary attention is given to how resources contribute to the learner's faith growth.

- **CHURCH LEADERSHIP**

(#7 and #10 are pre-requisites for entrance into this Concentration Area.)

1. ***Biblical Foundations for Leadership:*** This course provides the student with basic understanding of a biblical model of leadership in the church. The focus will be upon the mission of the local congregation, strategic planning for progress, administration and delegation of responsibility, and the biblical role of pastoral leadership.
2. ***Church Officers as Leaders:*** The course shall explore ministry as servanthood. Duties and responsibilities of key servant leaders, i.e. deacons, deaconesses, trustees, will be explored and discussed in depth. Focus will be on each of these leadership positions in relation to the spiritual well-being of church members.
3. ***Leadership Enhancement:*** This course will focus on the leadership skills necessary for effective administration. Topics included are the importance of vision and stated mission, long-range planning, and methods of program evaluation.
4. ***Church Conflict Management:*** Recognizing that it is normal and natural for groups of persons to experience conflict, this course will assist students in developing the skill of working through conflict to reconciliation. The challenge is not to prevent conflict; it is to use conflict instead of being abused by it.

- **PASTORAL CARE**

(#12 Basic Counseling is pre-requisite for entrance into this Concentration Area.)

1. ***Advanced Counseling I:*** This course is designed to help students develop the ability to think, feel, and experience crisis as it affects their lives and the lives of others. The focus is on marital, family and grief counseling. Special attention is given to hospital care counseling.
2. ***Advanced Counseling II:*** This course is a continuation in the area of Advanced Counseling. Focus will include sharpening skills and abilities recognized and dealt with in the previous course. Students will gain assistance in writing verbatims and in developing skills for expressing their feelings in spoken and written form. A portion of the course will also prepare the student for the last course in the sequence, the Clinical Experience.
3. ***Grief and Family Counseling:*** This course will introduce the student to the stages of grief and equip him/her with skills for responding to various grief producing situations and circumstances. The course will aid the lay counselor/minister by providing guidelines for effective counseling with a focus on: consideration of what a viable family looks like; the emotional, physiological, emotional, and safety needs of the family; communication within the family; and the role the church plays in enriching families.
4. ***Clinical Experience:*** This is the culminating course in the Counseling Area. It is designed to offer opportunity for hands-on, first-hand experience in the clinical setting. Students are assigned to a mentor who will guide the process of dealing with actual patient situations in a local health care facility. They observe, learn and listen to the cares and concerns of patient-residents and become familiar with policies and procedures associated with health care institutions.

- **PROCLAMATION PREPARATION**

(#8 and #11 are pre-requisites for entrance into this Concentration Area.)

1. ***Introduction to Preaching:*** This course is an introduction to the preparation and delivery of sermons. Focus is on sermon purpose and structure.
2. ***Interpreting The Text for Preaching:*** Students will be introduced to methods and approaches for interpreting biblical texts faithfully. Enlightened and informed interpretation increases communication and understanding of the Word in preaching.
3. ***Preaching and Worship:*** This course is designed to further equip the student in the art of sermon development and to guide the student in creating a sermon for delivery within the context of an actual worship experience.

4. ***The 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 resources for strengthening the life of the clergy family.

- **SEMINARS**

Special seminars offer an additional opportunity for education and training. This program aspect provides opportunity for intense consideration of a particular subject. Classes may deviate from the regular schedule of time and length and may also offer additional CEU credit. No seminar may be completed in less than ten (10) hours of contact time. Special fees may apply. (See Seminar Fees below.) Seminars may be taken by persons not enrolled in the Evans-Smith program. However, persons enrolled in the program may also take seminars as electives. In such cases students should consult with the Site Coordinator to ensure proper sequencing of courses and CEU requirements for program certification.

Seminar Fees: Fees may vary depending on the length of time, special materials to be used, and the facilitator's expertise in the topic area. The minimum fee for a seminar shall be \$90, which includes preparation of the special seminar certificate.

All seminars are **not** offered at each site.

- ◆ **Seminars include:**

The Work of the Deacon: This seminar focuses on training persons elected to serve the local congregation in the ministry of church deacon. The biblical basis for this ministry is explored; duties and responsibilities of deacons in the modern church are discussed; the role of servant is considered extensively. Special attention is given to differences of service based on the size of the congregation.

The Church Trustee: This seminar shall prepare those who serve as trustees with skills and knowledge required for effective performance of the duties attendant to the position. focus will be on the role of trustee as church servant and one who also shares in the spiritual nurture of members.

The Ministry of Ushering: This seminar shall prepare persons to appreciate that church ushering evolved from the gospel and how ushers today are an embodiment of the gospel. Attention will be given to various factors that contribute to making the usher an embodiment of Christ's love to others.

Incorporating The Church: This seminar provides students with information on the laws, rules, governance regulations, etc. regarding the issues that surround the church and its mission and becoming a corporation.

Leader Development: This seminar will assist leaders in gaining skills, increasing knowledge of successful group functioning, improve ideas for leading a successful group.

Other seminars may be offered, such as:

Arts and Drama in the Church

Coping with Death and Grief

Christian Stewardship

Economic Empowerment

Family Ministry

Starting a Non-profit in the Church

Praying with Power

Women in Church Leadership

ELECTIVES

Several elective courses are offered based on need and interest. These include, but are not limited to, the following:

1. **Effective Planning for the Local Church:** This is a practical course for developing both short-term and long-term plans for more efficient ministry in the church. Attention will be directed to preparing a needs assessment and setting goals for future ministry.
2. **Church Music for Children:** Class will focus on various types of music appropriate for children in the church. Attention will be given to the need to incorporate music and the arts in lessons for children. How music enhances the faith growth of children will also receive attention.
3. **Proposal and Grant Writing:** Class(es) will equip students with knowledge of the policies and practices of writing proposals for funding. Various funding sources and the types of projects likely to be funded will be shared.
4. **Old Testament II:** This course is a continuation of the course described above under basic requirements. It may be structured to focus on a particular section or aspect of the Old Testament.
5. **New Testament II:** This course continues the student's study of the New Testament, giving opportunity for more in-depth study of book sections, individual books, or a particular New Testament writer.

Others Possible Electives :

Books of the Bible (Selected)

Developing Caring Ministries

Educating Across Generations

Music in Ministry

Post Modern Youth Ministry

Substance Abuse

Additional Offerings in Continuing Education

- **Annual Church Leadership Conference** – an event held each March offering opportunity for church leaders to enhance skills for ministry.
- **John Malcus Ellison Convocation** – held each November as time for alumni, students, and church leaders to gather for formal and informal reflection around a theme dealing with social, theological and/or ethical focus.
- **Evans-Smith in the Local Church** – a program titled *Ministry Empowerment* allowing the local church to become the site for education and training. Curriculum is based on need and interest as determined by the pastor and church. The program operates according to the regular Evans-Smith guidelines. Authorized courses are taught by qualified instructors approved by STVU. The curriculum and materials are approved by the School of Theology. Courses approved for instruction may become part of the Evans-Smith Certificate Program at one of the regular Evans-Smith sites around the State.

NOTE: CEUs earned at any of the above events may be applied to a regular Evans-Smith Leadership Training Institute Certificate. In addition, CEUs earned at the BGC Annual Session may also be applied to the Evans-Smith Certificate.

EDUCATIONAL SITES

CHARLOTTESVILLE

Mrs. Barbara Edwards
(434) 293-3212

DAHLGREN

Dr. Ben Jones
(540) 663-2831

HEATHSVILLE

Dr. John Fountaine
(804) 580-4912

KEYSVILLE

Dr. Herman Lundy
434/ 736-9606

NORFOLK

Rev. Sheridan Nelson
(757) 627-6802

NORTHERN VIRGINIA

Dr. Darrell White
(703) 360-4170

PENINSULA/WILLIAMSBURG

Dr. Dwight Riddick
(757) 244-8833

PETERSBURG

Dr. Rosa Wynn
(804) 674-6001

PORTSMOUTH

Dr. Patricia Coker-Bell
(757) 967-9620

RICHMOND (VUU–Kingsley Hall)

Dr. Ray McKenzie
(804) 342-3904
Rev. Jacqueline Anderson
(804) 278-4135

STRASBURG

Rev. Bessie Jett
(540) 465-3206

WAYNESBORO-STAUNTON

Rev. Linda Lassiter
(540) 885-7861

Additional sites can be established. Contact the Samuel DeWitt Proctor School of Theology, VUU, Dr. Gloria C. Taylor, Director, (804) 257-5718 or Rev. Jacqueline Anderson, Administrative Assistant for Continuing Education (804) 278-4135 for further information.

PROGRAM STAFF

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