

## **Distance - E-Learning**

Distance learning provided by request (requires the ability to use and access the internet, word processing software, and adobe acrobat reader)

- D1 Technology Education for Congregations
- D2 Equipping the saints: Teacher training in small congregations.
- D3 TIPS Survey of Christian History from
- D4 TIPS & Synod of the Sun PC(USA) Dynamics of The Small Church from
- D5 TIPS Resources for Ministry from
- D6 Bible Content
- D7 Presbyterian Polity
- D8 Faith Development
- D9 Pre-Marital Counseling with CEU certification
- D10 Constructivist Education in Ministry
- D11 How to Series
  - D11-1 Create and Maintain a Web Site
  - D11-2 Use email, instant messaging, and more
  - D11-3 Enter into the Wide World of the Web
- D12 Grant Writing for Not For Profits
- D13 Rising to the Risk: Small Congregations
- D14 Special Worship Services: Weddings and Funerals

## Sample Syllabus

Introduction: D7 Presbyterian Polity

Description: The Constitution of the PC(U.S.A.) consists of several parts. The first volume is the Confessions, the second (consisting of the Form of Government, Directory for Worship and Rules of Discipline) is called the Book of Order.

This course will focus on an introductory understanding and application of the Second Volume: the Book of Order. This course provides an interactive introduction to Presbyterian Church (USA) polity. There will be an emphasis on the application of the Constitution by elders, educators, lay pastors and ministers of the word and sacrament in the context of both their local congregation and judicatories (Presbytery, Synod, and General Assembly).

Class structure will include use of the internet, email, file uploads and downloads, and interactive assignments. This course requires a basic knowledge and ability to use adobe acrobat, email, internet, and word processing software.

Course Objectives: Upon completion of this course a student will be able to

1. Explain to anyone 12 years or older an introductory understanding of the Book of Order:

- A. History
- B. Purpose
- C. Relationship to the Bible

2. Give basic guidelines addressing how to read, interpret and apply the Book of Order to Presbytery Examining Committee, Staff, Congregation, Session and even non-Presbyterians.

Required Materials (online and/or PDF versions, please request these from TIPS at the beginning of the course)

- The Book of Confessions
- Current Book of Order
- The Companion to the Constitution

Time to complete this course: Depends upon each student; however an average student completes the course within 40 hours of accrued time. The student may access the course for 6 months, if you are not finished in 6 months, you may purchase an extension. You will receive by email an access id number with date.