

**FACILITATOR, MENTOR AND  
COORDINATOR HANDBOOK**

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[www.lampseminary.org](http://www.lampseminary.org)

## **Mission & Vision of LAMP**

### **History**

In 1995, Pastor Brian Kelso developed an officer-training program, after three men approached him with a belief that they had a calling to ministry (these men were not seminary trained, but had a strong desire to serve). By 1997, Pastor Brian expanded the officer training and began his work on a non-traditional strategy for training men within PCA ministries. By 1998, Pastor Brian presented his plan to PCA leaders Cortez Copper, Paul Gilcrest, as well as the Atlanta School of Biblical Studies. After presenting his plan, he was encouraged to develop his work and present it to his Presbytery.

In 1999, the Southern Florida Presbytery approved the LAMP program as an alternative credentialing model. By 2001, LAMP had seven graduates ready for ordination and gospel ministry.

By 2002 LAMP had caught the attention of the Mission to North America (MNA), the church planting & revitalizing ministry of the PCA (Presbyterian Church of America). MNA encouraged LAMP to design the program in a reproducing model that could be used throughout North America. As of this year, LAMP Theological Seminary has 14 learning sites throughout the nation with over 125 students.

LAMP subscribes to the Bible as the inerrant word of God and to the Westminster Confession of Faith & Catechisms, which set forth a historical understanding of biblical faith.

### **B. Mission & Vision**

**Mission:** The mission of LAMP Theological Seminary is to equip men and women for effective gospel ministry. This gospel ministry will build healthy churches and multiply throughout the un-reached ethnic, cultural, and post-Christian people groups in the urban centers of North America, and beyond.

**Vision:** The vision of LAMP Theological Seminary is to see GOD, by His grace and for His own glory, through the cooperative prayers and efforts of Christ's Church. Raise up Godly men and women engaged in effective gospel ministry that ignites a powerful church planting and vitalization movement that has an impact on all of North America and beyond with the Gospel of Jesus Christ and at the same time transforms both the heart and the face of the church. We long to see the nations and communities deeply transformed as the result of people being saved, lives being changed, disciples being made, and needs being met in the name of Jesus Christ.

*“The things which you have heard from me in the presence of many witnesses, entrust these to faithful men who will be able to teach others also” (2Timothy 2:2).*

### **C. Theological Distinctives**

**Unique Aspects:** What makes LAMP Theological Seminary unique is its commitment to equipping church leaders without compromising their family life, ministry, occupation or time. Students will have a reasonable course load with fewer demands on time.

**Strategy:** The strategy of LAMP Theological Seminary is to train men and women for effective gospel ministry using a practical and reproducible mentor-based model. This mentor based model focuses on calling, character, competency and practical understanding of biblical and theological content.

**Theology:** LAMP Theological Seminary LAMP subscribe to the Bible as the inerrant word of God and to the Westminster Confession of Faith & Catechisms, as adopted by the Presbyterian Church in America. These Standards set forth a historical understanding of biblical faith and are the expression of the Seminary's doctrinal position.

### **D. Affiliations**

LAMP has affiliation to Mission to North America (MNA), the church planting arm of the Presbyterian Church in America (PCA). However, students represent a broad range of evangelical denominations. LAMP subscribe to the Bible as the inerrant word of God and to the Westminster Confession of Faith & Catechisms, which set forth a historical understanding of biblical faith.

### **E. Philosophy**

LAMP Theological Seminary desires to train Christian leaders in an atmosphere of devotion and scholarship. Established particularly to serve the Presbyterian Church in America, the seminary welcomes the opportunity of assisting students from other denominations in their preparation for fruitful Christian lives and ministries. The seminary has developed several degrees from one core program: Bachelor of Christian Ministries, Bachelor of Divinity, Master of Arts in Ministerial Studies, Master of Arts in Biblical Studies and Master of Divinity. LAMP core program in the bachelors and masters level are identical in program, curriculum and policy.

## **Facilitators and mentors Qualifications**

### **Spiritual qualifications**

Every facilitators and Mentor must profess faith in the Lord Jesus Christ as the Son of God and his Savior and Lord. It is expected that they will be exemplary in their personal faith and conduct. This includes a consistent testimony personally, at home, at church, at work, and in society at large. Their lives are to be marked by daily Bible reading and prayer, and active attendance and service in the church. They are to cultivate the Christian virtues, as God enables. They must be free from practices or habits which are harmful or damaging to his Christian testimony. Since they will be training future ministers of the gospel, their life is to be such that students can observe as an example of a useful Christian minister.

## **Doctrinal qualifications**

All facilitators and Mentors must sincerely believe the fundamental doctrines of the Christian faith. Among other equally biblical truths, we believe and maintain the following:

1. The organic divine inspiration of the Scriptures in the original languages, their consequent inerrancy and infallibility, and, as the Word of God, the supreme and final authority in faith and life;
2. The Triune God: Father, Son and Holy Spirit;
3. The essential, absolute, eternal deity, and the real and proper, but sinless, humanity of our Lord Jesus Christ;
4. His birth of the Virgin Mary;
5. His substitutionary, expiatory death, in that He gave His life “a ransom for many”;
6. His resurrection from among the dead in the same body in which He was crucified, and the second coming of this same Jesus in power and great glory;
7. The total depravity of man through the Fall;
8. Salvation, the effect of regeneration by the Spirit and the Word, not by works, but by grace through faith;
9. The everlasting bliss of the saved, and the everlasting suffering of the lost;
10. The real spiritual unity in Christ of all redeemed by His precious blood;
11. The necessity of maintaining, according to the Word of God, the purity of the Church in doctrine and life.

In addition, facilitators and Mentors are to agree with the Westminster Confession of Faith and Catechisms as containing the system of doctrine taught in Scripture.

## **Ecclesiastical qualifications**

Every facilitators/mentors is to be actively engaged in the work of the visible church. He is to be a member and under the discipline of a church or presbytery. He is regularly to attend the stated services of worship. His church is to be in full accord with the fundamental doctrines of the Christian faith.

## **Academic qualifications**

It is expected that every facilitators and mentors are ordained individuals with a standard equivalent to the PCA requirements. Occasionally some facilitators and mentors may not meet this standard, but possess uncommon ability and accomplishment in a particular area.

## **Facilitators Responsibilities**

### **Teaching**

Facilitators will manage the classroom dialog according to the schedule set forth in the syllabus. Each class requires at least 6 classes of 120 minutes each. Students will have about four (4) hours of course work outside of class per each hour of class dialog. Facilitators and mentors are to dress appropriately for class. Facilitators and mentors members should pace their dialog sessions so that all the areas of the course are covered in class. Questions and discussion from students should be encouraged, but should be kept under control.

**Since LAMP allows academic freedom for students, the instructor is not to require students to agree with him in order to get a better grade. However, students are**

**expected to be familiar with the seminary's position on doctrinal and related matters and to be able to clearly express the reasons for that position.**

Instructors are encouraged to consider opposing views fairly and charitably. By providing the best possible arguments for opposing views and dealing fairly with them, the instructor will provide students with a more firm certainty of the correctness of the Reformed faith as taught at LAMP. Facilitators are to keep accurate attendance and grade records. These records are to be kept by the instructor on an ongoing class. Later these records be stored at the seminary local Learning Site.

## **Syllabuses and books**

Each course has a syllabus (printed or electronic). This syllabus must include the course goals, a list of the required and recommended books or other printed material, the assignment schedule, and grading standards. Any additional supplemented materials brought by the facilitator for the dialog session must be printed for the students use in class and a copy be sent to LAMP headquarters.

## **Other responsibilities outside of class**

All regular facilitators and mentors are to attend any stated facilitators and mentors meetings. The facilitators and mentors also can make suggestions and recommendations to the board of directors regarding seminary goals and policies. Much of the routine business can be accomplished over the internet. The seminary can supply each facilitators and mentors member with an electronic mailbox with the extension @lampseminary.org.

Facilitators and mentors should be interested in each student's academic, spiritual, family, and social life, and available to help students. Facilitators and mentors are to be available to confer with students, and are to provide an email address for questions and a telephone number for emergency use.

## **Seminary Promotion**

Since LAMP is a small institution with only a few regular employees, it is expected that each facilitators and mentors will be an "ambassador" for the seminary at all times. Facilitators and mentors may be asked to speak in a church to promote the seminary, or to represent the seminary at a special meeting or conference.

## **Financial Terms of Employment**

### **Payment for adjunct facilitators and mentors**

Because of the low cost tuition, both mentors and facilitators serve at no cost to the student or LAMP. Nevertheless, LAMP follows the biblical teaching that every laborer is entitled to their wages; thus, we can allow the local Learning Site charge their students a higher cost in order to pay for their personnel.

## **Schedules & Holiday Time**

Each Learning Site creates and modifies its own schedule of classes. This can includes whether the site will conduct classes on any major religious and civil holidays. Because LAMP encourages participation at presbytery and synod meetings, a Learning Site can

postpone classes if there is a conflicting schedule between Presbytery and Class. A learning Site must submit their planned time off at least one month ahead. Postponing classes can be done due to a facilitators and mentors sickness or emergency. The facilitators and mentors must contact the students or the Learning Site coordinator. At the present time there is no set limit to the number of sick or emergency days allowed a facilitators and mentors member without penalty.

## **Academic Guidelines**

### **Orientation**

New students are encouraged to acquaint themselves with the following helpful guidelines in becoming familiar with the operation of the seminary. Questions about seminary life may be directed to the Learning Site Coordinators or LAMP headquarters.

### **Security**

LAMP wants to assure a safe and secure environment while training. Please make yourself familiar with the Learning Site and do not admit persons in class who are not register in LAMP.

### **Contact Information**

Current contact information is necessary for LAMP to communicate with the student body. It is the responsibility of every student to ensure that LAMP has accurate postal address information as well as a telephone number and a current email address. Each time contact information changes student should notify the local Learning Site.

### **Endorsements**

LAMP has a special relationship with the Presbyterian Church in America (PCA). The PCA adopted an internship program which must be completed prior to ordination in addition to the Master of Divinity degree. LAMP is structured to accommodate this additional requirement. LAMP's curriculum has been designed to fulfill the requirements of the uniform curriculum of the Presbyterian Church in America (PCA).

### **Class Length**

Each dialog session requires a 2 hour of class time. There can be breaks for longer hour sessions.

### **Homework**

For every hour of class-time, an average of four hours of homework is assigned.

### **Electronic recordings**

There may be times (e.g., planned absence) when a student may wish to record class sessions. Electronic recordings of class lectures and chapel messages may be made only with the facilitator's permission and with the understanding that the recording is for no other purpose than personal use.

## **Academic Freedom**

While the seminary strongly holds to a Reformed position, it practices academic freedom for its students. Students from other churches or traditions are not discriminated against, nor are they required to adopt the theological Distinctives of LAMP. However, students are expected to be familiar with the seminary's position on doctrinal and related matters and to be able to clearly express the reasons for that position. Facilitators will consider opposing views fairly and charitably. Academic freedom exercised fairly by students and facilitators and mentors will lead students to a clearer grasp of God's truth. The seminary seeks to maintain a proper atmosphere of academic freedom within the sphere of Christian love in order to be a blessing to all the churches in our region.

## **Writing Standards**

1. LAMP students are required to know how to give proper credit to the academic works they reference in their own written projects. Failure to credit properly other works will make the student liable for plagiarism. Students are required to submit a summary paper of at least 6 pages, for each course. The summary will encompass three areas:
  - a. Logos: How has your study of this subject impacted your understanding of God's word?
  - b. Ethos: How has your study of this subject impacted your view of the world as a Christian?
  - c. Pathos: How has your study of this subject impacted your passion for the Christian Life and/or ministry?

The materials for the Summary Paper can be taken from the weekly **"Assignment Schedule"**

2. Prepare a detailed teaching outline and class handouts to address the area of doctrine covered in this course:
  - a. Subject matter needs to be approved by the Course facilitators
  - b. The material should be formatted for at least 6 lessons
  - c. The material should be formatted with a particular age group in mind, for example children, middle school, high school, college, adult. The age group should correlate with the area of ministry you are currently ministering to or have a particular calling to reach.
3. All writing must be typed, double spaced, 12 pt font and using MLA citation.

## **Academic Records**

Students whose tuition accounts are current can submit for official transcript within 30 days after the end of a course. The student will be assessed a charge of \$5.00 for each copy. Original student files remain the property of the seminary.

## **Graduation Requirements**

Candidates for graduation must be approved by the seminary board of directors. All tuition, fees, and any additional charges must be paid in full for a candidate to be considered for graduation. Each Learning Site will perform a graduation ceremony celebration. This ceremony can be given in conjunction with an ordination ceremony for those seeking ordination. Nevertheless, graduate candidates are not required to attend a graduation ceremony in order to receive their degree.

## **Privacy Issues**

Information about students' records will not be released to third parties without the express written consent of the student (including transcripts and financial records).

## **Publication Notice**

Every effort is made to provide accurate and up to date information. LAMP Theological Seminary reserves the right to change, without prior notice, statements in any Handbook/manual concerning, but not limited to, policies, academic offerings, tuition and fees. The information in this handbook supersedes and replaces the information in all previous publications. Where changes exist between the documents, the most current issue takes precedence.

## **Spiritual Life**

**The goal of a LAMP education is to establish Christian principles in the minds of students according to the Word of God.**

### **Church**

All students shall live Christian, godly and blameless lives according to the rules of God's Word. They should constantly attend upon all the duties of the Christian religion, both in public and secret. Attendance in weekly worship service at their local church is required for all students.

### **Scripture Reading**

Let every Student be plainly instructed, and earnestly pressed to consider well, the main end of his life and studies is, to know God and Jesus Christ which is eternal life (John 17:3) and therefore to lay Christ in the bottom, as the only foundation of all sound knowledge and Learning. Every student shall so exercise in reading the Scriptures at least twice a day, in order to be ready to give an account of his proficiency therein.

### **Prayer life**

Seeing that God is the giver of all wisdom, every student must be engage in private and secret prayer life.

### **Prayer requests**

Prayer requests may be submitted in writing to LAMP headquarters. Prayer can be offered for the needs of the seminary family at the beginning of class sessions, in weekly worship service, and on spontaneous occasions.

## **Grievance and Appeals Policy**

### **Academic appeals**

If a student believes he has been unfairly graded in an assignment, a test, or an entire course, he first is to make an appointment to discuss the matter with the facilitator involved. Normally this step is all that is required to resolve the difficulty. If the student wishes to appeal the decision of the facilitator, he is to write his appeal and turn it in to the Learning Site Coordinator, to be presented to the local Learning Site development team (normally this is the session for a church base Site). The Learning Site development team will decide the issue, and the student will be notified. The development team, at its own discretion, wish to confer with the student before rendering its decision. If student is not satisfied with the decision of the development team, he may appeal in writing to LAMP headquarters whose decision is final. During the appeal process the concerned facilitator will abstain from voting.

### **Disciplinary appeals**

Normally disciplinary matters first will be handled by the Local Learning Site with the guidance of LAMP headquarters. Through counsel, discussion, and prayer most cases will be settled satisfactorily and biblically. LAMP may assign a particular member of the local Learning Site to provide continuing counsel and oversight for the student. The student's cooperation is essential if there is to be spiritual growth and success in theological study. The seminary reserves the right, to dismiss any student whose behavior is not in harmony with the biblical standards accepted by the seminary. LAMP may also impose lesser penalties including suspension or disciplinary probation. In cases of disciplinary probation, LAMP will set the conditions and requirements of the probation. LAMP also will decide if and when a student is restored to good standing. The affected student may appeal in writing any decision to LAMP headquarter. Decisions of LAMP's board are final.

### **Suggestions and Grievances**

If any facilitators and mentors member has a suggestion to help the seminary, he should first bring it to the attention of the appropriate member of the administration. If no action is taken on that suggestion, the facilitators and mentors member may, if he wishes, present his suggestion to the board of directors directly by writing to the secretary of the board. Complaints and grievances are to be handled in a Scriptural manner. In the case of personal grievances, the offended person should seek to work directly with the person or persons involved to solve the problem. If the problem continues, the facilitators and mentors member is to meet with the president of the seminary, who may also bring in other people to help. The decision of the board and the president of the Seminary are final.

If a student has a grievance or a suggestion involving any aspect of the seminary, the first step is to go directly to the person most directly involved and seek a solution. Normally this step is all that will be required. If there is no satisfactory solution, then the student may consult with a Mentor, facilitator or coordinator of the local Learning Site. Students have the right to appeal in writing any decision of the local Learning Site to LAMP's headquarters. Decisions made by LAMP's board are final.