

Christian Alliance Ministries

*Northwestern Theological Seminary – Worldwide Church of Jesus Christ
The Theology Journal – The International Association of Christian Theologians*



Director's Manual

Table of Contents

Before We Start	Page 3
Let's Begin	Page 3
Responsibility of the Director	Page 4
Responsibility of the Whole Regional Team	Page 4
Ministry Tools	Page 5
Recruiting Directors	Page 6
Spreadsheets (Tracking Forms)	Page 6
Understanding the Branch Seminary Program	Page 7
Church Charter and Affiliations	Page 10
TIACT Membership	Page 10
In Summary	Page 10

Christian Alliance Ministries

Ministry Planning for New Directors

Before We Start

Dear Director

As a Director in this ministry it is very important that you realize that you have been called by God to work in His purpose and plan for this ministry. As you begin developing your Regions it is important to realize that people will follow those that can share and demonstrate their call to this work and God's anointing on the ministry. God expects us to do our part, just as He expected the Disciples to obey the Great Commission and pass this responsibility to every new Disciple so that it would perpetuate throughout the ages even as we continue in this tradition today.

If you have captured the vision of this ministry as given by God, there will be no holding back in your experience of the excitement and joy of His presence, which we are now living as part of this ministry. His empowerment by the Holy Spirit is necessary in order to be effective as the call and empowerment is transferred to each new Director who then must transfer it to those who become part of this ministry throughout their regions.

We invite you to take your time and review this Ministry Planning Guide for New Directors and get excited about what God is now doing around the world in regions where our ministries are currently operating, by referencing the Theology Journal at: www.theologyjournal.com Concerning your region, we ask that you Pray for and receive the ANOINTING FIRE of the Holy Spirit. May the Holy Ghost fall on you, empowering you to show yourself as an obedient servant, a DISCIPLE to His call.

Let's Begin

In our call to expand throughout the world, we must establish the following points:

- Understand the Vision
- See Godly Purpose
- Review and Understand the Tools
- Set Objectives
- Set Controls
- Establish an Action Plan
- Recruit a Regional Director's Team
- Evaluate Strengths
- Evaluate Weaknesses
- Evaluate Opportunities
- Evaluate Threats
- Develop an Expansion Plan
- FOLLOW THROUGH

The Responsibility of the Director

- a. **Understand the Vision** – the Director must have an understanding of what is the overall vision of the ministry.
- b. **See Godly Purpose** – the Director must be fully convinced that the Vision of the Ministry has Godly Purpose as its foundation.
- c. **Review and Understand the Tools** – the Director must fully understand how to utilize the tools of the ministry in order to use them in his Expansion Plan. This includes a thorough knowledge of the resources available on the different websites and how each program works.
- d. **Set Objectives** – Objectives is basically answering the question, “Where do we want to go?”
- e. **Set Controls** – It is very important that a system be developed in order to both, monitor and assure that the program is heading in the right direction and be able to report as to the achievements of markers (points in the plan that are achieved) along the way. Spreadsheets are a very important aspect of Controls and provide you with the information needed in order to submit your monthly reports to the Ministry Administration Office.
- f. **Establish an Action Plan** - Tactics represent the actual action plan of the objectives by answering the question, “How are we going to get there?” This includes setting specific points in the plan (markers), which can be measured and achieved.
- g. **Recruit a Regional Director’s Team** – This for the Director represents the organized implementation of the project plan. The Director’s Team will understand the Vision, Godly Purpose, Tools, Objectives, Controls, and Action Plan in order for these to be represented regionally. The International Director should spend time nurturing relationships with those that can be placed in Regional positions.

The Responsibility of the Whole Regional Team

- a. **Evaluate the Strengths** – Study the effectiveness of the tools and how they are applied in the project. Be sure that effective methods are being shared among regions. That a model is being put in place in order to continue to strengthen the whole team.
- b. **Evaluate the Weaknesses** – Quickly identify those things that are hindering and make plans to replace them with more effective actions. Be sure to monitor negativity in the team, and continually assure the team that the vision is attainable through the confirmation of the Godly plan and purpose.
- c. **Evaluate Opportunities** – Everyone should have the ears and eyes open to unexpected opportunities and doors that God will provide and act on them. The ministry focus should be on achieving all that God has called us to do, through continued obedience and dedication to the ministry.
- d. **Evaluate Threats** – Everyone should be aware that we do battle an enemy who is looking for opportunities to hinder or stop the work of God in the ministry. We

- should quickly bring things to prayer when a possible threat is recognized. We should be sensitive to the Holy Spirit's leading in order to follow His commands.
- e. **Develop an Expansion Plan** – The Church operates in a system of networking. Jesus himself utilized 12 Apostles in order to spread the Gospel throughout the World. We must keep in contact with those that can provide introductions of others to this ministry.
 - f. **FOLLOW THROUGH**—Do it, Make it happen through His empowerment...

Ministry Tools:

The followings tools can be used when presenting the ministry to a potential Regional Director or Branch Seminary:

1. Christian Alliance Ministries 25-Year History
2. Northwestern Theological Seminary 25-Year History
3. Email Forwards of Ministry News and Expansions
4. Networking within our relationships with others
5. Tri-Fold Brochures of Ministry
6. Websites:
 - Christian Alliance Ministries
 - Northwestern Theological Seminary
 - Seminario Teologico Northwestern
 - Northwestern Theological Chinese Branch Seminary
 - Christian Alliance Ministries Pakistan
 - The Theology Journal
 - TIACT
7. Presentation of Ministry through Home and Church Visits
8. See the Ministry Package that follows.

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Recruiting Directors:

God will draw those that will be part of this ministry, but we must go and present to them the ministry. If God has called them, they will feel the desire and responsibility to be part of the ministry. We may know people right now that can possibly introduce you to your next director, but we must network and believe in what we are doing for God in this ministry.

The Ministry Package: You can network by preparing a ministry introduction package and either mailing it or presenting it to key people that you feel led to. It is always a good idea to place in a manila envelope (8x12), the following items:

- a. A personal letter of introduction
- b. A Christian Alliance Ministries Informational Brochure
- c. A Soul Winner's Program
- d. A copy of the Branch Seminary Program Prospectus
- e. A copy of the Branch Seminary FAQs
- f. A copy of the WCJC Charter Brochure
- g. A copy of the WCJC Charter Application
- h. And a page with the pertinent website URLs of the ministry

*** As you know some of these items are available and may be printed directly from the www.theologyjournal.com website.**

Spreadsheets (or other tracking forms):

Use spreadsheets to keep track of contacts and ministry directors. The Spreadsheet can have the information on the directors with the ability to input ministry census, Branch Seminaries, Number of Students, Pending Branches, Last Communication with Director, etc.

The objective is to be able to monitor and track ministry growth by individual director and region. In this way you can better assess in which areas are specific regions may have needs for guidance...

You can also do the same with every contact you make. Through persistence and obedience to the direction of the Holy Spirit, you can recruit new director simply by establishing relationships through ongoing communication. This is extremely important in areas where because of the danger involved in operating a ministry, first initial contacts are just a means of establishing a trust factor before proceeding.

Spreadsheets also make it simpler to provide your monthly reports to the Administrative Office of the ministry.

SAMPLE

Director Name	
Region	
Email Address	
Ministry Census	
Student Census	
Active Branches	
Pending Branches	
Last Communication	
Notes	Comment Box

Although this sample was done using Excel, you can opt to just making a sheet to fill in regardless of the method that you used to collect the information from your region. The important thing is that you can now track each Director and Branch and provide your monthly information utilizing this information quickly, easily and efficiently.

You can build a simple table utilizing Word or any other Word Processing program, if you do not have Excel. Contact the office, if you need assistance setting up your spreadsheet.

Understanding the Branch Seminary Program

NOTE: Due to the fact that this program is very important in the structuring of the ministry in your region, we have found it necessary to explain again. You can obtain and even print out more detailed information at: www.theologyjournal.com under Branch Seminary Program.

The Branch Seminary Program is crucial to the success of God's plan of creating disciples throughout the regions. This plan is a clear representation of obedience to God's calling to carry out the Great Commission of Matthew 28. We are commanded to and we must make new disciples throughout the world, as Jesus has requested.

The power of the program is found in its simplicity. This allows for the Holy Spirit to work and direct the student's life as he reads through the Bible. We do ask that whoever is placed to lead the weekly meetings be more advanced in their studies or knowledge of the Scriptures, as students will be asking questions during these meetings on the BIBLE study material they have been working on throughout the week at home.

How does it work?

- a. The Branch Seminary Program is a disciple-making course, by the Holy Spirit's Anointing, where the student studies the 66 books of the Bible. The Bible, Paper, and Pencil are all that is necessary for the students to complete this program.
- b. The student will begin in Matthew and end in Revelation (New Testament). Begin in Genesis and end in Malachi (Old Testament)
- c. The student will answer, for Each Chapter, the following questions: (a) what is God teaching me in this Scripture? And (b) how can I apply what God is teaching me to a ministry of helping others?
- d. Once the student has completed the New Testament, they can be awarded a Certificate of Theology in Biblical Studies.
- e. The student will then begin in Genesis and go through the whole Old Testament up to Malachi answering the same two questions as in the New Testament.
- f. Once the student has completed both the New and Old Testament, you can award them with an accredited Bachelor of Theology in Biblical Studies from Northwestern Theological Seminary.
- g. Prior to obtaining their degrees, each student is required to demonstrate the Soul Winner's Program to their Branch Leaders. In this way, you are assured that your graduate knows how to witness to others and assist you in the growth of the ministry in your region and the Kingdom of God. (Each student should be given a copy of the Soul Winner's Program when they enroll in your Branch. These can be printed from The Theology Journal.)
- h. The entire program will take from 2-4 years to complete. Each student works at their own pace. Through open enrollment, you can add new students at ANY time. Students graduate at different times as well, as they will complete the program individually. *But, you can still hold an annual ceremony to recognize graduates for each year.

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IMPORTANT:

- i. Each Branch Seminary must meet a minimum of once a week in order to review student work and for group leader answer any questions.
- ii. Each Regional Director outside of the United States, will receive a template of both the Certificate and the Bachelor of Theology in Biblical Studies in order to print out the student's Certificate or Degree at completion.
- iii. Regional Directors within the United States will received by mail the degrees after a student graduation list has been provided.
- iv. A report must be sent with the names of all graduates to the ministry headquarters for filing.
- v. You are free to setup whatever tuition you wish to charge that is both affordable and attainable by those in your region. Headquarters does NOT receive any fees or tuition for this program.
- vi. You are ONLY authorized to issue Certificate of Theology in Biblical Studies and Bachelor of Theology in Biblical Studies. These will be the only two awards that will be recognized by our school. You must not offer any other kind of degree with the name of Northwestern Theological Seminary on them.
- vii. Your Branch Seminary Program will be your way of generating funds for your ministry and your personal income. This program is self-supporting through tuitions charged regionally.

Throughout the world, Hundreds of Branch Seminary Programs are operating effectively. Branch Seminaries are self-funded through affordable tuitions put in place and collected by the Directors. You can even approach area businesses to donate and sponsor scholarships for the students. This is a great way for Ministries to Make Disciples while also generating Financial Income for their Ministries.

This is a powerful program offered to you through Northwestern Theological Seminary. The key reason for a ministry to want to begin a Branch Program from their own church is to have one more way in which to obey our Lord's Great Commission through making Disciples. The Branch Seminary student is required to read the Word of God daily. This is a great way for you to make Disciples for Jesus and also allow students to advance in life through earning a theologically accredited and USA state authorized Bachelors Degree.

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Church Charter and Affiliations

Another powerful program. Church Charters are offered by the Worldwide Church of Jesus Christ, another ministry of Christian Alliance Ministries. Church Charters allow for independent ministries and churches to be part of a greater ministering body while maintaining independence and anonymity in its ministry. The church or ministry only needs to recognize its affiliation or charter with the CAM Ministries; Worldwide Church of Jesus Christ, yet will still remain independent and be self-governed by the local congregation and or ministry board.

We believe that ministries and churches that would like to receive the recognition of being affiliated with larger body will benefit from this type of relationship. Churches and ministries that are chartered or affiliated with this ministry are allowed to open a Branch Seminary Program from their own locations.

A major benefit of this type of Charter or affiliation is the ability for an independent pastor to receive ordination through Christian Alliance Ministries / The Worldwide Church of Jesus Christ, a ministry that is recognized as a religious order in the United States and in many countries throughout the world. Your congregation will be part of the great accomplishments that the Lord is doing through our members on a daily basis and through your news updates; you will be able to report to your congregation the developments in growth, discipleship and spread of the Gospel in the USA, Europe, Asia, and The Middle East. Through your weekly updates for the pulpit, your congregation will sense that they now belong to a great worldwide move of God.

TIACT Membership

As part of the benefits of Affiliating or Chartering with this ministry, Ministers and Lay Leaders are given the opportunity of receiving membership with The International Association of Christian Theologians, an association that has a large number of members throughout the world from a large variety of denominations and ministries.

This membership compliments the individual pastors, teachers, and lay leaders recognizing their efforts of providing instruction in areas of theology in their local congregations and regions.

In Summary

Christian Alliance Ministries has been equipped by God to offer a full range of ministry services to the body of Christ throughout the world. Our obvious focus on fulfilling the call of Christ through the Great Commission of making disciples around the world, has allowed for many regions to be blessed with great increases in the blessings of God.

Church and ministries have reported a great increase in their numbers as they now are able to offer a well rounded ministry program to their local congregations that includes an

educational program that can lead to an theologically accredited, state recognized Bachelor of Theology in Biblical Studies.

Ministries have also found that through the tuitions, *which they are permitted to charge and keep a FULL 100% of*, have helped to increase the overall ministry income and help provide an increase in the Director's income as well.

We believe that your excitement in the presentation of what God has called us to offer as a ministry will increase the desire of those that may feel the calling of God to join this work. The regions around the world that have taken hold of the vision and purpose of God for this ministry have grown in great measures and have seen the glory of God in their work.

So, please pray and then begin to further develop your ministry today by committing to do all that you can do, and put to work this great program of discipleship and growth as it has been presented to you for your blessing. You are called; He will empower you for great accomplishment as is pleasing to Him.

May God be glorified through your steadfast diligence and dedication to the cause of the Gospel!

Sincerely In Christ

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