

**PREPARED:**  
**An Equipping Program for Women in Ministry Leadership**  
**Student Handbook**

***Ephesians 4:12-13***

***“to equip the saints for the work of ministry, for building up the body of Christ”***

***What is Prepared?***

**Prepared** is a Gospel-centered, affordable, accessible and systematic two-year equipping program for women currently in ministry leadership or preparing to serve in ministry leadership, locally or globally.

***What is the mission of Prepared?***

**Prepared** exists to further the mission of Jesus Christ by creating relational learning environments that help women experience growth and transformation in their personal lives and ministry leadership.

***Why Prepared?***

1. Each man and woman in the Church needs to be engaged in the ministry of the Church in order to fulfill the mission of Jesus Christ.
2. Women in the Body of Christ need to exercise their God-given spiritual gifts of leadership, teaching, evangelism, shepherding, and serving in order to fulfill the mission of Jesus Christ and their call as His disciples.
3. Many women with leadership gifts do not have the opportunity to receive systematic, Gospel-centered training. Their stage of life, location, and financial situation often make such training inaccessible and unaffordable.
4. Women in ministry leadership have unique opportunities and unique challenges as women. These ministry leaders benefit from equipping specifically applicable to them as women.
5. Women in ministry leadership benefit from regular interactions with women in similar ministry situations.

### ***Who is Prepared for?***

**Prepared** is primarily for EFCA women, locally and globally, currently in ministry leadership, preparing for ministry leadership, or available to serve God in some role as a ministry leader. They may be paid staff or volunteer leaders, serving in a variety of ministries, including but not limited to, children's ministry, youth ministry, women's ministry, evangelism, discipleship, spiritual formation, small groups, worship, and teaching ministries.

### ***What are the objectives of Prepared?***

Women who complete the **Prepared** program will

1. Articulate a biblical theology of women in ministry leadership
2. Develop biblical skills for disciple-making and shepherding
3. Cultivate formational rhythms for effective life and ministry
4. Apply biblical truths to their lives in ways that enable life transformation
5. Create a learning environment that values diversity in relationships
6. Communicate God's Word accurately for spiritual growth
7. Engage ministry in the context of a post-modern, post-Christian culture
8. Assess leadership strategies for effective ministry.

### ***What do students receive who complete Prepared?***

Students who complete **Prepared's** two-year program will receive a Certificate of Completion recognized and signed by the EFCA President and the EFCA Board of Directors.

Women who complete the program and are serving in a qualifying ministry may be eligible to begin the process of applying for the Ministry License offered by the EFCA. See the following link for information regarding credentialing in the EFCA.

<https://go.efca.org/resources/document/credentialing-ministerial-credentialing-efca>

### ***What is the format of Prepared?***

#### ***1. Ten Courses***

**Prepared's** two-year program consists of ten courses and three modules. Each course is six weeks long, with students meeting for instruction once a week for two and a half hours. All class meetings will be conducted on Zoom and will consist of lecture and discussion. Each course will have assignments that focus on the three values of personal reflection, community learning and course content comprehension. Students will use Moodle, an online learning management system, to participate in online forums and submit assignments.

**Prepared's Courses:**

Women as Leaders in God's Mission

Narrative Overview of Scripture

Soul Care and Ministry Leadership

Introduction to Hermeneutics

Theology of Women in Ministry Leadership

Introduction to Homiletics

Biblical Spiritual Formation in Ministry

Disciple-Making and Mentoring in a Post-Modern Culture

Ministry to Women in Pain

Introduction to the EFCA Statement of Faith

**2. Three Modules**

Students will participate in a one-day module on disciple-making, *The Hike of Your Life*, taught by Jackie Redmond. Students wishing to pursue a ministerial license with the EFCA will also have the option of attending two half-day modules covering the history and polity of the EFCA. All three modules will be taught on Zoom and recordings will be available.

**3. Cohort**

Students will move through the program as a cohort. The cohort provides a relational learning environment for the women with the goal of becoming better equipped as ministry leaders. Women get to know one another through their small group break-out rooms, forums, and praying for one another. Because **Prepared** is based on a cohort model, women are not admitted to the program after it begins, nor are women allowed to take individual courses.

**4. Coaches**

Students will be assigned coaches by the program director. The coaches will be women with ministry and mentoring/coaching experience. A student may suggest a woman she already knows serve as her coach for Prepared. Coaches and students will be paired for the entire two-year program. Students will meet with their coach at least one time during each 6-week course. Coaches will provide support and encouragement that is specifically related to the **Prepared** program in order to help women apply what they are learning, navigate challenges that may hinder their work, and possibly coach others in the future.

### ***When are the Prepared courses offered?***

Class sessions for programs beginning in August will be Friday mornings, from 9:00 – 11:30 a.m. Central Time. Class sessions for programs beginning in January will be Tuesday evenings, from 6:00 – 8:30 p.m. Central Time. See the calendar for the specific dates of each course.

### ***What are the requirements for enrolling in Prepared?***

In order to enroll in **Prepared**, women must meet the following requirements:

1. Is committed to a growing relationship with Jesus Christ as her Savior and Lord
2. Is serving in ministry leadership or is seeking to prepare for ministry leadership
3. Is affirmed by her pastor, elder, or ministry supervisor as having the character and gifts qualifying her for ministry leadership
4. Is affirmed by a peer as having the character and gifts qualifying her for ministry leadership
5. Is willing and able to make necessary adjustments to her daily rhythms and patterns of life in order to fulfill the requirements of the program
6. Is encouraged to enroll in and complete the program by the key people in her life
7. Is supported by one or more women who commit to pray for her and support her as needed while in the Prepared program.
8. Is willing to commit herself to fulfilling the expectations of students listed in the Prepared Student Handbook
9. Is in agreement with the EFCA Statement of Faith

### ***Who are the leaders of Prepared?***

#### **Deborah Hinkel**

Deb has a passion for spiritual formation and a deep desire to see women Prepared to use their gifts for the advancement of the Kingdom. She has served in two different churches in three different ministry leadership roles. She earned a Master of Arts degree in Ministry Leadership from Lancaster Bible College where she taught for 12 years in the Church and Ministry Leadership department overseeing the Women in Ministry Leadership Program and creating the Children and Family Ministry and Spiritual Formation and Discipleship programs. Currently she continues to teach at LBC as an adjunct professor and serves full time at Hershey Free Church as the Director of Spiritual Formation and Family Ministry. Deb is part of the leadership team working to create the **Prepared** program and also serves as one of the instructors.

### **Dr. Pamela MacRae**

Pam has been involved in ministry to women in both church and parachurch settings for over 30 years. She served on the Women's Ministry board at First Evangelical Free Church in Rockford, IL for over 18 years. Pam currently is a professor at Moody Bible Institute where she oversees the Ministry to Women and Ministry to Victims of Sexual Exploitation majors. Prior to becoming a faculty member, Pam led conferences for women around the country for Moody, and in the last 5 years, she has led the *Called* conference, which trains women ministry leaders. She is a frequent speaker at conferences and retreats. Pam earned her Masters of Ministry degree from Moody Theological Seminary and her Doctor of Ministry degree from Bethel Seminary. Pam and her husband, Bob, who is also a professor at Moody, have two married daughters and six grandchildren. Pam serves on the **Prepared** leadership team and is one of the instructors.

### **Lorna Gilbert**

Lorna enjoys teaching, training and empowering women to find and work within their God given gifts. She is an entrepreneur at heart, enjoying starting new things. She has been a missionary with Reach Global for 30 years with a focus on discipling and mentoring women and couples. Through these years she has had the privilege of helping establish a short-term missions program for the mission, worked in Recruitment and Training for new missionaries, and started several church plants with her husband in Japan. Weeks after the 2011 Tohoku Earthquake and Tsunami, she & her husband moved into one of the worst hit towns to do disaster relief & recovery where she started a social enterprise employing women who lost their homes in the tsunami. She earned her Advanced Studies degree from Moody Bible Institute in 1987 and her Masters in Missions from Trinity Evangelical Divinity School in 1994. She and her husband currently serve as Pastors to Missionaries. Lorna serves on the **Prepared** leadership team and is one of the instructors.

### **Keri Early**

Keri loves to teach and encourage others. She has worked and ministered in a variety of settings including public schools, churches, and Christian higher education. She has served as part of the EFCA Challenge director team and on staff at her church. Currently, Keri teaches women as an online adjunct professor for Moody Bible Institute. She also enjoys volunteering as a small group leader and teacher in children and student ministries at her church. Keri earned her Master of Arts in Ministry Studies with a concentration in Women's Leadership from Grace College. She and her husband Brandon and their three boys live in Clive, Iowa. Keri serves on the Prepared leadership team and is one of the instructors.

### **Dr. Gloria Grell**

Gloria loves discipling younger women, teaching women God's Word, leading Ministry to Women leadership teams, and equipping women to fulfill God's purposes. She has served as a Director of Children's Ministries, pastor's wife, missionary, Ministry to Women leader in the local church, Director of Ministry to Women with the EFCA International Mission, Directory of Ministry to Women with the EFCA Great Lakes District, and an adjunct professor at Moody Bible Institute. She earned a Masters of Divinity degree from Trinity Evangelical Divinity School in 1985 and a Doctor of Ministry degree in 2015. Gloria is wife, mother of five, and grandmother of fifteen. Gloria serves as the Director of **Prepared** and is one of the instructors.

### **Kyle Manges**

Kyle is an MK (missionary kid). He grew up mainly in the Philippines, in Cebu City, where his parents, Ernest and Donna Manges, were missionaries since the eighties with the EFCA. He wasn't born there; he was born in Illinois, though he now lives in Kentucky. He started school in Scotland, since that's where his family happened to be at the time. He studied middle level education at Illinois State University and, since graduating, has worked for the EFCA as an online course editor and IT-sort-of-role. When he's not doing this, he might be playing piano, reading, gaming, sleeping, writing, eating, or any combination of those.

### ***Who are the course instructors?***

All the instructors have the following qualifications:

1. A commitment to glorifying God, growing as disciples of Jesus Christ, and serving His mission.
2. Experience in ministry leadership in the local church and/or in cross-cultural ministry.
3. Relevant education and experience in their particular subject area.
4. Experience in training and/or teaching.
5. Agreement with and support of the EFCA Statement of Faith and mission.
6. A commitment to **Prepared's** mission to see women equipped to serve as ministry leaders.

### ***What are the expectations of leaders and instructors of Prepared?***

Leaders will be available to meet with students as requested. As women in ministry leadership themselves, these women know firsthand the importance of having others in similar situations with whom they can share and pray.

In addition to providing weekly instruction, cultivating discussion, and assessing assignments, instructors will be available to answer questions regarding the courses they teach. Instructors will provide contact information on their course syllabi.

***What are the expectations of students enrolled in Prepared?***

1. Each student will invite a woman to commit to faithfully pray for her and encourage her throughout the two-year program. Students will be responsible to keep their prayer partners aware of their needs.
2. Students will make every effort to attend all class sessions. Attendance benefits both the student and the whole cohort. If circumstances prohibit it, students shall watch the recorded session within a week of the missed class.
3. Students will be given approximately three and a half to four and a half hours of homework each week. Homework may include both reading and written assignments. They will be expected to complete and submit these assignments by the due date.
4. Students will be required to participate in online forums.
5. Students will exchange contact information with other members of their cohort in order to encourage, build relationships and support one another. This will be done by completing their profile information on Moodle.
6. If a student is unable to complete a course due to unforeseen circumstances, she should notify the course instructor and the program director. The course instructor, with the approval of the director, may choose to provide other accommodations for the student to complete the course.
7. Cohort members will commit to praying for each other. The program director will provide monthly course themed prayer requests.
8. Students will be expected to meet with their coaches at least one time during each course. They will reflect on assigned questions.
9. Students who do not complete three or more courses will be asked to re-evaluate their place in the program, and to consider withdrawing and starting again in a later program.

***What type of assessment will students receive?***

Instructors will provide students constructive feedback on their assignments. Rather than letter grades, students will receive either a "Completion" or "Non-completion" assessment from the instructor at the conclusion of the course. Receiving a "Completion" for each course qualifies the student to receive a *Prepared Certificate of Completion*.

**Requirements for Course Completion:**

In order to earn a "completion" of a course, a student must

1. attend 5 of the 6 class sessions,
2. submit 80% of course assignments (excluding the final assignment) by the assigned due date,
3. submit the final course assignment 2 weeks after the final class,
4. participate in her cohort,
5. meet with her coach.

Emergency circumstances are at the discretion of the instructor.

***What are the costs of Prepared?***

The fee for the entire two-year program is \$1200. Students may be asked to purchase one or two books per course. Students will not have to pay additional fees for the modules but may be asked to purchase material for them.

***Is there a payment plan for Prepared?***

Students may either pay the entire \$1200 when they register or may opt to use the payment plan. If a student chooses the payment plan, she will pay \$600 when she registers and \$600 before the start date of the sixth course.

Women who are members of ReachGlobal may, with permission, use their IMA to pay the fees, or may apply for a ReachGlobal Prepared scholarship.

Women who are not able to cover the costs of the program are encouraged to ask for support from their churches. Women may request a letter from the Prepared Director requesting support from their churches. If this support is not available, they may apply for a Prepared scholarship.

***Are refunds available if a student chooses not to finish the program?***

Students who withdraw from the Prepared program will not be refunded paid fees. Similarly, refunds will not be given to churches or any other organization or individual



who has paid the fees for a student in the Prepared program. Students who choose to withdraw will have the option to be considered for a future program and their fees would be applied to that. A church may request that the fees the church has paid for a withdrawing student be applied to another woman who is part of their fellowship. Exceptions to this policy will be considered for students who must withdraw because of an unforeseen circumstance that makes continuing in the program not only difficult, but actually impossible.

Students who withdraw from the program will not have access to any new classes but can view course they have already taken.

Following are the reasons for this policy:

1. We are dependent on the fees students pay to cover the costs of the program: instructor honorariums, operating expenses, and IT administrative wages.
2. The cohort model is one of the most appreciated elements of **Prepared**. In order to maintain this model, we do not accept new students into the program after the first course has begun. Therefore, if fees were refunded to students who withdraw, we would not have a way of making up this difference.
3. The **Prepared** program requires effort, time, and sacrifice on the part of the students. Therefore, it is important women give careful thought before beginning the program to the adjustments they will need to make in order to get the most out of the program. Knowing their fees are not refundable will encourage women to do this.

### ***How do I navigate Prepared's learning management system?***

**Prepared** courses will use Moodle, a learning management system. Instructors will post course information, resources, assignments, and questions for online discussion on Moodle. Students will submit assignments on Moodle for instructors to comment on and evaluate. Students will be able to use Moodle to share prayer requests with women in their cohort. These will be kept private, available only to the women in their cohort. Students will receive training on navigating Moodle prior to the beginning of the program. They may contact our IT administrator for additional help.

### ***Who do I contact with questions or requests for help?***

1. For general **Prepared** program questions, contact Gloria Grell, Director of **Prepared**, at [prepared@efca.org](mailto:prepared@efca.org) or [gloria.grell@efca.org](mailto:gloria.grell@efca.org)
2. For technical questions related to the use of Moodle, contact Kyle Manges, **Prepared's** IT administrator. [kyle.manges@efca.org](mailto:kyle.manges@efca.org)