

## **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 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 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 situations 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, administration, small groups, worship, and teaching ministries.

| <b>Non-EFCA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Applicant</b> | <b>Policy</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|
| The EFCA Prepared Program welcomes applications from women who are not part of the EFCA. Non-EFCA applicants who meet the program's admission criteria will be accepted and placed on a waitlist. EFCA-affiliated women are given priority for placement, even if they apply after a non-EFCA candidate. After the application deadline, any remaining spots will be offered to non-EFCA applicants on the waitlist in the order their applications were received. |                  |               |

### ***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 disciplemaking 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  
Disciplemaking 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 required half-day module on disciplemaking, *The Hike of Your Life*, taught by Jackie Redmond. They will also have the option to attend two additional half-day modules covering the history and polity of the EFCA. These optional modules fulfill a portion of the requirements for a ministry license. All three modules will be offered via 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. Coaching**

Students will be assigned a coach. Coaches are women with ministry experience and a background in mentoring or coaching. Students may suggest a woman they already know to serve as their Prepared coach.

Coaches and students are paired for the full two-year duration of the program. Students are expected to meet with their coach at least once during each six-week course.

Coaches provide support and encouragement specifically related to the Prepared program. Their role is to help students apply what they are learning, navigate challenges that may impact their progress, and grow in their ability to eventually coach others.

### ***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 **Prepared** calendar for the specific dates of each course.

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

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 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 serves full time at Hershey Free Church as the Director of Spiritual Formation and Family Ministry where a portion of her responsibilities include overseeing small groups, women's ministry, and prayer ministry. Deb is part of the **Prepared** leadership team 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. 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 since 2017 she has led the *Called* conference, which equips and supports 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 as 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 over 35 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 ReachGlobal, 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 encourage, equip, and connect people. She enjoys helping others grow in their faith, serve the Lord faithfully, and use their gifts where God has placed them. Her experience spans public education, church ministry, and Christian higher education. Keri holds Master's degrees in Speech-Language Pathology and Ministry Studies with a concentration in Women's Leadership. She has taught as an adjunct instructor for both Moody Bible Institute and Grace College, served on the EFCA Challenge Director Team, and currently volunteers as a preschool Sunday School teacher and student ministry small group leader at her church. Keri serves as the EFCA Director of Equipping for Women and oversees **Prepared**. She and her husband, Brandon, have three sons and live in Clive, Iowa.

### **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 sixteen. Gloria serves as the Director Emeritus of **Prepared** and is one of the instructors.

### **Ashley**

### **Haferman**

Ashley serves as the Equipping for Women Administrative Assistant, where she provides administrative support for the Prepared program. In addition, she serves with the Forest Lakes District as the Credentialing & Multiplication Catalyst and is part of the ReachNetwork team of the EFCA. Ashley brings years of experience serving and leading in the local church. She holds a Bachelor's degree in Business Management and was part of one of the first graduating cohorts of the **Prepared** program. Ashley lives in Central Wisconsin with her husband, Mark, and their two children, Gage and Kinsley. As a family, they cherish spending time together and especially enjoy outdoor adventures, family game nights and waterskiing.

### **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 syllabus.

### ***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 for keeping 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. Assignments may include both reading and written work. Students are expected to complete and submit all assignments by the designated due dates.
4. Students will be required to participate in online forums.
5. Students will exchange contact information with other members of their cohort 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. Course-specific prayer prompts and requests will be shared in the Global Café on Moodle to foster prayer, encouragement, and connection among students.
8. Students will be expected to meet with their coaches at least once 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 with 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, and
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 materials 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 may be considered in cases where a student must withdraw due to unforeseen circumstances that make continued participation not just difficult, but impossible.

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

The 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 valued aspects of the Prepared program. To preserve this model, new students are not admitted after the first course has begun. As a result, if fees were refunded to students who withdraw, there would be no opportunity to offset that loss.
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 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 be delivered through Moodle, a learning management system. Instructors will use Moodle to post course information, resources, assignments, and discussion prompts. Students will submit assignments through the platform for instructor feedback and evaluation.

Moodle will also serve as a space for students to share prayer requests with others in their cohort. These requests will remain private and accessible only to members of the cohort.

Students will receive training on how to navigate Moodle prior to the start of the program. Ongoing support is available through our IT administrator as needed.

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



1. For general **Prepared** program questions, contact Keri Early, Director of **Prepared**, or Ashley Haferman, Administrative Assistant, at [prepared@efca.org](mailto:prepared@efca.org).
2. For technical questions related to the use of Moodle, contact Kyle Manges, **Prepared's** IT administrator at [kyle.manges@efca.org](mailto:kyle.manges@efca.org)
3. For financial questions, contact Lorna Gilbert at [lorna.gilbert@efca.org](mailto:lorna.gilbert@efca.org).
4. For questions regarding individual situations or concerns, contact Keri Early at [keri.early@efca.org](mailto:keri.early@efca.org).