

## **How to Reach Us**

### **Temple School**



**1001 West Walnut**



**Independence, MO 64050-3562**

We are available by phone Monday through Friday  
8:00 a.m. — 5:00 p.m. Central Time

816/833-1000 or 800/825-2806

Home Study or Field School Orders—ext. 2332

or [izuber@CofChrist.org](mailto:izuber@CofChrist.org)

Field School Coordinator—ext. 2334 or [jnieft@CofChrist.org](mailto:jnieft@CofChrist.org)

Fax 816/521-3089

View Temple School information on the World Church web page at  
[www.CofChrist.org/temple school/curriculum/](http://www.CofChrist.org/temple%20school/curriculum/)

## **Temple School Vision Statement**

Temple School envisions people expressing their full potential using knowledge and action in God's world. Members and friends of the church are encouraged to pursue lifelong learning and development.

## **Temple School Mission Statement**

Temple School provides resources to assist adult learners in their quest for knowledge, leadership skills, spirituality, and personal development.

**T**emple School responds to field input through the Council of Twelve, the First Presidency, and various World Conference initiatives to determine the general direction of resource development. Temple School regularly produces and distributes a curriculum catalog and a home study brochure. Please refer to the most recent publication for current courses and prices. Catalogs can also be obtained on the Internet in Adobe Acrobat Reader format by e-mailing a request to Temple School.



### **Directed Study Courses**



Directed Studies (DS) are special courses, usually offered one time, by local or World Church jurisdictions and given Temple School credit. A student fee of \$10.00 is required for each student wishing to receive directed study credit. Classes

with those wishing to receive Temple School credit need to submit a class report, student enrollment forms, and the student fee at the time of course completion. Please contact Temple School for the appropriate materials.



## Home Study Courses

Many Temple School courses are available for individual study through home study. These correspondence courses are available to meet the needs of those who are unable to attend an organized class. Students enrolled in the home study program will have six months to complete their course.

An extension may be granted if the student is unable to complete the coursework during that time. When transferring to a home study from a field school course, the student needs to contact Temple School to be enrolled in the specific course at which time additional materials will be forwarded to the student. When changing from a home study to a field school, the student needs to contact Temple School to withdraw their name from the home study reviewer's file.

Temple School also provides some Internet courses. Students enroll in a home study course and are expected to complete the home study sheets. However, they meet with the instructor in a "virtual classroom" for group discussion. Check the Temple School home page for a schedule of classes.

Please refer to the current home study brochure or the curriculum catalog. Courses available for home study are marked (HS) in the curriculum catalog. Temple School encourages students to participate with others in structured classes as much as possible. Many courses are designed for group discussions and interactive experiences.

### **Course Books and Fees as of January 2002** **\$**

**Fees are subject to change. Please confirm when registering.**

|                                     |  |
|-------------------------------------|--|
| <b>Student course books</b>         | (home study or field school) \$ 15.00                    |
| <b>Instructor Guide</b>             | (course book and instructor sheets if available) \$ 7.50 |
| <b>Instructor Guide Sheets only</b> | \$ 2.50  |

Course books are intended for distribution only through established field schools and as home study opportunities for use in a learning experience that involves plans and arrangements beyond merely the selling of reading material. This means that course books are linked to classes; materials are provided as a tool to be used within the classroom context. All students are entitled to and expected to have their own materials as part of their fee for the total experience.

**Married couples or others wishing to “share” a book should be discouraged from doing so. The student fee is the same for every student and is not divisible by material or credit given.**

Library copies are available at a reduced rate (\$10.00) for congregational libraries or leadership reference copies but should not be used as student texts. Library copies are not refundable. Please do not sell texts as library copies; refer inquiries to Temple School.

Unused and unmarked texts of current editions may be returned for credit. Please indicate clearly what is being returned and to what church account it was invoiced. Returned material will be credited to the account, which will be reflected on statements sent by Fiscal Services for each jurisdiction or congregation.

## **Shipping and Postage**

Course books and video resources are usually sent via UPS with shipping charged to the stewardship commissioner or account supervisor for the ordering jurisdiction. Books may be sent via U. S. Postal Service

Express or Priority Mail with the additional charges applied to the invoice. Be sure to plan for shipping expenses (also return shipping) along with other class costs. Inquire about approximate fees when placing orders.

## Instructor Guidelines

The instructor is the key leader in the classroom environment. The instructor functions as a general group leader and presides over an effective learning experience. The instructor represents Temple School in granting credit to students under established standards and presents the course material to students in an appropriate manner. Instructors are approved by jurisdictional officials in conjunction with the

field school coordinator of Temple School.

**CL950 *Improving Adult Education* is recommended for all instructors.** Every potential instructor is asked to complete this course because it focuses on the Temple School philosophy of education and the challenges of the adult learner. **Temple School depends on local authorities to assign qualified instructors for Temple School classes.**



### Local Field School Coordinators



Field school coordinators organize classes within the Temple School guidelines. The coordinator relates with area leaders, administrators, bishops, priesthood training and education officers, and others as appropriate to operate field schools. The coordinator's tasks include arrangements and scheduling, instructor selection, certification and orientation, obtaining materials, coordination of specific learning events, reporting of results, and delivery of the student completion certificates.

The local field school coordinator is appointed by the jurisdictional or congregational administrative officer to plan, organize, promote, and supervise the operation of field schools. **Please contact Temple School regarding any changes in address or assignment of area field school coordinators.** They receive periodic mailings with new Temple School information.



## **How to Develop and Conduct a Field School**

### **Select the course or courses**

Course selection depends on the needs and objectives for the local area. Planning should project courses over an extended period of time so that students can plan ahead. Many areas have multi-year plans in operation, offering several courses at a time to provide options and wider attendance.

Factors to consider for selecting courses will include the needs of priesthood ordinands, continuing educational needs, exposure to new and revised courses, and the availability of qualified instructors. For a first-time priesthood call, the ordinand is encouraged to complete SS101 *An Introduction to Understanding Scripture*, PA100 *Introduction to Ministry*, and the office-centered course that corresponds to the individual's call. Some areas recommend the completion of an additional scripture, history, or theology course. The individual will need to check with the official in their area regarding these expectations.

Establish the date(s), time(s), and location(s) of the class(es) early so that classes can be advertised adequately. Temple School classes are designed for a ten-hour minimum class experience.

### **Make preparations**

Order books from Temple School at least four weeks in advance. **It is important for the students to read the text prior to class.** In some cases the books may be handled on a "print on demand" basis and inventory may be low. Please allow for these instances in planning.

Don't forget to secure instructor book(s). Most orders will include the course books requested, class report forms, student enrollment cards, and course completion cards (to be filled in locally and distributed at successful completion of the course).

Publicize and promote your class in many ways. The Temple School field school coordinator can provide helpful suggestions. Call 1-800/825-2806, ext. 2334.

## **At the First Class Session**

Have students fill out the two-part enrollment form (sample on page 10) using their full legal name and current address. All courses are open to anyone who is willing to make a personal investment. Local programs may sometimes target special groups, such as a quorum, but classes are normally not restricted. Full participation is encouraged.

Complete the class report form. Record attendance for each session (sample on pages 11-12).

### **Collect Student Fees**

Be prepared for any additional costs you may have: postage, building usage fees, refreshments, printing, and instructional material. Some jurisdictions are prepared to subsidize these fees; others are not.

Payments to Temple School should be made payable to the Presiding Bishopric.

## **During the Class Sessions**

Maintain attendance and participation for each session. Record on the class report form. Be mindful of any errors, ideas, confusing material, or useful

suggestions discovered during the class. Record these and submit them to Temple School Editorial Services Team.

## **After the Final Class Session**

Solicit and forward any helpful comments or evaluations from students and instructors. This will help plan for the future and will also assist the Temple School staff.

Locate and gather any unused materials.

Finalize the class report and double check student enrollment forms.

Distribute the completion cards to those who have successfully completed the course (sample on page 13).

One credit is given to each student who successfully completes a Temple School course. Credit may be awarded when at least 80 percent of the class sessions are attended, and make-up work for the missed sessions is submitted to the instructor. No additional fee for instructor credit will be charged.

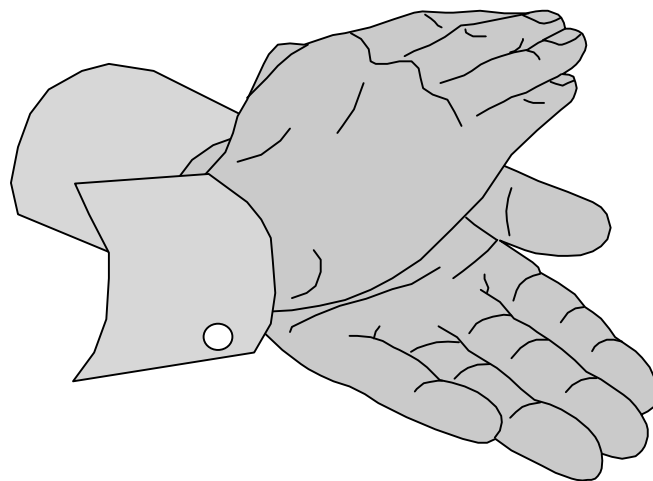
Submit an enrollment card for any instructor(s) wishing to receive credit and include the instructor's name(s) on the class report form.

Return forms, evaluations, payments, and unused materials to Temple School.

## **We Appreciate You!**

The staff of Temple School knows how vitally important volunteers are to the success of the educational and leadership programs of the church. We are most appreciative of the time and effort those who represent us make in these endeavors. We

wish to convey clearly that the standards and procedures we have established are intended to represent the quality of the work to which we are committed. We invite you to contact us with questions, comments, or concerns.





## Certificate Programs



**T**emple School offers several certificate programs to motivate learners. All certificates are available to and recommended for members and friends of the church. After successful completion of Temple School coursework, application is made for a certificate. The president of the church, the coordinator of Temple School, and others sign each 8½ x 11 certificate.

### Specialized Certificates

Aaronic Ministries Certificate

Abundant Living Certificate

Congregational Leadership Certificate

History Studies Certificate

Melchisedec Ministries Certificate

Peace and Justice Certificate

Personal Development Certificate

Scripture Study Certificate

Service Learning Certificate

Theology Certificate

### Guidelines

Any person may earn a certificate by making application and meeting the following criteria:

1. **Courses.** Students must complete twelve (12) Temple School courses. There must be twelve (12) **different** courses selected for the certificate. Only **one** (1) credit from courses with multiple credit may be used.
2. **Field School or Home Study format?** Although Temple School offers courses in a home study format, it strongly encourages the interactive experience of a class in a field school.
3. **Coursework Equivalency.** Up to two (2) credits will be granted for courses completed outside the Temple School program. These credits must be: a) relevant to ministry and approved by Temple School; b) completed within a formal setting of instruction (college, formal workshop, continuing education offerings); and c) based upon at least ten hours of classroom attendance for each hour of credit granted.

**Contact Jerry Niefert at Temple School if you have questions: 1-800/825-2806 or 833-1000, ext. 2334, e-mail [jniefert@CofChrist.org](mailto:jniefert@CofChrist.org) or fax 816/521-3089.**

Date \_\_\_\_\_

# Application for Certificate

NAME \_\_\_\_\_

(How do you want your name printed on the certificate?)

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE/ STATE \_\_\_\_\_ POSTAL CODE/ ZIP \_\_\_\_\_

UNITED STATES \_\_\_\_\_ UNITED KINGDOM \_\_\_\_\_ CANADA \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ REGISTER # (if known) \_\_\_\_\_

Please check the certificate this application is for:

- Aaronic Ministries (take 3 AM courses)
- Abundant Living (take 3 AL courses)
- Congregational Leadership (take 3 CL courses)
- History Studies (take 3 HI courses)
- Melchisedec Ministries (take 3 PA courses)
- Peace and Justice (take 3 PS courses)
- Personal Development (take any courses)
- Scripture Study (take 3 SS courses)
- Service Learning (take 2 SL courses)
- Theology (take 3 TE courses)

Indicate the number and name of the Temple School courses you are using to satisfy the certificate requirements. Please make sure that the coursework applies to the topic of the certificate.

Courses used to complete requirements for one certificate program may **NOT** be used for another certificate program.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
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7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**Mail this form** to Temple School, Rhonda Melling, 1001 W. Walnut, Independence, MO 64050 or fax to 816/521-3089.

# Sample Enrollment Form

**RECORD CARD** send original to Temple School; copy for jurisdiction/home study

Community of Christ Member \_\_\_ or Friend \_\_\_ (Please **PRINT** and use **REGISTERED** name)

NAME \_\_\_\_\_  
Last First Middle

BIRTHDATE \_\_\_\_\_ PHONE NUMBER ( ) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP CODE/PROVINCE/POSTAL CODE \_\_\_\_\_

E-MAIL ADDRESS, IF AVAILABLE \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ COURSE NAME \_\_\_\_\_

LOCATION OF CLASS \_\_\_\_\_ D

INSTRUCTOR \_\_\_\_\_

FIELD SCHOOL \_\_\_\_\_ HOME STUDY \_\_\_\_\_

**For Instructor  
ONLY**  
CREDIT GRANTED

YELLOW COPY = keep for jurisdiction

WHITE COPY = send to Temple School

# CLASS REPORT

## TO THE INSTRUCTOR

Please complete a **separate** class report for each class and **promptly** send it and the record cards to: Temple School, 1001 W. Walnut, Independence, MO 64050 or to your Field School Coordinator. Both this report and the record cards are essential for processing.

**PLEASE NOTE** — An incomplete class report will be returned, resulting in unnecessary delays. Please be sure all information is recorded.

## PLEASE PRINT

Person completing report \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Daytime phone number \_\_\_\_\_

E-mail address if available \_\_\_\_\_

## COURSE INFORMATION

Course Number \_\_\_\_\_ Course Name \_\_\_\_\_

Where was the course conducted? address or congregation name \_\_\_\_\_

Date started \_\_\_\_\_ Date ended \_\_\_\_\_ Date of report \_\_\_\_\_

## INSTRUCTOR INFORMATION

Names of all instructors involved with this class. If an instructor desires credit, be sure to complete a record card and enter their name on the student roster on the reverse.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Authorized Status**

If obtaining credit while teaching, **NO ADDITIONAL FEE** is required. Indicate name of person who gave approval to teach this course.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Enter student information on reverse side.**

# Student Roster

| PLEASE PRINT<br>(full legal name)<br>Names of all students attending any<br>part of class.<br><b>first</b> <b>middle</b> <b>last</b> | Member<br>or<br>Friend | Attendance               |                          |                          |                          |                          | <i>Instructor<br/>Use Only</i><br>Credit |                          |
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# Completion Card Procedure

Temple School is now sending course completion cards with class materials. It will be the responsibility of the instructor or person coordinating the class to complete and distribute the course cards to those students who successfully complete the class. Persons receiving credit for the class will still need to be listed on the class report that will be returned to Temple School with all extra, unused completion cards. These names will then be entered on the student transcript. Students should be reminded that this card is their proof of completing the class.

Please use care when filling in the information requested on the completion card. It is preferred that this be done with a typewriter or computer, but neat, legible handwriting or calligraphy is acceptable. Be sure to center the information on the card.

## Fill in the

**Name of student,  
title of the course completed,  
date**

|                                    |                            |
|------------------------------------|----------------------------|
| <h1>Certificate of Completion</h1> |                            |
| <h2>has completed</h2>             |                            |
| _____                              | _____                      |
| Date                               | Coordinator, Temple School |
| <i>Community of Christ</i>         |                            |

Thank you for your assistance in the processing of these cards. We hope this enables students to have a more timely acknowledgement of their educational experience. It also saves paperwork and administrative postage costs.