

# WAYMAKER INSTITUTE CATALOG



Waymaker Institute is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia.



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## ABOUT WAYMAKER INSTITUTE

### MISSION

Waymaker Institute exists to equip the next generation of high capacity and high character leaders to build up the local church. We accomplish this through three development pillars: Education—challenging the mind, Ministry Training—equipping the hands, and Spiritual Formation—transforming the heart.

### OBJECTIVES

Waymaker Institute commits to help students:

1. Discern and affirm their call to ministry in the local church
2. Understand and apply best practices to diverse ministry formats and environments
3. Apply leadership skills and best practices in their personal and professional lives
4. Interpret and apply Scripture and theology to ministry praxis
5. Grasp and apply Biblical truth to their personal lives to increase spiritual maturity



## CORE VALUES

### WE EXPECT TRANSFORMATION

We pray and plan for our students to experience a transformation of what they love, desire, and value. We believe life-change will happen because every environment is informed by God's Word, guided by God's Spirit, and shared with God's people.

### WE ARE FUTURE FOCUSED

We sense and help shape what's happening in culture and what God is doing in the world. We develop leaders who will lead a different culture and church than what we currently see.

### WE BEGIN WITH THE END IN MIND

We develop students who love Jesus more than they love ministry—who will go the distance and finish well. We equip them with the necessary tools to thrive in life, family, and ministry.

### WE ARE GIVEN MUCH TO GIVE AWAY

We are open-handed with our time, resources, and abilities. We remove obstacles and build bridges in order to leave the global church in a better condition than we found it.

### WE LEAD WITH HUMBLE CONFIDENCE

We understand everything we have comes from God and fight to steward it with excellence. We grow in ever-increasing awareness of ourselves and God to lead with neither fear nor pride, but from humility and boldness.



## ADMINISTRATION

### BOARD OF TRUSTEES

**Jon Dupin**

*President*

**Brett Clubb**

*Executive Director*

**Tricia Wojtas**

*Secretary, Treasurer*

**Luke Gentala**

*Board Member*

*Education Administrator*

**Stuart Gibbs**

*Board Member*

*Educator, Waymaker.Church Elder*

**Ashley Wallace**

*Board Member*

*Educator*

**Kevin Rawls**

*Board Member*

*Education Administrator, Waymaker.Church Elder*

**Joel Hesch**

*Board Member*

*Educator*

**Maria Rolf**

*Board Member*

*Educator*

### STAFF

**Brett Clubb, B.S., M.A.R.**

*Director*

**Tricia Wojtas, B.S.**

*Assistant to the Director*

**Tanner Petty, B.S., M.I.S.**

*Academic & Ministry Training Director*

### FACULTY

**Brett Clubb, B.S., M.A.R.**

*Professor of Church Ministries and Leadership*

**Tanner Petty, B.S., M.I.S.**

*Professor of Spiritual Formation and Cultural Engagement*

**Michael Boorman, B.A., M.A, ThM**

*Professor of Hermeneutics*

**Casey Clubb, B.A., M.A**

*Professor of Academics 101*

**Kenneth Dupin, B.A., M.A.,**

*Professor of Old Testament and New Testament*

## PROGRAM DESCRIPTION

Waymaker Institute is the development ministry of Waymaker.Church. Waymaker Institute is made up of three separate programs—the Certificate Program, Internship, and Residency—that develop the next generation of high character and high-capacity leaders. Each program relies on three pillars of development that shape the content and emphasis of each program:

- **Education**
  - Waymaker Institute uses classroom environments to educate students with foundational academic knowledge necessary to function and thrive in local church ministry. (Purpose 2, 4, 5)
- **Ministry Training**
  - Waymaker Institute students are placed in a ministry area at Waymaker.Church and given practical training that equips them with the skills and experience necessary to function and thrive in local church ministry. (Purpose 1, 3, 4)
- **Spiritual Formation**
  - Waymaker Institute students regularly gather to shape their character and aim their desires at a love for Jesus and His Church so they can function and thrive in local church ministry. (Purpose 1, 3, 5)

## CERTIFICATE IN CHURCH LEADERSHIP

Waymaker Institute’s Certificate in Church Leadership is an academic program for high school graduates to discern and affirm their calling. In the Certificate Program, students take 20 semester credit hours of undergraduate courses. Furthermore, Waymaker Institute students are integrated into a ministry area where they are exposed to the daily operations of a thriving and growing church, for which they receive 8 semester credit hours of ministry training. Upon successful completion of the Certificate Program students are awarded a certificate in Church Leadership.

### CERTIFICATE PROGRAM LEARNING OUTCOMES

Upon successful completion of the program students will be able to:

1. Articulate their unique calling as a follower of Jesus.
2. Describe the mission and function of the local church.
3. Apply academic knowledge to the life of the local church.
4. Understand the professional and personal requirements of ministry.
5. Explain the role of Scripture, theology, and doctrine in the life of the church.

### COURSE DESCRIPTION

The following courses make up the Waymaker Institute Certificate in Church Leadership:

### Fall Semester:

- **Old Testament Survey (OTS):** An introduction to the historical background, authorship, contents, and narrative flow of the Old Testament. (3 Credit Hours, PLO 2, 3, 5)
- **Spiritual Formation (SPFRM):** An overview and introduction to the classic spiritual disciplines aimed at teaching students how to practice and integrate spiritual disciplines into their personal lives. (3 Credit Hours, PLO 4, 5)
- **Church Ministries (CMIN):** An introduction to the operations and philosophy of a large and growing church. Emphasis is given to how the student can effectively function within the team and the philosophy behind various aspects of church ministry. (3 Credit Hours, PLO 1, 2, 3)
- **Academics 101 (A101):** An introduction to the fundamental skills required for academic success at Waymaker Institute. (1 Credit Hour, PLO 3, 4)
- **Ministry Training (MTRN):** Students will be integrated into a ministry area at Waymaker.Church and given one-on-one development and mentorship within the specific program area to give them concrete ministry skill and experience. (4 Credit Hours, PLO 1, 3, 5)

### Spring Semester:

- **New Testament Survey (NTS):** An introduction to the historical background, authorship, contents, and narrative flow of the New Testament. (3 Credit Hours, PLO 2, 3, 5)
- **Hermeneutics (HERM):** An introduction to the methods, process, and tools used in interpreting and applying the Bible. (3 Credit Hours, PLO 5)
- **Leadership (LEAD):** An introduction to the Biblical model of leadership, leadership roles, and leadership identity. (3 Credit Hours, PLO 1, 4)
- **Cultural Engagement (CE):** An introduction to theological thinking and engagement with contemporary cultural issues. (1 Credit Hour, PLO 2, 3, 5)
- **Ministry Training (MTRN):** Students will be integrated into a ministry area at Waymaker.Church and given one-on-one development and mentorship within the specific program area to give them concrete ministry skill and experience. (4 Credit Hours, PLO 1, 3, 5)

### CERTIFICATE PROGRAM GRADUATION REQUIREMENTS

Waymaker Institute's Certificate Program is made up of 28-credit hours. Students must complete all 28 credit hours with a 2.0 program GPA to successfully graduate. Upon successful completion of the program, students are awarded a certificate in Church Leadership that Waymaker Institute Partner Institutions accept for transfer credit under previously negotiated transfer agreements. These transfer agreements are unique to each Partner Institution, and each institution awards different amounts of course credit.

### INTERNSHIP PROGRAM

The Waymaker Institute Internship is a two-semester program for undergraduate students who seek to discover or refine a call to vocational ministry in a local church. Interns take academic courses at other institutions but receive hands-on ministry training at the



Waymaker.Church facility for six hours a week. Interns are integrated into a ministry area where they can develop practical skills in the daily operations of church ministry. Furthermore, Interns participate in the weekly Intern Gathering where they receive spiritual formation and mentorship.

#### INTERNSHIP PROGRAM LEARNING OUTCOMES

Upon successful completion of the Waymaker Institute Internship, students will be able to:

1. Articulate their call to ministry within the context of specific ministry departments.
2. Exercise greater leadership within the local church.
3. Utilize practical skills to enable day-to-day ministry operations within the local church.
4. Demonstrate increased personal spiritual maturity.

#### INTERNSHIP ENVIRONMENTS

##### **Ministry Training**

- Interns are integrated into a ministry department at Waymaker.Church and given specific tasks and environments they are responsible to accomplish and lead. (PLO 2, 3)
- Interns receive one-on-one coaching and development from their coach to help them grow in practical skills and spiritual maturity. (PLO 1, 4)

##### **Waymaker.Church Staff Development**

- Interns participate in some Waymaker.Church Staff gatherings, meetings, and development environments where they receive leadership training and spiritual formation. (PLO 2, 4)

##### **Intern Gathering**

- Interns participate in a weekly environment that provides opportunities for spiritual development and personal growth. This environment intentionally emphasizes teaching, prayer, worship, and the practice of spiritual gifts to shape and form student's character and hearts. (PLO 1, 4)

### RESIDENCY PROGRAM

The Waymaker Institute Residency is a two-year ministry training program for post-undergraduate students. Residents are hired as employees of Waymaker.Church for two years. Residents continue their education through graduate school or other environments while leading and directing ministry areas at Waymaker.Church. Furthermore, Residents participate in the weekly Resident Gathering where they receive spiritual formation and mentorship.

#### RESIDENCY PROGRAM LEARNING OUTCOMES

Upon successful completion of the Waymaker Institute Residency, students will be able to:



1. Display the personal, spiritual, and professional skills necessary to fulfill their unique call to ministry.
2. Demonstrate the ability to initiate and sustain spiritual growth and leadership development.
3. Exercise leadership over specific ministry departments within the local church.
4. Articulate and demonstrate the core components of a healthy church culture.

#### RESIDENCY ENVIRONMENTS

##### **Ministry Area**

- Residents are given ownership of a ministry area at Waymaker.Church to lead and oversee. (PLO 1, 3, 4)

##### **Waymaker.Church Staff Development**

- Residents participate in all Waymaker.Church Staff gatherings, meetings, and development environments where they receive leadership training and spiritual formation. (PLO 1, 2, 3, 4)

##### **Resident Gathering**

- Residents participate in a weekly environment that provides opportunities for spiritual development and personal growth. This environment intentionally emphasizes teaching, prayer, worship, and the practice of spiritual gifts to shape and form student's character and hearts. (PLO 1, 2, 3)

## **ADMISSION REQUIREMENTS**

#### CERTIFICATE PROGRAM

- 2.5 unweighted high school GPA
- Minimum 800 on the SAT
- Minimum 20 on the ACT

#### EXPERIENCE INTERNSHIP

- Proof of enrollment in an academic institution
- 2.0 GPA
- Applicants who are not enrolled at an academic institution will be considered for the internship on a case-by-case basis.

#### RESIDENCY

- Undergraduate transcripts
- Completion of the Waymaker.Church hiring process



- Applicants who have not completed their undergraduate degree will be considered for the Residency on a case-by-case basis. Non-degree seeking/holding applicants are expected to create a continuing education plan with the Academic Director

## STUDENT POLICIES

### STUDENT RIGHTS AND RESPONSIBILITIES

Waymaker Institute exists to help students affirm and discern a call to vocational ministry in the local church. This can only occur in a healthy and Spirit-filled environment that seeks to enable and equip students to thrive as ministers and leaders. Thus, students in all Waymaker Institute programs have the following rights and responsibilities.

#### STUDENT RIGHTS

The primary right of students at Waymaker Institute is to pursue their calling so long as they maintain the spiritual, ethical, and academic eligibility to remain a member of the Waymaker Institute community.

- Students have a right to a healthy and respectful environment free of harassment, discrimination, or other unethical or unlawful conduct.
- Students have a right to clear and unbiased instruction, program expectations, and evaluation.
- Students have a right to file complaints to the Waymaker Institute Staff when they feel these rights have been infringed or ignored.

#### STUDENT RESPONSIBILITIES

The primary responsibility of students at Waymaker Institute is to uphold the spiritual, ethical, and academic standards of the Waymaker Institute community.

- Students are responsible to create a culture of Spirit-filled love, respect, and honor at Waymaker Institute.
- Students are responsible to complete the requirements of the Waymaker Institute program they are enrolled in.
- Students are responsible to understand and comply with the policies and procedures of Waymaker Institute.

### NON-DISCRIMINATION

Waymaker Institute does not engage in unlawful discrimination or harassment because of race, color, ancestry, religion, age, sex, national origin, pregnancy or childbirth, disability or military veteran status in its educational programs and activities. Waymaker Institute maintains its Christian mission and reserves its right to discriminate on the basis of religion to the extent that applicable law respects its right to act in furtherance of its religious objective.



## STUDENT CONDUCT

Students at Waymaker Institute are responsible to know and abide by the information and policies contained within their program handbook (*WI\_09 Student Handbook*) and all other documents provided to them by Waymaker Institute and Waymaker.Church. Students are expected to affirm and uphold the Waymaker Institute Honor Code:

*We do not lie, cheat, or steal, nor tolerate those among us who do.*

## CERTIFICATE PROGRAM POLICIES

### FINANCIAL AID

Waymaker Institute is non-accredited and not a Title IV educational institution, and as such **does not** offer federal financial student aid. Attendance at Waymaker Institute **does not** render a student eligible to have pre-existing student loans placed in deferment. Furthermore, Waymaker Institute **does not** offer or accept other private financial aid such as scholarships, grants, etc.

### TUITION AND FEES

Total tuition for the Waymaker Institute Certificate Program is \$3000 per year. Of that \$3000, \$450 is a non-refundable textbook fee.

### WITHDRAWAL

Students may withdraw from the Certificate Program at any time. Students may withdraw for the following reasons:

- **Medical Withdrawal:** Should the student encounter medical issues that render them unable to complete the program, they may withdraw from the Certificate Program. A transcript will be generated that shows the student's academic progress up to their withdrawal, and the transcript will indicate the student withdrew for medical reasons.
- **Academic Withdrawal:** Students who fail to maintain the minimum 2.0 GPA required for program completion may face academic withdrawal. Academic withdrawal indicates that the student is mathematically incapable of achieving the 2.0 program GPA required for successful completion of the Certificate Program. Decisions for academic withdrawal are made by the Director of the Institute in conjunction with the Waymaker Institute President. Students who are academically withdrawn will receive a Waymaker Institute transcript that shows the student's academic progress up to their withdrawal, and the transcript will indicate they were academically withdrawn.
- **Disciplinary Withdrawal:** Students who violate the Honor Code or other disciplinary provisions in their program handbook, or who engage in unprofessional, unethical, or dangerous behavior may be recommended by the Director of the Institute and Waymaker Institute Board of Directors for disciplinary withdrawal. Students removed from the Certificate Program for disciplinary reasons will receive a Waymaker Institute



transcript that shows the student's academic progress up to their withdrawal, and the transcript will indicate they were subject to disciplinary withdrawal.

- **Other Withdrawal:** Students who choose to withdraw from the Certificate Program for other personal reasons will receive a Waymaker Institute transcript that shows the student's academic progress up to their withdrawal, and the transcript will not specify the reason for the student's withdrawal.

## REFUND POLICY

Students who withdraw from the Certificate Program 14 calendar days before the start of the Waymaker Institute academic year will receive a full refund of tuition costs. Students who withdraw for medical reasons will receive a tuition refund decided on a case-by-case basis by the Waymaker Institute President and the Director of Waymaker Institute. Students who are withdrawn for academic or disciplinary reasons will not receive a refund of tuition costs. Students who withdraw for other reasons and complete the official withdrawal procedure will receive a refund of tuition for the academic year minus the non-refundable cost of textbooks and other course materials as follows:

- 100% of tuition for the academic year will be credited if a student withdraws during the first week of the first semester.
- 75% of tuition for the academic year will be credited if a student withdraws before the ninth week of the first semester.
- 50% of tuition for the academic year will be credited if a student withdraws before the end of the first semester.
- 25% of tuition for the academic year will be credited if a student withdraws during the first through the ninth week of the second semester.
- No tuition will be credited after the ninth week of the second semester.

## TRANSFER

Waymaker Institute maintains transfer partnerships with Liberty and Cairn University. Students who complete the Certificate Program receive a certificate in Church Leadership and may apply to Transfer Institutions and receive course credit for the Certificate Program based on each Transfer Institution's evaluation of the Certificate Program. Students are responsible for applying to Transfer Institutions and providing Transfer Institutions with any required admissions documentation.