



Victory Apostolic Ministries

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VBCI Teacher's Orientation and Guide

Our purpose is to:

1. Plant church-planting organizations in as many nations of Asia as possible.
2. Raise up apostolic teams with a key apostolic leader in each nation.
3. Release developed five fold ministry giftings into Holy Spirit directed service to these nations.
4. Work together as nations united, with a common purpose to reach this world with the gospel of Jesus Christ.

Dear associate,

You have come to us by a great sacrifice of your personal time and resources. When the Apostle Paul was planning to go to Rome, he sent a letter ahead: *"That I may impart unto you some spiritual gift, to the end ye may be established."* (Romans 1:11)

We need your gift, and we will do all we can to help you deliver what you bring to the ministry here.

- ✓ Our goal is to make ministers. Imparting the gift of God in us to others, does this. You have been invited to teach because of your successes in life and ministry.
- ✓ Please pray in tongues often, rely on the Holy Spirit's anointing and be bold while teaching and ministering to students. Lay hands on them; covet to prophesy over them.
- ✓ Be an effective example; demanding a high standard of punctuality and diligence from the students. Do not tolerate tardiness or laziness. As an instructor at VBCI, you have agreed to being on time for every class.
- ✓ We have a very high expectation of students, a high level of trust in them and a serious responsibility to teach and train them. Don't hesitate to deal with issues of character in an open and honest way. Call sins by their proper names and encourage nothing short of God's standard of holiness.
- ✓ We aim to have every student become a teacher; therefore we want to make available to them an instructor's version of our courses, reference material, and exams. Many of these students will establish

Bible colleges in their own countries and translate our courses into their own languages. In preparing courses, please offer a long hand version, considering ease of translation in your use of language and illustration. It is important that course material is complete and includes reference and any other support material you may have relied on.

- ✓ At VBCI Thailand, Students train under two categories:
 1. Those who God is leading to work in the vision of Victory Apostolic Ministries. These will receive an impartation of our vision and we will work toward them becoming sons and daughters in this ministry.
 2. Those who have been sent by other ministries for training. These will be trained for loyalty and ministry under their present leadership.

- ✓ In agreeing to teach, every instructor becomes a representative of Victory Asia and has joined in the purposes of this ministry vision. Please be at liberty to teach and minister as the Holy Spirit leads. Any serious academic or personal problems among students should be referred to the college director.

- ✓ We are committed to mentor our students into new understanding, practical ministry and real life.
 1. Pray for them and believe for a word from God to share with them.
 2. Watch for opportunities when students are most receptive because of circumstances, needs, special anointing, etc.
 3. Make yourself available, keeping our purpose in mind, we are building people and everything else is secondary.

- ✓ In personal appearance there are two considerations:
 1. As expatriates, we must be knowledgeable of Asian standards.
The following are offensive to Asian students and particularly to Thai leaders: short pants, sleeveless shirts or dresses, T-shirts, jeans. However these can be worn in a casual setting if they are neat.
 2. As instructors, we must maintain a high standard.
In Asian culture, you are more than an instructor, you are a “master”, one in whom the students wish to see an example of their own future. Our conduct and appearance are very important to both the students and the college. As people who are prone to making cultural slips, our guidelines can be drawn from the codes the students will adhere to themselves. Please dress and act in a manner befitting your position and the people you are mentoring. But, Thailand is hot, so come as you are and change before class, slip on a jacket, keep a pair of pants hanging in the office. The classroom is air-conditioned so you can dress up comfortably. Men, please wear socks and either a tie or a buttoned collar, safari suit etc. Shoes are removed at the door.

- ✓ General Cultural Taboos. (These things can change considerably with people of different exposures and people groups.)
 1. Communication
Communication is more from the heart and less from the mind. Facts are of less concern than feelings and relationships. From a western viewpoint: communication here is less logical and more emotional, and therefore appears less truthful.
It is crude to show dissatisfaction by making faces or gestures.
To raise your voice in anger is to become inferior.
You must accept and identify with to effectively communicate.
It is common to be asked questions which may be taboo in your culture. It is important to know a new friend’s age because personal pronouns depend on who is older.
 2. Physical Contact
Never touch people, especially on the head. But the laying on of hands is an understood and accepted Christian practice in public ministry.

Hugs and other physical contact between the sexes are out.

Holding hands with someone of the same sex is fine.

Handshakes, although awkward, are regarded as an acceptable greeting with foreigners. It's better to learn how to Wai. The Wai is used when greeting or departing an acquaintance. It is performed by putting your hands together in prayer position with your fingertips at about nose level. As a general rule you can wai people who are your equals or superiors. Normally you do not wai strangers and do not wai clerks and servers even when they wai you. It is not necessary to wai children if you are much older.

Most hill tribes greet using a western handshake.

3. Behavior

Asia loves gracefulness. Move slowly and quietly.

Never point the soles of your feet toward another person, keep them on the floor and don't use them in gesturing.

Never step over someone's legs. Therefore never sit with your legs across a doorway; you will have everyone locked in the room. (They will not ask you to move.)

To walk between two people talking, bow down and say, "Excuse me."

The depth of bows and the height of a wai depend on social relationship (status) between any two people.

4. Titles:

Have students address you by a courtesy title such as "Pastor" or "Ajahn", (Thai for teacher, professor, pastor, mentor).

It is also proper to address other leaders with such a title when in public.

As a courtesy, teachers should ask how to address students of other cultures properly.

- ✓ Please familiarize yourself with the Student Orientation Handbook, as it contains VBCI's expectations of the students.

A high standard of certification is achieved by maintaining a high standard in teaching.

Schedules

Daily Schedule, Tuesday to Saturday

Am	5:30 -	6:00	Wake up
	6:00		Roll call and exercise
	6:30 -	8:00	Personal Prayer, Preparation & breakfast
	8:00 -	8:50	Chapel
	9:00 -	12:00	Instructors roll call, Class/Lab sessions
Pm	12:10		Lunch
	1:00 -	5:00	Class/Practical Ministry/Study/ESL
	5:00		Dinner
	6:00 -	10:00	Ministry/Study Time, Students go back to Lighthouse
	10:00	-5:30 am	Lights/Sound Out

Weekend Ministry Schedule:

Some weekend ministry trips may depart directly after lunch on Friday or Saturday. Students are expected to take unfinished homework with them to work on in spare moments. We will try to have all teams back at the college by Sunday evening.

Schedule Notes:

- Prayer: We are asking students to pray with a Bible, notebook and pen, teachers can use this in any way it might pertain to your course.
 - Breakfast is continental, help yourself in the dining room. If you would like something you can't find, ask Terry
 - Chapel: Students take turns leading and preaching. Special guests and staff will also be invited to minister.
 - Classes: Please be ahead of time and ready to go. Rest breaks are not timed but are given at each teacher's discretion.
 - Lunch: there is usually a bell, however try to end around 11:55.
 - Study time/ESL: these sessions are flexible and will be arranged according to present needs. Native English speaking students will assist in teaching ESL students and in understanding and producing homework assignments.
 - Practical ministry: this is part of the daily schedule as well as the curriculum; the normal rules of punctuality and participation apply.
 - Free Time & Helps Assignments: consists of regular chores assigned to students and listed by the custodian and office staff, as well as special helps assignments assigned by the college staff.
 - Dinner: be there if you want some.
- ✓ Lights out: this doesn't mean bedtime; it's just a courtesy to students who need rest.

Special Events and courses 2004-2005

See posted schedules

Guidelines for Course Instructors

Class Comfort zone

- ☞ Teachers need to create a classroom atmosphere that is open and in which questions may be asked. We must be transparent with our students. If we don't know the answer then we need to admit it and commit to find the correct answer. Teachers need to form a rapport with students. This is not always easy when we see them once a week for a few hours. Getting to know students is essential. The use of humor can be an effective tool in building rapport. Having students begin with an activity or some form of group interaction can help to create a comfort zone for learning.

Teaching methods

- ☞ Variation in teaching methods improves student motivation, helps to regain attention during a lesson and enables us to meet the needs of students with different learning styles.
- ☞ Possible Teaching Methods:
1. Questioning strategies- 5W's, what if? examples?
 2. Audio visual- video, audio tapes, Data Projector
 3. Role-play & Drama
 4. Writing Activities, Responses
 5. Small group discussion
 6. Pretests; general knowledge quizzes
 7. Open Forums; debates
 8. Discussion
 9. Lecture/ Presentation
 10. Visual Aids- whiteboard, photographs
 11. Student seminars and presentations

Student Evaluation

↳ Methods

1. Homework assignments
2. Quizzes
3. Major Assignment; Project
4. Seminars; Presentations
5. Exams

↳ Weighting

- ✓ Assignments and other evaluation should be given the appropriate weight based on the amount of time necessary to complete them, the amount of class material being evaluated, the importance to the main goals of the course, the complexity of thought required and the relative importance to other assignments.
- ✓ Midterm and final exams should be weighted between 20% and 30% each. Major assignments should be weighted between 20% and 40%.

↳ Major Assignments

- ✓ Should not exceed 1000 words because of the difficulty for second language students.
- ✓ Every course should have a major assignment of some sort.
- ✓ Major assignments can include essays, reports, proposals, seminars, presentations, dramatic performances, & practical projects.

↳ Exams

- ✓ Should have a variety of different types of questions (i.e. matching, multiple choice, fill in the blank/ labeling, short answer/ open ended questions, essay questions).
- ✓ Should reflect the major goals of the course and test knowledge from all the topics that were taught in the course.
- ✓ Should take the average student between 1- 1 1/2 hours to complete.
- ✓ Should be comprised of approximately 60-80 marks.

Teacher Expectations

↳ Instructor Participation

- ✓ Instructors are expected to attend chapel on the days that they teach. Chapel begins at 8:00 am.
- ✓ Instructors may be invited to speak in chapel.

↳ Course outlines

A course outline including an overview and schedule of the topics that will be covered and a breakdown of the evaluation and the weight of each assignment should be given to the students and the academic director at the beginning of the course.

↳ Dress Code

Long pants, a shirt and tie for men; dress, skirt or long pants and blouse for ladies. Ladies dress or blouse should have sleeves.

↳ Preparation

- Instructors should be prepared for class and, if possible, have handout notes or an outline for students.
- Grades
- Assignments should be graded promptly and returned to students so that they can keep track of their progress.
- Grades should be recorded on the grading sheet when assignments are marked.

- Final grades should be totaled by the instructor and the percentage and letter grade recorded as soon as all assignments are in. All grades must be turned in to the office **within two weeks** of the last class of the semester.

☞ Attendance

- Please notify the academic director if you know that you are going to be absent on a teaching day.
- Arrangements to have classes covered should be made if possible.
- Students are allowed a maximum of 2 absences in a semester. 3 or more absences mean a loss of credits unless special arrangements have been made. If a student has more than 3 absences in your class please report it to the academic director. Students should arrange to notify you if they are going to be absent.
- The teacher should obtain, maintain and submit an attendance record sheet for the class.

☞ Punctuality

- Teachers should arrive and be ready for class on time. We cannot expect our students to be punctual if we are not.
- Substitute Teachers
- Instructors should try to arrange their own substitute if you are going to be absent.

☞ Preparation

- A class syllabus including an outline overview of the course should be given to students at the beginning of the course. The overview should cover course expectations, evaluation and assignments.
- Teachers should prepare outlines or handouts of class notes for every class.
- A course overview, the major course project and photocopies of background or preparation reading selections should be sent to VBCI Thailand a minimum of three weeks in advance of the beginning of the course.

☞ Equipment & Materials

- A whiteboard and accessories. Extra markers are kept in the office.
- TV and VCR for video or power point presenting.
- Overhead projector is available from the top floor sanctuary.
- Our office staff is available to help prepare teaching and exam materials, answer questions, facilitate photo copying and purchasing teaching aids etc... According to office hours and staff workload. Please submit requests well in advance

☞ Teaching Schedule

- The instructor's day begins with Chapel at 8:00 am.
- Class runs from 9:00 am- 12:00 noon approximately.
- Students usually get a 10-15 min. break somewhere near the middle of the class. The timing of this is up to the instructor. Two shorter breaks are also an option.
- Guest instructors will teach in this format from Tuesday through Saturday for one or two weeks, depending on the course length.
- Instructors are invited and encouraged to eat lunch with the students.

☞ Homework Assignments

- Class homework assignments should require between 1/2-1 hour to complete.
- Homework should review ideas discussed in class or prepare students for the next class.
- Homework assignments can be evaluated for class credit.

☞ Exam

- Minimum 1 hour; 60 marks.

- The exam should be made up of both objective (i.e. Multiple choice questions, etc.) and subjective (i.e. Essay & short answer questions, etc...) types of evaluation.
- The exam should cover the range of material and ideas dealt with in the course.
- The needs of Second language students should be considered when writing and marking the exam. The language used should be simplified as much as is appropriate but the content expectations should not be lowered.

➤ Essay or Course Project

- An essay or major course assignment should be given to promote individual investigation and to assess understanding at a deeper level.
- The essay or assignment should take approximately 6-10 hours to complete. Research necessary for completing the assignment should be mostly based on the Bible as we have only a limited selection of reference books in our library.
- Because many of our students are working in their second language, we have set a limit of 1000 words for essays or assignments.

➤ Final Marks

- Final marks should be made up of evaluation of homework assignments, the exam and the major assignment. The presenter should weight each of these appropriately.
- The final marks for all of the students should be sent to VBCI within one month of the end of the course.