

-----Help Train -----

Thousands of Pastors around the Globe



to reach the world for
Christ in this generation

LOUISIANA BAPTIST UNIVERSITY

INSTEP

INTERNATIONAL
STUDENT TRAINING
EDUCATIONAL PROGRAM

6301 Westport Avenue, Shreveport, LA 71129

www.lbu.edu

318-686-2360

**“And the things thou hast heard of me among many witnesses...
commit thou to faithful men,
who shall be able to teach others also.”**

INSTEP

Assisting...

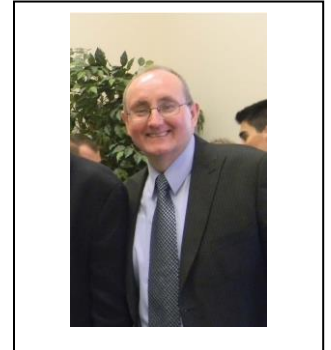
Equipping...

And

Training

Men and women to impact their world for Christ!

**A Message from Dr. Mark Crook
INSTEP Director**



Dear Missionary,

Thank you for your interest in our INSTEP program. This booklet is designed to hopefully answer most of your questions about how INSTEP works.

Through INSTEP Louisiana Baptist University partners with our missionaries to both start new schools and equip existing schools around the world. Our purpose is to assist missionaries in providing a low cost quality way to train nationals.

Louisiana Baptist University is fully committed to training and sending American missionaries around the world. However, we realize that is not enough. If we are going to have a worldwide impact we must also do a better job of training nationals. We are able to do this by providing curriculum, textbooks, and other educational supplies at virtually no cost to the missionary. When the student has completed their work LBU will also provide them a diploma.

Carefully read all the information in this book then if you have any specific questions, please don't hesitate to contact me personally.

Sincerely,

A handwritten signature in cursive script that reads "Mark A. Crook". The ink is dark and the signature is fluid.

**Dr. Mark Crook
Associate Vice President / INSTEP Director**

INTERNATIONAL STUDENT TRAINING & EDUCATIONAL PROGRAM – INSTEP

The birth of INSTEP came from the desire of Dr. Neal Weaver and Dr. Roy Wallace to help missionaries in third world countries train national students. Through the INSTEP program Louisiana Baptist University partners with missionaries around the world who are establishing or have established Bible Institutes. Our purpose is to serve missionaries by providing low cost, quality education for the training of nationals for church planting and world evangelism. LBU is able to accomplish this by providing curriculum, textbooks and other educational supplies with the primary goal of assisting the missionary in training the national. Studies show that the biggest return on mission dollars in world evangelism is through educating and training nationals in their own country.

INSTEP is a college level program. INSTEP is not appropriate for those wanting only limited or random instruction. It is important that every school entering into the INSTEP program is committed to a quality program. INSTEP is a unique opportunity to offer quality education to national pastors and laypeople that would not otherwise have that opportunity. Weakness on the part of one institution affects the integrity of the entire INSTEP program, the integrity of LBU and the integrity of all participating schools.

At LBU we are willing to make the investment in the students, and we are committed to providing this program **tuition free**. Students only pay a \$25 enrollment fee and a \$25 graduation fee. However, education never comes without a cost and the cost to the university will be considerable. Therefore, the missionary will be expected to promote the INSTEP program. In this way we can partner together to build a healthy mission program that could have a great impact worldwide.

Interested schools must first request an Institution Partnership packet. This packet contains an application and other forms pertinent to partnership involvement. A partnership with INSTEP requires that each institution submit a doctrinal statement, philosophy statement, and a description of the facilities and staff available for the institution. You will not be considered a partnership institution with INSTEP until **ALL** requested information has been sent in and approved. Once the partnership has been approved someone from INSTEP will work closely with the Bible institute to see that everything possible is done to make sure the institute is a success. It is our goal to have someone from INSTEP visit the institute within a reasonable time frame.

HOW THE PROGRAM WORKS

INSTEP is making available to the partnering institute the following degrees:

- A. Associate of Arts degree in Biblical Studies – Sixty-four (64) semester hours. The missionary/institute would design and teach thirty-four (34) semester hours of their own material, making certain that at least fifteen (15) hours of the core curriculum are taught. The Associates degree could be earned in approximately two years. The Associates degree is basically for newly established institutes and/or nationals with no prior credit. At the completion of the first thirty-four (34) semester hours the student could be enrolled into the INSTEP program and complete the remaining thirty(30) semester hours using courses provided by LBU. (See recommended Associates curriculum in back of manual).
- B. Graduate of Theology degree in Biblical Studies – Ninety-eight (98) semester hours. The missionary/institute would design and teach sixty-eight (68) semester hours of their own materials, making certain that all twenty-four (24) hours of the core curriculum has been completed by the student. At the completion of the sixty-eight (68) semester hours the student could be enrolled into the INSTEP program and complete the remaining thirty (30) semester hours using courses provided by LBU. The Graduate of Theology degree could be earned in approximately three years.
- C. Bachelor of Arts degree in Biblical Studies – 128 semester hours. The missionary/institute would design and teach ninety-eight (98) semester hours of their own materials, making certain that all twenty-four (24) hours of the core curriculum has been completed by the student. At the completion of the ninety-eight (98) semester hours the student could be enrolled into the INSTEP program and complete the remaining thirty (30) semester hours using courses provided by LBU. Older more established institutes could skip the Associates program and go directly into the Bachelors degree.
- D. Master of Arts degree in Biblical Studies – Thirty-six (36) semester hours. The Master of Arts degree consists of six hours of life credit, eight courses, and a thesis. While the courses can be taught by the missionary/institute they must be provided by LBU. The thesis topic must first be approved by the missionary. The thesis must be 75 typewritten pages, and submitted to the missionary in hardbound form. Life credit denotes credit given for work and/or life experiences. Therefore, a detailed résumé must be submitted with the student enrollment form.

CORE CURRICULUM REQUIREMENTS

The core curriculum consists of:

Language (English, Spanish, etc.) – Six hours

History (could be Baptist History, Church History, History of Country) – Six hours

Math – Three hours

Science (could be Creation Science) – Six hours

Social Studies (could be Bible Atlas) – Three hours

All schools using either English or Spanish curriculum would be required to teach at least 10 LBU courses. Those using other languages would be issued LBU courses that could be translated into the appropriate language. While INSTEP realizes that exact translations may not be possible, the LBU courses should be used as a model. The translated courses should cover the same amount of instruction and have the same requirements as the LBU courses.

Once the institution has been approved for partnership with INSTEP, LBU will furnish 30 hours of downloadable course work and textbooks. This will allow the missionary to print off as many or as few courses as needed and also eliminates high postage costs and inefficient mail systems.

FINANCIAL INFORMATION AND FEES

INSTITUTION INSTEP PARTNERSHIP ANNUAL MEMBERSHIP FEE

\$150.00 - The membership fee is due at time of application and January 1st each year after following.

ASSOCIATE OF ARTS, GRADUATE OF THEOLOGY, BACHELOR OF ARTS

Although LBU is underwriting the tuition, the following fees will be charged:

Enrollment Fee - \$25.00

Graduation Fee - \$25.00

Federal Express Postage - \$125.00*

MASTER OF ARTS

Enrollment Fee - \$25.00

Graduate Tuition - \$50.00

Federal Express Postage - \$125.00*

*This fee is for shipment of diplomas and should be the responsibility of the missionary

MISSIONARY OBLIGATION

Step one: Realizing that while LBU is not charging the students tuition, the cost to the university is considerable. Therefore, it is expected that the missionary will actively market the INSTEP program through all channels or communications which his ministry currently has available (or may develop in the future) in promotions, public relations, advertisements, newsletters, and to supporting churches especially his own sending church. If the missionary/institute has a website, we suggest adding a link to the LBU website. While we do not expect the missionary to solicit funds for LBU this exposure will allow LBU to raise funds to underwrite the INSTEP program.

Step two: The missionary is responsible to file the original application along with the required information. (See below for list of items needed for enrollment.) The application should not be filed until the institute has finalized its plans and is within a 12 month time frame of enrolling its first INSTEP students. All requested information must be **typed**. Each institution should retain a copy for their records; send all originals to INSTEP.

Step three: Train the national. The missionary would be responsible for the training of the first thirty-four (34) semester hours for an Associate or ninety-eight (98) semester hours for a Bachelors degree in the institute, making sure that the “core curriculum” has been taught in the first ninety-eight (98) semester hours.

Step four: The missionary is responsible to oversee the recruitment of each student into the INSTEP program. After the recruitment period, the missionary will send enrollment forms, transcripts, photographs, and required fees for each recruited student to INSTEP along with the appropriate fees. NOTE: The student is not considered officially enrolled in the INSTEP program until all documents are received, evaluated, and approved by INSTEP personnel. The student must be enrolled for two semesters prior to graduation.

The missionary has two options wherein to teach the remaining thirty (30) semester hours through LBU.

1. The missionary will teach courses from LBU in a classroom setting at their location.
2. The missionary can translate the syllabi of LBU (when English or Spanish is not understood) and have the national complete the work in an external setting (under the supervision of the missionary) or in a classroom. If textbooks are not available the missionary may choose an appropriate textbook and develop courses similar in scope and sequence to the LBU course.

Step five: The missionary must see that all classes are properly taught and that proper records are kept. The missionary must send in grade sheets at the end of each semester so that they can be recorded by the university.

Step six: A graduation date must be submitted at the beginning of each school year. A list of graduates must be received by the university at least two weeks before graduation to allow time to print and mail the diplomas.

ITEMS NEEDED FOR EVALUATION OF INSTITUTIONAL PARTNERSHIP WITH INSTEP

1. History of School
2. Mission Statement
3. Photograph of the facility
4. Names of staff members
5. List of courses and course descriptions to be taught at Institute
6. Signed contract
7. Calendar of the three semesters that will be taught at institute with beginning and ending date of each semester
8. Graduation date
9. Annual Membership Fee of \$150.00 must be paid at time of school Application.

ITEMS NEEDED FOR STUDENT ENROLLMENT

- 1. Signed application for each student**
- 2. Photograph of each student**
- 3. Transcript(s) on each student**

INSTEP OBLIGATION

- Step one:** Upon receiving the application for partnership and accompanying pertinent information, INSTEP staff will review all the information and inform the missionary that the institute is approved or if additional information is needed. While it is the desire to assist any existing school or to work with the missionary in training nationals, it is vitally important that all details be followed to insure the integrity of the entire INSTEP program. The reputation of LBU and all INSTEP schools is on the line. Failure to insure quality could cause the entire program to fail. INSTEP will regularly be in contact with the INSTEP school by phone, e-mail, and an occasional personal visit. The personal visits will serve to better assist the missionary and to encourage the student body.
- Step two:** Once the Bible institute has been approved INSTEP will send the appropriate courses and student enrollment forms.
- Step three:** Upon receiving the application for student enrollment, INSTEP will evaluate each potential student making certain that all requirements and core curriculum have been met. A student folder will be established and maintained listing student grades as they are received.
- Step four:** Upon completion of the degree program and all fees paid, INSTEP will issue diplomas and transcripts to all graduating students.

STUDENT OBLIGATION

Each student will be responsible for completing an application provided by LBU and giving the application to the missionary. A photograph of the student must be submitted with the application. It will be the responsibility of the student to pay the enrollment fee when he/she enrolls and the graduation fee when he/she completes the program. It will also be the responsibility of the student to do all work assigned by the missionary (workbooks, reports, test, etc.). All students must be enrolled for two semesters before graduation.

**AN AGREEMENT BETWEEN
LOUISIANA BAPTIST UNIVERSITY
and**

FOR INSTITUTION PARTNERSHIP IN THE INSTEP PROGRAM

1. Louisiana Baptist University (hereinafter to be referred to as LBU) agrees to provide certain courses in the area of Bible and Theology.
2. _____ (hereinafter to be referred to as the Institution) agrees to the Doctrinal Statement as set forth in the current catalog of LBU.
3. THE INSTITUTION understands and agrees to pay the \$150.00 annual INSTEP Partnership Fee at the beginning of each year.
4. ALL MATERIALS MUST BE TYPED AND SUBMITTED TO LBU IN ENGLISH.
5. It will be the responsibility of THE INSTITUTION to provide to LBU a transcript of at least 98 credit hours (in English) along with an application of each student to be enrolled in the INSTEP program. A photograph of the student MUST accompany the student's application.
6. It will be the responsibility of THE INSTITUTION to provide instruction, supervision, testing, and grading for the students in the INSTEP program. The missionary could teach the last thirty (30) semester hours using courses provided by LBU. Those using other languages would be issued LBU courses that could be translated into the appropriate languages. Grades must be sent to LBU at the end of each semester.
7. LBU operates on a calendar of three semesters of 15 weeks each (Spring, Summer, Fall). THE INSTITUTION must provide a copy of their calendar to LBU. It is the responsibility of the INSTITUTION to provide grades at the close of each semester to LBU. This will be according to THE INSTITUTION calendar.
8. There shall be one primary missionary who will be the contact person for each school.

**THIS CONTRACT ONLY BECOMES OFFICIAL WHEN SIGNED BY BOTH
MISSIONARY AND OFFICIAL FROM LOUISIANA BAPTIST UNIVERSITY.**

Missionary

LBU Official

SAMPLE RECOMMENDATION SCHEDULE FOR NEW INSTITUTES

Institute's Recommended 34 hours		LBU'S 30 hours	
ORIENTATION	HOURS	BIBLE COURSES	HOURS
Orientation.....	1	Bible 202 The Four Gospels.....	3
	1	Bible 205 Life of Christ I.....	3
BIBLE COURSES		Bible 206 Life of Christ II.....	3
Bible 101 Old Testament Survey.....	3	Bible 210 Anthropology/Hamartiology.....	3
Bible 102 New Testament Survey.....	3	Bible 304 Acts of the Apostles.....	3
Bible 104 Personal Evangelism.....	3	Bible 307 Pauline Epistles.....	3
Bible 105 Methods of Bible Study.....	3	Bible 400 Introduction to Revelation.....	3
	12	Bible 110 Theology/Bibliology.....	3
ENGLISH COURSES (Could substitute another lang.)		Bible 308 General Epistles.....	3
English 101 English Composition I.....	3		27
English 102 English Composition II.....	3	SCIENCE	
	6	Science 311 Beginnings Under Attack.....	3
MATHEMATICS			3
Mathematics 101 Fundamental Math I.....	3	TOTAL HOURS.....	30
	3		
HISTORY			
History 401 Church History.....	3		
History – Baptist History.....	3		
	6		
SCIENCE			
Science 417 The Bible and Science.....	3		
	3		
SOCIAL STUDIES			
Social Studies 203 Bible Atlas.....	3		
	3		
TOTAL HOURS.....	34		

COURSES AVAILABLE FROM LOUISIANA BAPTIST UNIVERSITY

BIB104 PERSONAL EVANGELISM. Designed to teach the fundamentals of personal evangelism for believers so that they can fulfill the Great Commission of Christ in their life.

BIB105 METHODS OF BIBLE STUDY. Designed to aid the inquiring Bible student. Students will develop effective study techniques enabling them to make appropriate application of biblical truths.

- **BIB110 THEOLOGY/BIBLIOLOGY.** This is a study of the Trinity and various aspects of the Godhead including the attributes of God. It is also a study of the Bible's teaching concerning itself. A detailed examination of Biblical inerrancy, infallibility, and preservation is conducted.
- **BIB111 CHRISTOLOGY/PNEUMATOLOGY.** In this course an overview of Christology is made and special emphasis is given to Jesus' person, deity, sinlessness, death, and resurrection. The person, deity, and work of the Holy Spirit will also be examined and special emphasis will be placed on the believer's relation to this often neglected member of the Trinity.
- **BIB202 THE FOUR GOSPELS.** Review and study of the works, teachings, and the life of Jesus as paralleled in four of the five historical books in the New Testament. The life of Christ and his philosophies are studied.
- **BIB203 BIBLE ATLAS.** A study of the Bible lands: Mesopotamia, Egypt, Greece, Asia Minor, Syria, Italy, Cyprus, Phoenicia, Iran, and Palestine. To understand the Bible properly, it is necessary to study the geography and topography of the land of Israel and relevant nations.

BIB205 LIFE OF CHRIST I. An overarching study of the earthly life and ministry of the Messiah as revealed in the combined information recorded in the four gospels.

BIB206 LIFE OF CHRIST II. A continuation of BIB205.

- **BIB210 ANTHROPOLOGY/HAMARTIOLOGY.** A study of the doctrine of man including his creation, nature, and fall. The doctrine of sin is studied in regard to its origin, transmission, and ultimate outcome.
- **BIB211 ECCLESIOLOGY/SOTERIOLOGY.** The doctrine of the church is studied with an emphasis on its origin, nature, ordinances, and government. The word "ekklesia" is examined in detail, including the plenary scope of its applications. Also, the doctrine of salvation will be thoroughly explored.

BIB215 THE TEXT BEHIND YOUR BIBLE. An introduction to textual studies. Consideration will be given to the Greek texts from which the various English translations were developed and why the variations exist.

BIB300 GLEANINGS FROM RUTH. An expositional study of the book of Ruth with emphasis on the main characters, the historical setting, and the providential care of God.

BIB303 PENTATEUCH. A study of the first five books of the Bible. An exposition of Genesis, the foundation book, with emphasis upon the Creation and Flood, and the origin of the Hebrew nation.

- **BIB304 ACTS OF THE APOSTLES.** Gives the history and the format of the New Testament church. Exposition of the argument of the book, with special consideration of hermeneutical principles involved in the interpretation of historical literature.

BIB307 PAULINE EPISTLES. This is the study of the fourteen Pauline books, from Romans through Hebrews. Emphasis is on the techniques and methods for studying individual books of the Bible. A harmony of the writings of Paul as related to Christ and the Covenants is also explored.

BIB308 GENERAL EPISTLES. A study of the writings of Peter, James, and John as related to the teachings of Christ. Emphasis is on the appreciation of the gems of wisdom, biblical philosophies, and doctrines.

- **BIB314 ANGELOLOGY/ESCHATOLOGY.** In this course the origin, order, and activity of the angelic world (both fallen and elect) are studied. Satanology and demonology are surveyed. Also the Bible's teaching of the future is examined. The Rapture, Tribulation, and Millennial Reign of Christ are covered and the various views on these are examined.
- **BIB400 INTRODUCTION TO THE REVELATION.** An outstanding study of the end times from a conservative, premillennial standpoint.

BIB403 STUDIES IN DANIEL. Scholars consider Daniel's prophecies fundamental to understanding the main theme of the end times. Apocalyptic in style, Daniel's predictions refer to future events using many figures of speech and symbols to convey God's message.

BIB414 PASTOROLOGY. Explores the call, the commitment, and the unique qualities required of the successful pastor.

- **HIS401 CHURCH HISTORY.** A study of the New Testament church history. A consideration of the origin and development of the church, its scriptural foundations and history.
- **SCI311 BEGINNINGS UNDER ATTACK.** A careful study of the Genesis account of creation. An explanation of how the entire Bible's foundation rests upon a created earth rather than an evolutionary explanation.
- **BIB500 HERMENEUTICS.** A basic survey of the various methods of interpretation of Scriptures which have appeared throughout history. Focus is on the literal-grammatical-historical method of interpretation. Principles and methods of Bible study and research are examined and applied.

BIB501 HISTORICAL BOOKS. Review and study of the Old Testament books that provide a means of understanding the political and social history of the Hebrew nation.

- **BIB502 POETICAL BOOKS.** An introduction to the nature of the Old Testament poetry, a study of Song of Solomon, Job, Psalms, Proverbs, and Ecclesiastes.

BIB504 MAJOR PROPHETS. A study of the prophecies of Isaiah, Jeremiah, Ezekiel, and Daniel.

BIB505 MINOR PROPHETS. A study of biblical prophecy pertaining to Israel, the Gentiles, and the Bible. This book is a consideration of how God used holy men in eccentric ways.

- **BIB509 ROMANS I.** An expositional study of the book, with emphasis on such themes as salvation, holy living, law and grace, the place of the Jew and Gentile in God's plan, the Christian and secular government, and Christian liberty.
- **BIB510 ROMANS II.** A continuation of BIB509.
- **BIB517 BAPTIST CHURCH HISTORY.** This study of the Anabaptists of the Pre-Reformation and Reformation periods with emphasis on their principles, development, and impacts. It also traces the history of Baptists from that period of time to early American Baptists and on into this century.
- **COURSES ARE AVAILABLE IN SPANISH.**

ALL COURSES ARE AVAILABLE IN DOWNLOADABLE FORMAT.