



# Designated Teaching Centers

## Our Mission

The Institute of Lutheran Theology is an independent, pan-Lutheran theological project, holding that God in Jesus Christ brings sinners to repentance and new life. Committed both to Scripture and the Lutheran Confessions, *and* to deep dialogue with the contemporary intellectual horizon, the Institute works with supporting congregations to educate the next generation of faithful Lutheran preachers and teachers.

There is much about the Institute of Lutheran Theology that is new: a new school, a new delivery system for theological education, a new way of putting together a faculty, a new opportunity for Christian education in congregations. The most deeply held principles of ILT, however, are quite old. One of these principles is that the preparation of pastors for Christ's Church must be rooted in the very churches these pastors will one day serve. Theological education is for the sake of effective and clear proclamation of the Gospel and there is no better place to learn this than actual congregations.

To this end, ILT has established an association of churches known as Designated Teaching Centers (DTC). Designated Teaching Centers support the mission of the Institute in a variety of ways and, in turn, are supported in the missions by the resources ILT can provide. In the following pages we will lay out in greater detail the relationship between the Institute of Lutheran Theology and its Designated Teaching Centers.

At the Institute of Lutheran Theology we are committed to educating and training faithful and effective preachers and teachers who are committed to the Lutheran theological heritage. Please join us in this endeavor.

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# Designated Teaching Centers

## Design

The central purpose of the Institute of Lutheran Theology is to provide rigorous confessional and biblical education in the Lutheran tradition. We are convinced that this is best accomplished by keeping this education close to the congregations we serve. Returning the focus of theological education to its proper location, the congregation, ILT employs the latest technology to create a cooperative educational venture between churches. This design lowers the cost of education and enhances the quality of theological education in important ways. This design directly links congregations to each other and to ILT. In this way the trajectory of theological education is balanced between the school and its partnering congregations.

ILT's mission is carried out through five key design features.

- Designated Teaching Centers
- Distributed Residential Campus
- Two Schools
- Embedded Faculty
- Theological Conferences

## Designated Teaching Centers

The Institute of Lutheran Theology works with congregations to bring the resources and gifts of both parties together in a shared mission to provide sound theological education to lay persons in all stages of life and to those preparing for parish ministry. This model makes the development and operation of the school affordable while recognizing the place of congregations at the heart of theological education.

The Designated Teaching Center program provides a significant way for congregations to participate in the process of preparing the next generation of teachers and preachers for Christ's Church. Designated Teaching Centers enter into a formal agreement with ILT to be partners in mission. These congregations agree to support ILT in the following ways:

- Carry the Institute of Lutheran Theology as a regular line item in their benevolence budget.
- Publicly affirm the mission and purpose of the Institute of Lutheran Theology.
- Offer Word at Work courses each year.
- Appoint one or two persons to serve as liaisons with ILT.

For its part the Institute of Lutheran Theology agrees to support its Designated Teaching Centers in the following ways:

- Provide Christian education programs free of charge to Designated Teaching Centers.
- Solicit input from liaisons in the development of curriculum and the theological direction of the school.
- Provide certifications and degrees that appropriately prepare leaders for service in and through the local congregation.

## Distributed Residential Campus

ILT functions as a distributed residential campus by using facilities in local congregations to connect students in virtual classrooms over an interactive video network. Traditional classroom activities are carried out in real time including lectures, student presentations, and classroom discussions. From the student's perspective the experience of learning is much like what happens on a traditional residential campus.

When we consider all the facilities already owned and maintained by partnering congregations we realize that these combined resources far exceed most colleges and universities. Congregations already have classrooms, conference rooms, places for worship, spaces for libraries and study. Congregations already have the amenities needed to support residential theological education. Through interactive video technology ILT brings students together from across this distributed campus into a single school.

Designated Teaching Centers provide facilities, technology, and technical support to enable full participation by students. Local students attend classes with no more effort than going to their church. They are able to see and hear lectures by professors, present student work, and participate in classroom discussion in the familiar ways of classroom instruction. They receive support for their work and mentoring within a congregation they already know. Designated Teaching Centers also provide classrooms for the certification programs offered by the ILT Academy. These facilities can be as simple as computer, projector, and an Internet connection in a meeting room.



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Some Designated Teaching Centers partner with ILT to support graduate level coursework. This requires provisions for student services that will pass the review of accreditation teams. This type of DTC is known as a House of Study. These centers have the resources needed to serve students in degree granting accredited programs. Library services, computer labs, housing, on-site mentoring, and other student services are some of the amenities offered by Houses of Study.

### Two Schools

The Institute of Lutheran Theology is organized into two schools: the ILT Academy and Christ School of Theology. Academy programs are designed to meet general parish needs for Christian education as well as provide non-accredited certifications for church staff and volunteers. Christ School of Theology provides curricular tracks which culminate in professional and academic degrees in theology.

The Academy programs are non-accredited. The coursework work is measured in Continuing Education Units or CEUs and is not transferrable to the ILT Graduate School programs or to other institutions. Academy programs include:

- **Word at Work Series** – A continuously developing set of courses for use in the education programs of congregations.
- **Associate in Ministry Certification** - A program designed to provide certification of theological training for church staff, volunteers, and short term missionaries.
- **Pastoral Ministry Certification** - A program that quickly prepares candidates for pastoral ministry in particular settings.

Christ School of Theology programs are degree programs and will be accredited at the earliest possible date. All course work is measured in credit hours and will be transferrable to other institutions when we have received accreditation. Every effort has been made to ensure that coursework standards, the learning environment, and student services are meeting the standards expected of accredited institutions. Programs offered by Christ School of Theology include:

- **Masters of Arts in Theology** - This degree is designed to prepare candidates for teaching and specialized ministry.
- **Masters of Divinity** - This is the standard degree normally sought in preparation for ordained ministry.
- **Lutheran Theology Graduate Certificate** – This one year program is designed for Lutheran pastors and teachers who have received their theological education at non-Lutheran institutions.
- **Sacred Theology Masters** - This advanced degree prepares candidates to teach theology at the graduate level.

### Embedded Faculty

Some Institute faculty are active parish pastors or congregational staff whose teaching time is provided by congregations. Many pastors and church staff have theological degrees that prepare them to teach at all levels of theological education. This way of providing faculty makes use of this advanced theological training while keeping ILT professors rooted in the life of congregations. In addition, their location inside congregations, where they meet and work with students, provides a deep level of contextualization for the entire educational process.

One of the most crucial functions of any school is to select and maintain a faculty suitable for the curricular purpose of the institution. This is not only expensive, but requires a delicate balance between academic freedom and clear theological direction for the school. The "Embedded Faculty" design feature of ILT provides a way to distribute the cost and also to better achieve balance between freedom and direction. These faculty have the appropriate academic degrees to teach in the programs offered by the ILT. The portions of their work dedicated to teaching and parish responsibilities are mutually agreed upon by the congregations and the Institute of Lutheran Theology.

This innovative approach to providing faculty creates a new reality where most ILT theological education activities happen inside the context of Christian congregations. The faculty are themselves rooted in the work of congregational ministry and can benefit from that perspective. Student assignments are not purely theoretical but contain elements of practical ministry in Designated Teaching Centers. This arrangement provides ILT with an unprecedented level of contextualization for its instruction that can radically improve the fitness of its graduates to serve the congregations that call them.

Funding for each faculty chair is worked out in mutually agreeable ways between the ILT and the congregations. Providing embedded faculty gives congregations the opportunity to extend their benevolence dollars in a way that both directly benefits



## *Designated Teaching Centers*

the life of the congregation and serves the need of the ILT. As a part of this arrangement, ILT development staff works with these congregations to create endowments to support these faculty positions.

### **Theological Conferences**

Theological conferences provide learning opportunities in a face to face environment which is a crucial component in the overall mission of ILT. These annual conferences are a vital part of the curriculum for most courses of study and help to fulfill the residency requirement for academic programs. The direct human contact at a conference is crucial for student formation, student evaluation, and collegiality in the ILT academic community. We believe that these events are a crucial point of contact for many individuals in ILT, its Designated Teaching Centers, and many other interested parties. These contacts shape the very identity of the Institute of Lutheran Theology.

The ILT theological conference is a fundamental expression of the Institute's commitment to academic community in the traditional sense. Faculty communication, student support services, advising, and other crucial functions of the school are enhanced through the convenience of unmediated communication. Even though a conference constitutes short time frames for these activities, careful organization fully optimizes this time for the efficient use of the community's resources.

The ILT Theological Conferences are multifaceted events. Keynote speakers address important issues in theology today. ILT faculty present workshops or panel discussions that help them develop their research projects. The Registrar, Dean of Students, and advisers hold "office hours" which make them available for face to face conversation with students. The community worships together. Faculty meetings take place. Break-out sessions and Pre/Post-conference sessions are dedicated to work in specific courses with attendance limited to only registered students. Every effort is made to make a conference as much like a residential campus in session as possible.

The theological conference is also a significant channel for outreach to potential students and future Designated Teaching Centers. Since these conferences are open to the public as well as the academic community, they provide an ideal opportunity for interested parties to attend. They can then discover for themselves first hand what ILT stands for and how it does its work. Guests are able to meet leaders, faculty, and students to ask their questions and inform their decision about future participation in ILT. It provides a venue for the greater community to gain a clearer sense of the future and purpose of the Institute of Lutheran Theology.

### **Conclusion**

The Institute of Lutheran Theology provides a new and practical approach to theological education that directly serves congregations. The strong emphasis on Biblical theology and Lutheran confessions provides a needed alternative in the church today. Its innovative structure makes theological education affordable for students and the congregations that work together to fund the school. The distributed campus makes efficient use of existing resources and enables students to attend closer to home. Faculty members working inside congregations link the entire educational process to parish life in a way that better prepares future leaders for the church. Regular theological conferences tie everything together so that the Institute for Lutheran Theology can be a new kind of organization that makes the best use of today's methods to pass on the vital heritage of faith in Jesus for tomorrow's Church.



# Designated Teaching Centers

## Summary of ILT Programs

The Institute of Lutheran Theology offers several programs. The programs that we support at this time are:

- **Word at Work Series** - This is a continuously developing set of courses for use in the Christian education programs of congregations.
- **Associate in Ministry Certification** - This is a program designed to provide certification of theological training for church staff, volunteers, and short term missionaries.
- **Pastoral Ministry Certification** - This program quickly prepares candidates for pastoral ministry in particular settings. It begins with an intensive initial term, completion of which results in a provisional certification to begin service in a congregation. The remainder of the program is designed to be taken while the candidate is working in a congregation.
- **Masters of Arts in Theology** - This degree is designed to prepare candidates for teaching and specialized ministry.
- **Masters of Divinity** - This is the standard degree normally sought in preparation for ordained ministry.
- **Lutheran Theology Graduate Certificate** – This one year program is designed for Lutheran pastors and teachers who have received their theological education at non-Lutheran institutions.
- **Sacred Theology Masters** - This advanced degree prepares candidates to teach theology at the graduate level.
- **Open Studies** – Through enrollment in Open Studies, students can take ILT courses without the intent of working toward a degree.

### *Word at Work*

The *Word at Work Series* presents general interest courses in theology designed for lay people. In the *Word at Work Series* learners study the Bible, engage the Lutheran confessions, and theologically confront the issues facing Christians today.

**Certification and Transcripts:** The *Word at Work Series* is not a certificate bearing program.

**Application Process:** No application is required for the *Word at Work Series*. The courses are open to anyone who registers for them. Registration takes place through a Designated Teaching Center, commonly at a congregation associated with the Institute. To register for a course as an individual call 605-692-9337 or write to [admin@ilt.org](mailto:admin@ilt.org).

**Tuition:** This includes access to live presentation and the archived course as long as it remains online.

- Individuals: \$ 50
- Site Fee: \$250 (Unlimited learners at a single site)
- Designated Teaching Centers: Free

### *Associate in Ministry Certification*

The Associate in Ministry Certificate is a one-year program designed to provide instruction in basic Christian theological understandings and practice. This program is best suited for congregational staff and lay volunteers. It can also be used as ministry preparation for short term missionaries or anyone who wants to be better equipped in the basic teachings about the Bible, the history of the Christian church, and Christian theology.

**Certification:** The Ministry Certification program courses are offered at an undergraduate level of difficulty. A person with a high school diploma and good study skills should be successful in this course of study. This is a non-accredited certification program.

**Application Process:** To be admitted to the program a candidate must be recommended by a pastor or a Designated Teaching Center mentor. The candidate will also fill out an ILT Academy application and have an entrance interview with an ILT representative and a representative from a Designated Teaching Center. If it is determined that the candidate is qualified to enter the program, they will be admitted.

**Tuition:**

- Core courses - \$600 per course

### *Pastoral Ministry Certification*

This program is designed to quickly prepare leaders with no prior theological training to successfully provide pastoral leadership for a congregation. Coursework in the Pastoral Ministry Certificate Program provides a rounded introduction to Biblical theology,



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Lutheran theology, church history, and ministerial practice.

**Certification:** The Pastoral Ministry Certification program courses are offered at an undergraduate level of difficulty. A person with a high school diploma and good study skills should be successful in this course of study. This is a non accredited certification program.

**Application Process:** To be admitted to the program a candidate must fill out an ILT Academy application, submit an entrance essay, and provide three letters of recommendation with at least one from a pastor. The candidate will then have an entrance interview with an ILT representative and representatives from a Designated Teaching Center. If it is determined that the candidate is qualified to enter the program, they will be admitted.

**Tuition:** \$600 per course

### *Master of Divinity*

The Master of Divinity degree program is the traditional degree selected by many students who are preparing to serve congregations as pastors and theologians. The M.Div. program is designed to provide students with a solid grounding in theology, history, scripture, and practice to be able to serve as pastors to Lutheran congregations in the 21st century. As a part of the M.Div. program, students are expected to seek placement in a one year internship or two year residency in a congregation or ministry.

**Accreditation:** At this time the Institute of Lutheran Theology Master of Divinity degree is not accredited. We intend to seek accreditation at the earliest possible date after the graduation of our first class of students.

### **Admission to Master of Divinity Program**

The following documents must be submitted to the Office of Admissions before the admissions process can begin:

- Master of Divinity Application
- Three letters of recommendation
- Official transcript from all post-secondary institutions.
- Additional letter indicating special circumstances for consideration of application without a bachelor's degree. (Only applicants without bachelor's degree need do this).
- TOEFL Proficiency Exam Scores (International Applicants only).
- Application Fee: \$50.

### **Greek Requirement**

At least one semester of Greek is required for acceptance into the Master of Divinity program. The second semester must be completed during the first year of study and before any New Testament exegetical courses are taken. Courses from an accredited undergraduate program are acceptable. The ILT Academy also offers Greek that fulfills this requirement.

### **English Language Requirement**

ILT welcomes international students and seeks to provide an academic and social climate that promotes understanding, acceptance, and personal growth. Students for whom English is a second language must pass the TOEFL (Test of English as a Foreign Language) proficiency examination with an iBT score of 80 or equivalent in order to be eligible for admission to the program. More information can be found about TOEFL at the Educational Testing Service web site found at <http://ets.org>.

### **Admissions Interview**

The admissions interview may be conducted in person, by telephone, or by interactive video conference. The candidates are asked to respond to a set of questions provided to them in advance concerning their faith and call to ministry. The interview will be conducted by one or more representatives from the Institute of Lutheran Theology and, when appropriate, a representative from the applicant's local Designated Teaching Center.

### *Open Studies*

Open Studies provides learning opportunities for those who do not wish to enter a degree program. This program may also be



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used by clergy who wish to take ILT graduate courses for continuing education. Open Studies students are permitted to register for Graduate School courses. Credits obtained while admitted to the Open Studies program may be counted toward a subsequent degree program.

**Prerequisites:** The following are prerequisites that should be met by students entering our program:

- Have a B.A or B.S from and accredited college or university
- Cumulative GPA of 2.5 or higher

**Application Process:** To be admitted to the Open Studies program a candidate must fill out an ILT Graduate School application and submit an entrance essay. The following documentation is also required:

- Official Transcripts from all Post-Secondary institutions
- TOEFL Proficiency Exam Scores (International Applicants only).



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### Scenarios for DTCs

#### *Small Congregation*

One of the hallmarks of small congregations is the opportunity for fellowship on Sunday morning. Educational opportunities for youth and adults are often challenging to implement. With few potential participants, leading such educational programs can become disheartening.

In churches like this the *Word at Work Series* can be a significant addition to the congregation's educational ministry. A group of friends and associates within the congregation can meet together for courses throughout the year. They can choose courses that connect with their particular needs or interests. Both live and archived courses are available to the congregation. In cases where maintaining a high speed internet connection presents challenges, archived courses can be ordered on DVD for congregational use.

#### *Medium Sized Congregation*

Staffing is often an issue in medium sized congregations. Churches might be a little larger than a single pastor can handle comfortably, but not quite large enough to afford another full time staff person. The congregation may have committed volunteers, but theologically trained persons could enhance the ministry of the congregation.

In a congregation such as this, becoming a Designated Teaching Center would be a way to support committed lay person in receiving theological training to provide leadership in the congregation. A Sunday school superintendent or small group coordinator might work toward ILT's Associate in Ministry Certification, giving them foundational understandings in theology and the Bible. Lay staff members might consider the Pastoral Ministry Certification Program as a means for providing additional pastoral resources to the congregation.

As students work on courses and are mentored by their pastor, many of the issues they face together serving the congregation are addressed in practical ways in their courses. Through their study they have opportunity to apply their learning back into the mission they share in and through their congregation.

#### *Large Congregation*

A large congregation might integrate some *Word at Work Series* courses into their already very active lay education program. They could also encourage staff members to enroll in ILT courses from time to time for professional development. But these are not the only reason for such a congregation to become a Designated Teaching Center. Large congregations have many of the resources needed to directly participate in the training of the next generation of pastors by becoming a House of Study.

Instead of sending their pastoral candidates away to seminary, they can bring the seminary right inside their own congregation. In partnership with ILT, congregations can bring in professors known for their faithful understanding of the important values the congregation holds dear. Working with these professors, the pastors and members of the congregation can directly participate in the training of new pastors.

#### *Congregation at a Rural Hub*

Strong congregations located in towns that serve as a hub for a large isolated rural area have become increasingly involved in meeting the needs small rural congregations. Many small, rural parishes struggle to find pastors when vacancies arise. The members of the congregation in the hub town often have historic connections with the neighboring country churches and are concerned about their plight.

Becoming a Designated Teaching Center could help develop a long lasting and powerful solution to the struggles of rural parishes. There are often already people within rural congregations who do occasional supply preaching. The kind of theological training ILT provides would enable them to feel more comfortable and prepared standing in the pulpit. The town congregation may have the resources to host courses and the pastor can serve as a mentor to students receiving this theological training. This arrangement strengthens the ministries of both the larger and smaller congregations and provides a way of working together that is not threatening to either.



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### Technical Specifications Guide

#### *Basic Student System*

The basic student system is the simplest system and is best used for a student attending a course from home. This is primarily used for Christian Life series courses where students interact with the presenter using the type chat facility. It is really no more than a home computer connected to a broad band connection such as DSL or Cable. If you can watch and listen to YouTube videos then the system you have will serve as a "Basic Student System" and your Internet connection is adequate.

#### **Components List:**

**Computer** - A fairly recent computer is advised. It can be either a desktop or a laptop. A system purchased within the last three or four years is best although sometimes older system will work. PC, Mac, and Linux are all acceptable choices for operating systems.

**Sound** - Normal computer speakers or earphones will work for this.

**Software** - Any current web browser should work, especially Firefox, Internet Explorer, or Safari.

#### *Advanced Student System*

The advanced student system is required for students in certification or degree courses. These courses require direct interaction between the student and teacher via interactive video. To do this we add a webcam and a headset to the basic system described above. This enables our software to share full motion video of the student's face back with all those attending class. All class members can speak to each other and hear what is said through the headset.

#### **Components List:**

**Computer** - A fairly recent computer is advised. It can be either a desktop or a laptop. A system purchased within the last three or four years is best although sometimes older systems will work. PC, Mac, and Linux are all acceptable choices.

**Webcam** - Although most webcams will work, we recommend the Microsoft LifeCam VX-5000. A more expensive system with a few more features which works well is the Logitech QuickCam Pro 9000.

**Headset** - We recommend a USB style head set with a boom mic that pivots around in front of your face. It is a matter of personal choice whether single or double ear phones are desired.

**Software** - Any current web browser should work, especially Firefox, Internet Explorer, or Safari.

#### *Portable Classroom System*

The portable classroom system is what is commonly used to access courses by groups of learners who are meeting in a single room. Together they use a single computer to connect to the internet. It is often most practical to use a laptop computer to do this since they are often equipped with an external display port which provides a way to hook up a computer projector. A computer projector or large screen display attached to this system makes it possible for all the learners to see the display together. Often the computer's own speakers are too weak to project sound out for everyone to hear. This can be resolved easily by connecting an external sound system, something as simple as an ordinary boom box, to the audio out port on the computer.

During the class, one person should actually be seated at the computer. This is so that questions from the group can be addressed to the presenter using type chat.

#### **Components List:**

**Computer** - A fairly recent computer is advised. It can be either a desktop or a laptop, but in this case a laptop has some significant advantages. A system purchased within the last three or four years is best although sometimes older systems will work. PC, Mac, and Linux are all acceptable choices.

**Computer Projector** - A computer projector capable of producing 1200 lumens or better is desirable.

**External Sound System** - A simple boom box will do. You will probably need a connecting cable that has stereo mini jacks on both ends. In some cases A/V people will be able to connect the computer into the public address system that is already in the room. This will work fine as well.



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**Software** - Any current web browser should work, especially Firefox, Internet Explorer, or Safari.

### *Projected Costs of System Components*

In some cases congregations will be looking at buying some of the components of the system needed to support teaching center operation. The following are some general cost projections for each of the components which can be used for planning purposes. These figures are for optimal price to performance investment. Some less expensive components may work just fine. More expensive components may add features that are considered valuable.

**Desktop Computer and Monitor** - \$800 to \$1000

**Laptop Computer** - \$1000 to \$1200

**Computer Projector** - \$600 to \$1000

**External Sound System** - \$50 to \$100

**Webcam** - \$40 to \$100

**Headset** - \$30 to \$50



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# Designated Teaching Centers

## Starting a Designated Teaching Center

- Form a Planning Team
- Develop a Plan
- Present the Plan to the Congregation's Leadership
- Covenant with the Institute of Lutheran Theology
- Start Offering Courses

### *Form a Planning Team*

The first step in starting a designated teaching center is to form a planning team. The team should be comprised of persons committed to theological education within the congregation. This team will help the congregation discern how a teaching center can enhance the mission and ministry of your church. The planning team should include the following:

**Manager:** The DTC manager is the liaison between your congregation and ILT. The manager arranges publicity for course offerings, schedules facilities, and takes care of the details for center operations.

**Mentor:** The mentor should be theologically trained and willing to engage with students throughout their training. Often a pastor fills this role, but this varies from congregation to congregation.

**Technician:** The Technician makes sure that the computer equipment and Internet connection are working. The Technician works with the ILT technical staff to test course transmission. He or she also stands ready to help with technical difficulties during class periods.

It is sometimes advisable to have a few other people on the planning team that can help think through what type of teaching center would best serve your congregation. Some people to consider are leaders from the Christian Education or Evangelism groups in your church, and individuals interested in Bible study, adult education, or theological education.

### *Develop a Plan*

The DTC Startup Packet contains some key resources that are designed to help your team develop a good plan for your congregation's teaching center. We have included two documents that we recommend for planning teams to study together. "Scenarios for Designated Teaching Centers," is designed to be a discussion starter by introducing different ways a congregation can think about their teaching center. "Summary of Academic Programs," lays out the programs the ILT is currently offering and information about how a congregation might make use of them in their congregational ministry.

Once the team has read through the documents, and had some discussion about what they want to do with their teaching center, it is time to formulate and document the plan. This plan should clearly state the mission and purpose of the congregation's teaching center. It should lay out the resources required to operate and describe some of the activities it plans to engage in as it gets started. It should also state what ILT programs it plans to draw on to do its work.

### *Present the plan to the Congregation's Leadership*

The next step, after planning, is to present the plan to the congregation's leadership. Normally this means sharing with the church council. We have included in the DTC Startup Packet some resources that we think will help with this. It may be that the council will want to know more about the Institute of Lutheran Theology itself before deciding about the teaching center. We have included information about the history and vision of ILT in this packet.

It may be best if the planning team has prepared a document to use for presenting its proposal for a new teaching center. This will vary from congregation to congregation. The key issues that need to be covered and decided are:

- Whether or not the congregation wants to proceed with an ILT Designated Teaching Center
- What amount to set for the Congregation's benevolence support of the ILT
- Who will fulfill the roles of manager, mentor, and technician for the teaching center



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### *Covenant with the Institute of Lutheran Theology*

This step is accomplished simply by filling out the ILT Designated Teaching Center Covenant, signing it, and sending it to the Institute of Lutheran Theology. If the congregational leadership has decided each of the three key issues listed in the previous step, then the Covenant document will be easy to fill out. Simply enter the information on the appropriate lines and then have a called or elected leader of the congregation sign the covenant. When we receive it, we will sign it and send you back a photo copy of the original. You may then begin accessing ILT courses for use in your teaching center.

There is no need for you to send any money with your signed covenant. The covenant itself pledges an agreement between the congregation and the Institute. We trust that our covenanting congregations will do the best that they can for us. If at any time a congregation wants to adjust the amount of their benevolence support up or down they should feel free to do so. Please, just contact the ILT office and tell us. We will make the adjustment on the covenant. Remember the ILT is not asking for a specific amount. What we want is the kind of relationship that comes through becoming a benevolence focus for the congregation. This makes us a part of the congregation's outreach and establishes the kind of partnership that enables us to enter into the work of ministry together.

### *Start Offering Courses*

Now you are ready to start teaching center operations. To get started you need to do two things:

- Obtain the equipment and Internet connection you need
- Select the courses you want to receive

Use the "DTC Technical Specifications Guide" which came in the DTC Startup Packet to determine what kind of equipment you will need. Quite likely a congregation will already have the equipment needed to support coursework. The internet connection should be some kind of broadband connection like DSL or Cable. You can tell if the connection is adequate if you can watch YouTube videos successfully on a computer through this connection. Your technician or other DTC leaders should feel free to contact the ILT about your technical needs. We will be glad to talk through how our system works, what you need to access it, and test to see if it is working.

To begin presenting courses you should look through the ILT offerings. You may want to start with the *Word at Work Series* courses since these are easy to get going. Remember that you can take courses in two ways. First, you can take live courses that provide interactivity with the presenter. These courses require that you connect to the network and access the courses at the scheduled times. Those times are always listed in the course promotional materials. The best place to see current offerings is at the ILT website: [www.ilt.org](http://www.ilt.org).

Second, you can access courses in the ILT archives at any time you want. These courses are available on demand. They are not interactive, which means that you can't ask the presenter a question and get a response. They are more like videos that your group watches together and discusses afterward.

When you have decided which *Word at Work* courses you want to offer, contact ILT and make your selections. We will set up access for the courses you choose. Remember, as a Designated Teaching Center there is no additional charge to you for selecting as many courses as you want. So make use of this resource to develop a rich program for your congregation and community.

If you have students who want to enroll in one of the certificate or degree programs, please contact ILT as soon as possible. We will work with you and the student to get through the application and admittance process. This can be a very rich and rewarding undertaking for your center. Supporting theological students entering can enhance and invigorate the ministry of a congregation.

**Phone number: 605-692-9337**

**Email: [admin@instituteoflutherantheology.org](mailto:admin@instituteoflutherantheology.org)**

**Website address: [www.instituteoflutherantheology.org](http://www.instituteoflutherantheology.org)**