

The Urban Ministry Institute (TUMI)
Instructions and Application for Certificates, Site Developed Courses, and Diploma
(See also Appendix 14 in Multiplying Laborers for the Urban Harvest)

Certificate in Christian Leadership Studies (CLS)

The “Certificate in Christian Leadership Studies,” conferred upon students who complete TUMI’s 16-module, 32-credit-hour program consisting of the *Capstone Curriculum*, is the most popular of TUMI’s certificates. Students from an approved TUMI satellite in good standing are eligible to receive this certificate, provided the curriculum protocols are followed from an approved mentor.

But besides the Capstone (CLS) program, TUMI offers other certificate programs, welcoming the submission of unique designs that meet the needs of our partners as they train their leaders.

Certificate of Urban Theological Studies (CUTS)

The second most widely-used certificate program is the "Certificate in Urban Theological Studies (CUTS)," which is also a 32-credit-hour program. The difference between this certificate (CUTS) and the Capstone (CLS) certificate is that an approved satellite can work with TUMI to design a unique combination of courses, drawing from three sources:

- TUMI's Capstone Curriculum (an integrated set of 16 fixed courses that will not be added to in the future)
- TUMI's Foundations Series (an on-going list of TUMI-taught courses covering various topics)
- Courses developed by an approved satellite ("Site Developed Course" [SDC])

TUMI staff can help approved satellites in the design and submission of the CUTS certificate proposal, which must follow TUMI's guidelines:

- Each student must complete Capstone module #5 (Biblical Interpretation)
- There must be a balance of eight credit-hours offered in each of TUMI's Subject Areas (Biblical Studies, Christian Ministry, Urban Mission, Theology and Ethics).
- At least 50% of the coursework must be drawn from TUMI's courses (Capstone or Foundations).
- Each site-developed course (SDC) must follow the same requirements as the Capstone Curriculum (i.e. 12 hours of class time, three quizzes and a final exam, 8-10 scripture memory verses, an exegetical project, ministry project, attendance/participation, 3-5 additional reading books).
- The design of this certificate must be submitted to the Satellite Director for review, who will then make a recommendation to TUMI's Director for final approval.
- Any changes to the certificate design (such as the addition of a new SDC) must be submitted for approval.

Other Certificate Designs

Some of our partners desire to formulate their own Certificate program. TUMI staff is prepared to help in this design, which must follow TUMI's guidelines:

- In general, each SDC should follow the Capstone requirements listed above but there is flexibility for adding or subtracting various elements.
- There is no minimum number of credit hours.
- The design of this certificate must be submitted to the Satellite Director for review, who will then make a recommendation to TUMI's Director for final approval.

Locally Approved Certificates

Some of our partners desire to offer a certificate that is recognized only by themselves and do not seek any approval from TUMI. Each satellite is free to offer such a locally-approved certificates, but the students' work will not be transferable to other satellites, nor recognized by TUMI's accredited partners.

Ministerial Studies Diploma (MSD)

TUMI students who have earned a CLS or CUTS may seek TUMI's advanced program, the Ministerial Studies Diploma by completing an additional 32 credit hours of study (64 credit hours in total). Each approved TUMI satellite can work with us to design a unique combination of courses, drawing from three sources (Capstone, Foundations, and SDC). The design and submission of the MSD must follow TUMI's guidelines:

- The program begins with the completion of a specialized course: the Ministry Assessment Project. This course helps a student assess their gifts, calling, and ongoing direction in ministry and brings their pastoral or denominational supervisor in the process of designing their MSD program and coordinating it with their ministry responsibilities. For some, this MSD may form the basis for licensing or ordination by the candidate's church or mission.
- There must be a balance of eight credit-hours offered in each of TUMI's Subject Areas (Biblical Studies, Christian Ministry, Urban Mission, Theology and Ethics).
- At least 50% of the coursework must be drawn from TUMI's courses (Capstone or Foundations).
- Each site-developed course (SDC) should generally follow the same requirements as the Capstone Curriculum (i.e. 12 hours of class time, three quizzes and a final exam, 8-10 scripture memory verses, an exegetical project, ministry project, attendance/participation, 3-5 additional reading books). There is allowance for adding or subtracting some of the elements in order to offer an SDC for 3 credits or 1 credit, respectively.
- The design of this certificate must be submitted to the Satellite Director for review, who will then make a recommendation to TUMI's Director for final approval.
- Any changes to the certificate design (such as the addition of a new SDC) must be submitted for approval.

The Urban Ministry Institute
Application for New Certificate or Diploma
For more details see Multiplying Laborers for the Urban Harvest, Appendix 14

Part I: General Information

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|-------------------------------------------------------------|---------------------|
| Name of submitter: | Date: |
| TUMI Satellite name: | |
| Working title of Certificate: | Total credit hours: |
| What are the goals of this Certificate that make it unique? | |

There are three types of courses: TUMI's Capstone (CAP), TUMI's Foundations (FND), and Site-Developed (SDC). CAP and FND are already developed, so you need only list the name of the course in this application. However, each SDC will require additional information to be included in your application (see Part II). Each SDC must be assigned to one of four subject areas: Biblical Studies (BS), Christian Ministry (CM), Urban Mission (UM), or Theology and Ethics (TE). In general, TUMI desires to balance courses among each of the four subject areas, e.g. 4 courses in each subject area for a 16-course proposal.

Subject Area: Biblical Studies (BS)

| CAP courses | FND courses | SDC courses |
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Subject Area: Christian Ministry (CM)

| CAP courses | FND courses | SDC courses |
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Subject Area: Urban Mission(UM)

| CAP courses | FND courses | SDC courses |
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Subject Area: Theology and Ethics (TE)

| CAP courses | FND courses | SDC courses |
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Other requirements or pre-requisites for this Certificate:

Part II: SDC information (use this form for each SDC being proposed)

Instructions:

1. It is assumed that each SDC will follow the 2-hour Capstone credit format, including a minimum of:
 - a. 12 hours of class time
 - b. Three quizzes and a final examination
 - c. 8-10 scripture memory verses
 - d. An exegetical project (see *Multiplying Laborers for the Urban Harvest* Appendix 16.5)
 - e. A ministry project (see *Multiplying Laborers for the Urban Harvest* Appendix 16.5)
 - f. 3-5 required textbooks or equivalent readings
2. If you are submitting an SDC for more (or less) than 2-hours, you must provide additional detail, using the instructions from *Multiplying Laborers for the Urban Harvest* Appendix 16.5.
3. When assigning proposed course numbers (1000-9999), see *Multiplying Laborers for the Urban Harvest* Appendix 19.

For *each* SDC, list the following:

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|-------------------------------------------------------------------------------------------------------------------------------|---------------|
| Course title: | |
| Course Number (see note 3): | Subject Area: |
| Textbooks or readings(3-5; including title, author, number of pages): | |
| Scripture memory verses (8-10): | |
| Course description (one paragraph): | |
| Course objectives (3-5, one sentence per objective): | |
| Options for exegetical project (4-5, each one 3-7 verses in length): | |
| If you are requesting more (or less) than 2 credit hours, state the number of hours and explain the differences (see note 2): | |

Please fill out this form and submit it to The Urban Ministry Institute, Satellite Director, who will make a recommendation to the TUMI Director for final approval.