

## Program Curriculum

The program consists of the following courses:

- Life of Christ
- New Testament Overview
- Old Testament Overview
- Small Catechism
- \*Life of Luther
- \*Law and Gospel
- \*Church and Ministry
- \*The Christian Family
- \*Christian Leadership
- Biblical Worship
- Evangelism (3 modules)
- Teaching (2 modules)
- Christian Doctrine
- Other Churches and Religions

*\* indicates courses which can be taught by a guest speaker as a one-day seminar hosted by your congregation*

## Capstone Courses

Students completing the above courses will qualify for a final program of Capstone courses:

- WELS History and Structure
- Basics of Culture
- Bible Interpretation

## For Further Information Contact:

### CONGREGATIONAL ASSISTANT PROGRAM

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*For more detailed  
information about our program  
see our website at*

**<http://www.welscap.org>**



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## CONGREGATIONAL ASSISTANT PROGRAM

*Preparing Men and Women for  
Service in their Local Congregation*

## Pastor's Guide

## ***What is a Congregational Assistant?***

A Congregational Assistant is a called worker who works within his or her own congregation, assisting the congregation and its pastor in various areas of service.

There are many areas of service to which an assistant can be called. The work an assistant may do mainly depends on the needs of the congregation and talents of the worker. Some of the areas of service that assistants have been called to include outreach and evangelism, senior ministry, family and youth ministry, adult spiritual growth, assimilation, visitation ministry, mentoring and coordinating volunteers.

An assistant call could take the form of a volunteer position, a part-time salaried position, or a full-time salaried position. Because calling bodies may find needs for assistants of either gender, the program is open to men and women alike.

## ***How Does This Program Work?***

The majority of the courses are taught by the student's local pastor, and they are often scheduled as a part of the congregation's offerings for adult spiritual growth; this minimizes the additional work for the pastor and expands the variety of opportunities for nurture within the congregation. Where there are interested individuals and congregations

in geographic proximity, pastors are able to take turns and share the teaching load of the courses. Some of the courses can also be taught by an outside instructor as a weekend seminar.

The final component of the program, the only element that is not offered locally, is a 10-day Capstone Session split between New Ulm, Minnesota, and Milwaukee and Mequon, Wisconsin. Students typically participate in the Capstone after completing the other program requirements.

The congregational assistant courses do not earn credit toward any other form of synod certification except the Pastoral Studies Institute of Wisconsin Lutheran Seminary.

## ***How Can I Find the Time to Instruct My Members?***

As mentioned in the previous section, this program can be offered to your entire congregation as a part of the congregation's offerings for adult spiritual growth. You may also work together with other pastors and/or staff ministers in your area to share the workload in training all of your students together.

One of the strengths of this program is that students are able to serve while they are studying, and what is learned can immediately be applied in the local setting. As your students are trained they will be able to assist you in your many duties which will in turn free up your time to continue to instruct them.

## ***What Does It Cost To Participate?***

The only cost for the courses is the cost of the materials. The cost for one complete set of materials is under \$100.00. The materials may be purchased from the program's administrative assistant.

For the two-week Capstone Session there is a minimal fee for the courses taught, a fee for room and board, and whatever the student's transportation costs might be.

## ***How Do I Enroll My Members?***

The first step in enrolling in the program is to talk to your members about the program and find those who would be interested in participating. Perhaps you have members already serving in your congregation that might improve on what they are already doing if they were given more training. You may also have members who would like to serve in some way but need to be guided in a direction that would match their talents with the needs of the congregation.

Next, each person interested in enrolling in the program will fill out an enrollment form and you will fill out a pastor's recommendation form. Both of the forms are then returned to the CAP office for approval by the director. After approval is given you are ready to begin.