



ADMINISTRATION
LIAISON GUIDE





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General Overview

Piedmont International University has developed a unique, innovative partnership for churches and ministries called “**e4-12**”. This exciting program was created to allow your church or organization to provide accredited master’s level university training for an extremely low cost. Students can earn an accredited Master of Arts in Ministry degree in as little as three and a half years at only \$99 per credit hour or less than \$3,000 for total tuition. Additionally, **for every five degree-seeking students in a class, one staff member of the organization may enroll in that class tuition-free.**

Some people in your organization may NOT have an undergraduate degree enabling them to enter a master’s program and others just aren’t prepared to seek an accredited master’s degree at this time. The enrichment option exists for this reason. This option is open to everyone and designed for those who simply want to learn and gain knowledge for their own personal growth and enrichment. These students may want to learn more to develop their teaching skills or to increase their faith, but not get a degree. These students can sit in the same classes, learn the same material, and can choose how much (if any) “homework” they will do. The enrichment option is available for only \$39 per course. Enrichment students do not earn credit and will not receive a degree. However, they will receive a certificate of completion at the end of the semester for attending classes. These certificates are sent to the organization and should be presented to the students recognizing their accomplishment.



Planned Outcomes

The Lord has given gifted teachers to the church to equip the saints for ministry and to build the body. The “**e4-12**” name was chosen from Ephesians 4:12, which states, “...to equip the saints for the work of ministry, for building up the body of Christ.”

To assist churches and parachurch organizations in that Ephesians 4 endeavor, Piedmont International University created **e4-12** to educate and graduate Christian leaders that are:

- 1) Competent in Biblical and theological knowledge
- 2) Strong in their personal faith
- 3) Skilled in ministry
- 4) Outstanding in communication
- 5) Prepared to understand and engage their culture with courageous proclamation of the gospel and confident defense of the faith

The **e4-12** program is not just for pastors or others serving in full-time ministry, but for serious Christians who want to go deeper in the Word, understand contemporary Christian issues, and take ministry to the next level.

Many of the classes will be taught by well known, recognized leading authorities in their subject area. You will see names like Ken Ham, Lee Strobel, Jerry Hullinger, Norman Geisler, Gary Habermas, Esther Fleece, Del Tackett and many others.



Flexibility

Piedmont's Master of Arts in Ministry degree is a thirty-credit hour program requiring ten courses, each worth three credit hours. Each course features twelve high-quality, video-classes, approximately 45-50 minutes in length and is to be played at a time or times each week designated by the organization. Since no two organizations' calendars are alike, Piedmont has designed this program to provide some flexibility by giving the organization an entire semester in which to play the twelve video-classes.

Because **e4-12** provides university level classes and degree students are working on an accredited master's degree, two weeks each semester **must** coincide with the University calendar. Piedmont will designate one week approximately halfway through the semester for mid-term exams and one week at the end is designated as final exams. The first six videos must be shown prior to midterms and the last six must be shown before finals. Students have quarterly due dates for assignments, instead of weekly, to provide both the student and church more room in their calendar to show the lectures.

Schedules are emailed to your e4-12 liaison prior to start of semester and are posted on the web in the e4-12 section of Piedmont's website, <http://www.piedmontu.edu/e4-12>.



Academic Agreement

Piedmont International University is accredited by TRACS (Transnational Association of Christian Colleges and Schools) and maintains rigorous academic standards. To ensure excellence throughout the **e4-12** program, partnering organizations must meet certain criteria. By ordering a class, the organization commits to providing a university-worthy classroom that limits distractions while providing excellent seating, lighting, audio/video system, etc.

The organization also agrees to appoint a liaison who will be the point person to ensure that:

- the appropriate courses are always ordered by the deadline before each semester.
- current and prospective students receive up-to-date and accurate information.
- classrooms are available with videos ready to be played at appointed times.
- struggling students are connected to advisors promptly.

The liaison will work closely with Piedmont, the organization, and all students connected to that organization.



The Church/Organization Requirements

Due to the rigorous academic standards with which Piedmont adheres to, partnering organizations must meet certain criteria to become an e4-12 organization and ensure excellence throughout the e4-12 program.

The organization must commit to the following:

- 1) **A university-worthy classroom.** This room must have comfortable seating, proper lighting and the necessary audio/video equipment that lends itself to proper learning while limiting distractions.
- 2) **Internet and equipment.** Internet that will allow streaming of the video into the class is required. You will also need a projection system equipment to transfer the class onto a screen for good viewing and ability to hear the class.
- 3) **A liaison.** The choice of the liaison is important to making the e4-12 work at your organization and must be made with care. This man or woman will be the person who communicates with the proper e4-12 advisor at Piedmont and the students at your church to ensure that all aspects of e4-12 are being carried out as specified.
- 4) **Register and pay.** Please register your organization each semester by using the simple registration form and applicable payment on the website. (If your organization is giving \$200.00 per month/ \$2400.00 per year, there is no additional organizational course registration fee.)



Church/ Organization Responsibilities

Piedmont has created a program where most of the work has already been done for you. Our goal is to make this program as simple and convenient for you as possible while providing academic excellence, eliminating frustration and providing excellent customer care. While most of the work has been done, obviously there are a few responsibilities that you must look after to make this work for the students. Partnering churches do have these responsibilities.

- **Select the Liaison**

Liaison by definition means *communication or cooperation that facilitates a close working relationship between people or organizations*. Your liaison will be critical to the whole e4-12 program and should have frequent communication between the organizational leader and Piedmont. There are some organizational duties that are required such as registering the church each semester and ordering the correct class or classes for the church. The liaison will also post the church's e4-12 calendar for the semester and keep an attendance roll of students attending the classes. The attendance records will be shared with Piedmont to ensure all students records are accurate.

Other duties include getting the proper passwords, codes and staying informed concerning the **e4-12** calendar.

- **PASSWORDS** will allow the liaison to enter the password protected portion of the website for promotional materials and the lectures.
 - **CODES** enable streaming of the courses for your church.
 - **E4-12 CALENDAR** provides important dates for the pastor and students.
- **Register the Church/Organization**
 The liaison should register the organization on the e4-12 organizational registration form(<https://www.piedmontu.edu/e4-12-host-registration>). The form requires the organization's name, address, and phone number as well as contact information for the organizational leader, including email. The liaison's contact information is also required and will enable the e4-12 advisor to initiate contact to get e4-12 started at your organization. (After your organization is registered, the organization's liaison will be able to select courses for your organization and enter into the password protected area to get promotional material and help.)
 - A. Create a password protected account (this is coming soon)Please setup the password protected account for the toolbox section on the e4-12 website.
 - B. Use the toolbox (This section was created for the liaison and pastor.) The toolbox contains promotional materials, talking points for the pastor, video clips, points for your bulletin, Piedmont course schedules and other materials.
- **Order the Courses**
 Core courses and electives that are available for the semester are listed on the website and the liaison is responsible to order the course(s) each semester that students need as they work their way through the program. Ordering a course notifies our e4-12 coordinator to send the lecture video passwords to your liaison. Course fees are **\$499 per course*** offered at your organization. Courses must be selected early enough each semester to allow degree seeking students time to apply and be accepted.

*Organizations that support Piedmont on a monthly basis, giving at least \$100 per month, **pay only \$199 per course.**

*Organizations that support Piedmont on a monthly basis, giving at least \$200 per month, **pay no course fees and may offer as many as they like per semester**
- **Promote the Courses**
 It is the job of the organizational leader and liaison to promote to your church/organization or community the classes that will be offered and when. Short e4-12 promotional videos are available to be played to encourage enrollment. The liaison can find all the promotional materials in the password protected area of the e4-12 website. Bulletin announcements, talking points and other aids are also located there and can be printed by the organization and made available to prospective students as needed. You are encouraged to offer e4-12 to pastors and members of other churches and organizations who would benefit from this level of training.

- **Encourage Students to Apply / Connect Students with the Liaison and Order Books**

All interested students should make contact with the liaison to discuss the upcoming classes. However, each student should apply or register with Piedmont depending on whether the classes are for credit or enrichment and order their workbooks and textbooks.

- a. All degree seeking students must first apply to Piedmont International University as an online student. (<http://www.piedmontu.edu/e4-12/apply>) After accepted, the e4-12 scholarship will be applied to their bill to reflect the correct tuition of only \$99 per credit hour instead of the regular \$299 per hour because of the e4-12 partnership with your church. **Master's degree students** are official PIU students and are welcome to come to Winston-Salem, NC to walk across our stage at commencement to receive their diplomas after satisfying the degree requirements.
- b. All Enrichment students must register and also have an option to order a workbook (<http://www.piedmontu.edu/e4-12/payment>)
- c. Please encourage all students to apply or register as appropriate and order the required workbooks and textbooks for the course as listed on the website. Logos is also required for Research: Writing and Communication. Contact your e4-12 coordinator to get information on a 50% discount on Logos.

- **Plan the Schedule**

When do we start? There are three starting periods offered per year, Fall Semester, Spring Semester, and Summer Semester. Because of accreditation, you must operate on Piedmont's calendar although there is flexibility for you to set start dates that are most convenient for you. Choose a semester-long schedule indicating which weeks the twelve video classes will be played. When planning, please keep in mind the two weeks dictated by Piedmont for midterm and final exams. These are firm dates and CANNOT be changed. Before each semester begins, a schedule will be sent to the liaison that identifies the quarterly due dates and exam dates so your church can plan a semester schedule that fits your church's calendar best. Your church must clearly communicate the detailed schedule to the students.

- **Provide the Classroom**

The church must select a room that has the proper internet connection for streaming and the right projection equipment. The seating must be comfortable, lighting adequate and audio that enables the lectures to be heard. It is important that the location limits distractions and promotes learning. The church must clearly communicate the classroom location to students and ensure that they can easily find it.

- **Play the Lecture Videos**

The church must have appropriate internet connection and equipment to play the class lectures at the scheduled time. The videos are streamed directly from the e4-12 website and can be played at high resolution with a high-speed internet connection.

We ask that the liaison perform a test of the streaming well in advance using the same equipment in the same classroom where the class will later convene to ensure a good experience for the students. The video lectures can be found on the website and accessed by using the code sent to you.

- **Track the Attendance**

The liaison is responsible to maintain a roster and keep a record of attendance for all students. Approximately three weeks after classes have begun, the liaison is responsible to contact their e4-12 advisor and provide the roster of students to PIU at the required times each semester. A roster is sent to each church prior to start of class for all students that are currently registered and enrolled at Piedmont. Should students attend that are not on the roster please add them and notify Piedmont.

- a. Upon meeting the minimum attendance requirement of 9 of the sessions for a course, **enrichment students** will receive a certificate from Piedmont showing that they have completed the necessary contact hours in that subject. After completing the entire program (ten courses), they will receive an official certificate of completion.
- b. The liaison will request Certificates for those who attend a minimum of 9 sessions. Please submit the names of those who will receive certificates of course completion to your e4-12 advisor along with the course title completed. (Please send the actual name and spelling of how it should be printed.) Your e4-12 advisor will prepare the certificates and mail them to the liaison.



Course Checklist

The e4-12 program offers prescribed courses that make up a 30 credit hour master's degree program consisting of **7 core courses** and **3 elective courses**. Graduate students will receive, upon completion, an accredited **Master of Arts in Ministry** degree from Piedmont International University in Winston Salem, North Carolina. The enrichment students will receive a certificate of completion for each course taken and an **e4-12 Certificate of Completion** for completing all courses.

Your church will need to offer all 7 core courses and any number of the elective courses as desired so that your students can satisfactorily complete the degree requirements. The host church is responsible for planning the courses for their students. Feel free to use the course checklist below to keep up with what courses your church has offered to help in future planning. Core courses will need to be cycled through on a regular basis for future new students.

Required Courses	7 Courses , 21 Credit Hours	Credit Hours	Semester
<input type="checkbox"/> BIN500-E412	Introduction to Hermeneutics	3hrs.	
<input type="checkbox"/> RES511-E412	Research: Writing & Communication	3hrs.	
<input type="checkbox"/> THE517-E412	Apologetics	3hrs.	
<input type="checkbox"/> THE506-E412	Survey of Theology	3hrs.	
<input type="checkbox"/> BSO501-E412	Old Testament Studies	3hrs.	
<input type="checkbox"/> BSN501-E412	New Testament Studies	3hrs.	
<input type="checkbox"/> MIN524-E412	Teaching the Bible	3hrs.	

Ministry Elective Courses	Choose 3 Courses , 9 Credit Hours	Credit Hours	Semester
<input type="checkbox"/> MIN500-E412	Leadership & Vision Casting	3hrs.	
<input type="checkbox"/> MIN507-E412	Evangelism	3hrs.	
<input type="checkbox"/> MIN509-E412	Origins	3hrs.	
<input type="checkbox"/> MIN563-E412	Children & Youth Ministry	3hrs.	

If you have any additional questions about the e4-12 program or need help with any of the processes in this document, please contact e4-12 at 336-714-7997 (Margaret Grogan) or (Diane Sexton) e4-12@PiedmontU.edu

e4-12 Leadership

Dr. Byron Edens, Vice President (edensb@piedmontu.edu)
Mrs. Diane Sexton, Administrative Assistant to the Vice President (sextond1@piedmontu.edu)
Mr. Tony Wilson, Director of Church Relations (wilsont@piedmontu.edu)

Dr. Beth Ashburn, Provost (ashburnb@piedmontu.edu)
Mrs. Margaret Grogan, Administrative Assistant to the Provost (groganm@piedmontu.edu)
Dr. Dan Wishnietsky, e4-12 Academic Advisor (wishnietskyd@piedmontu.edu)
Mr. Terrill Gilley, e4-12 Academic Coordinator (gilleyt@piedmontu.edu)

You Provide the Classroom. We Provide the Education.



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