

Ministry Leadership Institute (MLI)

Student Handbook

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1. Institutional Overview

Vision Statement

Ministry Leadership Institute (MLI) is a training institution that will equip, transform and mobilize Christian Leaders to have kingdom building impact in their sphere of influence.

Mission Statement

MLI exists to develop Christian leaders through training programs that cultivate a Biblical worldview (head knowledge), spiritual and character formation (heart knowledge), and practical ministry skills (hand knowledge).

Motto

Lead Where You Are: Equipping Your Mind, Engaging Your Heart, Empowering You to Lead

2. Welcome & Leadership

Welcome from the President

Isaiah 6:8 (ESV): And I heard the voice of the Lord saying, “Whom shall I send, and who will go for us?” Then I said, “Here I am! Send me.”

A warm welcome to MLI! We value and honor your “yes”! You are not just saying yes to theological and biblical education, you are saying yes to receiving practical training that will equip and embolden you to advance Christ’s mission in the church and beyond. We find great joy in partnering with you as you take this next step of faithful preparation.

We aim to develop Christian leaders who have a Great Commission mindset and who, like the prophet Isaiah, are willing to be active in their mission field. For you, this may be in your church, in your home environment, or in your current vocational setting. We truly believe that we are always on mission and value equipping Christian leaders for impactful ministry in their respective spheres of influence.

This next season of life will provide you with deeply intentional theological and biblical training. Beyond that, it will give you the opportunity to connect with a life-giving community of faculty, peers, and mentors devoted to helping you develop sharpened vision, resilient faith, and servant-hearted boldness as you take your next step in Christian leadership.

Every harvest requires labor. We pray for God’s faithfulness, fruitfulness, and favor in your life as you challenge yourself to be shaped and molded into who He is calling you to be. Be diligent in the task at hand, commit yourself to God’s call on your life, and let the joy of the Lord sustain and strengthen you.

The Ministry Leadership Institute values your role in God’s greater redemptive plan, and we truly believe you will walk away with both theological and biblical competence, as well as newfound missional confidence. Keep pressing forward toward the prize that lies ahead!

For His Glory,

Andrew Pacheco,
President and Pastor of Ministry Leadership Institute

Administration

MLI Leadership Board: Andrew Anderson, Jesse Rider, Mark Zanotto, Andrew Pacheco

MLI President: Andrew Pacheco

MLI Advisement Council: Calvin Hauser, Chad Guined, Sarah Vega, Jacob Vance, Andrew Anderson, Dan Krause, Phil Leineweber, Ashley Smith

3. Doctrinal Statement

The purpose of this doctrinal statement is to produce clarity and unity regarding the essential biblical beliefs that will guide teaching, learning and community life at MLI. While students and faculty may hold varying views on secondary doctrinal matters, it is expected that they align with the essentials.

Scripture

We believe that Scripture, consisting of the Old and New Testaments, is the inspired, inerrant, infallible, and authoritative Word of God. Through the guidance and inspiration of the Holy Spirit, human authors faithfully recorded God's revelation (2 Peter 1:20–21). Scripture is completely trustworthy in all it teaches and is the final authority for knowing God and living a life of worship and obedience to Him (2 Timothy 3:15–16; Psalm 19:7; Proverbs 8:8–9).

Triune God

There is one God, eternally existing in three distinct persons: Father, Son, and Holy Spirit, one in essence and co-equal in power and glory.

God the Father is perfect (Matt. 5:48), infinite (Isa. 44:6), unchanging (Ps. 102:27; Mal. 3:6), all-present, all-knowing, and all-powerful (Jer. 23:23; Jer. 32:17; Ps. 139:7–10; 1 John 3:20). He is set apart from creation (Isa. 55:9; Ps. 113:5–6; 1 Kings 8:27), yet actively involved in it, revealing His truth, faithfulness, and love (Col. 1:17; 2 Cor. 6:16; Acts 17: 27–28; Ps. 19:7–9; Deut. 7:9; Ex. 15:11; John 15:11).

God the Son, Jesus Christ, is fully God and fully man, conceived by the Holy Spirit and born of the virgin Mary. He lived a sinless life, died for our sins as the atoning sacrifice, rose from the dead, ascended to heaven, and will return to judge the living and the dead (John 1:1–3; Heb. 1:1–3; 1 Cor. 15:3–4; Matt. 1:18–23; Rev. 5:8–14).

God the Holy Spirit is co-equal with the Father and Son, sent to illuminate, indwell, regenerate, sanctify, guide, teach, equip and empower believers (John 14:16–17; John 16:7–15; 1 Cor. 2:9–16; 2 Thess. 2:13).

Sin

Sin entered the world through Adam's disobedience. All people are born with a sinful nature and personally sin against God. Sin corrupts every part of human life and damages relationships with God, self, and others. Its consequence is death and eternal separation from God (Rom. 3:23; Rom. 5:12; Rom. 6:23).

Salvation

We believe that all people are sinful and separated from God. It is the death and resurrection of Jesus that pays the wages of sin, defeats death, and makes an unrighteous individual righteous before a Holy God. Salvation is a gift of God's grace, received through faith in Jesus Christ alone, not by works (Eph. 2:8–9; Rom. 10:9; Rom. 6:23; John 14:6; Rom. 3:23; Isa. 59:2).

The Church

The Church is the body of Christ, made up of all believers across time who are saved by grace through faith, united in Him, and indwelt by the Holy Spirit. Christ is the head of the Church, and His authority is expressed through it as His people gather in fellowship for worship and mutual edification. The Church exists to proclaim the Gospel, make disciples, and build God's kingdom, with the visible church serving as the gathered expression of this spiritual reality (Matt. 28:19; Rom. 12:4-5; 1 Cor. 12:13; Eph. 2: 19-22; Eph. 4:4–6; Col. 1:17-20; 1 Tim. 6:6-10).

Eternity

Eternity awaits all of humanity. Those who are in Jesus will experience glorification (Rom. 8:30; Phil. 3:20–21; 1 John 3:2), while those apart from Jesus will face eternal separation and punishment (Matt. 25:46; 2 Thess. 1:8–9; Rev. 20:11–15).

Ordinances of the Church

The Church practices two ordinances: baptism and communion. Baptism is a public declaration of faith in Christ and symbolizes union with Him and His Church, but it is not a means of salvation. Communion is a continuing practice of remembrance, taken with a repentant heart, proclaiming the finished work of Christ's death and resurrection (Matt. 28:19–20; Rom. 6:3–6; 1 Cor. 11:26).

Mission and Purpose

We believe the mission of the Church, and therefore of MLI, is to bring the good news to the lost, help believers grow in Christlike maturity, and equip the saints for the work of ministry, for the glory of God (Matt. 28:19–20; Eph. 4:11–13; 2 Tim. 3:16–17; Col. 1:28; James 1:22).

4. Institutional Goals & Learning Objectives

MLI Goals

MLI Will:

- Provide biblical education of a collegiate quality
- Mobilize leaders who are committed to having kingdom building impact
- Produce skillful leaders that apply biblical truths in their sphere of influence
- Cultivate leaders of sound mind and strong character
- Send leaders with established spiritual disciplines

Student Learning Objectives

Head Knowledge

- Students will display maturity in biblical literacy
 - Interpretation, contextualization, theology, history, etc.

Hand Knowledge

- Students will display skillfulness in applying biblical truths to their respective sphere of influence
- Students will develop the ability to communicate the Word of God through speech and writing
- Students will apply Christian leadership principles in their daily life
- Students will improve their abilities in church ministry tasks

Heart Knowledge

- Students will establish and maintain spiritual disciplines and rhythms
 - Students will have regular involvement/leadership in their church community separate from weekend services
 - Students will have an intensified love for God, hunger for His Word, and submission to His plan
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5. Admissions & Requirements

Admission Requirements

1. Meet the minimum age requirement of 18 years before enrollment
2. Have a high school diploma or equivalent
3. Ensure access to financial resources to cover tuition, fees, and expenses
4. Agree with the Ministry Leadership Institute doctrinal statement
5. Submit an application and complete all application requirements
6. Display reputable character within their respective Church community
7. Complete admission interview with a member of the MLI administration team

Technical Standards

Below are the skillsets needed to have academic success at MLI.

1. Psychomotor Skills: Students must have the physical ability to sit for extended periods of time, write/type homework assignments, and read collegiate level textbooks and power point presentations.
2. Communication Skills: Students must be able to read and write English effectively to fulfill academic requirements. Writing assignments are designed to help you think critically, communicate clearly, and apply what you're learning. While they reflect college-level expectations, our faculty will provide the guidance and support you need to succeed.
3. Behavior and Social Skills: Students must be able to display unity, good judgement, accountability, integrity, interpersonal skills and coachability.
4. Cognitive Skills: Students must have the ability to think critically, problem solve, sustain attention for 50 minute instructional blocks, manage time and manage stress.
5. Technology Skills: Students must be able to utilize technology to access and complete online assignments

Denial / Re-application Process

The MLI admissions team will notify applicants if they are not accepted for admission. If an applicant wishes to appeal the decision they may take the following steps. These steps do not guarantee admission, but helps provide qualifying information for the admissions team to evaluate:

1. Submit two letters of recommendation from church leaders (pastor, staff member, elder, etc). One may be a professional reference if you are unable to acquire two references from church leaders. One **MUST** be a pastoral reference.
 2. Submit a one to two page paper (double spaced, 12 point font, Times New Roman) answering the following questions
 - a. What is God's current call in your life?
 - b. How will MLI help you answer that call?
 - c. What will you do to keep yourself spiritually healthy during your time at MLI?
 - d. What support resources can you access to assist you while taking courses through MLI?
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6. Financial Information

Tuition and Fees For Kairos Students

Kairos Students: Monthly subscription payment of \$275 until degree completion

What Tuition Covers

Tuition Covers access to Kairos learning management system (Pathwright), Digital Theological Library, Kairos online courses, **AND one MLI course per term (three terms in a year). Any additional course taken in a single term will be charged at the standard rate of \$600.**

Tuition covers the following fees for an MLI *1 week intensive*:

- Instructor Fee
- Technology Fee
- Continental breakfast on Monday, Tuesday, Wednesday, Thursday and Friday
- Catered Lunch on Monday, Tuesday, Wednesday and Thursday

Tuition covers the following fees for an MLI *weeknight course*:

- Instructor Fee
- Technology Fee
- Snacks/Refreshments

Not Included

- Assigned books and other course materials
- Transportation Costs
- Lodging
- Other Meals

Tuition and Fees For MLI Courses

MLI Courses: \$600 per course

What Tuition Covers

Tuition covers the following fees for a *1 week intensive*:

- Instructor Fee
- Technology Fee
- Continental breakfast on Monday, Tuesday, Wednesday, Thursday and Friday
- Catered Lunch on Monday, Tuesday, Wednesday and Thursday

Tuition covers the following fees for *weeknight course*:

- Instructor Fee
- Technology Fee
- Snacks/Refreshments

Not Included

- Assigned books and other course materials
- Transportation Costs
- Lodging

- Other Meals

Payment Options

Payments will be made directly to MLI through the MLI payment portal located on the MLI Website.

Outstanding Balance Policy

To ensure the sustainability of MLI programs, students are expected to maintain their accounts in good financial standing.

- Tuition and fees are due according to the payment schedule established at enrollment.
- Students experiencing financial hardship are encouraged to contact MLI as soon as possible to discuss available payment arrangements.
- MLI reserves the right to suspend or terminate enrollment for accounts that remain delinquent after reasonable attempts to resolve the outstanding balance.

Refund Policy

Week Intensive Model: 100% of tuition will be returned if the student drops the course prior to the start of class. Once the course begins there will be no refunds.

8 Week Model: 100% of tuition will be returned if the student drops the course prior to the start of class. Once the course begins there will be no refunds.

****For both programs, exceptions apply to individuals facing unexpected and unforeseen emergencies that occur during the course. Refunds in these situations will be determined on a case by case basis****

Financial Assistance Programs

Students (current and potential) will be notified of financial assistance available, and the process of how to apply, when funds are available.

7. Academic Program

Certificate Program Details

MLI offers a non-accredited **Certificate in Ministry Leadership**, consisting of nine core classes. Each class will consist of lecture, practical exercises, chapel services, and spiritual formation activities. In addition, students enrolled in the Certificate in Ministry Leadership track will be required to complete 10 hours of a ministry practicum and 10 hours of a spiritual formation practicum per course, outside of the classroom setting (please see practicum section for more details). The certificate track will follow the course sequence listed below:

Course Offerings

Year 1	Year 2	Year 3
Term 1	Term 1	Term 1
The Call, The Church, The Commission	New Testament Overview	Apologetics
10 hrs of Ministry Practicum	10 hrs of Ministry Practicum	10 hrs of Ministry Practicum
10 hrs of Formation Practicum	10 hrs of Formation Practicum	10 hrs of Formation Practicum
Term 2	Term 2	Term 2
How to Study the Bible	Essential Theology	Ministry Leadership and Ethics
10 hrs of Ministry Practicum	10 hrs of Ministry Practicum	10 hrs of Ministry Practicum
10 hrs of Formation Practicum	10 hrs of Formation Practicum	10 hrs of Formation Practicum
Term 3	Term 3	Term 3
Old Testament Overview	Communicating God's Word	Care for Self, Care for Others
10 hrs of Ministry Practicum	10 hrs of Ministry Practicum	10 hrs of Ministry Practicum
10 hrs of Formation Practicum	10 hrs of Formation Practicum	10 hrs of Formation Practicum

8. Practicum & Coursework Requirements

Practicum Requirements

- Students are required to complete 10 hours of a ministry practicum AND 10 hours of a spiritual formation practicum per course (20 hours total).
- Each 10 hour practicum must be completed prior to the start of the next course.
- Practicum experiences, practicum locations and practicum mentors are selected by the student, and must be approved by the MLI administration team.
- Students are expected to speak with their approved mentors (via phone, in person, tele-video, etc) 2x per month.

- Third year ministry practicums must include publicly communicating the word of God.

Virtual Work Requirements

In person courses will be complemented with online learning content and discussion boards. The specific details of virtual work requirements will be provided in each course's syllabus. In principle, the virtual work requirements will require minimal time commitment (about 8-12 hours/course) and will re-enforce classroom content.

Course Modules

Week Intensive Module

Below is the structure for week intensive courses

Week Intensive (Mon-Friday)	
<i>Monday-Thursday</i>	
8am-11:30am	Lecture/ Ministry Lab
11:30-12pm	Chapel
12-1pm	Lunch/Fellowship
1pm-4pm	Lecture/ Ministry Lab
4-5pm	Spiritual Formation Lab
<i>Friday</i>	
8am-12pm	Course Wrap Up and Cumulative Proficiency Activity

Weeknight Module

Below is the structure for weeknight courses. Courses will last 8 weeks.

Tuesday and Thursday Evening for 8 weeks (6:00-8:30pm)	
Tuesday	
6-7:30pm	Chapel/Lecture
7:30-8:30pm	Ministry Lab
Thursday	
6-7:30pm	Lecture/Ministry Lab cont.
7:30-8:30pm	Spiritual Formation Lab

****Final Thursday will be a Course Wrap/Up and Cumulative Proficiency Activity****

****Completion of the Certificate of Ministry Leadership is the equivalent to 36 Non Accredited Semester Credit Hours****

Credit Transferability

MLI is a non-accredited institution. Completion of courses or completion of the certificate program does not confer undergraduate or graduate college credit. Students are responsible to consult with any current or future institutions regarding the transferability of courses completed at MLI.

For Kairos students, please refer to the Kairos website for their policy regarding transferable credits.

9. Academic Policies

Attendance Policy

Regular attendance is essential to academic success and spiritual formation. As a Christian educational community, MLI believes that faithful participation reflects commitment, discipline, and stewardship of one's calling (Hebrews 10:25; Col. 3 23-24).

Attendance Requirement

- Students are expected to attend all scheduled classes, chapel services, and required ministry activities.
- Attendance is recorded at every class session
- A student must attend at least 85% of scheduled class sessions to receive credit for a course.

Excused Absences

Absences may be excused for the following reasons:

- Personal illness
- Life emergencies
- Approved ministry assignment
- Bereavement

****Students must notify the instructor prior to being absent, when possible****

Unexcused Absences

Absences not falling under the previously mentioned approved categories will be considered unexcused. Unexcused absences will result in potential grade reduction or course incompleteness.

Grading

Students will receive a letter grade upon the completion of each course using the following scale: 90-100% = A; 80-89% =B; 70-79%=C; 60-69%=D; 0-59%=F. Values will be assigned as: A=4.0, B=3.0, C= 2.0, D= 1.0, F. 0

Students who drop below a 2.0 GPA will be required to meet with their mentor and the MLI President to consider whether continuing in the program is recommended.

Course Registration

All students must register for each class individually.

Course Withdrawal

Credit for course completion will not be granted if the student withdraws during the course.

Grade Dispute

Students who believe a grading error occurred must follow these steps within the designated timeframe:

- Submit a written request (email preferred) to the instructor, with supporting evidence, in a timely manner (w/in one week of receiving the grade).
- The instructor will contact the student, review and clarify the evidence, and issue a written decision no later than two weeks after the student's initial email.
- If unsatisfied, the student may submit a written appeal to the MLI Administration Team within one week of the instructor's decision.
- MLI leadership may choose to meet with the student and/or instructor and will issue a final, non-appealable decision.

Course Repeat

Students who receive a D or lower in any course must repeat it to earn credits for the course.

10. Enrollment & Status Policies

Withdrawal from MLI

Student's enrollment in MLI automatically renews each semester until one of the following occurs:

- Student provides a written request to MLI administration to withdraw from MLI
- Student violates overdue payment policy (see policy above)
- Student is inactive from attending/enrolling in courses after 24 months
- Expulsion

****Automatic enrollment does not mean that the student will be charged payments. Payments will only be charged if a student registers in a course or has an outstanding balance. Automatic enrollment ensures that a student does not need to re-apply for admission in between courses taken.****

11. Conduct & Discipline

Church Discipline

At MLI, our heart is for restoration. When a brother or sister misses the mark our desire is to pursue reconciliation, repentance, and redemption in a spirit of grace and truth (Galatians 6:1).

At the same time, in cases of serious moral, behavioral, or academic misconduct, MLI reserves the right to dismiss a student when necessary to uphold the integrity of the community and its mission. Any dismissal that occurs during a course will be handled in accordance with the established refund policy.

12. Contact Information

MLI Phone: 567-274-3747

MLI Email: mli-equip@crossroadswired.com