MBTAC AFFILIATE FACILITATOR QUALIFICATION, APPOINTMENT & APPROVAL POLICY

Malatji Bible Training Academy (MBTAC)

Bible & Ministry Training Academy

Motto: Empowering Tomorrow Today!
Policy Title: Affiliate Facilitator Qualification, Appointment & Approval Policy
Policy Owner: MBTAC Academic Board
Applies To: All MBTAC-approved Affiliate Church-Based Bible Colleges, churches and ministry training centres
Status: Institutional Policy
Review Cycle: Every three years, or earlier where necessary
Effective Date: 2027

1. PURPOSE OF THE POLICY

The purpose of this policy is to establish minimum standards for the selection, appointment, approval, supervision, evaluation and continuing development of facilitators who teach MBTAC programmes through approved Affiliate Institutions.

The policy seeks to ensure that every MBTAC student receives instruction from facilitators who possess an appropriate combination of:

1.1 Formal academic/theological preparation;
1.2 Biblical knowledge;
1.3 Subject-matter competence;
1.4 Relevant ministry and practical experience;
1.5 Teaching and facilitation ability;
1.6 Christian character and spiritual maturity;
1.7 Doctrinal alignment; and
1.8 Commitment to the mission and standards of MBTAC.

MBTAC recognises that **effective theological education requires more than academic qualifications alone**.

2. SCOPE

This policy applies to all persons who facilitate, teach, tutor, supervise, assess or otherwise provide academic instruction in MBTAC programmes delivered through an MBTAC Affiliate.

It applies to facilitators teaching:

2.1 Certificate in Christian Ministry;
2.2 Higher Certificate in Christian Ministry;
2.3 Diploma-level programmes;
2.4 Individual MBTAC modules;
2.5 Short courses;
2.6 Approved affiliate training programmes using MBTAC curriculum.

3. GUIDING PRINCIPLE

MBTAC adopts the following principle:

- A facilitator shall be appointed based on demonstrated competence appropriate to the subject and level being taught, taking into consideration formal qualifications, biblical and theological knowledge, ministry experience, practical competence, teaching ability, Christian character and spiritual maturity.

Therefore:

- **A formal qualification is important, but it is not the only measure of competence.**

Likewise:

- **Ministry experience is valuable, but ministry experience alone does not automatically qualify a person to teach every subject.**

This distinction is essential to maintaining both the **church-based identity** and the **academic credibility** of MBTAC.

4. MBTAC FACILITATOR COMPETENCY MODEL

MBTAC shall evaluate facilitators across **seven competency areas**.

4.1 **Academic Qualification:** The person's recognised educational and theological qualifications.
4.2 **Biblical and Theological Knowledge:** The person's demonstrated understanding and responsible interpretation of Scripture and Christian doctrine.
4.3 **Subject-Matter Competence:** The person's knowledge and competence in the subject/module he or she is appointed to teach.
4.4 **Ministry and Practical Experience:** Relevant pastoral, ministry, church, professional or field experience.
4.5 **Teaching and Facilitation Competence:** The ability to teach, facilitate discussion, explain concepts, assess learners and support adult learning.
4.6 **Christian Character and Spiritual Maturity:** The person's integrity, Christian conduct, maturity, reputation and commitment to Christian service.
4.7 **Doctrinal and Institutional Alignment:** The person's willingness to respect MBTAC's stated doctrinal framework, academic standards and policies.

MBTAC facilitation standards look at academic qualifications together with spiritual/character qualities, ministerial qualities, practical experience and subjects taught, rather than qualification alone.

5. MINIMUM FACILITATOR REQUIREMENTS BY PROGRAMME LEVEL

5.1 Certificate in Christian Ministry

a) **Normal route**

A facilitator should preferably possess:

- A Higher Certificate, Diploma or Degree in Theology, Christian Ministry, Biblical Studies or a related field; **or**
- An equivalent recognised theological/ministry qualification.

In addition, the facilitator should demonstrate:

- Sound biblical knowledge;
- Competence in the specific module;
- Relevant ministry experience;
- Teaching/facilitation ability; and
- Christian maturity.

b) **Experienced Ministry Route**

A person who does not possess the preferred formal qualification may nevertheless be considered where he/she can demonstrate:

- Substantial ministry experience;
- Strong biblical knowledge;
- Demonstrated competence in the subject;
- Experience teaching Bible/ministry material;
- Good standing within the church;
- Christian maturity; and
- Ability to facilitate the MBTAC curriculum effectively.

Such appointment requires **MBTAC Affiliate Facilitator Approval**.

5.2 HIGHER CERTIFICATE LEVEL

For Higher Certificate modules, MBTAC should normally require:

- A Diploma or Degree in Theology, Christian Ministry, Biblical Studies or a related discipline; **or**
- An equivalent qualification appropriate to the subject;

Plus:

- Demonstrated subject competence;
- Relevant ministry/practical experience;
- Teaching experience;
- Biblical and theological competence; and
- Christian maturity.

Exception

- An experienced ministry practitioner may be approved where formal qualifications are lower than the normal requirement, provided the person demonstrates substantial competence in the specific teaching area. Such approval should be **subject-specific**, rather than a blanket approval to teach all Higher Certificate modules.

5.3 DIPLOMA LEVEL

Because diploma-level study involves greater depth and independence, MBTAC applies a higher standard.

The normal expectation shall be:

- Relevant bachelor's degree, diploma or equivalent theological qualification, depending on the module;
- Substantial knowledge of the subject;
- Appropriate teaching experience;
- Relevant ministry/professional experience;
- Demonstrated ability to facilitate higher-level learning;
- Christian maturity and doctrinal alignment.

For specialised or academically demanding modules, MBTAC may require a facilitator with postgraduate or specialist qualifications. However, an experienced ministry practitioner may still be considered where the person's **demonstrated competence is substantial and directly relevant to the subject**.

6. SUBJECT-SPECIFIC APPROVAL

A facilitator is not automatically approved to teach every MBTAC module simply because he or she has been approved as an MBTAC facilitator.

Approval shall state:

Approved Facilitator for:

- Module: _____

- Level: _____

For example, a pastor with extensive experience in church leadership may be approved for:

- Pastoral Ministry;
- Christian Leadership;
- Church Administration;
- Discipleship; and/or
- Evangelism.

However, that same person may not automatically be approved to teach:

- Greek;
- Hebrew;
- Advanced Biblical Studies;
- Church History; or
- Specialised theological subjects.

❖ This process is an important quality-control mechanism.

7. THREE FACILITATOR CATEGORIES

MBTAC shall formally recognise the following three categories.

7.1 CATEGORY A — QUALIFIED FACILITATOR

A person who possesses appropriate formal qualifications and relevant competence.

- **Typical profile:** Qualification + subject knowledge + teaching competence + ministry experience + Christian maturity.

7.2 CATEGORY B — EXPERIENCED MINISTRY FACILITATOR

A person whose formal academic qualification may be below the normal requirement but who possesses significant demonstrated competence through:

- Pastoral ministry;
- Bible teaching;
- Ministry leadership;
- Theological study;
- Preaching;
- Discipleship;
- Mentoring;
- Ministry training; and
- Practical experience.

- This person may be approved through the MBTAC Experienced Ministry/RPL Route.

7.3 CATEGORY C — SPECIALIST FACILITATOR

A person appointed because of specialised knowledge or professional expertise:

- **Examples** include Greek/Hebrew – Counselling - Christian Education – Missions - Church Finance – Leadership – Worship – Communications - Church Administration - Professional Disciplines Relevant to the Ministry.

The approval shall specify the subject or module.

8. MINIMUM EXPERIENCE GUIDELINES

These are MBTAC institutional guidelines, not claims that South African law requires these exact numbers.

8.1 Certificate level

- Normally: **2–3 years** of relevant ministry, teaching or professional experience.

8.2 Higher Certificate

- Normally: **3–5 years** of relevant ministry, teaching or professional experience.

8.3 Diploma

- Normally: **5 years** or more of relevant ministry, professional, academic or teaching experience, depending on the subject. However, MBTAC retains the discretion to recognise exceptional demonstrated competence.

The quality of experience matters more than simply counting years.

9. WHAT COUNTS AS RELEVANT EXPERIENCE?

Relevant experience may include:

9.1 Pastoral ministry;
9.2 Preaching and Bible teaching;
9.3 Church leadership;
9.4 Theological teaching;
9.5 Discipleship;
9.6 Evangelism and missions;
9.7 Christian counselling;
9.8 Ministry administration;
9.9 Christian education;
9.10 Leadership training;
9.11 Worship ministry;
9.12 Youth ministry;
9.13 Community ministry;
9.14 Professional experience relevant to the subject;
9.15 Previous Bible-college teaching;
9.16 Recognised ministry training.

10. CHRISTIAN CHARACTER REQUIREMENT

Every facilitator must:

10.1 Demonstrate Christian integrity;
10.2 Maintain good standing in his/her church;
10.3 Demonstrate respect for students;
10.4 Avoid abusive or exploitative behaviour;
10.5 Maintain appropriate professional boundaries;
10.6 Demonstrate honesty in academic assessment;
10.7 Protect confidential student information;
10.8 Avoid plagiarism and academic dishonesty;
10.9 Comply with MBTAC's ethical standards; and
10.10 Uphold appropriate Christian conduct.

MBTAC emphasises mature Christian character, church standing, doctrinal alignment and concern for students' spiritual welfare as part of theological faculty suitability.

11. BIBLICAL AND DOCTRINAL COMPETENCE

The facilitator must demonstrate the ability to:

11.1 Handle Scripture responsibly;
11.2 Explain biblical passages within their context;
11.3 Distinguish biblical teaching from personal opinion;
11.4 Explain major Christian doctrines accurately;
11.5 Identify questionable or unsupported interpretations;
11.6 Encourage responsible biblical study;
11.7 Respect MBTAC's doctrinal framework.

A facilitator should not use MBTAC classrooms primarily as a platform for promoting personal doctrines that contradict the approved curriculum.

12. TEACHING AND FACILITATION REQUIREMENT

MBTAC facilitators must understand that:

12.1 Facilitation is not simply preaching a sermon.
12.2 The facilitator should be able to:

a) Explain learning outcomes;
b) Teach the prescribed content;
c) Encourage student participation;
d) Ask questions;
e) Facilitate discussion;
f) Explain difficult concepts;
g) Use examples appropriately;
h) Conduct activities;
i) Guide students through exercises;
j) Assess assignments;
k) Provide feedback;
l) Maintain attendance and academic records.

- Every newly approved facilitator should complete an MBTAC Facilitator Orientation Programme.

13. MBTAC FACILITATOR ORIENTATION

- The orientation shall cover at least:

13.1 Module 1: Understanding MBTAC
13.2 Module 2: Understanding the MBTAC curriculum
13.3 Module 3: Facilitation versus preaching
13.4 Module 4: Adult learning principles
13.5 Module 5: Using the Facilitator Guide
13.6 Module 6: Assessment and marking
13.7 Module 7: Academic integrity
13.8 Module 8: Student support
13.9 Module 9: Record keeping
13.10 Module 10: MBTAC policies and quality assurance

14. APPLICATION PROCESS

The Affiliate shall submit an MBTAC Facilitator Approval Application containing:

14.1 Full names;
14.2 Contact details;
14.3 Church/ministry affiliation;
14.4 Position in ministry;
14.5 Curriculum vitae;

14.6 Copies of qualifications;
14.7 Ministry experience;
14.8 Teaching experience;
14.9 Subject(s) requested;
14.10 References;
14.11 Evidence of relevant subject competence;
14.12 Statement of faith/doctrinal alignment;
14.13 Declaration of ethical conduct; and
14.14 MBTAC Facilitator Orientation record, which is already completed.

15. FACILITATOR ASSESSMENT MATRIX

- MBTAC uses a 100-point assessment.

Area	Points
1) Academic/Theological qualification	15
2) Biblical/Theological knowledge	20
3) Subject-matter Competence	20
4) Ministry/Practical Experience	15
5) Teaching/Facilitation Ability	15
6) Christian Character/Spiritual Maturity	10
7) Doctrinal/Institutional Alignment	5
TOTAL	100

- **Approval Bands**

a) 80–100: Recommended for approval
b) 70–79: Approval may be granted subject to conditions/development
c) 60–69: Further evidence, training or supervised teaching required
d) Below 60: Not recommended at this stage

- However**, Christian character, doctrinal integrity**, and **safeguarding** will be considered essential requirements, rather than allowing a high score in other areas to offset significant deficiencies.

16. RPL / EXPERIENCED MINISTRY ROUTE

MBTAC considers "**Experienced Ministry and Recognition of Prior Learning (RPL) Route**", where the applicant may provide evidence such as:

16.1 Ministry certificates;

16.2 Preaching/teaching history;
16.3 Previous theological studies;
16.4 Church appointment letters;
16.5 Ministry references;
16.6 Teaching evaluations;
16.7 Sermons/lessons;
16.8 Published teaching material;
16.9 Ministry portfolios;
16.10 Certificates from conferences and training;
16.11 Evidence of leadership; and
16.12 Evidence of relevant professional practice.

- The applicant may also undergo:

a) Written assessment;
b) Oral interview;
c) Theological interview;
d) Demonstration lesson;
e) Portfolio assessment.

- The principle is: **experience must be demonstrated, not merely claimed.** MBTAC policy recognises RPL and prior workplace learning while stressing that learning outcomes must not be compromised.

17. **DEMONSTRATION LESSON**

For applicants entering through the Experienced Ministry Route, MBTAC may require a **20–30-minute demonstration lesson**.

The applicant should be evaluated on:

a) Biblical accuracy;
b) Subject knowledge;
c) Organisation;
d) Communication;
e) Teaching method;
f) Interaction;
g) Ability to explain concepts;
h) Use of scripture;
i) Time management; and
j) Ability to respond to questions.

This evaluation is valuable because it allows MBTAC to distinguish between **someone who knows something** and **someone who can actually teach it.**

18. **APPROVAL AUTHORITY**

MBTAC structure:

Affiliate Church-Based Bible College

Recommends facilitator
↓
Affiliate Academic/Training Coordinator
Screens documentation
↓
MBTAC Academic Office
Reviews application
↓
MBTAC Academic Board / delegated academic authority
Approves, conditionally approves or declines
↓
Facilitator
Receives written approval for specific module(s)

This preserves the affiliate's ownership of its local ministry while allowing MBTAC to protect the integrity of its curriculum.

19. **CONDITIONAL APPROVAL**

MBTAC may grant conditional approval where a facilitator is competent but needs development.

For example:

- **Condition:** Facilitator approved to teach Certificate-level Soteriology subject to completion of MBTAC Facilitator Orientation within three months.

Or:

- **Condition:** Facilitator approved under the Experienced Ministry Route and required to undergo supervised teaching for the first module.

20. **SUPERVISED FACILITATION**

A new facilitator may initially teach under supervision.

- The supervisor shall observe, among others, the following:

20.1 Lesson preparation;
20.2 Classroom delivery;
20.3 Student interaction;
20.4 Assessment;
20.5 Record keeping;
20.6 Adherence to the MBTAC curriculum.

- A brief **Facilitator Observation Report** shall be completed.

21. **FACILITATOR PERFORMANCE EVALUATION**

Each affiliate Church-Based Bible College should evaluate facilitators periodically.

Evaluation shall consider:

21.1 Student feedback;

21.2 Attendance;
21.3 Completion of curriculum;
21.4 Assessment quality;
21.5 Academic records;
21.6 Punctuality;
21.7 Teaching effectiveness;
21.8 Professional conduct;
21.9 Adherence to MBTAC material;
21.10 Complaints or commendations;
21.11 Continuing development.

22. CONTINUING PROFESSIONAL DEVELOPMENT

Every MBTAC facilitator should pursue continuing development.

This may include:

22.1 MBTAC facilitator workshops;
22.2 Theological seminars;
22.3 Ministry conferences;
22.4 Academic courses;
22.5 Reading programmes;
22.6 Curriculum-development workshops;
22.7 Assessment training;
22.8 Teaching methodology training.

MBTAC encourages facilitators to upgrade their academic qualifications over time where appropriate.

23. FACILITATOR RENEWAL

Facilitator approval may be reviewed every:

23.1 Three years
23.2 Or earlier where there are:

a) Serious complaints;
b) Doctrinal concerns;
c) Academic integrity concerns;
d) Safeguarding concerns;
e) Prolonged inactivity;
f) Poor teaching evaluations.

Renewal shall consider the facilitator's performance during the previous approval period.

24. GROUNDS FOR SUSPENSION OR WITHDRAWAL

MBTAC may suspend or withdraw facilitator approval for:

24.1 Serious misconduct;
24.2 Academic dishonesty;
24.3 Falsification of qualifications;
24.4 Persistent poor teaching;
24.5 Abuse of students;
24.6 Harassment;
24.7 Serious breach of confidentiality;
24.8 Deliberate alteration of student marks;
24.9 Plagiarism;
24.10 Teaching materially inconsistent with the approved curriculum;
24.11 Serious doctrinal misconduct where relevant to MBTAC's requirements;
24.12 Conduct that brings the programme into serious disrepute.

When this occurs, the affiliate Church-Based Bible College shall be informed of the decision and given an opportunity to respond according to the applicable MBTAC procedures.

25. FACILITATOR RECORD

Since MBTAC's goal and vision is, among others, to grow internationally, the institution shall maintain a **Facilitator Register** containing:

Information	Recorded
1) Full name	✓
2) Affiliate	✓
3) Qualifications	✓
4) Ministry experience	✓
5) Teaching experience	✓
6) Approved subjects	✓
7) Programme level	✓
8) Approval category	✓
9) Date approved	✓
10) Renewal date	✓
11) Orientation completed	✓
12) Performance reviews	✓
13) Conditions	✓

26. AFFILIATE RESPONSIBILITIES

Every MBTAC Affiliate must:

26.1 Recruit responsibly;
26.2 Verify facilitator information;
26.3 Submit facilitators for MBTAC approval;
26.4 Use only approved facilitators for MBTAC programmes;
26.5 Ensure facilitators use the current MBTAC curriculum;
26.6 Maintain facilitator records;
26.7 Monitor teaching quality;
26.8 Report serious concerns to MBTAC;
26.9 Ensure facilitators attend required orientation;
26.10 Cooperate with MBTAC quality-assurance processes.

27. MBTAC RESPONSIBILITIES

- MBTAC shall:

27.1 Establish facilitator standards;
27.2 Review applications;
27.3 Approve facilitators;
27.4 Maintain the central facilitator register;
27.5 Provide facilitator orientation;
27.6 Provide facilitator guides;
27.7 Provide assessment guidance;
27.8 Monitor quality;
27.9 Provide professional development;
27.10 Conduct periodic reviews;
27.11 Assist affiliates with facilitator development.

28. MBTAC PROTECTION

- **Affiliate Agreement:**

"Approval of an Affiliate Institution does not constitute automatic approval of all persons appointed by that Affiliate to facilitate MBTAC programmes. All facilitators shall meet the applicable MBTAC facilitator standards and shall be subject to MBTAC approval, monitoring and quality-assurance requirements."

And:

- "MBTAC reserves the right to decline, condition, suspend or withdraw approval of an individual facilitator where the facilitator does not meet MBTAC's academic, subject-matter, teaching, ethical, safeguarding, spiritual or institutional requirements."

29. THE KEY MBTAC PRINCIPLE

- **MBTAC Principle of Holistic Facilitator Competence**

29.1 MBTAC does not define facilitator competence solely by academic qualification. A competent theological facilitator should demonstrate an appropriate

combination of **knowledge, qualification, experience, practical ministry competence, teaching ability, Christian character and spiritual maturity**.

29.2 Formal qualifications provide important evidence of academic preparation. However, where appropriate, MBTAC may recognise demonstrated competence gained through theological study, ministry experience, teaching, training and practical service, provided that the required learning outcomes and academic standards are not compromised.

29.3 Experience may supplement a qualification; it does not automatically replace competence.

