



# MINISTRY LEADERSHIP CERTIFICATE PROGRAM

*Be Equipped to Lead from a Biblical Worldview*

Extraordinary School of Ministry • 5808 Lynn Road Tampa, FL 33624 • 813-641-4635

## CERTIFICATE IN MINISTRY LEADERSHIP

These courses will help you to grow in your leadership skills for your ministry and everyday life.

### PROGRAM PLAN

This program plan is a sequence of courses for students who enter the program each academic year.

As you study, you'll:

- Learn a fundamental understanding of serving the Body of Christ
- Develop skills in leadership to apply when leading in a ministry setting
- Learn key biblical strategies and techniques of placing people to use their gifts in service

### LEADERSHIP CONCENTRATION

This program offers three leadership concentrations based on desired ministry.

- Servanthood
- Teaching
- Ministry Oversight

### REQUIRED COURSES AT A GLANCE

FALL SEMESTER		SPRING SEMESTER	
BIBL 101 Genesis: The Foundation	3	THEO 103 Ministry of Helps	3
THEO 101 Principles of Faith	3	THEO 305 Understanding People	3
THEO 201 Spiritual Gifts	3	BIBL 302 Biblical Leadership	3
THEO 311 Evangelism Today	3	Servanthood Concentration: THEO 112 Spiritual Maturity	3
		Teaching Concentration: CHED 406 Teaching Techniques	
		Leadership Concentration: THEO 210 God and Government	
Semester Total	12	Semester Total	12
Total Program Credits			24

\*The entire Ministry Leadership Program can be completed in an academic year, but students will be given 2 years maximum to complete the course to serve in a leadership position.

### CLASS DAY/TIME

All classes are Virtual Live for four weeks on Tuesday Night starting at 7:00 pm to 9:45 pm.

### TUITION & FEES

Application Fee	\$40
Online Student Registration Fee	\$20
Cost per course (3 credit hours)	\$100
Material Fees (specialized course materials)	\$20
Missed Class Catch-Up Session (must be scheduled with the professor)	\$36
Change of Grade Fee	\$15
Late Payment Fee	\$30
Partial Payment Fee	\$25
Returned Payment Fee	\$40
Graduation Fee	\$35
Official Transcript Fee	\$10 per transcript ordered

### PAYMENT OPTIONS

- **Single Payment** – Pay your tuition in full at the start of the term and receive a **10% discount**.
- **Five-Installment Plan** – Spread your tuition into **five monthly payments**. (This option is only available for students enrolled full-time in the program.)
- **Course Fees** – Standard ESM course fees will apply to students taking courses **a la carte**.

### PAYMENT METHOD

Payments by the students for tuition and fees are to be made directly by using the **Tithe.ly** app. Students are to select **ESM** and include the payment details in the **Memo** section. All payments must be received prior to the start of class.

## **COURSE DESCRIPTIONS**

### **FALL SEMESTER: 12 Credit Hours**

#### **BIBL 101 Genesis: The Foundation**

An examination of the Book of Genesis with emphasis on the development, themes and major Christian doctrines. Particular focus relating to Creation, the Fall, The Great Universal Flood, destruction of Sodom, and the call of Abraham. Concentration for the particular focus will relate to the first twelve chapters of Genesis and their relation to current cultural trends today in society.

#### **THEO 101 Principles of Faith**

This course explains the primary Christian doctrines and beliefs that undergird the Old and New Testaments and are the basis of individual faith in Christianity. These form the basis for sanctification and continued growth in the faith.

#### **THEO 112 Spiritual Maturity**

This course helps the student understand the authority that God has given them as a believer and challenges them to walk in that authority in their daily lives.

#### **THEO 311 Evangelism Today**

This course inspires and equips students to share the Gospel one-on-one with those in their circle of influence. Students will discover their own “style” of evangelism and develop their personal testimony into an effective witnessing tool.

### **SPRING SEMESTER: 12 Credit Hours**

#### **THEO 103 Ministry of Helps**

This course assists the student in understanding the value of serving in the Body of Christ and helps them find their place of service.

#### **THEO 305 Understanding People**

This course combines the rigorous formal study of developmental issues with our own observations and thorough study of Scripture, to truly understand working with people. An appreciation for the intricacies of growth and development positively influences every person we contact.

#### **BIBL 302 Biblical Leadership**

This course will help the student to grasp a New Testament picture of leadership that is person centered, and team centered. Rather than basing ministry on secular principles, the timeless biblical strategies of placing people to use their gifts in service will help you grow in self-perception, skills, and vision as a leader.

### **BASED ON MINISTRY CONCENTRATION**

**Servanthood Concentration:** THEO 112 Spiritual Maturity

**Teaching Concentration:** CHED 406 Teaching Techniques

**Leadership Concentration:** THEO 210 God and Government

## 2025 - 2026 ACADEMIC COURSE SCHEDULE

FALL 2025 SEMESTER SCHEDULE		
<i>September 2, 2025 - September 23, 2025</i>		
Course Code	THEO 101	
Course Title	PRINCIPLES OF FAITH	
Professor	MARITZA RIVERA	
<i>September 30, 2025 - October 21, 2025</i>		
Course Code	THEO 201	
Course Title	SPIRITUAL GIFTS	
Professor	MARITZA RIVERA	
<i>October 28, 2025 - November 18, 2025</i>		
Course Code	BIBL 101	
Course Title	GENESIS: THE FOUNDATION	
Professor	DR. RODD RODRIGUEZ	
<i>November 25, 2025 - December 16, 2025</i>		
Course Code	THEO 311	
Course Title	EVANGELISM TODAY	
Professor	ENE ROJAS	
WINTER BREAK - December 22, 2025 - January 2, 2026		
SPRING 2026 SEMESTER SCHEDULE		
<i>January 6, 2026 - January 27, 2026</i>		
	Leadership Concentration	Teaching Concentration
Course Code	THEO 210	CHED 406
Course Title	GOD AND GOVERNMENT	TEACHING TECHNIQUES
Professor	DR. RODD RODRIGUEZ/ PASTOR JUAN GARCIA	KAREN RODRIGUEZ
<i>February 3, 2026 - February 24, 2026</i>		
Course Code	THEO 305	BIBL 101
Course Title	UNDERSTANDING PEOPLE	GENESIS: THE FOUNDATION
Professor	KAREN RODRIGUEZ	DR. RODD RODRIGUEZ
<i>March 3, 2026 - March 31, 2026</i>		
Course Code	THEO 103	
Course Title	MINISTRY OF HELPS	
Professor	VANESSA NIEVES	
SPRING BREAK - March 16, 2026 - March 20, 2026		
<i>April 7, 2026 - April 28, 2026</i>		
	Servanthood Concentration	
Course Code	THEO 112	BIBL 302
Course Title	SPIRITUAL MATURITY	BIBLICAL LEADERSHIP
Professor	VANESSA NIEVES	DR. RODD RODRIGUEZ
Expected Graduation: June 14, 2026		