PAUL TO TIMOTHY
INSTITUTE

CHURCH-BASED TRAINING CENTER

Mentor. Multiply.

Director's Manual



Invest your life in a few.
Prepare them to invest in others.

In partnership with
Assemblies of God Theological Seminary

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Your guide to the journey

Someone invested in you.
Now you can invest in others.

Use this guide with your team. The chapters walk through launching a center, mentoring participants, and helping graduates invest in others. The worksheets give you room to make a plan.

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Mentoring begins with a relationship.



Illustrative image

Empowering Pauls to Mentor Timothys... who then Build Disciple-Making Movements

This manual helps you prepare, launch, and lead a church-based training center. Paul to Timothy Institute provides curriculum and support for personal mentoring, biblical teaching, and practical ministry training. Our partnership with Assemblies of God Theological Seminary (AGTS) offers the Leading and Mentoring for Ministry Excellence certificate and a pathway to six hours of graduate credit.

> Invest your life in a few. Prepare them to invest in others.

Someone invested in you.

Someone invested in you. They recognized your God-given potential, helped you grow in your walk with God, and gave you opportunities to serve. Now you can invest your life in a few and prepare them to invest in others.

That is the heart of Paul to Timothy Institute. We help pastors develop people who will carry the work forward. A church-based training center brings leadership development into the life of your church through personal mentoring, biblical teaching, and practical ministry training.

The second half of our mission carries that investment forward. As your leaders make disciples and equip them to disciple others, the work multiplies. This is the pattern of 2 Timothy 2:2: what one person receives is entrusted to others who will teach others also.

Begin with the people God has placed in your circle of influence. Help them become who God has called them to be, and equip them to help others do the same. Your own walk with God sustains this investment.

Depend on the Holy Spirit for fruit that lasts.

Dr. Mike Oney

President, Paul to Timothy Institute

Learning in community.



Illustrative image

The Training Journey

• Prepare: Identify leaders, assemble your team, and plan your launch.

• Train and mentor: Lead nine courses with regular gatherings and practical application.

• Celebrate completion: Honor eligible graduates with the P2T–AGTS certificate.

• Empower: Help graduates take responsibility, mentor others, and build disciple-making movements.

Explore and Decide

Meet with the Institute or attend an Explore Day. Identify whom you will mentor, your commitment to regular gatherings, and potential church partners. Confirm enrollment, cost, scheduling, and completion requirements before setting a launch date.

Build your team.

Clarify roles, enrollment, and access in a video meeting with the Institute. Roles may be shared. Partnering churches should agree on hosting, teaching, communication, and decisions.

Pastor / Director

Teach, mentor participants, and guide their ministry development.

Coordinator

Manage registration, access, attendance records, and communication.

Discussion Leaders

Facilitate table and group text discussions and follow up with participants.

Technical Support

Prepare equipment and assist with videos, presentations, and access.

> Roles may be shared. Agree on hosting, teaching, communication, and decisions.

Let’s get started.

Plan Your Launch

Choose a start date that fits your church calendar and coordinate it with the Institute’s course schedule. Confirm meeting dates, location, and registration procedures.

Name your center to reflect your church’s vision and identify its connection to Paul to Timothy Institute and AGTS. Begin with personal invitations: explain why you are inviting each leader and how you will mentor them. Support those conversations with announcements, an interest meeting, and the Institute’s promotional resources.

Register and Orient Participants

Hold orientation about one month before launch. The coordinator guides enrollment at p2t.life and confirms that participants can access their materials. Provide the first participant guide in print or explain how to download it.

• Full program: $50 per month per participant for nine months.

• Individual course: $75 per participant for a standalone course.

Explain Before Classes Begin

• Meeting dates, location, payment arrangements, and whom to contact.

• Two local gatherings per month, generally lasting two hours each.

• Two monthly podcasts, related group text discussions, guided journaling, and practical application.

• Attendance records, absence notification, makeup work, and completion requirements confirmed with the Institute.

Before participants leave, confirm their first meeting date and access to the materials.

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Learning happens together.

1 **First gathering**

2 **Between gatherings**

3 **Final gathering**

Each course combines two local gatherings with learning and reflection between meetings. Choose dates that fit your church and communicate them clearly.

First Gathering

Introduce the course and connect the opening video and your teaching to participants' lives. Help them hear God's voice and respond in obedience. Explain assignments before they leave.

Between Gatherings

Participants listen to podcasts, join group discussions, and complete guided journaling. Discussion leaders encourage participation and help them apply their learning.

Final Gathering

Use teaching, discussion, and the concluding video to deepen application. Ask: What did God say to you? What will you do about it?

Who can help you obey? Who should you tell? Pray together and introduce the next course.

Keep the conversation going.



Illustrative image

Personal Mentoring

Stay connected throughout the month. Help participants recognize their calling, invest in God’s purposes, guard their character, and persevere through difficulty. Make room for honest counsel and practical steps of obedience.

Welcome New Participants

Each course stands on its own. Invite interested people to an opening gathering. Help those enrolling register and access materials. Clarify whether they are taking one course or pursuing the certificate, and track their progress.

Orient new participants to schedules, assignments, payments, and completion requirements. Connect them with a discussion leader.

Meeting agendas.

You have flexibility in how you organize your classes. Adapt these two-hour agendas to your church, participants, and course. Change the order, timing, or discussion format while keeping course content and learning expectations intact. Make room for teaching, conversation, prayer, and practical application.

First Gathering / 120 minutes

Welcome, prayer, and course introduction	15 min
Opening video	15 min
Table discussion	25 min
Pastor’s teaching	25 min
Table discussion and practical application	25 min
Assignments, questions, and closing prayer	15 min

Final Gathering / 120 minutes

Welcome, prayer, and review	15 min
Pastor’s teaching	25 min
Table discussion	20 min
Concluding video	15 min
Table discussion and practical next steps	25 min
Prayer for one another	15 min
Introduction to the next course	5 min

Let each lesson lead to a response: What did God say, and what will you do about it? Between gatherings, complete the assigned learning.

Discussion leaders follow up and help participants apply it.

Help every learner grow.

Participation and Completion

Participants attend gatherings, engage in discussion, complete assigned learning and journaling, and apply their learning in ministry.

The coordinator records attendance, absences, and course completion.

Students should notify the pastor or coordinator when they will be absent, in advance whenever possible. We recommend recording teaching sessions and uploading them for makeup work. Students review missed teaching, complete related assignments, and discuss questions with their pastor or discussion leader.

Full-certificate participants must complete all nine courses and meet the Institute’s completion requirements. Review records and confirm eligibility before recommending graduation. Explain expectations at orientation and when new participants join.

Training Materials and Support

Each course includes:

• Opening and concluding teaching videos.

• Teaching notes and table discussion questions.

• Podcasts and related group discussion prompts.

• Guided journaling questions.

• Practical ministry resources and further reading.

The coordinator helps participants access materials at p2t.life. Guides may be printed or downloaded. Review materials before gathering, prepare your teaching, and bring examples from your ministry experience.

For unresolved enrollment or access questions, contact Sharon Oney.

Support details appear on page 14.

Keep the investment moving.

Celebrate Completion

Review attendance and coursework, confirm eligibility with the Institute, and arrange certificates. Honor graduates with the Leading and Mentoring for Ministry Excellence certificate through Paul to Timothy Institute and Assemblies of God Theological Seminary.

Eligible graduates can receive six hours of graduate credit toward the AGTS Master of Leadership and Ministry degree, subject to current eligibility requirements. Explain how to pursue those credits.

Celebrate growth with your church. Invite graduates to share how God has shaped their walk with Him, their calling, and their investment in others. Meet with each graduate about whom they will mentor and their next ministry responsibility.

Keep the Mission Moving

Empowering Pauls to Mentor Timothys... who then Build Disciple-Making Movements. Build a disciple-making culture where those being mentored learn to mentor others. As graduates equip others to do the same, the work extends beyond your first group.

Your Training Center’s Culture

- Invest personally: Know participants and make time beyond the classroom.
- Lead by example: Walk with God and respond to His voice in obedience.
- Build ministry partners: Develop gifts and meaningful responsibility.
- Care faithfully: Offer honest counsel and help leaders remain faithful.
- Multiply the investment: Prepare leaders to mentor others and build disciple-making movements.

Nine courses. Lasting impact.

The Nine Courses

Equip people to serve with biblical wisdom, spiritual maturity, and practical skill. These nine courses support leaders who will invest in others.

1. Managing Conflict in Ministry
2. Being a Spirit-led Leader
3. Marriage and Family Life Essentials
4. Teaching and Counseling for Life Change
5. Leading Change
6. Finding Financial Peace
7. Thriving in the Seasons of Life and Leadership
8. Building a Ministry Team
9. Leading and Managing the Congregation

Coordinate sequence and calendar with the Institute. Participants may begin with any course and complete all nine toward the certificate.

Connecting with International Leaders

Your center can join the Institute’s worldwide work: Empowering Pauls to Mentor Timothys... who then Build Disciple-Making Movements.

• Pray for pastors developing leaders and making disciples.

• Mentor and teach through Institute-coordinated opportunities.

• Provide scholarships that help international leaders access training.

Invite participants to consider supporting this work. Contact the Institute about current partnerships, scholarship needs, and opportunities to serve.

Before your first class.

Confirm that you have:

- ☐ Met with the Institute to plan your center.
- ☐ Assigned teaching, coordination, discussion, and technical responsibilities.
- ☐ Confirmed course calendar, meeting dates, and location.
- ☐ Invited participants and explained the commitment.
- ☐ Completed registration and orientation.
- ☐ Confirmed access to course materials.
- ☐ Explained attendance, absence notification, and makeup expectations.
- ☐ Prepared teaching, discussion, and equipment for the first gathering.

Keep this checklist with your launch plan. The coordinator tracks each item and follows up on anything outstanding.

Institute Support

Sharon Oney, Director of Operations

Planning, enrollment, and course-access support

sharon@paultotimothy.com

Call or text: (870) 310-9031

Mike Oney, President

mike@paultotimothy.com

Call or text: (417) 208-6770

paultotimothy.com

Make it your own.

Work through this page together. Confirm program requirements with the Institute before launch.

Center / church name

Director / pastor

Coordinator / enrollment contact

Discussion leaders / technical support

Orientation date / first gathering date

Meeting location / regular meeting dates

Confirm with the Institute

Course sequence and calendar

Attendance, makeup work and completion requirements

Payment arrangements and enrollment process

Certificate eligibility and graduate-credit next steps

Growth takes time.

Track each participant's learning and your next mentoring conversation. Confirm completion and credit eligibility with the Institute.

Participant / discussion leader

Enrollment: full certificate or individual course

Course	Gatherings / makeup	Learning / completion
1. Managing Conflict in Ministry		
2. Being a Spirit-led Leader		
3. Marriage and Family Life Essentials		
4. Teaching and Counseling for Life Change		
5. Leading Change		
6. Finding Financial Peace		
7. Thriving in the Seasons of Life and Leadership		
8. Building a Ministry Team		
9. Leading and Managing the Congregation		

Next mentoring conversation / practical ministry step