

Pathway Church Ministry Student Work-Study Program

Policy & Procedure Manual

1.0 PURPOSE

To develop future ministry leaders through a structured work-study program that combines vocational ministry-related education with hands-on work within Pathway Life Church. This program allows students to gain real-world ministry experience, receive spiritual mentorship, and benefit from partial tuition reimbursement.

2.0 SCOPE

This program applies to students pursuing full-time post-secondary education in ministry, theology, pastoral care, worship ministry or AV Technology , or Christian leadership in Ontario. Participants must be actively involved in Pathway Church.

3.0 CORE PRINCIPLES

This program reflects the core values and beliefs of Pathway Church:

- **Jesus-Centered Living**
- **Biblical Truth and Authority**
- **Intentional Discipleship**
- **Missional Engagement**
- **Spirit-Led Leadership**
- **Loving Community**

These values guide all aspects of the participant's work and conduct.

4.0 PROGRAM STRUCTURE

4.1 Duration

- Up to 4 years for undergraduate studies
- Optional 1-year mentorship extension

4.2 Weekly Commitments

Participants commit to a minimum of **12–15 hours/week** in ministry service during the school year (September–April), with flexible summer involvement.

Role	Estimated Time Commitment
Sunday Ministry Assistant	4 hours
Life Group Support	3 hours
Midweek Ministry or Admin	4–6 hours
Mentorship/Reflection	1 hour

This is an example of how hours will be allocated, but will be refined based up the school program, and needs of Pathway Life Church

5.0 MINISTRY ROLES & EXPECTATIONS

5.1 Sunday Ministry Assistant

- Serve in Pathway Kids, Youth, or Worship Support
- Follow ministry plans and provide safe, Christ-centered environments

5.2 Life Group Support Leader

- Assist or co-lead a Life Group with oversight
- Help foster authentic relationships, Bible study, and prayer

5.3 Mid-Week Ministry Engagement

- Participate in Alpha, pastoral care, prayer ministry, admin, or outreach initiatives
- Shadow leaders and contribute to program success

5.4 Mentorship & Reflection

- Monthly 1-on-1 check-in with assigned pastoral mentor
- Submit a biannual Ministry Reflection Summary (see 8.3)

Subject to change based on needs of Pathway Life Church

6.0 EDUCATIONAL REQUIREMENTS

6.1 Program Eligibility

Participants must be enrolled in a recognized full-time post-secondary program in Ontario related to:

- Theology or Christian Studies
- Pastoral Ministry or Missions
- Worship or technology studies

Approved institutions may include (but are not limited to):

Tyndale University, Redeemer University, Heritage College & Seminary, McMaster Divinity, Moody Canada, or online programs with theological alignment.

6.2 Academic Requirements

- Maintain a minimum **B- (70%) grade average**
- Submit transcript or grade report each semester
- Provide evidence of active participation in classes and coursework

7.0 TUITION REIMBURSEMENT

7.1 Reimbursement Amount

- Up to **\$2,000/semester** based on course load and completion
- Maximum of **\$16,000** over the program's duration

7.2 Eligibility Criteria

- Successful course completion (B- or higher)
- Satisfactory ministry performance review
- Submission of a Ministry Integration Reflection (see 8.3)

7.3 Disbursement

- Reimbursement occurs up to three times annually:
 - **Fall Term:** Issued by January 30
 - **Winter/Spring Term:** Issued by June 30
 - **Summer Term:** Issued by August 30

8.0 MONITORING & EVALUATION

8.1 Ministry Performance Review

Conducted bi-annually by a supervising staff member and includes:

- Faithfulness to responsibilities
- Team collaboration
- Spiritual growth
- Communication and leadership development

8.2 Academic Review

Reviewed bi-annually through transcript submission and education goal updates.

8.3 Ministry Integration Reflection

Each semester, participants will submit a 1–2 page reflection that:

- Links academic learning to ministry experience
- Describes challenges and spiritual insights
- Proposes goals for the upcoming semester

9.0 PROGRAM OVERSIGHT

9.1 Supervisor Assignment

Each participant is assigned a **Ministry Supervisor** (staff or pastor) who provides:

- Training and onboarding
- Ongoing mentoring
- Ministry feedback and encouragement

9.2 Program Coordinator

A designated staff member (e.g., Director of Discipleship or Executive Pastor) oversees:

- Program structure and updates
- Reimbursement approvals
- Institutional partnerships

10.0 CODE OF CONDUCT

Participants are expected to:

- Demonstrate Christ-like character, integrity, and humility
- Abide by Pathway Church's statement of faith and moral standards as outlined by the Youth/Small Group Leaders standards
- Respect confidentiality and safety protocols in all ministries
- Be punctual, reliable, and teachable

Misconduct, failure to meet academic or ministry expectations, or theological misalignment may result in suspension or removal from the program.

11.0 PROGRAM OUTCOMES

Upon successful completion, participants will:

- Be equipped with foundational ministry and leadership skills
- Have post-secondary credentials to serve in vocational ministry
- Be considered for potential full-time or extended part-time ministry roles at Pathway Church

12.0 REVIEW AND AMENDMENT

This policy will be reviewed every two years by Pathway Church's leadership team or as needed to ensure alignment with strategic ministry goals and educational trends.