

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
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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
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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
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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.