Acknowledgement

This Manual is an indirect outcome of a Writers Workshop sponsored by the Conference of African Theological Institutions (CATI), from June 12th-24th 1995, held at the Amani Conference Centre, off Thika Road, Nairobi Kenya.

The objectives of the Workshop were two folds:

1. To equip the invited TEE personnel from Francophone African countries with skills for writing self-instructional materials.

2. To increase the meagre stock of the existing TEE literature written in French language, or a suitable mother tongue used by TEE community in Francophone countries in Africa, by transforming and adopting other suitable materials written in other languages, and translate such materials into French.

The Workshop participants were:

Rev. Dr & Mrs Bernie Lutz (Nigeria), Mrs Bea Coleman (Ethiopia), Rev. Esengo Tafo-Aba Bale Jean, (the Democratic Republic of Congo), Rev. Roland Rajaoba (Reunion), Mr. Richard Radriam-pienemana (Madagascar), Ms Rajaorisao Haja Tiana (Madagascar), Rev. Rajaorigafaro Rajosirelo (Madagascar), Rev. Nyirimanzi Andre (Rwandese from Refugee Camp in Goma, the Democratic Republic of Congo), Rev. Ntilivamunda Thomas (Rwandese from Refugee Camp in Goma, the Democratic Republic of Congo), Rev. Ndimbirwe Manaseh (Rwandese from Refugee Camp in Goma, the Democratic Republic of Congo), Rev. Nibasense Marthe (Rwandese from Refugee Camp in Bukavu, the Democratic Republic of Congo).

While the facilitators were preparing for the Workshop, it occurred to them that they could kill two birds with one stone as it were: to produce a Manual for Writing and designing TEE Study materials in the very process of facilitating the Writers Workshop. Indeed, it was during this period when they founded the Open and Distance Education Trust (ODE Trust), which was subsequently registered under Chapter 285 of the Laws of Kenya. This step formally consolidated the facilitators many years of experience in distance education in general and TEE in particular, individually and, in varying ways, collectively.
The Open and Distance Education Trust (ODE Trust) exists to provide information and advice in Open and distance education in general and TEE in particular. This includes writing self-instructional materials, training potential writers and even transforming the content of text-books into self-instructional format complete with interactive activities, pictures and other components appropriate for distance learning.

At the time of writing this Manual, the authors made extensive use of the database supplied in CD-ROM supplied by Dr Keith Harry, Director, International Centre for Distance Learning situated at the Open University, UK. The use of the ICDL database and other sources are fully acknowledged with appreciation.

Financial resources for the Workshop and the production of this Manual were made available to CATI by the Parish of Trinity Church in New York. Resourcing finance is one of the most frequently encountered problems in TEE but Trinity Church has, over the years, shown unwavering commitment and support to the promotion of theological education at a distance. On behalf of TEE community in Africa, therefore, CATI is grateful to Trinity Church for their continued support to TEE.

Finally, any shortcomings in this Manual rests on the authors collectively and individually. No blame of any kind should be apportioned to CATI, or the Open and Distance Education Trust. The views and expressions in this Manual are therefore, those of the authors.
Foreword

Theological education is one of the major functions of the Church. It is for the preparation of the whole people of God, some for the special ministry of the Word and Sacrament, and others for the general priesthood of all believers. The Church in Africa is no exception.

Theological Institutions have been established for the Churches in Africa, some as residential institutions and others go through distance education. The goal in all of these is to equip the people of God to face the challenges of a continent which is characterized by rapid social, political and economic changes which have resulted in a great deal of instability and turmoil in many countries.

The need in Africa is for an affordable model of theological training capable of helping the churches to reach as many Christians as possible in order to equip them to meet the challenges they encounter in their environment. Also, the need for affordable forms of ministry in order to fully utilize those who have trained either through the residential type of education or through the distance education mode.

For a very long time, residential theological education in Africa has been the dominant form of training for the Christian ministries. It has been and continues to be a very expensive undertaking, heavily dependant on financial support from the churches in the northern hemisphere. Because of the high expense involved, this form of training lies beyond the reach of many Churches in Africa, particularly the African Initiated Churches. As it becomes more and more expensive, fewer and fewer people find their ways to residential theological institutions while the demands for more Church workers increase. When theological poverty has found its way into the pastorate, the result can only be a deterioration of the christian ministries and loss of vision as to what the Church is all about. And this leads to the perception in which the Church becomes a secular institution, or a political organization in which leaders struggle for power.

Today, many Churches in Africa are turning to distance education. According to the TEE database maintained at the Christian Learning Material Centre, there are at the present approximately 341 TEE programmes in Sub-saharan Africa. The theological education direc-
tory compiled by the Accredited Council for Theological Education in Africa (ACTEA) shows that there are more than 700 theological schools and colleges in Africa, including TEE colleges and Bible schools. There is therefore a need to pay greater attention to TEE. We need to identify affordable approaches to theological education and the preparation for the ministry. It is in this regard that Theological Education by Extension becomes attractive to the Church in Africa. TEE provides an affordable and practical way of training church workers in the comfort of their homes. It also provides an affordable form of ministry as most of the TEE graduates prefer to remain self-supporting in their ministries.

Over the years, CATI has run several TEE workshops in an effort to improve the quality of TEE programmes. It has run workshops on Evaluation of TEE programmes, Curricula Development, Writing TEE Materials, and so on. These workshops were found to be extremely helpful and necessary. There has been a continued demand for these workshops from TEE colleges and Bible schools. The demand for TEE programmes is increasing, and over the years, CATI has been asked to assist Churches to start TEE programmes. Because there is such a high demand for TEE programmes in Africa, CATI is, therefore, currently reviewing its TEE programme in order to respond to the specific needs of the churches for a sufficient number of trained pastors, and to provide opportunities for the people involved in mission within the local communities to keep on learning, thinking and growing to avoid stagnation. TEE provides access to theological education to many people already in church leadership positions who wish to gain qualifications previously reserved for the special few who were able to go to colleges full-time. The advantage of TEE is that it is an on-the-job training, and because of that it is enriching to both student's life and ministry in the immediate context, allowing for continuous learning and application. The need is to begin by developing and strengthening the theological and administrative skills of the leaders that are already in place and are not able to leave the Church to go to residential colleges. Distance education is the alternative way of meeting this need. Perhaps even more important is the fact that TEE makes theological education accessible to all interested adult Christians who want to study theology.
in their own homes and at their pace, and may want to use the courses taken for further educational advancement. There are varieties of ministries in the Church, and the whole people of God need to be equipped for these different ministries. This is what TEE programmes are able to, and there are many people out there who wish to study theology but do not necessarily feel a call into the ordained ministries.

This book is a result of a workshop held in Nairobi in 1995 on Writing of TEE Materials. It is the result of a cooperative effort by the resource persons to produce a handbook which could be used to assist persons producing materials that are suitable for distance learning which has different methodology from the one used in residential institutions. The goal is to improve the quality of the materials used in TEE through a cooperative effort on the part of theologians, educators, and educational technologists. CATI wishes to express its gratitude to the authors who through their dedication made the production of this Manual possible. On behalf of CATI, I wish also to express our heartfelt gratitude to Trinity Church in New York for funding the workshop and also the publication of this Manual. It is our sincere hope that the readers will find it useful and be able to use it in workshops on the Writing of TEE materials.

Prof. Ambrose Moyo
Secretary, CATI
27 June, 1996