

# CRITERIA

AND

# PROCEDURES

FOR MEMBERSHIP

---

ECTE

European  
Council for  
Theological  
Education

(Formerly the  
EEAA)

<b>INTRODUCTION</b>	<b>3</b>
<b>1. REGULAR MEMBERSHIP CRITERIA AND PROCEDURES</b>	<b>4</b>
1.1 – REGULAR MEMBERSHIP CRITERIA	4
1.2 – REGULAR MEMBERSHIP PROCEDURES	4
1.3 – CESSATION OF REGULAR MEMBERSHIP	4
1.4 – SUMMARY OF REGULAR MEMBERSHIP PROCEDURES	5
<b>2. ASSOCIATE MEMBERSHIP CRITERIA AND PROCEDURES</b>	<b>7</b>
2.1 – ASSOCIATE MEMBERSHIP CRITERIA	7
2.2 – ASSOCIATE MEMBERSHIP PROCEDURES	7
2.3 – CESSATION OF ASSOCIATE MEMBERSHIP	7
2.4 – SUMMARY OF ASSOCIATE MEMBERSHIP PROCEDURES	8
<b>APPENDIX A. ECTE CORE VALUES</b>	<b>10</b>

# INTRODUCTION

In 2019 the Council of the ECTE decided to discontinue the production of the ECTE Manual and to replace it with a series of documents corresponding to specific topics. The entire collection of these documents related to quality assurance standards, guidelines and procedures related to ECTE membership and evaluation services can be found at <http://ecte.eu/qa/>.

This document contains the *Guidelines for Membership* in the ECTE (replacing section 2 of the Sixth Edition, 2018 of the ECTE Manual). The guidelines apply both to regular membership and to associate membership and include the ECTE Core Values to which all applicants must subscribe.

As globalisation and internationalisation shape the world, networking is becoming the way of the future in higher and vocational education. The vision of the ECTE is to respond to the challenges of a changing world by developing an effective and sustainable network of member European theological institutions and leaders that adhere to a set of common values and that can effectively serve one another by connecting their resources in a common evangelical educational enterprise.

Applicants are encouraged to read more about ECTE's activities and about the advantages of ECTE membership in the general information document: *Introducing the ECTE*. For more information on the ECTE accreditation standards and procedures instead, see *Standards and Guidelines for ECTE Accreditation*<sup>1</sup> and *Criteria and Procedures for ECTE Accreditation*<sup>2</sup>.

Institutions, organisations or individuals interested in ECTE membership are encouraged to write to the General Secretary ([office@ecte.eu](mailto:office@ecte.eu)). An Orientation Visit can also be requested to learn more about the ECTE (visitation fees apply for this kind of visit). Obtaining ECTE membership normally requires a few months.

We offer these updated guidelines to ECTE membership as a tool in helping our stakeholders progress toward greater fitness for service, for God's greater glory in Europe.

ECTE Review committee

Dr Bernhard Ott, Chairman

Dr Hubert Jurgensen, Vice Chairman

Dr Marvin Oxenham, General Secretary

November 2019

---

<sup>1</sup> <http://ecte.eu/qa/standards/>

<sup>2</sup> <http://ecte.eu/qa/procedures/>

# 1. REGULAR MEMBERSHIP CRITERIA AND PROCEDURES

Regular Membership in the ECTE network is available to all institutions of evangelical theological education operating formally at post-secondary level. The term ‘regular’ is used to distinguish the institutional members from associate members. Regular membership in the ECTE is also the first step for institutions wishing to apply for accreditation<sup>3</sup>.

---

## 1.1 – Regular Membership criteria

The fundamental criteria for regular Membership in the ECTE are:

1. The applicant is an institution of evangelical theological education operating formally at tertiary level;
2. The applicant adheres to the ECTE Core Values (see Appendix A);
3. The applicant is recognised as an evangelical organisation;
4. The applicant agrees to pay regular ECTE membership fees.<sup>4</sup>

---

## 1.2 – Regular Membership procedures

The following steps lead to achieving regular Membership in the ECTE:

1. Submission of an ECTE *Membership Application* form<sup>5</sup> to the ECTE General Secretary together with the required supporting documentation;
2. The ECTE Council (meeting twice a year in spring and autumn) deliberates on applications;
3. The ECTE General Secretary notifies the applicant either of membership approval or of further steps that need to be taken;
4. The ECTE Treasurer invoices the yearly membership fees.
5. Member institutions may include the statement “Member of the European Council for Theological Education (ECTE)” or equivalent expression in their publications and use the ECTE logo. Care must be taken by the institution to make it clear that their membership in the ECTE does not equate accreditation of their institution nor of their programmes.

All documents and forms are to be sent digitally, in English<sup>6</sup>, by email to the ECTE addresses that are provided. Official communication from the ECTE will also occur by email. It is the responsibility of the institution to inform the ECTE of the email addresses that will be used in the accreditation process.

---

## 1.3 – Cessation of regular Membership

---

<sup>3</sup> For more information on ECTE accreditation see *Procedures for ECTE Accreditation*.

<sup>4</sup> See <http://ecte.eu/about/fees>

<sup>5</sup> Download at <http://ecte.eu/forms>

<sup>6</sup> Translation provisions can be discussed for institutions whose main language of delivery is not English.

## DISCONTINUATION

Member institutions can discontinue their membership in the ECTE at any time by writing to the General Secretary ([office@ecte.eu](mailto:office@ecte.eu)). Membership discontinuation will be acknowledged and verbalised by the ECTE Council. Membership fees will be paid until the end of the year in which membership is discontinued.

## SUSPENSION OR REVOKING MEMBERSHIP

The ECTE reserves the right to suspend or revoke membership to institutions that do not comply with the ECTE Core Values or the ECTE's statutes or are not in line with their fee payments. Institutions or organizations which are two years or more behind with their payments of fees will receive a formal notice, after which their membership will be suspended. If, after being suspended for two years, institutions have still not settled their arrear payments, their membership will be revoked, and they will need to apply again. Institutions which have a strong case for reduction of fees due to un-usual financial constraints should appeal to council for this with supporting documentation and these will be considered on a case by case basis.

Appeals may be made following the policy laid out in the ECTE website.<sup>7</sup>

---

## 1.4 – Summary of regular Membership procedures

---

Phase	What	Who
1. Membership	↓ Courtesy Visit (optional, suggested by the ECTE at any point)	ECTE offers consultancy
	↓ Orientation Visit (optional, requested by the institution at any point)	Institution requests consultancy
	↓ Institution sends <i>Membership Application Form</i>	Institution to General Secretary
	↓ Council deliberates on Membership	ECTE Council
	↓ Institution is informed of outcome	General Secretary to Institution
	↓ Institution pays membership fees	Treasurer invoices Institution annually

## FORMS AND GUIDELINES

- *Membership Application* form (form used by the institution for membership application);<sup>8</sup>
- *Introducing the ECTE* (document describing membership rights and advantages, statutes and bylaws, ECTE core values);<sup>9</sup>

<sup>7</sup> <http://ecte.eu/about/organisation/policies/>

<sup>8</sup> Download at <http://ecte.eu/forms>

<sup>9</sup> See <http://ecte.eu/about>

## RESPONSIBILITIES

- **The institution:** submits the *Membership Application* form and the required documentation; subscribes to ECTE core values; pays membership fees.
- **The ECTE General Secretary (GS):** receives the *Membership Application* form and presents it to the ECTE Council; notifies institution of application outcome; in case of positive outcome, provides institution with logo and includes institution in the ECTE directory; in case of negative outcome, provides further guidance and receives appeals.
- **The ECTE Council:** makes decisions on membership.
- **The ECTE Treasurer:** invoices member schools yearly.

## 2. ASSOCIATE MEMBERSHIP CRITERIA AND PROCEDURES

Associate membership that is available to individuals, non-formal training organisations and other agencies.

---

### 2.1 – Associate Membership criteria

---

The fundamental criteria for Associate Membership in the ECTE are:

1. The applicant is a non-formal tertiary provider of theological education, an individual or an organization (such as an association of theological institutions, a theological association, a church, a denomination or a mission) that has a vested interest in theological education;
2. The applicant adheres to the ECTE Core Values (see Appendix A);
3. The applicant is recognised as an evangelical organisation;
4. The applicant agrees to pay regular ECTE membership fees.<sup>10</sup>

---

### 2.2 – Associate Membership procedures

---

The following steps lead to achieving regular Membership in the ECTE:

1. Submission of an ECTE *Membership Application* form<sup>11</sup> to the ECTE General Secretary together with the required supporting documentation;
2. The ECTE Council (meeting twice a year in spring and autumn) deliberates on applications;
3. The ECTE General Secretary notifies the applicant either of membership approval or of further steps that need to be taken;
4. The ECTE Treasurer invoices the yearly membership fees.
5. The applicant may include the statement “Associate Member of the European Council for Theological Education (ECTE)” or equivalent expression in publications and use the ECTE logo.

All documents and forms are to be sent digitally, in English<sup>12</sup>, by email to the ECTE addresses provided. Official communication from the ECTE will also occur by email. It is the responsibility of the institution to inform the ECTE of the email addresses that will be used in the accreditation process.

---

### 2.3 – Cessation of associate Membership

---

---

<sup>10</sup> See <http://ecte.eu/about/fees>

<sup>11</sup> Download at <http://ecte.eu/forms>

<sup>12</sup> Translation provisions can be discussed for institutions whose main language of delivery is not English.

## DISCONTINUATION

Associate members can discontinue their membership in the ECTE at any time by writing to the General Secretary ([office@ecte.eu](mailto:office@ecte.eu)). Membership discontinuation will be acknowledged and verbalised by the ECTE Council. Membership fees will be paid until the end of the year in which membership is discontinued.

## SUSPENSION OR REVOKING MEMBERSHIP

The ECTE reserves the right to suspend or revoke membership to institutions that do not comply with the ECTE Core Values or the ECTE's statutes or are not in line with their fee payments. Institutions or organizations which are two years or more behind with their payments of fees will receive a formal notice, after which their membership will be suspended. If, after being suspended for two years, institutions have still not settled their arrear payments, their membership will be revoked, and they will need to apply again. Institutions which have a strong case for reduction of fees due to un-usual financial constraints should appeal to council for this with supporting documentation and these will be considered on a case by case basis.

Appeals may be made following the policy laid out in the ECTE website.<sup>13</sup>

---

## 2.4 – Summary of Associate Membership procedures

---

### TIMELINE

Phase	What	Who
1. Membership	↓ Applicant sends <i>Membership Application Form</i>	Applicant to General Secretary
	↓ Council deliberates on Membership	ECTE Council
	↓ Applicant is informed of outcome	General Secretary to Applicant
	↓ Applicant pays membership fees	Treasurer invoices Applicant annually

### FORMS AND GUIDELINES

- *Membership Application Form* (form used by the institution for membership application);<sup>14</sup>
- *Introducing the ECTE* (document describing membership rights and advantages, statutes and bylaws, ECTE core values);<sup>15</sup>

### RESPONSIBILITIES

- **The applicant:** submits the *Membership Application* form and the required documentation; subscribes to ECTE core values; pays membership fees.
- **The ECTE General Secretary (GS):** receives the *Membership Application* form and presents it to the ECTE Council; notifies of application outcome; in case of positive outcome, provides logo and

<sup>13</sup> <http://ecte.eu/about/organisation/policies/>

<sup>14</sup> Download at <http://ecte.eu/forms>

<sup>15</sup> See <http://ecte.eu/about>

includes institution in the ECTE Associate Members directory; in case of negative outcome, provides further guidance and receives appeals.

- **The ECTE Council:** makes decisions on membership.
- **The ECTE Treasurer:** invoices member schools yearly.

# APPENDIX A. ECTE CORE VALUES

All ECTE members must subscribe to the following core values and be prepared to provide evidence. This applies equally to institutions that are joining the ECTE network as members and institutions that engage with ECTE’s quality assurance and accreditation services. Organisations applying for affiliate membership should also subscribe to these core values as is relevant to their operations.

Given the importance of these core values, institutions are strongly advised to involve the institution’s leadership, staff and faculty in subscribing to them. A copy of these values might also be given to each student at the time of enrolment.

Each core value below completes the phrase ‘Theological education should be...’ and is followed by examples of evidence.

Theological education should be...	Examples of Evidence
1. Faithful to doctrine	<ul style="list-style-type: none"> <li>- The institution’s doctrine and teaching is evangelical and Scripture based.</li> <li>- Faculty members should be mature Christians that abide by the institution’s doctrinal position</li> <li>- The programme has a robust component of Biblical studies.</li> </ul>
2. Trusted by the church	<ul style="list-style-type: none"> <li>- The institution is in good standing with the evangelical community and networks with evangelical churches and organizations</li> <li>- Faculty and staff members should have a good standing within the national evangelical community at large, be respectable members of a church and exhibit character traits that are worthy of imitation by the student body.</li> <li>- The institution is attentive to the needs and expectations of the community it serves</li> <li>- The institution works in partnership with the churches in the training of students</li> </ul>
3. Excellent in academics	<ul style="list-style-type: none"> <li>- The institution aims at providing educational means that are fit for purpose.</li> <li>- The teaching in the classroom is at an appropriate academic depth.</li> <li>- The institution encourages students and faculty to achieve their intellectual potential.</li> <li>- The institution trains students to be on-going learners</li> </ul>
4. Operating as community	<ul style="list-style-type: none"> <li>- The institution functions as a culturally appropriate learning community.</li> </ul>

	<ul style="list-style-type: none"> <li>- The institution’s community is seen as a place where spiritual formation, character and service skills are developed.</li> <li>- The institution models cooperation by networking with other theological institutions</li> </ul>
<p>5. Integrated in approach</p>	<ul style="list-style-type: none"> <li>- The institution’s programmes integrate and balance academic quality, spiritual and personal formation and ministry effectiveness.</li> <li>- The institution has a variety of learning activities that are fit to achieve varying outcomes.</li> <li>- This balanced approach is modelled in faculty and staff that shall, wherever possible, actively participate in the life and worship of the theological institution and show personal involvement in the physical and spiritual welfare of the students and not only the intellectual and academic needs</li> </ul>
<p>6. Aimed at service</p>	<ul style="list-style-type: none"> <li>- The institution actively models and promotes servant leadership.</li> <li>- The institution should have sound procedures for evaluating the prospective student’s commitment to Christian truth, ethics, values and community</li> <li>- The institution’s programme aims at training graduates who will be able to serve in changing contexts.</li> <li>- The institution’s programme should aim at fitness for purpose, and generally should include evaluated ministry experience</li> <li>- The institutions offers vocational and ministerial guidance to its students and graduates</li> </ul>
<p>7. Focused on outcomes</p>	<ul style="list-style-type: none"> <li>- The activities of the institution are inspired by the intended outcomes in the lives of its alumni and the kingdom</li> <li>- The institution has a carefully formulated mission statement and strategic plan</li> </ul>
<p>8. Evaluated with integrity</p>	<ul style="list-style-type: none"> <li>- The institution has procedures for internal quality assurance.</li> <li>- The institution continuously reviews its objectives, programmes, and entire operation.</li> <li>- The institution is accurate, transparent and truthful in its public face.</li> </ul>

	<ul style="list-style-type: none"> <li>- The institution’s leadership, staff and faculty are accountable.</li> </ul>
<p>9. Governed with competency</p>	<ul style="list-style-type: none"> <li>- The institution has a clear legal operation, unambiguous governance structures and joint decision making procedures</li> <li>- The institution’s governing body is free from conflict of interest.</li> </ul>
<p>10. Managed efficiently</p>	<ul style="list-style-type: none"> <li>- The institution is run by an efficient administration.</li> <li>- The institution’s staff and faculty are sufficient in number and suitably qualified.</li> <li>- The institution’s staff and faculty are provided with adequate working conditions.</li> <li>- The institution makes provision for on-going training of its staff and faculty.</li> <li>- The institution is transparent, accountable and viable in its financial dealings.</li> </ul>
<p>11. Effective within context</p>	<ul style="list-style-type: none"> <li>- The institution’s learning activities, objectives and structure exist in response to its specific context and the needs of its stakeholders.</li> <li>- The institution’s programme is culturally relevant and appropriately staffed by nationals.</li> <li>- The institution fosters a Christian mind and world view that can apply theological knowledge to context.</li> </ul>

These ECTE *Membership Criteria and Procedures* have been approved by the ECTE Council, 28 November 2019 and are valid until their revision.

For additional information about the ECTE, contact:

Dr Marvin Oxenham – General Secretary, ECTE  
Via dei Lucumoni 33 1015 Sutri (VT) Italy

Email: [office@ecte.eu](mailto:office@ecte.eu) Website: [www.ecte.eu](http://www.ecte.eu)