Application for Certification

International Church of the Foursquare Gospel
Institutes & Emerging Leader Network Schools of Ministry

SUBMIT WITH $100 APPLICATION FEE TO:
Foursquare Ministry Institutes
1910 W. Sunset Blvd. • Los Angeles, CA 90026
213.989.4258 • Institutes@foursquare.org

GENERAL INFORMATION

_____
School name

_____
School address

_____
City/State/Zip

_____ _____
Phone Fax

_____
Director's name

_____
Director's e-mail address

_____
School website

_____ _____
Sponsoring church Church Ezra code

_____
Senior pastor's name

_____ _____
District Supervisor's name

Type of institution (check one):

_____School of ministry _____Non-formal Bible institute _____Formal Bible institute

_____Church-based Bible college _____Emerging Leader Network school of ministry

Proposed start date :_____

ORGANIZATION AND ADMINISTRATION

Have you received approval from your district office to begin an institute/ELN? _____Yes _____No
Please attach a letter of approval from your district supervisor.

For ELN programs: Are you seeking approval with the Emerging Leader Network?
(www.emergingleadernetwork.com) _____Yes _____No

List your three main reasons for seeking certification:

1._____

2._____

3._____

Institute/ELN mission statement:

_____

_____

_____

Has an administrative committee been established to oversee the school? _____Yes _____No

Is the senior pastor chairman of this committee? _____Yes _____No

Does the committee consist of at least five members? _____Yes _____No

Is at least one committee member (other than the pastor) a member of the church council? _____Yes _____No

How frequently does this committee meet? _____

Are all financial decisions of the committee reviewed by the church council? _____Yes _____No

Please attach a separate sheet with explanation of all "No" answers.

Current committee members:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

State the educational and experience qualifications of the institute director_____

_____

_____

What tuition rate has been determined and approved by the administrative committee?_____

_____

EDUCATIONAL MATTERS—INSTITUTES ONLY

Please attach documents (catalog, schedule, calendar, etc.) that contain the following information:

_____ A description of the school's approach to instruction: formal, non-formal or combination. (see Institute Handbook for guidelines)

_____An explanation of how the school will meet the required hours of training.

_____A brief description of each course offered. If the Systematic Theology classes listed in the Institute Handbook are not being offered, please include a description of how the content of those classes will be covered.

_____A description of total class time. Include the length of each class in minutes, how many times per week the class will meet, and the number of weeks it will meet.

_____A description of non-formal training, if it will be included as a part of the required hours.

_____A list of faculty members and their qualifications, including education and experience.

ELN PROGRAMS ONLY

Please attach documents (handbook, catalog, schedule, calendar, etc.) that contain the following:

_____ A description of the school's approach to instruction. What curriculum will be used?

_____A brief description of each course offered.

_____The weekly schedule for students, including class time, ministry time/outreach, and other activities.

_____If housing is provided, a description of housing arrangements, whether host homes, church-provided apartments/dormitories, etc.

_____The school's policy on whether students may work outside jobs, whether they will receive stipends that have been built into the program overall cost, etc.

_____A list of ELN leadership staff and their qualifications, including education and experience.

EDUCATIONAL MATTERS—BOTH INSTITUTES AND ELNS

Please answer the following questions. Attach a separate sheet with explanation for any "no" answers.

1. Admission criteria reflect the mission of the institute/ELN. _____Yes _____No
2. Applicants must have a high school diploma or the equivalent. _____Yes _____No
3. The attendance policy requires students to attend at least 80% of class sessions. ____Yes_____No
4. Textbooks and instruction are college-level. _____Yes _____No
5. Tools for evaluation include exams, papers, reports and projects. _____Yes _____No
6. Course outlines are available for each course offered. _____Yes _____No
7. An academic scoring system has been established. _____Yes _____No
8. Student records are confidential and are permanently kept in fire-safe storage. ____Yes_____No
9. The school has an on-site library. _____Yes _____No

If you are pursuing the possibility of the credits from your institute being transferable, are you in dialog with an institution? _____Yes _____No If yes, which institution? _____

Do you currently have a letter of articulation from that institution? _____Yes _____No (If yes, please attach)

DENOMINATIONAL MATTERS

What percentage of faculty, staff and administration are active members of a Foursquare church?
_____%

If not 100%, please explain._____

_____

Does your communication, both oral and written, affirm the following facts? _____Yes _____No
--Licensing requires a ministry appointment and is handled through Foursquare district offices.
--Graduates of institutes, Bible colleges or ELNs are not automatically qualified for license.

LEGAL MATTERS

Please answer the following questions. Attach a separate sheet with explanation for any "no" answers.

1. The state Department of Education has been contacted and all requirements met. _____Yes _____No
   Please attach a copy of documentation.
2. Our insurance carrier has been notified and appropriate coverage procured. _____Yes _____No
3. Separate bookkeeping has been set up for the school. _____Yes _____No
4. All school catalogs and brochures include a statement of racial non-discrimination. _____Yes _____No
5. We have read, and will comply with, the Truth in Advertising guidelines found in section 2 of the Institute Manual. _____Yes _____No

RESOLUTION

The following resolution was presented by the senior pastor and agreed to by the church council:
RESOLVED: We petition the Board of Directors of the International Church of the Foursquare Gospel for permission to operate a Bible Institute, School of Ministry, Church-Based Bible College or Emerging Leader Network school of ministry in conjunction with the _____ Foursquare church, understanding that all properties secured and buildings erected for the purpose of conducting such a school shall be held in the name of the International Church of the Foursquare Gospel, a religious corporation of California.

Signatures of church council:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____
Pastor's signature

Submit this application, together with all attachments and a $100.00 application fee in the form of a check or money order payable to ***The Foursquare Church****, to:*
Foursquare Ministry Institutes • 1910 W. Sunset Blvd. • Los Angeles, CA 90026