

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*