

## Practical Recommended Mechanics for the Initial Set Up of a Local Church-Based Bible College or Learning Center

### **A. Review the HOJ-ICBS Introduction and Information Document**

- Origin & Development
- Recognition of Need for Development of Foreign Ministry Training
- Progression of Development; *Associate Degree in Ministry & Missions*
- Vision and Mission Statement for “Copyright Free” Bible College and Protocols

### **B. Develop a School Student Handbook Presenting the:**

- Official Name of the School
- Statement of Faith and School Philosophy
- Employment Opportunities and Discipline Procedures
- Vision and Mission Statements and Stir-up Verses

### **C. Develop Optional Personnel Job Descriptions and Responsibilities for:**

- |                               |                                |
|-------------------------------|--------------------------------|
| ▪ Oversight Leadership Team   | • Technology Advisor           |
| ▪ Administrator               | • Communications Coordinator   |
| ▪ Academic Dean               | • Field Ministries Facilitator |
| ▪ Registrar                   | • Practical Ministries Manager |
| ▪ Business Manager            | • Faculty and Staff            |
| ▪ Treasurer                   | • Lawyer Advisor               |
| ▪ Spiritual Life Director     | • Visiting Instructors         |
| ▪ Student Affairs Coordinator |                                |

### **D. Requirements for Enrollment/School Office Management**

- Properly filled out Application and Registration Forms
- Life testimony: Conversion and Call to Christian Discipleship and Service
- Educational Attainment and Transcript of Records as it may apply
- Eldership Endorsement,
- Church Affiliation and Doctrinal Beliefs
- Grade Sheets/Progress Cards/Accurate Record-keeping

### **E. Financial Obligations**

- Application and Registration Fees
- Tuition
- Work In-Kind for Tuition
- Scholarship
- Payment for Copies of Course Materials
- Insurance for Physical Injury of Students
- Miscellaneous

### **F. Enhancing Spiritual Life Events/Student Affairs/Practical Ministries**

- Seminar and Conference Coordinating Team
- Missions Trip Travel Coordinator