

Primary Responsibilities for Bible College Faculty and Administrators

1. Provide appropriate classroom setting, (often this is a room(s) of the on-site church building) or even a nearby residence.
2. Provide teaching staff members, as necessary.
3. Often teachers are already on staff as pastor, assistant pastor, elder or others within the sponsoring church or ministry. Their teaching duties may be absorbed into their existing roles and expense.
4. Non-staff teachers (both paid and volunteer) expand the influence reach of the school.
5. Provide safe and secure room and board for resident students.
6. Provide administrative oversight to teachers and students. This should include providing a record of grades and practicum development.
7. Insurance for bodily injury to the students should be considered.
8. In all cases HOJ-ICBS and HOJGI shall be held harmless for any accidents to person or damage to property occurring because of gathering to study the HOJ-ICBS curriculum.
9. A 'Student Handbook' should be developed which covers:
 - Registration form,
 - Issues of cost,
 - Expected outcome,
 - Disciplinary procedures,
 - Record keeping,
 - Employment potentials,
 - Alumni opportunities and
 - Other necessary items and forms.
10. While the multiplication of additional schools is encouraged by HOJ-ICBS, no portion of the curriculum provided by HOJ-ICBS may be sold or transmitted to another in any manner without the written permission of HOJ-ICBS administrative representative.
11. Please review: "Practical Recommended Mechanics for the Initial Set-Up of a Local Church-Based Bible College or Learning Center."