

IMMANUEL INTERNATIONAL INSTITUTE

Certificate in Christian Ministry

Team Training Coach Guide

Welcome Dear Ministry Leader:

Grace and peace to you in the name of Jesus Christ. Thank you for your interest in the Team Training Coach Program (TTCP) regarding a Certificate in Christian Ministry at Immanuel International Institute. This Guide provides essential information for you to assess whether the Team Training Coach Program is right for you. Should you decide to apply to be a Team Training Coach (TTC) and your application is approved, this Guide will provide you with the information you need to serve as a Team Training Coach. The terms and conditions contained in this Guide are binding on any person accepted by Immanuel International Institute as a Team Training Coach.

I suggest you first read the Student Handbook and Frequently Asked Questions (FAQs), which you will find on the website. Then familiarize yourself with the video content, readings and structure of materials offered on the website. Finally, read this Guide. After reviewing all of this information, please prayerfully consider whether this is where the Lord would have you invest your time and effort in training others. If you are still interested in pursuing this program, complete and submit your application. If you are approved as a Cohort Training Coach, you will receive additional instructions on how to register your cohort students and begin leading them through the Certificate of Christian Ministry Program.

We pray that the Lord will use your leadership and the materials presented in the Certificate in Christian Ministry to equip many to lead God's Church.

May the Lord Jesus Christ use you greatly to advance the kingdom of God!

In His Service,

The Staff of Immanuel International Institute

TEAM TRAINING COACH GUIDE

ABOUT THIS GUIDE

This Guide contains information to ministry leaders desiring to lead a group of students through Immanuel International Institute Certificate in Christian Ministry Program. It does not attempt to address information which is already covered in the Student Handbook.

WHAT IS A TRAININGTEAM?

A training team is a group of people who seek to gather together as a group for a given purpose in academic circles. A training team is a group of students who are enrolled in a course of study and progress through their studies together.

The program has been established for ministry leaders desiring to lead a group of students through the CCMP. There may be instances where prospective students may have little or no internet access, and are unable to proceed with the training because CCMP is an e-learning program. In order to be eligible to participate in the training students must have a computer.

WHAT IS A TEAM TRAINING COACH?

A Team Training Coach is an individual that teaches and supervises, which involves giving instruction, training, and mentoring to one or more students. A Team Training Coach serves as a foundation builder. Imparting sound Biblical doctrine to train and equip students for ministry. They provide positive support, feedback and advice to a student or group on the basis to enhance their learning experiences. The Team Training Coach is responsible for helping students achieve their goals and aspirations towards their ministry calling. Most importantly, the Team Training Coach attempts to stimulate the student's self-discovery by posing powerful questions and/or assigning homework that may take the form of "thought experiments" of written products or field experiments that result in real world experiential learning and development approaches to situations.

WHO CAN BE A TEAM TRAINING COACH?

Any individual seeking to help a group of student's progress through the CCMP may apply to be a CCMP Team Training Coach. In general, Team Training Coach are ministry leaders who already have Biblical training and ministry experience. The applicant must provide two references of their Christian character and must be affiliated with an established Christian organization or Church. Team Training Coaches must have reliable internet access. The Team Training Coach may not be a student in the CCMP.

Immanuel International Institute does not impose any particular residency restrictions on the Team Training Coach.

TEAM TRAINING COACH RESPONSIBILITIES

The Team Training Coach is responsible for recruiting students for the CCMP. They are responsible for ensuring that students are enrolled online. Once the students have been accepted into the CCMP, the Team Training Coach is responsible for supervising the delivery of the CCMP content, testing the students, grading exams, and entering grades into the CCMP system, if the students do not have access to a computer. Team Training Coaches may also lead online studies with a group of students. They will be responsible for collaborating with the group to ensure that they understand what they learned and holding training forums. The Team Training Coach must ensure that Immanuel International Institute has current contact information for their students.

Immanuel International Institute will provide the Team Training Coach with electronic copies of the study guides, exam answers via the CCMP website or email, but asks that the Team Training Coach obtain and utilize the CCMP lectures, readings and other CCMP content at III and IIIM. The Team Training Coach must guard the confidentiality of the exam answers and not allow students to retain copies of any exam materials, unless they are taking the course online. Immanuel International Institute will provide direction to the Team Training Coach on how to record and report exam grades and student progress. The Team Training Coach may not share the exam answers with the student before the student takes the exam or during the examination.

The Team Training Coach must review the CCMP Student Handbook, provide a copy of the CCMP Student Handbook to the students, and make those students aware that they are subject to the terms of the CCMP Handbook. The Team Training Coach is subject to the terms of that handbook as well, specifically including the policies on Christian lifestyle, code of ethics, statement of faith and privacy of student records.

Upon a student's completion of the CCMP requirements, Immanuel International Institute will deliver a Certificate of Christian Ministry to the Team Training Coach for student that do not have access to the internet. The Team Training Coach must deliver the certificates to the students.

WHAT IS THE TEAM TRAINING COACH RELATIONSHIP WITH TO IMMANUEL INTERNATIONAL INSTITUTE

The Team Training Coach is not a faculty member, employee or contractor of Immanuel International Institute. The ministry work performed as a Team Training Coach is that of an unpaid volunteer. The Team Training Coach has no authority to make decisions for Immanuel International Institute, nor bind the Institute in any legal obligations. The Team Training Coaches role is to deliver CCMP training content (including exams) to the students, grade exams, provide grades to the students, mentor and provide feedback, and provide grades to Immanuel International Institute in accordance with CCMP Guidelines. Immanuel International Institute has no authority over the actions or

statements of the Team Training Coach, although they agreed to abide by the CCMP Student Handbook and the terms of this Guide.

Immanuel International Institute does not charge student any fees or tuition for participation in the CCMP. In accordance with the CCMP Guidelines and this Guide, Team Training Coaches are prohibited from charging fees and tuition for participation in this program. Immanuel International Institute does not pay Team Training Coaches a salary or compensation for participation in this program. Should any Team Training Coach charge for tuition or fees for a student's participation, this will be grounds for Immanuel International Institute to terminate the Team Training Coach from the program.

Immanuel International Institute is a Christian institution and the Team Training Coaches are professing Christians that believe that God's Holy Bible commands them to make every effort to live a holy and peaceful lifestyle, and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20: 1 Corinthians 6:1-8). Immanuel International Institute or home ministry Immanuel International Assembly will not be liable for any disagreements or legal disputes between the Team Training Coach and students. Team Training Coaches are ministers with their own ministries or organizations, utilizing this training program to equip their students for ministry work. All disputes should be filed directly with the Team Training Coach's institution or organization.

TERMINATION

If the Team Training Coach ceases to participate in the program for any reason, including, termination by the facility, the student will be required to transfer to the online CCMP in order to complete the program and receive the Certificate in Christian Ministry. Immanuel International Institute has no obligation to find a Team Training Coach replacement for the students to continue the program. The Team Training Coach must ensure that all students are aware of this policy.

Immanuel International Institute has reserved the right to suspend, modify, or terminate the CCMP or Team Training Program at any time without further obligation to the Team Training Coach or students within the CCMP. It is not the intent of Immanuel International Institute to suspend or termination the program, however, uncertainties may avail where we may not be able to continue to offer the online training globally. In this event, Immanuel International Institute will work with the Team Training Coach and the student to develop a transition or alternate plan.