



2302 SW Third Street, Ankeny, Iowa 50023

Phone: (515) 289-9200; Fax: (515) 289-9201

E-mail: inste@inste.edu

**Application Form
For Distance Training
Level Two Group Leader**

It's easier than ever to get a group going in your church! You may train one person or several to lead groups. The first two pages of this form are to be filled out by the church. Pages 3 and 4 are to be filled out by the candidate for group leader training. See the back of this page for an explanation of the training process.

Summary Payment and Shipping Information

(TO BE FILLED OUT BY THE CHURCH)

IMPORTANT: if you are registering more than one person for the training in your church, you only need to fill out one of these summaries, but be sure to include all the application forms together with this sheet.

USPS Shipping Information

Name _____

Address _____

City _____ ST _____ Zip _____

Registration and Shipping Fees

INITIAL CERTIFICATION.....\$55* per applicant x _____ applicants \$ _____
Includes Manual, Church Leadership (or choice) Certification

RECERTIFICATION.....\$40* per applicant x _____ applicants \$ _____
Includes Manual, Certification

The other three books of a semester ... \$45* per applicant x _____ applicants \$ _____
A 60% discount off the regular price of a set of books: for example, Ecclesiology, Church History 1 and 2

TOTAL..... \$ _____

*Includes shipping and handling

Enclosed is a Church Check for the amount of: _____

Credit Card Payment (please fill out below)

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	Exp. Date _____/_____/_____	CVS _____	* (the last three numbers on the back of the credit card)
Number: _____				
Credit Card Billing Address _____				
_____ ZIP _____				
Print Name _____		Authorized Signature: _____		
Card holder name (as it appears on the card)				

Refund Policy

An applicant for distance leader training may request a refund in writing, by phone or in person if he/she cancels within 14 days of the shipment of the training materials. The certification fee will be refunded in full. A check will be sent to the church with the applicant's name on the memo line.

Book Return Policy

Books returned to the office in resalable condition (not written in) will be refunded according to the following policy. Books returned to the INSTE office in new condition are refunded at 100% and those returned in usable condition are refunded at 50%. INSTE determines the usability of returned books. A check for the returned book(s) is sent to the church with the applicant's name on the memo line.

Requirements for Leading a Level Two Group

1. Certified Level One leader with experience leading an INSTE group.

If you otherwise fulfill the qualifications for leading a group, you may petition for a waiver of the requirement of experience leading a group. If a waiver is granted, you will be sent an application for Level One group leader training, which must be completed before proceeding with training for Level Two group leader training.

2. Graduate of INSTE Level Two or of an accredited Bible College or Seminary.

*An exception may be made under certain circumstances for a person with leadership experience who lacks Bible College or Seminary training. However, the group leader granted that exception will be required to enroll as a student in Level Two as well as lead the group. * §*

3. Demonstrated leadership qualities recognized by your church.

Two recommendations must accompany the application for Level Two group leader training. One application will be filled out by the pastor; the other by another church leader who is thoroughly acquainted with your ministry. If you are the pastor, have another church leader who knows your ministry—such as your denominational supervisor—fill out the other recommendation. When you give the two recommendations to the persons who will recommend you, also give them an envelope to put it in after they fill it out.

**If you have led a Level One INSTE group through the four courses of that level, but you have not taken the courses as a student, you may petition for permission to test out of Level One. The process is as follows:*

1. *Fill out an application for Level One.*
2. *Pay the fees for the four courses at a special price (\$20 application fee, plus \$20 per course = \$100).*
3. *Take the final exams for the four courses of Level One.*
4. *Receive the Certificate in Christian Ministry (\$10 fee).*
5. *Take the Level Two Group Leader Training.*
6. *Enroll with your group as a Student/Leader.*
7. *Choose a ministry mentor who has theological preparation and who can advise you.*

§If an applicant for Level Two training is not a Level One graduate nor is he/she a graduate of a recognized Bible College or Seminary, he/she will not be considered for Level Two training until he/she has led and studied Level One.

Level Two Group Leader Training

1. Your church has nominated you in accordance to the qualifications listed above.
2. After we process your application, we will send you a Training Kit consisting of the Group Mentor Manual and Catalog, the four books of the first semester of Level Two and a sealed examination which will be administered to you by a church leader—for example, the INSTE Coordinator in your church.
3. You will study the portion indicated each day in the Group Leader Manual. It is important that you study each day for five days so that you experience the INSTE model.
4. If more than one person is doing the training at your church—or has trained previously— you will meet as a group to talk about what you studied during the week. If you are the first person to be trained to lead an INSTE Level Two group in your church, discuss what you've learned with 2 or 3 other leaders in your church.
5. After you have studied the material and discussed it with a small group of other leaders in your church, the person who has been named as proctor will administer the exam.
6. Your proctor will return the exam to the INSTE office in the enclosed envelope.
7. Your exam will be graded. If you pass the exam, your certificate will be sent to your church to be presented to you publicly in a church service.
8. The INSTE office will call you within a week or two of your certification to answer any questions you may have and to share ideas on how to get started.

Please send this form and the accompanying application forms of the persons to be trained to:

INSTE Bible College

By mail to: 2302 SW Third Street, Ankeny, IA 50023 or by fax to: 515-289-9201



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OFFICE USE ONLY

Dear Candidate: Fill out the following pages and sign both the COMMITMENT and the CODE OF ETHICS. Make sure the Pastor also gives approval to your application by signing on the last page.

APPROV.	INV
SHIPPED	DUE
REC'D	GDR
SCORE	CERT.
DLT LOG	

Personal Data

Last name _____ First _____ Initial _____

Address _____ City _____ State ____ Zip _____

Home phone (____) _____ Cell phone (____) _____ Work phone (____) _____

E-mail: _____

Date of birth _____ City of birth _____ ST ____ Country _____

Gender: Male Female Marital status: Single Married Widowed Divorced

INSTE Experience

- I'm new to INSTE INSTE student INSTE Level One Graduate INSTE Level Two Graduate
- INSTE Level One Leader with ____ semesters of experience leading a group.
- I have not led an INSTE Level One group. I request a waiver of the requirement. (See the previous page for information.)

If you are a certified or advanced Level Two group leader, also answer the following:

- I'm applying for recertification. (This is necessary if you have not led a group for six semesters.)
- I'm a Certified Leader. I've led groups for six semesters—24 courses. I wish to recertify as an Advanced Leader.
- I'm an Advanced Leader. I've led groups for twelve semesters. I wish to recertify as a Master Leader.

Education

List schools attended beyond high school	Major	Years	Year graduated	Degree
Name of school				
City, State				
Name of school				
City, State				
Name of school				
City, State				

- I'm an INSTE Level One graduate. I will enroll in Level Two as a student/leader. (See previous page for information.)

Certificates, licenses, credentials, if any _____

Hobbies and special interests _____

Ministry Experience

Describe your gifts. _____

How are your gifts being manifested in service to the Body of Christ? _____

What leadership position do you presently hold in your local church? _____

What other leadership positions have you held or do you hold? _____

Tell us why you wish to be certified (or recertified) as a Level Two leader. _____

Responsibilities of a Level Two Group Leader

The responsibilities of a Level Two Group Leader are explained in detail in the Group Leader Manual. We summarize those responsibilities below in three areas.

1. Fulfill the administrative responsibilities of leading the group as outlined in the Group Leader Manual.
This includes duties such as guiding the candidates for Level Two through the admission process, enrolling the group, keeping record of attendance and exams, sending final exams and other paperwork to INSTE at the end of each semester, and distributing grades and returned exams to the students.
2. Lead the weekly group meetings.
The Group Leader functions as an INSTE teaching assistant. As such, he/she promises to the study of the weekly lesson so that he/she is prepared to clarify concepts not understood by members of the group. He/she may call or e-mail the INSTE office for assistance on any academic question that may arise.
3. Supervise Beyond Academics.
Each student in the group will have an individual ministry mentor, depending on his/her academic track. The Group Leader makes sure the requirements for Beyond Academics are being fulfilled by checking periodically with the students and their mentors.

Commitment to Train Others

"I understand the requirements and responsibilities for being a Level Two Group Leader. If I am successfully trained as a group leader, with the help of the Lord, I will work to the best of my ability to lead an INSTE group toward God's purpose for that group."

Signature

Date



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Code of Ethics for Student Recruitment

Part of your task as a group leader will be to recruit students for your group. You will be trained to do so in the DLT course you will take. In conformity with the standards set by the Accrediting Commission of the Distance Education and Training Council, [DETC] each candidate to lead a group is required to sign this code of ethics.

If I am certified to lead a group, I will adhere to high ethical standards in the conduct of my duties, and to the best of my ability, will:

1. Observe fully the right of all applicants and commit no action that would be detrimental to any applicant's opportunity to enroll because of race, sex, color or national or ethnic origin.
2. Never knowingly made any false or misleading representation to any applicant or use any coercive practices in presenting information.
3. Enroll applicants only in the course or courses in which they have expressed their interest, provided they meet the qualifications and standards established by INSTE for enrollment.
4. Provide applicants only with information authorized by INSTE regarding occupational opportunities for graduates.
5. State accurately and clearly to prospective students the approvals, accreditation, recognition, and course acceptance accorded to INSTE.
6. Never use tuition assistance from any source as the primary inducement for enrollment.
7. Refrain at all times from making any statement or inference that might falsely impugn the integrity or value of any other institution or method of training.
8. Discharge faithfully and to the best of my ability, all the duties and obligations and procedures established by INSTE for group leaders, and know my obligations and rights as a representative of INSTE.
9. Reflect at all times the highest credit upon myself, upon INSTE, and the field of distance education and always strive to enhance the reputation of my ministry through my conduct as a INSTE group leader.

Signature

Date

(If you are certified as an INSTE group leader, this document will be filed with your application in the INSTE office.)

Pastoral recommendation and approval

I have read the requirements for INSTE Level Two Group Leaders and I affirm that the following applicant meets those requirements and that he/she demonstrates adequate spiritual maturity, biblical knowledge and leadership experience to be able to successfully lead an INSTE group. By sponsoring him/her, I show my endorsement of this candidate as a potential INSTE Group Leader.

Pastor's Name, Printed

Pastor's Signature

Church _____ Denomination _____

Address _____

City _____ ST _____ Zip _____

The church leader (i.e., INSTE Coordinator) who will proctor your exam: _____

Best time and day to call you after you take the exam: _____
Time Day

Best phone number to use to call you for the after-exam interview: _____

PLEASE HAVE TWO LEADERS FROM YOUR CHURCH RECOMMEND YOU
USING THE FOLLOWING FORMS.



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Recommendation for Level Two Group Leader Training

Name of applicant: _____

To the applicant: I understand this recommendation is to be received and maintained in confidence by INSTE. I hereby expressly waive any and all rights I have of access to this evaluation under the Family Education Rights and Privacy Acts of 1974, and any/or all other laws, regulations or policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this recommendation; the right to have a copy of this recommendation made for my use; the right to request an amendment of this recommendation.

___ I agree to waive access to this recommendation. ___ I do not agree to waive rights to this recommendation.

Applicant's signature: _____ **Date:** _____

To the person recommending this leader: The person leading a Level Two group will have academic, administrative, and supervisory responsibilities. We depend on your evaluation of the applicant with respect to his or her capacity to fulfill these duties. Please be as forthright as possible in giving us the information we need to assess his/her capabilities.

We would appreciate your taking a few moments to fill out this form. When you finish, please place it back into the envelope and seal it. Sign the envelope on the back flap, and return it to the applicant.

Your First and Last Name _____ Date _____

Your relationship to the applicant: [] Pastor; [] other church leader acquainted with applicant's ministry. (If the applicant is the Pastor, another leader acquainted with his/her ministry—such as a denominational supervisor—should fill out this form.)

1. How long have you known the applicant? In what capacity have you known him/her? _____

2. What leadership and/or ministry gifts have you observed in the applicant? _____

3. What character trait most describes the applicant? Please explain. _____

4. How would you evaluate the academic capacity of the applicant? _____

5. How would you evaluate the applicant's spiritual capacity for leading a Level Two group? _____

6. What evidence have you observed of the applicant's supervisory skills? _____

7. What leadership experience has the applicant had that would prepare him/her to train emerging leaders? _____

8. In what other areas of leadership has the applicant served? _____

9. Leading an INSTE Level Two group demands a thorough grasp of Bible and theology. What training and/or experience has the applicant had that would prepare him or her for that task? _____



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8. In what other areas of leadership has the applicant served? _____

9. Leading an INSTE Level Two group demands a thorough grasp of Bible and theology. What training and/or experience has the applicant had that would prepare him or her for that task? _____

10. How would you evaluate the applicant in light of the following requisites for leading a Level Two Group?
(Mark your evaluation on a scale of 1 to 10).

The applicant demonstrates maturity and discipline in his/her personal and spiritual life.

Not mature			There are signs of growth				Very mature/disciplined		
1	2	3	4	5	6	7	8	9	10

Comments: _____

The applicant has a demonstrated ability to organize and supervise.

His/her organizational Gifts are not observed					His/her gifts are obvious				
1	2	3	4	5	6	7	8	9	10

Comments: _____

The applicant is able to explain biblical and theological concepts in such a way that others learn.

Not evident							Observed		
1	2	3	4	5	6	7	8	9	10

Comments: _____

The applicant is viewed as a leader by other believers in the congregation.

Not so viewed				By some believers			His/her leadership and/or ministry is widely recognized		
1	2	3	4	5	6	7	8	9	10

Comments: _____

I recommend this applicant for training as an INSTE Level Two Group Leader

Not recommended			With reservations				Unconditionally		
1	2	3	4	5	6	7	8	9	10

Comments: _____

Signature _____ Church _____

Address _____

City _____ ST _____ Zip _____ Telephone _____