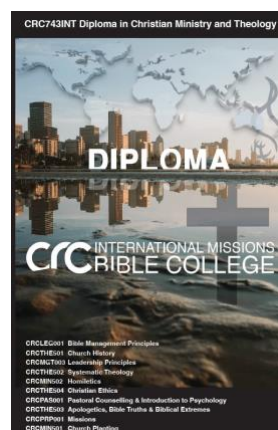
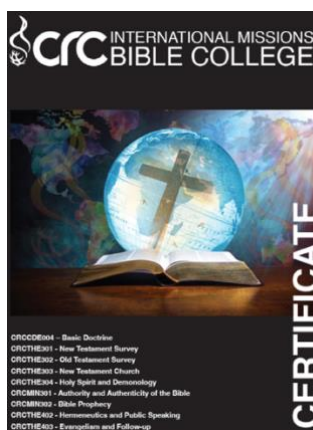
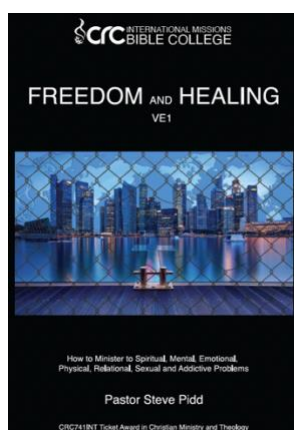
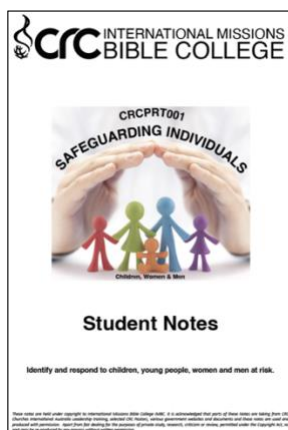


Trainer's Manual

Compulsory (Must Follow)

Procedures, Processes, Practices & Expectations



- CRC740INT Safeguarding Individuals**
- CRC741INT Healing and Freedom**
- CRC732INT Children and Young People Ministry**
- CRC742INT Certificate in Christian Ministry and Theology**
- CRC743INT Diploma in Christian Ministry and Theology**

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CRC International Missions Bible College English

1. Planning to run an IMBC course

The CRC Churches International Missions Bible College (IMBC) is framed around the Australian Qualifications Framework BUT IMBC is not offering this training as an Australian Accredited training Qualification. IMBC has been developed to assist church leaders to have a sound Biblical understanding of Ministry, Theology and Church governance. IMBC training is governed by CRC CHURCHES MISSION INCORPORATED No A0116001Y 2022 Australia as a training arm of CRC Churches International Australia and is NOT intended to offer awards that would hold any government recognition.



Below is a listing of training and the awards offered by IMBC at this time.

CRC Churches Recognition	IMBC Training offered.	Purpose and Outcome
CRC739INT Custodial Award (Equivalent to Cert I)	Safeguarding Individuals	To introduce the vision of CRC Churches International and a framework for safe Ministry.
CRC740INT Progenies Award (Equivalent to Cert II)	Children and Young People Ministry	To support these working with Children and Young People.
CRC741INT Restoration Award (Equivalent to Cert III)	School of Healing and Freedom	To strengthen the church and leaders through healing and freedom in Christ.
CRC721INT Certificate Award (Equivalent to Cert IV)	Certificate in Ministry and Theology	To strengthen the church leaders and introduce these wanting to link with CRC Churches International
CRC743INT Diploma Award (Equivalent to Diploma)	Diploma in Ministry and Theology	To prepare Leaders for ministry and how to become a CRC Churches International Ministry

The first task that MUST be completed by all trainers and potential students,

The first task that MUST be completed by all trainers and potential students is to complete the Safeguarding Individuals course. This is a one/two-day course and can be completed in a face-to-face setting or self-paced at home. Each person wanting to study at any IMBC courses MUST complete and pass the Safeguarding Individuals course. Please note Safeguarding Individuals does is not an exam it is assessed by assessments, and each person will be allowed multiple opportunities to successfully complete the assessments. You may download the notes and assessment workbook here <https://crccollege.org/sgi>

- 1.1. **The planning stage is the most important.** Whether you plan to start a new campus or run more courses in an existing campus, you must consider several things such as the following:
 - How much time is required for a course? This depends on whether the course is a certificate or diploma course. The certificate course has nine (9) subjects (units) and the diploma course has ten (10) subjects (units), so you need to allow time for students to complete these. With one or two days to run the compulsory Safeguarding Individuals course.
 - Consider the information contained below in paragraph seven (7) about the specific date for students to submit their workbooks to the Trainers for revision. If there are any changes, consider those changes. Depending on these changes, you will need to carefully consider how long it will take you to complete the course.
 - Suggested course schedule to allow students enough study and relaxation time.

Minimum Face to Face training time	Training Days	Training Time
Safeguarding Individuals	1-2	10 hours
Children and Young People Ministry	TBA	
School of Healing and Freedom	TBA	
Certificate in Christian Ministry and Theology	20	160 hours
Diploma in Christian Ministry and Theology	25	200 hours

- The schedule is recommended, as it allows for minimum rest days to enable students to answer questions from the relevant workbooks' books for each subject.

Possible Training process	Block training	Monthly training	Weekend training	Weekly training
Safeguarding Individuals	1 or 2 days		Friday 3 hours Saturday 7 hours	1 night per week for 3 hours over 3 weeks
Certificate in Christian Ministry and Theology	4 continues weeks – 20 days @ 8hours	2 – 8hour days each month over 10 months	Friday 3 hours Saturday 10 hours Sunday 3hours Over 10 months	1 night per week for 3 hours over 50 weeks
Diploma in Christian Ministry and Theology	5 continues weeks – 25 days @ 8hours	2.5 – 8hour days each month over 10 months	Friday 3 hours Saturday 10 hours Sunday 3hours Over 11 months	1 night per week for 3.5 hours over 50 weeks

Trainer tasks outside of face-to-face training times during the course:

- It is expected that the Trainer allow enough time during training for them to correct the student's workbooks and submit them before returning home (in case they have come from a distant place).
- The sample student workbooks **MUST** be submitted by clicking on this link <https://missions-africa.churchcenter.com/people/forms/420374>, fill in the online form using the student's name and attaching the workbook to upload.
- Trainers **MUST** also complete the completion-of-course sign-off form and sign it as a token of course completion for each student and ensure that students sign it, and submit it to IMBC before returning home (if they are from another area).
- Once the course has finished and all the workbooks have been reviewed and corrected, the completion-of-course sign-off form **MUST** be submitted by clicking this link:
- <https://missions-africa.churchcenter.com/people/forms/420375> .
- Fill in the online form using the student's name and attached the sign-off form and upload. (This form should **NOT** be submitted until the students have completed all their workbooks).
- It is important that time be set aside in the work schedule to fulfill these tasks as they must be completed before returning home.

Which Trainer should be appointed to teach students in a particular area?

- The Trainer closest to the location should be the one to do the training because this keeps costs down. All the Trainer in each country should work together to schedule training in a way that the courses are taught by the Trainer closest to the area where the classes are being held. The final decision will be from the agreement with the National Chairman and the IMBC Office. Honorariums cannot be considered without the endorsement of the National Chairman.

Other things to consider:

- Accommodation and meals to be provided by the host campus from student contributions – no financial support will be offered by IMBC to assist with accommodation and food.
- Family support while the Trainer is away from home.
- Transportation (only if long distance travel is required)
- Eligible contributions to be made by students.

2. Steps to follow to register, set up, and run an IMBC Campus

Register an IMBC campus

- How to name your campus, e.g.: ‘CRC IMBC Kampala Campus” (see example below)

PLEASE READ FIRST - PLEASE READ FIRST - PLEASE READ FIRST - PLEASE READ FIRST:

Example of how to fill the first section below in the description:

eg: First Name = CRC IMBC; Last Name = Cranbourne Campus;

Email Address: Campus Email Address; Phone Number: Campus Phone Number

Your name *

CRC IMBC

Songwe Campus

Email address *

crc.tanzania@crcchurch.net

- Go to <https://www.crccollege.org/rbc> to register your campus

Register the class (course) at the campus that you will be teaching

- How to name your class (course), e.g.: ‘CRC IMBC Kampala Campus” (see example below)

eg: First Name = IMBC Shama Campus, Last Name = Course

Email Address: Campus Email Address, Phone Number: Campus Phone Number

Your name *

IMBC Songwe Campus

Course

Email address *

crc.tanzania@crcchurch.net

- Go to <https://www.crccollege.org/rbcc> to register your class

Register students who will be attending (learning) in the course (class).

- For the Certificate course students, go to <https://www.crccollege.org/certificate> to register the students. Please ensure that the student’s name, email and phone number is used.
- For the Diploma course students, go to <https://www.crccollege.org/diploma> to register the students. Please ensure that the student’s name, email and phone number is used.

Please Note:

- to avoid delays and disruptions, you **MUST** plan ahead when planning to start a campus and run the certificate or diploma courses at that campus.

3. Applying for funding and Honorarium if needed

Funding is now working on the new model, see section 11 below.

Apply for funding at least six (6) weeks (preferably eight (8) weeks) before you plan to start the course.

- When applying for funding, it must be for the entire certificate course (not for part of the course).
- The funding application **MUST** include the graduation ceremony
- Please ensure that all applications for funding are approved by the National Chairman of the respective country and confirmed by a letter (*if this is not provide, your request will not be considered*).
- To submit your funding application, please go to (visit) <https://www.crccollege.org/imbafa> (please contact your National Chairperson, for a password to enable the link to open).
- Please note that you **MUST** keep receipts of all funding transactions as they must all be submitted to IMBC to verify its funding account in Australia (as required by Australian law). Please submit them at <https://www.crccollege.org/imbafa> (contact the CRC National Committee Chairperson for the corresponding password)

4. Steps to follow before the course begins

Register the campus at least two (2) months before you want to start classes. (<https://missions-africa.churchcenter.com/people/forms/380158>) To avoid delays and disruptions you **MUST** plan ahead when planning to start a campus and run the certificate or diploma courses at that campus.

- 4.1. Apply for funding six (6) weeks before you plan to start the certificate or diploma course. Please apply here by clicking on this link <https://missions-africa.churchcenter.com/people/forms/409780> (please also contact your country's CRC National Executive Chairperson for the relevant password).
 - When applying for funding, it must be for the whole certificate or diploma course (not part of the course)
 - **NOTE:** no extra graduation ceremony costs will be considered.
- 4.2. You **MUST** register your certificate or diploma course (classes) you are planning to run at least four (4) weeks before you plan to start the course (classes) (<https://missions-africa.churchcenter.com/people/forms/391767>.)
- 4.3. Start to register students from when you register your campus. (Certificate - <https://missions-africa.churchcenter.com/people/forms/380158>, Diploma - <https://missions-africa.churchcenter.com/people/forms/380158>).
 - All students must be registered one (1) week before you start the class.
 - Once the course (classes) begins, you **CANNOT** register new students after the **first week** of a long running (six to twelve months) or after the **third day** of a short-term course (four to six weeks). Therefore, they will have to wait until the next course to be registered to start studying.
 - When the students are registering, they **MUST** provide their own mobile/cell phone number and their own email address if they have one.
 - The practice of using the Trainers mobile/cell number and email address on their student registration is not acceptable. However, if a student does not have a mobile/cell number and/or email address then it is recommended that they use their pastor's number and email, not the Trainer's. If the details are not loaded right, then IMBC will consider the student not enrolled and will not be counted as a student for Honorariums.

5. Ordering Student Course/Class Notes & Workbooks

- 5.1. All CRC IMBC course/class notes and workbooks must now be ordered online:
 - CRC IMBC Certificate Course Notes and Workbooks: <https://missions-africa.churchcenter.com/people/forms/431829>
 - CRC IMBC Diploma Course Notes and Workbooks: <https://missions-africa.churchcenter.com/people/forms/432498>
- 5.2. When planning to run a certificate or diploma course please allow at least six (6) weeks for the printing of the student course notes and workbooks.

6. Attendance lists

- 6.1. Students are expected to attend at least **80%** of each of the subjects in the face-to-face training classes. Also, remote students learning through ZOOM must also attend at least **80%** of each of the subjects in order to be eligible to pass.
- 6.2. Trainers are expected to record student attendance in each face-to-face class. In the ZOOM class, the Trainer should appoint a trusted student to manage the attendance of students in the class, when they enter and leave, showing it in the relevant table in the Excel spread sheet system.
- 6.3. When the course is completed, the Trainer will have to submit/upload the course attendance list file to the IMBC office by clicking on this link here <https://missions-africa.churchcenter.com/people/forms/427326> and attaching the attendance list file to upload it. **Please use your own name to upload the attendance sheets.**

7. After the course begins

- 7.1. Once the course (classes) begins, you **CANNOT** register new students after the **first week** of a long running (six to twelve months) or after the **third day** of a short-term course (four to six weeks). Therefore, they will have to wait until the next course to be registered to start studying.
- 7.2. Those who are late or failed to register in time will have to wait until the next course runs in their area.

8. When are students expected to submit their completed workbooks?

- 8.1. Students **MUST** be instructed by the Trainer at the beginning of the course and in each class, they must start filling in their workbooks while the subject class is being run after the first session (class) and continue to do so throughout the training.
- 8.2. The completed workbook for each subject **MUST** be given to the Trainer at the end of the next subject (unit). e.g.: (*see example below*)
- 8.3. Trainer should revise (correct) the workbooks (exam) books to ensure that they mark each question with a tick as a correct answer or a cross if answered incorrectly.
- 8.4. For online correction (revising) of PDF files, the easiest and quickest way is to highlight the correct answers in green and the incorrect answer in red so that the answers can still be read (if you cannot highlight the answers, highlight the question instead to show that the student's answer is either correct or incorrect).
- 8.5. If students submit their work in Word, files you can also highlight the correct answers in green and the incorrect answer in red.
- 8.6. See submissions and correction schedules following two pages.

9. Marking of Assessments Workbooks

- 9.1. The workbooks are **NOT** exams, they are an open book assessment; therefore, there should not be a reason why any student would fail any subject. The IMBC policy regards reviewing (correcting) student workbooks is **NOT** to give a grade but rather assess whether the student has answered correctly or incorrectly.
- 9.2. If a student does not answer or attempt a question in the workbook, then the workbook **MUST** be returned to that student to complete the unanswered question.
- 9.3. If a student answers a question incorrectly then their workbook **MUST** be returned to that student to research further and answer the incorrectly question again. This **MUST** be repeated until the student has answered the question in full and correctly in the certificate course. In the diploma course student will have three (3) attempts to successfully answer all questions correctly
- 9.4. There should be **NO** reason for a student to fail a course as all the answers are found in the notes and Bible.
- 9.5. The Trainer may decide how many attempts a student may have in the Safeguarding Individuals and Certificate courses. In the Diploma course the student will have up to three (3) attempts to get their answers 100% correct.
- 9.6. Assessment is according to Australia VET standards:
 - *'The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a Training Package or VET accredited program and is conducted in accordance with the principles of assessment and the rules of evidence.'*¹

¹ https://policy.federation.edu.au/learning_and_teaching/assessment/assessment/ch04.php

CRC IMBC Certificate Workbook Submissions Schedule

Student must give their completed workbook to Trainer for review and correction. Workbook is handed back to student if there are questions not answered or questions answered incorrectly so that they can complete the answers again. Student gets three attempts at answering all the questions in their workbooks.

Subject/Unit Name	Students to submit their completed workbook to their Trainer	Trainer review/ correct workbook
CRCCDE004 Basic Doctrine		
CRCTHE301 New Testament Survey		
	CRCCDE004 Basic Doctrine Workbook	
CRCTHE302 Old Testament Survey		
	CRCTHE301 New Testament Survey Workbook	
CRCTHE303 New Testament Church		CRCCDE004 Basic Doctrine Workbook
	CRCTHE302 Old Testament Survey Workbook	
CRCTHE304 Holy Spirit and Demonology		CRCTHE301 New Testament Survey Workbook
	CRCTHE303 New Testament Church Workbook	
CRCMIN301 Authenticity & Authority of the Bible		CRCTHE302 Old Testament Survey Workbook
	CRCTHE304 Holy Spirit and Demonology Workbook	
CRCMIN302 Bible Prophecy		CRCTHE303 New Testament Church Workbook
	CRCMIN301 Authenticity & Authority of the Bible Workbook	
CRCTHE402 Hermeneutics & Public Speaking		CRCTHE304 Holy Spirit and Demonology Workbook
	CRCMIN302 Bible Prophecy Workbooks	
CRCTHE403 Faith Healing & Evangelism		CRCMIN301 Authenticity & Authority of the Bible Workbook
	CRCTHE402 Hermeneutics & Public Speaking Workbook	CRCMIN302 Bible Prophecy Workbooks
	CRCTHE403 Faith Healing & Evangelism Workbook	CRCTHE402 Hermeneutics & Public Speaking Workbook
		CRCTHE403 Faith Healing & Evangelism Workbook

The maybe asked by IMBC to submit some student's workbooks to be review by us, when asked please submit (upload) them at <https://missions-africa.churchcenter.com/people/forms/420374> **Please use the student's name when uploading the sample workbooks.**

CRC IMBC Diploma Workbook Submissions Schedule

Student must give their completed workbook to Trainer for review and correction. Workbook is handed back to student if there are questions not answered or questions answered incorrectly so that they can complete the answers again. Student gets three attempts at answering all the questions in their workbooks.

Subject/Unit Name	Students to submit their completed workbook to their Trainer	Trainer review/ correct workbook
CRCLEG001 Biblical Management Principles		
CRCMGT003 Leadership Principles		
	CRCLEG001 Biblical Management Principles Workbook	
CRCMIN501 Church Planting		
	CRCMGT003 Leadership Principles Workbook	
CRCMIN502 Homiletics		CRCLEG001 Biblical Management Principles Workbook
	CRCMIN501 Church Planting Workbook	
CRCPAS001 Counselling and Psychology		CRCMGT003 Leadership Principles Workbook
	CRCMIN502 Homiletics Workbook	
CRCPRP001 Missions		CRCMIN501 Church Planting Workbook
	CRCPAS001 Counselling and Psychology Workbook	
CRCRHE501 Church History		CRCMIN502 Homiletics Workbook
	CRCPRP001 Missions Workbook	
CRCRHE50 Systematic Theology		CRCPAS001 Counselling and Psychology Workbook
	CRCRHE501 Church History Workbooks	
CRCRHE503 Apologetics, Biblical Truths & Extremes		CRCPRP001 Missions Workbook
	CRCRHE50 Systematic Theology Workbook	CRCRHE501 Church History Workbooks
CRCRHE504 Christian Ethics	CRCRHE503 Apologetics, Biblical Truths & Extremes Workbook	CRCRHE50 Systematic Theology Workbook
	CRCRHE504 Christian Ethics Workbook	CRCRHE503 Apologetics, Biblical Truths & Extremes Workbook
		CRCRHE504 Christian Ethics Workbook

The maybe asked by IMBC to submit some student's workbooks to be review by us, when asked please submit (upload) them at <https://missions-africa.churchcenter.com/people/forms/420374> **Please use the student's name when uploading the sample workbooks**

10. Once a course has finished

10.1. Trainers are to notify the IMBC office. (crc.imbc@crcchurch.net or WhatsApp +61 413 299 462)

The IMBC office will send you a list of students registered in the IMBC database

- Check this list to make sure all students are on the list
- Check the spelling of the student's names that they are correct (it is the Trainers' responsibility to make sure the details are correct – failure to have correct details will result that the Trainer will have part of future honorariums withheld to cover the cost of printing new Awards)

Provide each student with a completion-of-course sign-off (graduation) form so they can complete (fill) in the last page:

- The course completion-of-course sign-off form will be sent to you by the IMBC office
- Please read it carefully to make sure you have complied with and completed all the requirements before you sign it
- The last page **MUST** be filled in by both the student and the Trainer, with both signatures on the form. (only the last page needs to be uploaded)
- To submit the completed sign-off forms please go to <https://missions-africa.churchcenter.com/people/forms/420375> Please use the student's name when uploading the sign-off forms.

Submitting completed student workbook for verification

- The IMBC office will send you a list of completed student workbook samples with student names, which you need to submit to IMBC for the trainer to review.
- The last page of the workbooks **MUST** be filled in and signed by both the student and Trainer.
- The workbooks **MUST** be corrected and clearly marked showing if the answer is correct, incorrect, or partly correct (if the workbook has not been corrected (reviewed) it will be rejected and will have to be resubmitted once correct (reviewed)).
- Trainers should revise (correct) the workbooks (exam) books to ensure that they mark each question with a tick as a correct answer or a cross if answered incorrectly.
- For online correction (revising) of PDF files, the easiest and quickest way is to highlight the correct answers in green and the incorrect answer in yellow so that the answers can still be read (if you cannot highlight the answers, highlight the question instead to show that the student's answer is either correct or incorrect).
- If students submit their work in Word files you can also highlight the correct answers in green and the incorrect answer in yellow.
- The sample workbooks are to be submitted by clicking this link <https://missions-africa.churchcenter.com/people/forms/420374> Please use the student's name when uploading the sample workbooks.

Please notify IMBC when you would like to hold your student graduation to be held, allowing one (2) month for the creation of the awards.

- Please allow one (2) month before the awards can be created, printed, copied and copies uploaded to the website so that you can print them out for the graduation ceremony (Note Awards printed from the website will not have the official IMBC Seal).
- Posting (shipping) the original certificate and diploma awards from Australia can take a long time and the postal system is not guaranteed to some African countries so they may not arrive when you want the graduation to take place.
- **Please note:** The graduation ceremony cannot proceed until IMBC gives clearance that all paperwork has been submitted and the awards have been created, and the trainer confirms all student fees have been collected.

11. What is Expected of a CRC IMBC Registered Trainer

Trainers **MUST** use their @crchurch.net email accounts when filling in all forms and all communications with CRC Missions International, CRC International Missions Bible College, other trainers and director, coordinators, supervisors, pastors and CRC related communications. If you have not been allocated a crchurch.net E-Mail account **please email crc.imbc@crchurch.net to request one be allocated to you.**

As we move to a more sustainable model of funding for our CRC IMBC training, it is important to have clear guidelines. Please read the below guidelines carefully, if you have any questions, please contact us. Trainers would be expected to produce the required paperwork and deliver the manuals, train the classes, mark workbook assessments, and deliver all the requirements to CRC IMBC online.

Trainers are required to use primarily CRC IMBC notes and workbooks, It is an IMBC requirement that student workbook assessments must be submitted at the start (beginning) of the following subject, (if a student has two (2) or more workbook assessments that have not been submitted then they are required to remove the student from the course).

- Minimum face-to-face training days are:
 - Certificate 20 days (160hours)

- Diploma 25 days (200hours)
- (allow a least one (1) rest day after five (5) teaching/training days)

Possible Training process	Block training	Monthly training	Weekend training	Weekly training
Safeguarding Individuals	1 or 2 days		Friday 3 hours Saturday 7 hours	1 night per week for 3 hours over 3 weeks
Certificate in Christian Ministry and Theology	4 continues weeks – 20 days @ 8hours	2 – 8hour days each month over 10 months	Friday 3 hours Saturday 10 hours Sunday 3hours Over 10 months	1 night per week for 3 hours over 50 weeks
Diploma in Christian Ministry and Theology	5 continues weeks – 25 days @ 8hours	2.5 – 8hour days each month over 10 months	Friday 3 hours Saturday 10 hours Sunday 3hours Over 11 months	1 night per week for 3.5 hours over 50 weeks

At end of Diploma training, complete a CRC Ministry application if appropriate and Trainer assessment (supplied to chairman & uploaded)

12. What Australian Funding Support will cover

Australian support to cover College costs such as

- Subject notes booklets
- Assessment Workbooks
- Awards
- Student Cards
- Trainer honorarium
- Trainer assessment
- Trainer cards
- Website
- Database
- IMBC Campus registration
- IMBC Class registration
- Long distant travel funds for one (1) IMBC Trainer – by negotiation with IMBC
- Graduation Gowns (where possible)

13. What Student Contributions will cover

Student contributions:

- Students will contribute (unless a discount is arranged via the IMBC office).
 - \$20 USD for Safeguarding Individuals training
 - \$180 USD for Certificate training
 - \$200 USD for Diploma training
- Trainer accommodation if staying away from home while training
- Trainer food/meals (if staying away from home while training)
- Building/training room rental costs (if any)
- Local travel by public transport (if any)
- Graduation day costs
- Any student stationery required
- All monies (including any student fees, food contributions, graduation, etc.) **MUST** be receipted and banked to a CRC account that is administered by the National Executive.
- All drawing on monies must be done by way of a receipt or twin (two) signed request.
- Annual report to be supplied to CRC IMBC Australia identifying all the above.

14. What is Expected of a Full-time CRC IMBC Trainer

Expectations of a Full-Time CRC IMBC Trainer per year:

14.1.1. Students will be:

- 200 enrolments (minimum)
 - 20 drop out (maximum 10%)
 - 60 servings external to CRC (maximum 30%)
 - 80 serving as leaders in CRC Churches (Minimum 40%)
 - 40 serving and becoming CRC Ministries (Minimum 20%)

15. None supported Trainer (from IMBC Australia)

Online:

- **Certificate** \$4 USD (max payments per class 20-50 students = \$80 USD)
- **Diploma** \$5 USD (max payments per class 20-50 students = \$100 USD)

In local area (from own home)

- **Certificate** \$15 USD (max payments per class 20-50 students = \$300 USD)
- **Diploma** \$18 USD (max payments per class 20-50 students = \$360 USD)

Staying away from home

- **Certificate** \$25 USD (maximum payments per class 20-50 students = \$500 USD)
- **Diploma** \$28 USD (maximum payments per class 20-50 students \$560 USD)
 - (Local travel to be covered in the above payments – extra travel will be by negotiation and available IMBC funds)

16. Expectations of a CRC IMBC Trainer and their students:

Students will be:

- drop out (maximum 10%)
- servings external to CRC (maximum 30%)
- serving as leaders in CRC Churches (Minimum 40%)
- serving and becoming CRC Ministries (Minimum 20%)

17. Graduations

Graduations are at the cost of the students and the money required should have been collected from the student enrolment fee.

Graduations can only take place after the IMBC office has confirmed that all the work and trainer requirements have been completed.

IMBC will arrange the printing and supply of the awards (Note the arrival to the campus will be limited by postage and available).

If available a representative from IMBC will come to present the award, if not the trainer will arrange the presentation of the Awards.

If an Overseas IMBC representative is available, they will cover their own cost of

- getting to the campus,
- accommodation and
- make available \$100 USD to the graduation to cover any extra cost an Overseas Representative may impose on the event plus \$50au for each accompanying Overseas person (e.g. 3 overseas visitors @ \$100 + 2x @ \$50 = \$200 USD).
- Graduates will be informed that IMBC training is governed by CRC CHURCHES MISSION INCORPORATED No A0116001Y 2022 Australia as a training arm of CRC Churches International Australia and is NOT intended to offer Awards that would hold any government recognition.

18. Some important points to remember when planning to run courses/classes

Jesus spent about three (3) years teaching his disciples and did not rush the training. He explained things again and again and again, so we should follow His example.

Trainers are delivering the word of God to their students, this should never be rushed because these students are the future leaders of our churches, so we want them to have a full understanding of what they are being taught.

Please allow at least one to two days off every five to six days of face-to-face training to give students time to reflect, rest and fill in their workbooks. Jesus took time to rest and he expected his disciples to rest as well.

When you train your students, please consider who among the students can be trained to be a Trainer in the area where he/she lives. (Please note that they must also be Pastors.)

The training of the students should be to a high level, able to raise leaders who will enter fully into their ministry as we are all commanded to do so:

Mark 16:15-17

15. *And He said to them, "Go into all the world and preach the gospel to every creature.*
16. *He who believes and is baptized will be saved, but he who does not believe will be condemned.*
17. *And these signs will follow those who believe: In My name, they will cast out demons; they will speak with new tongues.*

Matthew 28:19-20

19. *Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit,*
20. *and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age.*

19. Chairman/Administration support

(per nation per year)

- 19.1. Australia will support the successful registration of CRC Pastors/Ascension Gifts and Churches/Ministries
 - Pastors/Ascension Gifts to have completed CRC IMBC Certificate may apply for a “Local Pastor Credential” – OR - CRC IMBC Diploma may apply for a “National Pastor Credential”, if endorsed by the National Executive and having completed all the required forms and have supplied all the documents to the Australian CRC IMBC administrator may be granted a Credential.
 - Churches/Ministries being led by a CRC Pastor, that have those leaders applying who have completed a IMBC Certificate or Diploma courses successfully and have been endorsed by the Locale National Executive with all the required forms and have submitted the required documents to the Australian CRC IMBC administrator may be granted the status as a CRC Church/Ministry.

Registration Fees

(Only one payment per minister)

19.1.1. Local Pastors / Ascension Gifts

- Registration: \$10 USD
- Ongoing yearly: \$5 USD
- Local Nation to provide a Credential Card

19.1.2. National Pastors / Ascension Gifts

- Registration: \$12 USD
- Ongoing yearly: \$6 USD
- Local Nation to provide a Credential Card

19.1.3. CRC Missions International

(available to act as an NGO Director)

- Registration: \$15 USD
- Ongoing yearly: \$8 USD
- Australia to provide a Credential Card

19.1.4. CRC Churches / Ministries

- Registration: \$15 USD
- Ongoing yearly: \$8 USD
- Local Nation to provide endorsement.

20. Appendix 1 – CRC IMBC Part-time Trainers and Full-time Trainers Payment Scheme

This payment system has been implemented in all countries in Africa that are running IMBC courses.

Trainer – part-time

IMBC expects part-time Trainers to meet the follow for each course they train:

- Minimum required students per class: 25
- Maximum allowed students per class: 50
 - drop out (maximum 10%)
 - servings external to CRC (maximum 30%)
 - serving as leaders in CRC Churches (Minimum 40%)
 - serving and becoming CRC Ministries (**Minimum 20%**)

PLEASE NOTE: Part-time Trainers must be running the whole course independently (included correcting and signing off on the student’s workbooks). They must not be running in conjunction with a full-time Trainer who corrects and signs off the student’s workbooks. (If they are, then it up to the part-time Trainer to pay the full-time Trainer from their own honorarium.)

The number of students will be the number of students that complete the full training and have successfully submitted their work; and the Trainer has done and signed off all the required work for each student.

The below are charts to understand what the honorarium will be available to a Trainer.

In local area (from own home area)

- Certificate \$15 USD (e.g.: 15 students = \$225 USD; max payments per class 20-50students = \$300 USD)

Number of Students	Amount paid from IMBC as an Honorarium to the trainer per Student	The Total amount paid from IMBC as an Honorarium
10	\$15 USD	\$150 USD
11	\$15 USD	\$165 USD
12	\$15 USD	\$180 USD
13	\$15 USD	\$195 USD
14	\$15 USD	\$210 USD
15	\$15 USD	\$225 USD
16	\$15 USD	\$240 USD
17	\$15 USD	\$255 USD
18	\$15 USD	\$270 USD
19	\$15 USD	\$285 USD
20	\$15 USD	\$300 USD
21 or more students	Capped at	\$300 USD

- Diploma \$18 USD (e.g.: 15 students = \$270 USD; max payments per class 20-50 students = \$360 USD)

Number of Students	Amount paid from IMBC as an Honorarium to the trainer per Student	The Total amount paid from IMBC as an Honorarium
10	\$18 USD	\$180 USD
11	\$18 USD	\$198 USD
12	\$18 USD	\$216 USD
13	\$18 USD	\$234 USD
14	\$18 USD	\$252 USD
15	\$18 USD	\$270 USD
16	\$18 USD	\$288 USD
17	\$18 USD	\$306 USD
18	\$18 USD	\$324 USD
19	\$18 USD	\$342 USD
20	\$18 USD	\$360 USD
21 or more students	Capped at	\$360 USD

PLEASE NOTE: Student contributions to cover meals (while training), local travel, graduation costs, building rental costs, stationary requirements. (Local travel to be covered in the above payments and/or student contributions).

Staying away from home during training

- Certificate \$25 USD (e.g.: 15 students = \$375 USD; maximum payments per class 20-50 students = \$500 USD)

Number of Students	Amount paid from IMBC as an Honorarium to the trainer per Student	The Total amount paid from IMBC as an Honorarium
10	\$25 USD	\$250 USD
11	\$25 USD	\$275 USD
12	\$25 USD	\$300 USD
13	\$25 USD	\$325 USD
14	\$25 USD	\$350 USD
15	\$25 USD	\$375 USD
16	\$25 USD	\$400 USD
17	\$25 USD	\$425 USD
18	\$25 USD	\$450 USD
19	\$25 USD	\$475 USD
20	\$25 USD	\$500 USD
21 or more students	Capped at	\$500 USD

- Diploma \$28 USD (e.g.: 15 students = \$420 USD; maximum payments per class 20-50 students \$560 USD)

Number of Students	Amount paid from IMBC as an Honorarium to the trainer per Student	The Total amount paid from IMBC as an Honorarium
10	\$28 USD	\$280 USD
11	\$28 USD	\$308 USD
12	\$28 USD	\$336 USD
13	\$28 USD	\$364 USD
14	\$28 USD	\$392 USD
15	\$28 USD	\$420 USD
16	\$28 USD	\$448 USD
17	\$28 USD	\$476 USD
18	\$28 USD	\$504 USD
19	\$28 USD	\$532 USD
20	\$28 USD	\$560 USD
21 or more students	Capped at	\$560 USD

PLEASE NOTE: Student contributions are to cover accommodation, meals (while the Trainer is training), graduation costs, building rental costs, stationary requirements.

PLEASE NOTE: Local travel to be covered in the above payments; Travel to and from home to the town/city (where the Trainer will be staying during training (one returned trip)) will be by negotiated and may be available from IMBC funds.

Full-time Trainers

Full-time Trainers receive an honorarium of \$7,000 USD per year, this is paid to them every three to six months.

To continue to receive this honorarium, a Full-time Trainer is expected to meet the following requirements:

- **Minimum** required students per class: 25
- **Maximum** allowed students per class: 50
- 200 enrolments (**minimum**) over all per year
 - 20 drop out (maximum 10%)
 - 60 servings external to CRC (maximum 30%)
 - 80 serving as leaders in CRC Churches (minimum 40%)
 - 40 serving and becoming CRC Ministries (**minimum** 20%)

PLEASE NOTE: Student contributions to are to cover accommodation (if staying away from home during training), meals (while training), graduation costs, building rental costs, stationary requirements.

PLEASE NOTE: All travel to be covered in the above student payments.



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