

REVISED PROTOCOL FOR ARRANGING FOR THE PRESENTATION OF A FULL IICD COMMUNITY SERVICES COMMUNITY SERVICES & URBAN MINISTRY CERTIFICATION PROGRAM (IICD CS&UMCP) AND AWARDING OF CERTIFICATES

(Revised February 6, 2015 – Subject to Periodic Revisions Based on Field Testing)

FIRST: CONTACT YOUR LOCAL UNION OR CONFERENCE AND WORK WITH THEM IN SETTING UP AN IICD CS&UMCP.

SECOND: DO ONE OF THE OPTIONS BELOW:

1. Work with your division/union/conference to contact someone whom you/they know has earned a General Conference IICD CS&UMCP Facilitator's Certificate and invite them to facilitate the IICD CS&UMCP.* **OR:**

2. Contact your local conference to work through your union in processing a call to the General Conference Sabbath School & Personal Ministries Department for the Adventist Community Services International director and team to present the entire certification program at a given date. Without translation, the entire program takes approximately 38 hours (about fivea six days). Suggest to your conference or union that they organize a regional meeting, inviting people from throughout your territory to attend the IICD CS&UMCP. If it is not feasible to do the full program in a block of time lasting fivea six days, you can arrange for the IICD CS&UMCP to be presented in two parts with one half presented one year and the second half presented the following year.

*The local facilitator of a full IICD CS&UMCP must have an IICD CS&UMCP Facilitator's Certificate obtained by fulfillment of the following two tiers:

- 1) Faithful attendance and completion of a live presentation of the IICD CS&UMCP or completion the IICD CSUMCP online video course when it becomes available in 2015. In addition to completing the video course the potential IICD CS&UMCP Facilitator must attend and complete the four IICM core modules (CR 01a CR 04) in a class presented by qualified local pastors/church leaders (These presenters of the IICD Core Modules are not required to have an IICD CS&UMCP Facilitator's Certificate.)
- 2) Completion of the IICD CS&UMCP Facilitator's course. Wording of the certificate for completing this IICD CS&UMCP Facilitator's course is at the end of this document.

Once they have earned an IICD CS&UMCP Facilitator's certificate, the work of the IICD CS&UMCP Facilitators is as follows:

- 1) Gather a team consisting of the following personnel: financial expert, fund raiser, grant writer, church leaders/pastors, etc. from ADRA, local conference /mission/union employees, etc. to help teach the modules that fall within their expertise. These team members are not required to have completed in advance the IICD CS&UMCP. (Because backgrounds of Facilitators will vary, they are not likely prepared to present all of the IICD CS&UMCP modules. Therefore, those who have earned an IICD CS&UMCP Facilitator's certificate should have a team);
- 2) In cooperation with the local conference or union, present with their team an entire IICD CS&UMCP. (The IICD CS&UMCP Facilitator should teach the particularly specialized IICD CS&UMCP modules, such as CS 01a 04, which they have practiced in

the IICD CS&UMCP Facilitator's course, and their team will help teach the other modules);

- 3) After the IICD CS&UMCP team presents an IICD CS&UMCP the Facilitator should work with the conference/union where they are facilitating the IICD CS&UMCP to print certificates for the attendees and to hold a "graduation" for presentation of the certificates.

Note: IICD CS&UMCP attendees are encouraged to share the content of IICD CS&UMCP informally. However, because of the unique nature of the concepts contained in the IICD CS&UMCP, a formal presentation of the IICD CS&UMCP in its entirety (with a certificate) must be facilitated by a certified IICD CS&UMCP Facilitator.

THIRD: CONTACT YOUR DIVISION SABBATH SCHOOL & PERSONAL MINISTRIES DIRECTOR/ACS DIRECTOR FOR A TEMPLATE OF EACH OF THE TWO CERTIFICATE OPTIONS BELOW. USE ONLY THE FOLLOWING WORDING FOR CERTIFICATES:

Certificate wording for when the presenter(s) has (have) received an IICM CS&UMCP Facilitator Certificate:

THIS CERTIFIES that _____ has faithfully attended and completed the INTERNATIONAL INSTITUTE OF CHRISTIAN DISCIPLESHIP COMMUNITY SERVICES & URBAN MINISTRY CERTIFICATION PROGRAM.

(Signed and dated by presenter(s) and union or conference official or departmental director.)

Certificate wording for when the presenter is the General Conference Adventist Community Services International Director & team:

THIS CERTIFIES that _____ has faithfully attended and completed the INTERNATIONAL INSTITUTE OF CHRISTIAN DISCIPLESHIP COMMUNITY SERVICES & URBAN MINISTRY CERTIFICATION PROGRAM, as outlined by the Sabbath School/ Personal Ministries Department of the General Conference of Seventh day Adventists.

(Signed and dated by members of GC presenting team and union or conference official or departmental director.)

FOURTH: MAKE A LIST OF CERTIFIED IICM CS&UMCP FACILITATORS AND SEND TO THE DIRECTOR OF ADVENTIST COMMUNITY SERVICES INTERNATIONAL. (CURRENTLY: MAY-ELLEN COLON AT colonm@gc.adventist.org)

CERTIFICATE WORDING FOR THE IICM CS&UMCP FACILITATOR'S COURSE:

THIS CERTIFIES that _____ has faithfully attended and completed the INTERNATIONAL INSTITUTE OF CHRISTIAN DISCIPLESHIP COMMUNITY SERVICES & URBAN MINISTRY CERTIFICATION PROGRAM FACILITATOR'S COURSE, as outlined by the Sabbath School/Personal Ministries Department of the General Conference of Seventh day Adventists. (Signed and dated by members of GC presenting team and union or conference official or departmental director.)

REMEMBER: All IICD COMMUNITY SERVICES & URBAN MINISTRY CERTIFICATION PROGRAMS MUST BE CONDUCTED IN COLLABORATION WITH A LOCAL CONFERENCE/UNION/DIVISION.