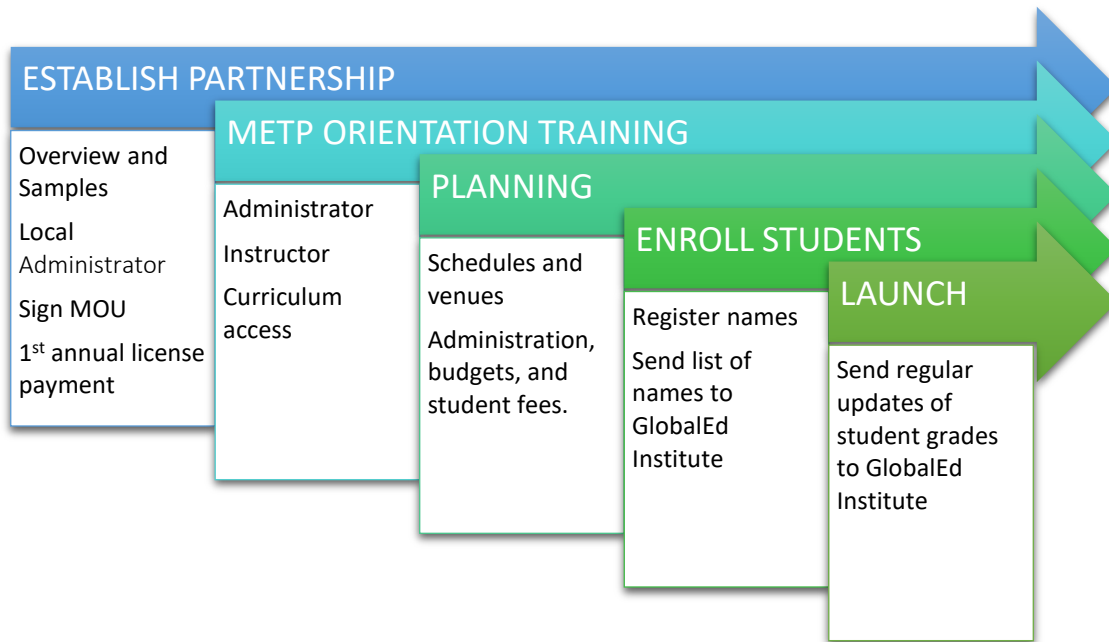


STEPS TO LAUNCH A MINISTRY ESSENTIALS TRAINING PROGRAM IN YOUR CONTEXT



1. ESTABLISH PARTNERSHIP (1 month)

- Read** and understand the Ministry Essentials Training Program Overview and Course Descriptions. Go over sample materials.
- Identify and **appoint** a local METP administrator who will be responsible for administering METP in your local context and communicating with the METP and GlobalEd Institute office.
- Complete** and sign the METP local partnership Memorandum of Understanding (MOU). Forward the signed MOU to the Director of METP for signing and filing with the GlobalEd Institute office.
- Plan with the Manager of the GlobalEd Institute (Shelley Kauffeldt) on how the annual **METP partnership license fee** will be paid.

2. METP ORIENTATION TRAINING (2-3 Months)

- Plan for some **METP administration orientation sessions** to gain an understanding of how a local METP partnership works in collaboration with the GlobalEd Institute.
 - All those involved in leading and managing a local METP partnership are required to take this training.
- Identify and recruit **METP Instructors**
 - All those involved in the METP (administration or teaching) are required to go through the **METP instructor orientation course**.
 - Contact the METP Director (Rainer Mittelstaedt) or the METP Associate Director (Jason Cornelius) to plan for how the orientation training will be delivered.
- Gain** access to the materials for the twelve courses.

3. PLANNING (1-2 months)

- Set course schedules and plan for venues,
- Set up local administration procedures, budgets for expenses and local student fees.

4. ENROLL STUDENTS (1-2 months)

- Register student names.
- Provide list of student names to GlobalEd Institute office to receive instruction on how the student names and grades will be registered and recorded.

5. LAUNCH

- Send regular student grade updates to GlobalEd Institute office. If you have any further questions, feel free to contact the METP office at metp.info@paoc.org