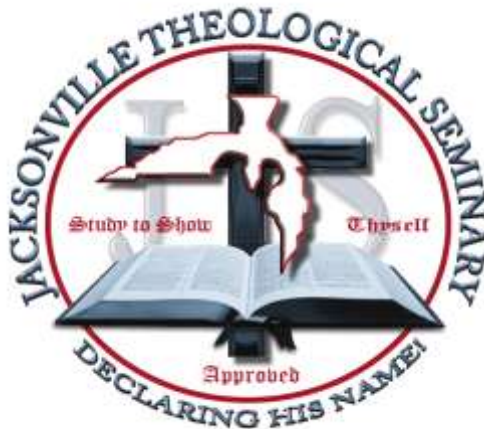




# Facilitator Information Packet



# “FACILITATOR AGREEMENT”

## VISION STATEMENT

**Jacksonville Theological Seminary and Revelation Message Bible College and Revelation Message Christian Institute are committed to the purpose of training believers for a lifetime of productive service to the Lord Jesus Christ.**

**Our courses are centered on the Bible, which we believe to be the Word of the Living God. Our endeavor is to create a hunger for His Word and proficiency in the declaration of the Gospel through proper communicative skills.**

This agreement, and all parts defined as Governing; Regulatory; and Operating Policies and Procedures, shall serve to establish the affiliation of the following parties.

### JACKSONVILLE THEOLOGICAL SEMINARY

(Hereafter referred to as JTS)

2121 Corporate Square Blvd. Suite 171-A

Jacksonville, FL 32216

Phone: 904-786-5383

and

### REVELATION MESSAGE BIBLE COLLEGE & REVELATION MESSAGE CHRISTIAN INSTITUTE

(Hereafter referred to as RMBC / RMCI)

2121 Corporate Square Blvd. Suite 171-A

Jacksonville, FL 32216

Phone: 904-744-9773

and their affiliate facilitator: (hereafter referred to as Facilitator)

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Name of Facilitator (Not Ministry Name)

---

Street Address or P.O. Box

---

City

State

Zip Code

---

Telephone Number

Date of Birth

Do you have access to Microsoft Word: YES ( ) NO ( )

Email Address: \_\_\_\_\_

What degrees do you hold and from where?

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**JACKSONVILLE THEOLOGICAL SEMINARY  
AND  
REVELATION MESSAGE BIBLE COLLEGE  
AND  
REVELATION MESSAGE CHRISTIAN INSTITUTE**

**I hereby agree to comply with all standards and policies as set forth by Jacksonville Theological Seminary and Revelation Bible College and Revelation Message Christian Institute for “the equipping of the saints for the work of the ministry, for the edifying of the body of Christ”. Before the Lord Jesus Christ as witness, and through the signatures by both parties below, this agreement is in full effect and gives the Facilitator “Affiliation” until May 31<sup>st</sup> of each school year. At that time all facilitator agreements must be renewed in order for the facilitator to continue representing Jacksonville Theological Seminary and Revelation Message Bible College and Revelation Message Christian Institute.**

**I understand that I may NOT teach any class of a degree higher than what I hold.**

**I further understand that in the event that I discontinue affiliation with the above schools, I will immediately forward all student records to the main office.**

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Facilitator

Date Signed

**I have enclosed a payment for \$500.00 as per section IV part B of this agreement.**

Payment is in the form of a ( ) Check ( ) Money Order ( ) Credit Card Payment Form

JACKSONVILLE THEOLOGICAL SEMINARY  
REVELATION MESSAGE BIBLE COLLEGE  
REVELATION MESSAGE CHRISTIAN INSTITUTE

2121 Corporate Square Blvd. Suite 171-A  
Jacksonville, Florida 32216

**COMPENSATION INFORMATION**

Name of Facilitator: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address or PO Box

City

State

Zip

Home Phone

Cell Phone

E-Mail

Date of Birth

Social Security #: \_\_\_\_\_

**If compensation is to go to a ministry:**

Name of Ministry: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address or PO Box

City

State

Zip

Telephone Number

Federal EIN Number: \_\_\_\_\_

Facilitator's Signature: \_\_\_\_\_

## Credit Card Payment Form

**Card Holder's Printed Name:** \_\_\_\_\_

**Credit Card Type:** Master Card \_\_\_\_\_ Visa \_\_\_\_\_ Other \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Total Charge Amount:** \_\_\_\_\_

**Date of Charge:** \_\_\_\_\_

**Billing Zip Code:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

## **SECTION I - GENERAL POLICY**

We recognize and consider each Facilitator as a Ministry Partner in sharing the Good News, The Gospel of Jesus Christ.

1. This agreement commences the date it is signed by Jacksonville Theological Seminary/ Revelation Message Bible College/Revelation Message Christian Institute (JTS/RMBC/RMCI) and expires May 31 of the current or coming school year and is renewed yearly.
  - A. This agreement shall be open for amendment and renewal as per affiliation renewal.
  - B. This agreement may be renewed indefinitely.
  - C. Any amendment and/or renewal must be mutual consent.
2. The Facilitator will abide by the General, Financial, and Operational Policies and Procedures as set by JTS/RMBC/RMCI except as indicated and specifically approved in writing by both the President of JTS/RMBC/RMCI and the Facilitator.
3. The Facilitator will operate using the "Standard" reporting forms as designated and approved through JTS/RMBC/RMCI. Any deviation requires authorization from the JTS/RMBC/RMCI President, prior to Facilitator's use.

## **SECTION II--ACADEMIC POLICY**

1. The Facilitator will comply and abide by academic standards established and set forth by JTS/RMBC/RMCI.
2. Upon the registration of a student, the Facilitator will submit to JTS/RMBC/RMCI a "Standard File", with the following information for each student. Additional information may be submitted as applicable:
  - A Completed "Student Application"
  - . .
  - B Copy of Degrees or Diplomas earned.
  - . .
  - C Copy of Ordination Certificate, if applicable.
  - . .
  - D A documented listing of seminars and/or workshops attended; thesis papers, dissertations, books written and/or published, or projects completed for academic studies or ministry.
  - . .
  - E. Current Student Photo.
  - F. Official Transcripts (Copies may be used for evaluation. However Official Transcripts must be in the student file before graduation.
3. The Facilitator will complete in detail and submit a "MONTHLY FINANCIAL REPORT" (*Unless the Corporate office is doing a billing invoice*) to JTS/RMBC/RMCI by the 10th Day of the previous month. **ALL FUNDS** must be submitted to JTS/RMBC/RMCI and the President **will send** the Facilitator their portion.
4. JTS/RMBC/RMCI is to be notified in writing by the Facilitator within 15 days if or when a student is dropped or placed into an "inactive" status. It is required that JTS/RMBC/RMCI be consulted prior to any such changes.
5. All grades must be submitted on a Student Credit Transmittal Form to the Corporate Office as soon as the student completes a course.
6. Courses taught live by facilitators who are ACI teacher certified can only be courses that are listed in the RMBC or JTS catalog. (All Live Classes Must Be Pre-Approved Prior to Teaching) (See Facilitator Live Class Form, under misc. forms)
7. Live courses taught by facilitators who are ACI Teacher Certified must consist of at least twelve (12) hours of teaching. This does not include the time the student spends doing outlines, essays, or book reports. Any live classes taught must indicate the number of hours of class teaching. ***(The Course: "The Gifts & The Calling of God" may NOT be taught)***
8. No instructor is allowed to teach any student who is taking a course that has a greater level degree than the instructor has earned. Example: If the instructor has earned a Master's degree, he or she is not allowed to teach a course to a student who is working on a Doctorate. This applies even though the instructor may be working on a Doctorate as well. The instructor must have already earned the level of degree that the student is working on.
9. Upon completion of his or her requirements, a student's complete academic file will be forwarded by the Facilitator to JTS/RMBC/RMCI to include, but not limited, to all items defined in II:2 and:
  - A. A Student Profile and an Unofficial Transcript summarizing all course work completed, dates of course work completed, and grades earned per course work completed.
  - B. An Application for Degree form.
  - C. An Alumni Form

### **SECTION III—COPYRIGHT and ROYALTIES**

The Facilitator and JTS/RMBC/RMCI will give "royalty" free use of their respective materials.

- A. This includes use of these materials for educational purposes.
- B. This will cover all materials developed and/or acquired for the above-stated purposes during the life of this agreement.
- C. This includes use for, and by, other Facilitators who are providing academic studies as affiliates of JTS/RMBC/RMCI.
- D. Any promotional material developed for JTS/RMBC/RMCI shall become the property of JTS/RMBC/RMCI; whereby JTS/RMBC/RMCI may develop the material further at the discretion of JTS/RMBC/RMCI through means of JTS/RMBC/RMCI's choosing.
- E. Upon the possibility of dissolution of said relationship between JTS/RMBC/RMCI and the Facilitator, **it is fully agreed by the Facilitator that all student records and files will be immediately sent to the corporate office.**



## **SECTION IV--FINANCIAL POLICY**

1. **Facilitator Fees:** Each Facilitator will be required to have their own 100-Course Foundational Curriculum Package. There is a one-time payment of \$500.00 for this package. After the one-time payment, there is an annual fee of \$50.00 to remain as an active Facilitator. (Facilitators only receive the test questions and answer keys that go with the curriculum package. All other materials needed will be purchased by the student.)

**Note: If a Facilitator should become inactive, they will be required to pay all past annual fees in order to be reinstated.**

### **Audio Courses:**

Facilitators MUST order all Audio lessons directly from the Corporate Office so that the student receives professionally produced material. This does not apply to Online Students as the audio lessons are supplied automatically online.

### **Textbook Courses:**

If a student purchases their own textbook, you should only charge \$10.00 for material to cover the Test Questions.

### **Live Courses: (*Must be ACI Teacher Certified*)**

For those of you teaching live classes, there is a form that is required. For a student to receive credit for a live class taught, the class must be pre-approved. (It also must be in the student's field of study, or they must have room for an elective.) This will allow the corporate office to be aware of all classes being taught and make sure they are in line with the student catalog. (*The Course "The Gifts & The Calling of God" may NOT be taught.*)

2. **Student Financial Aid:** Currently JTS/RMBC/RMCI does not offer or provide Student Aid in the program of grants or loans. JTS/RMBC/RMCI does, upon written authorization, provide for "scholarship" monies whereby both the Facilitator and JTS/RMBC/RMCI financially subsidize the student's tuition. (*All requests for "Scholarship" MUST be discussed with the President of JTS/RMBC/RMCI prior to discussing the option with a potential or current student. JTS/RMBC/RMCI reserves the right to approve or disapprove all requests.*)

**Note: *If a Facilitator's request is disapproved for scholarship monies from JTS/RMBC/RMCI, the Facilitator may still offer the scholarship through the facility; however, the Facilitator will be responsible to pay normal fees due to JTS/RMBC/RMCI.***

## SECTION V--FACILITATOR COMPENSATION POLICY

RMCI/RMBC/JTS recognizes and considers each Facilitator as a ministry partner in sharing the GOOD NEWS, the Gospel of Jesus Christ. RMCI/RMBC/JTS offers the following compensation benefits for providing academic services and disciplining students:

The Facilitator will submit **ALL** monies collected from each student who has paid for any or all of the following: Student's Registration and Evaluation; monies collected for Course(s) Tuition and Material; Practicums, Dissertation, Thesis Projects, and monies collected for a student's Graduation. All monies are due to RMCI/RMBC/JTS by the 10th day of the following month, as per guidelines established with "Monthly Report", Section II. 3. **The student should make checks to the appropriate school.** Do not mix funds that accompany the monthly report. The Corporate Office will then send the Facilitator back the compensation that is due to them.

Registration:	50%
Tuition:	50%
Textbook Material:	100% (If Facilitator provides material)
Audio Material:	0%
Online Material:	0%
Practicum	0%
Thesis/Dissertation	0%
Graduation:	0%

**Note: All duplicating, advertising, operational expenses, labor, and other expenses to operate as a Facilitator as per RMCI/RMBC/JTS guidelines, are the "full" responsibility of the Facilitator.**