



## Frequently Asked Questions—Phase 2

1. How do we start a GATEWAY Phase 2 site in our district?

*An EFCA District, or interested party within the district contacts GATEWAY:*

- a. *Marcos Solt, Assistant GATEWAY Director for English sites,  
[marcos.solt@efca.org](mailto:marcos.solt@efca.org)*
- b. *Ricardo Palmerín, Assistant GATEWAY Director for Spanish sites,  
[ricardo.palmerin@efca.org](mailto:ricardo.palmerin@efca.org)*

*See the document “Steps to Starting a GATEWAY Phase 2 Site”*

2. When we establish the Phase 2 satellite for our district, how does the district pay the annual site fees?

*The GATEWAY office will send an invoice to the district in January of each year. The first year site fee is \$1500 and subsequent years site fee is \$250 per year. Checks are made out to “EFCA” and mailed to GATEWAY, Box 1223, Helotes, TX 78023 (not directly to the EFCA).*

3. How many satellites does a district have?

*A district only has one EFCA Phase 2 satellite for the whole district, but can have several sites within the satellite.*

4. What is a satellite coordinator and what are his duties?

*A satellite will have one satellite coordinator even though there may be several sites and facilitators within the satellite (district). The satellite coordinator is usually the Phase 2 first facilitator in the district. He is responsible, with the help of the district and GATEWAY staff to get the officially approved. He also submits a brief report using the “Site Report Form” at [tumi.org](http://tumi.org) on January 15, May 15 and September 15.*

5. Is there a preferred way to name a satellite and sites within the satellite?

*Satellites are the name of the district (example: Great Lakes, Midwest, Eastern, etc.) The site name is GATEWAY, Phase 2, name of the city where class is held (example: GATEWAY, Phase 2 Chicago).*

6. What is the process to order the manuals for each module for the students and facilitators?

*All ordering of manuals is done by using the Module Order form and emailing it to [julie.mandes@efca.org](mailto:julie.mandes@efca.org). Student and facilitator manuals will be delivered to the facilitator’s address to be distributed at class meeting times. The student manuals are included in the Phase 2 tuition cost. The district will be billed for the facilitator’s manual sets (includes mentor manual, DVDs and student manual). The district will*

*own the facilitator manual sets to be used for future Phase 2 classes of the same module.*

7. When should the manuals for each module be ordered?

*Manuals need to be ordered far enough ahead of time in order to have the next set of manuals available for the students at the class meeting date prior to when the next manual will be needed. Allow at least 2 weeks delivery time from the time you email the Module Order form to Julie Mandes.*

8. Where are the extra texts listed and how do they get ordered?

*A list of the extra texts recommended for each module is available on the GATEWAY website [www.efca.org/gateway](http://www.efca.org/gateway) as well as the TUMI website [www.tumi.org](http://www.tumi.org). Students can order most of the books through [www.amazon.com](http://www.amazon.com) or through Next Step Resources [www.nsresources.com](http://www.nsresources.com). The extra texts are not included in the tuition.*

9. Are there specific forms that are to be used?

*Yes, the following forms are available on the GATEWAY website [www.efca.org/gateway](http://www.efca.org/gateway)*

- *Phase 2 Brochure*
- *Phase 2 10+2 Curriculum*
- *Student Application*
- *Credit Card Authorization form*
- *Module Order form*
- *Grade & Attendance Chart*
- *Extra texts & Reading Assignment form*
- *Accounting for Modules form*
- *Certificate order forms*

10. How do the sites handle collecting and sending tuition payments?

*In most cases the facilitator is responsible for collecting the tuition and sending it to EFCA GATEWAY, P.O. Box 1223, Helotes, TX 78023. All checks are to be made out to "EFCA" but are not sent directly to the EFCA. GATEWAY can receive funds from a church or district as long as a list of the names of students being paid for is included. Some districts have a District GATEWAY Director that is responsible to oversee the collection and payments, but that is the exception, not the rule.*

11. What are the duties of a GATEWAY Phase 2 facilitator?

- *After the new site has been approved send GATEWAY a facilitator application.*
- *It is recommended that before starting a new Phase 2 group that the facilitator holds an information meeting or orientation.*
- *Collection of applications and tuition payments and send them to GATEWAY.*
- *Ordering facilitator and student manuals to be delivered in a timely manner.*
- *Read, view and be familiar with all the material*
- *Review any theological issues*

- *Prepare "Contact" sections*
- *Prepare "Connect" sections*
- *Take attendance*
- *Devotion (1 x per session)*
- *Administer quiz*
- *Collect assignments*
- *Grade papers*
- *Be available to students*
- *Order upcoming modules in a timely manner*
- *Complete all necessary paperwork handle finances*
- *Maintain quality of program*
- *Complete the 3 year commitment*
- *Be an ambassador for the program-recruitment, scholarships, communications*

12. What does a typical year schedule look like?

*One module is completed every 2 months. A one-month break can be taken between modules. One module contains 4 sessions. One month 2 sessions are taught, the next month 2 sessions are taught. Classes typically meet monthly on a Saturday, with one session being taught in the morning, a break for lunch and another session being taught in the afternoon. Four modules are taught per year, with a total of 12 modules during a 3 year period.*