



Process for interested Sites

- Interested party contacts Director of EFCA GATEWAY, Alex Mandes alex.mandes@efca.org.
- Alex Mandes contacts district about the possibility of having a GATEWAY site in the district.
- There must be a licensed and ordained EFCA pastor willing and available to act as facilitator.
- EFCA GATEWAY Administrative Assistant, Kris Driscoll kris.driscoll@efca.org , sends prospective facilitator GATEWAY brochure and Curriculum, Philosophy and Practice document.
- After the GATEWAY site is approved by the Director, Spanish site facilitators will be contacted by EFCA GATEWAY Assistant Director, Ricardo Palmerin ricardo.palmerin@efca.org , and English site facilitators will be contacted by EFCA GATEWAY Assistant Director, Marcos Solt marcos.solt@efca.org .
- The facilitator will be sent the following documents by the EFCA GATEWAY Administrative Assistant:
 - Sample Syllabus
 - Facilitator Application
 - Facilitator Covenant
 - Student Application
 - Student Covenant
- A date is set with the EFCA Administrative Assistant for the GATEWAY Orientation to be done 4-6 weeks before the start of classes. This is done via video, conference call or a visit by one of the GATEWAY personnel in person.
- Students should bring their completed applications and be prepared to pay the tuition on or before the Orientation (books are included in the tuition).
- Forms of payment for ^{EFCA}GATEWAY, Phase 1 tuition:
 - \$300.00 paid in full at or before Orientation.
 - **Special price** for spouse of student in same class \$150 paid in full on or before Orientation (couple shares 1 set of books)
 - ^{EFCA}GATEWAY books will be distributed to students after tuition is paid. Student is considered registered after tuition is paid in full.
- Orientation procedure:
 - Welcome the students.
 - Introduce the Facilitators.
 - Student introductions, with city and church affiliation.
 - Orientation to the GATEWAY course: lectures, group discussion, assignments, rewriting papers, attendance and grading.
 - Explanation of learning process; writing is required--we learn as we write, we get clarity as we write, present what we write and listen to other students. Give up perfection—it freezes people.
 - Review GATEWAY Syllabus.
 - Brief exhortation of the discipline and commitment needed for this course.
 - Students sign Student Covenant, prayer for covenant they just made.
 - Explanation of the following:
 - Obtaining a certificate from GATEWAY is NOT a license or ordination in the EFCA. GATEWAY is an educational center. Before a license or ordination in the EFCA may be obtained the applicant must apply to the regional EFCA District.

- In some districts there is a temporary “provisional license” but that is a regional license that not all EFCA districts have implemented.
- In admitting a student to GATEWAY we will make no inquiry as to the immigration status of any student. We welcome all students with open arms but it is up to the student to settle their status with the immigration authorities. A certificate from GATEWAY speaks of your training only.
- GATEWAY is not recognized as an organization that can extend the requirements to obtain a 1-20, Student visa.

Question and answer time:

- Collection of applications. Students are advised to keep the facilitator informed of address, phone and e-mail address changes.
- Collection of course fees. Payment by cash, checks or credit card. Checks are made out to EFCA. Tuition is non-refundable and non-transferrable after first class. Students are considered registered for the class after fees are paid in full.
- Distribution of materials needed to prepare for the first class.

Facilitator duties:

- Review class dates, times and locations as written on syllabus or decide on class dates and write on syllabus.
- Review assignment for first class.
- Ask a student to be the “contact person” for the group. They can take attendance at each class and also make reminder calls to the students of upcoming classes.
- We would like you to take photos of the students and classes for your records and ours. Send digital photos to: gateway@efca.org.
- Facilitator sends the EFCA GATEWAY Administrative Assistant a copy of the attendance and grade report within 2 weeks of each class meeting to: EFCA GATEWAY, P.O. Box 1223, Helotes, TX 78023 or julie.mandes@efca.org.
- Facilitator sends any applications, covenants or fees that are given to him after Orientation to: EFCA GATEWAY, P.O. Box 1223, Helotes, TX 78023 or julie.mandes@efca.org
- Administrative questions are directed to the EFCA GATEWAY Administrative assistant: julie.mandes@efca.org or kris.driscoll@efca.org
- All other questions (curriculum, teaching methods, grading, etc) are directed to the EFCA Assistant Director that you work with.
 - GATEWAY Assistant Director for English sites: Marcos Solt marcos.solt@efca.org
 - GATEWAY Assistant Director for Spanish sites: Ricardo Palmerin rpalmerin@comcast.net
- Facilitator sends “Certificate Order Form” to Administrative Assistant kris.driscoll@efca.org at the end of the scheduled classes in order to receive certificates to present to the students.

gateway@efca.org