

## Awakening Together Classes Policy and Procedure

Policy: Awakening Together shall have a policy that addresses who can teach an Awakening Together class and the procedures for offering Awakening Together classes. This policy does not apply to classes that are offered as part of the Minister Preparation Program (MPP).

Procedure I: Awakening Together classes may be taught by an Awakening Together Ordained Minister, an Awakening Together Licensed Minister or an Awakening Together Certified Teacher.

- A. An Awakening Together Ordained Minister or Licensed Minister is ordained or licensed according to the Awakening Together Minister Ordination and Licensing Policy and Procedure.
- B. An Awakening Together Certified Teacher is a member who has completed the Awakening Together True Discernment class and passed the True Discernment exam but is not an Awakening Together Ordained or Licensed Minister.

Procedure II: Any member who is authorized under Procedure I and wants to offer an Awakening Together class must submit a syllabus to the President-Minister for approval. In order to be approved as an Awakening Together class, the proposed class must be in harmony with Awakening Together's purpose and core values. If at any time it becomes apparent that this is not the case, approval may be denied or rescinded. The syllabus must include at least the following information:

- A. Class Title
- B. Facilitator(s) name and email
- C. Class purpose and objectives
- D. Number of class sessions and the length of each session
- E. Class fee (Amount must be approved President-Minister)
- F. Proposed schedule and venue (e.g., Awakening Together Classroom, Meeting Room or Conference Call)
- G. Texts/Materials provided and Texts/Materials that must be obtained by the participants apart from the class fee
- H. Participant expectations

Procedure III: Awakening Together will provide the following administration for all Awakening Together classes.

- A. Communicate the class on the Awakening Together website
- B. Register participants, collect class fees and provide the facilitator with a class roster
- C. Provide the facilitator with 75% of fees collected after bank fees are discounted. Awakening Together will retain 25% of fees collected after bank fees are discounted as class administration fees. A facilitator may donate a portion or all of his/her fee share to Awakening Together.
- D. Maintain records of participants who have participated in each class.

E. Provide a class certificate template to the facilitator.

Procedure IV: Any member who is authorized under Procedure I and wants to offer a class from the Awakening Together Minister Preparation Program (MPP) to participants in his/her local area as a non-MPP class may do so under the following conditions:

- A. The member must have successfully completed the course he/she wants to offer.
- B. If the facilitator guide is a Facilitator Guide offered for sale by Awakening Together, the member offering the course must purchase the Facilitator Guide, except when the member has already purchased the Facilitator Guide.
- C. The member offering the course must sign an Awakening Together copyright agreement.
- D. If Awakening Together does not offer the Facilitator Guide for sale, the member offering the course will receive a courtesy copy of the Facilitator Guide when he/she signs the agreement mentioned in C above.
- E. The member is permitted to charge any fee that is customary in his/her local area for a similar course offering.
- F. The member must pay Awakening Together 25% of the fee charged (or donation/love-offering received).
- G. The member offering the course is permitted to lengthen the course for the convenience of local participants. For example, the member may choose to offer an introductory week prior to the beginning of the course and/or may choose to increase the weeks over which the course is offered in order to reduce the homework commitment per week.
- H. The member offering the course shall not make any material changes to the course workbook or facilitator guide.