

Standard Cohort Timeline

The key factor is how soon a church can get their **ten students enrolled**.

The clock starts when the student application is received. Another major decision is finding the right person for the **Cohort Advisor (CA)** – *everything will hinge on that person*, their personal knowledge of their ‘recruitment pool’ and how quickly they can be brought up to speed on what a Cohort means and how to recruit to that end. The **U.S. Cohort Director** will be instrumental in assisting with driving the recruitment training, providing pertinent brochures, “Big Orange” promotional material, etc.

Part 1: Initial Site Visit - Cohort Initiation and Approval Process

The U.S. Cohort Director schedules an initial site visit (or conference call) to determine the suitability of the site for a cohort. A successful initial site visit must contain a complete explanation of the SUM program by the U.S. Cohort Director. The Visionary Leader (VL), key church staff members, and proposed Cohort Advisor all attend.

If it is mutually determined that a cohort is a good fit for both the Partnering Ministry and SUM, the Partnering Ministry’s board of directors passes a **Board Resolution** supporting the partnership between SUM and the Partnering Ministry and submits it to the U.S. Cohort Director for approval.

The U.S. Cohort Director then submits the Partnering Ministry’s board resolution and other relevant information concerning the potential cohort to the SUM Executive Committee for approval.

To continue moving forward, the following commitments from the VL should be in place:

- A commitment from the VL to directly cast vision for the school
- A commitment from the VL to directly mentor the group of cohort students exclusively for one to two hours per week (normally in the form of chapel services for students only)
- A commitment from the VL to schedule a two day Strategic Planning Meeting for the cohort site, prior to the launch date of the cohort.
- A commitment from the VL to schedule a “Kick-off” Sunday on which the launching of the cohort is the main topic of the Sunday service.
- A determination of the proposed launch date of the cohort

The *Student Recruitment List* is then completed by the Partnering Ministry and forwarded to the U.S. Cohort Director.

The Partnering Ministry submits the *Curriculum Vitae* (CV) of the proposed Cohort Advisor to the U.S. Cohort Director.

The Partnering Ministry also submits a CV for every qualified instructor associated with the ministry who desires to teach SUM classes.

Part 2: Strategic Planning Meeting

Once the steps outlined above have been completed, the U.S. Cohort Director and his team will schedule the two day Strategic Planning Meeting with the Partnering Ministry. The Strategic Planning Meeting will often occur during the same week as the “Kick-off” Sunday Service that was previously agreed to. This Strategic Planning Meeting is an investment valued at roughly \$5,000 that SUM will provide at no additional cost to the Partnering Ministry.

The Strategic Planning meeting will be a two day meeting which consist of:

- A comprehensive recruitment strategy review with all key staff members and departments within the Partnering Ministry, designed to identify potential students.
- A similar recruitment strategy review with the Visionary Leader designed to identify those within the VL’s networks and circles of influence that could bring in students.
- An in-depth one day training session for the Cohort Advisor in all SUM cohort policies, procedures, systems and software.
- A student enrollment event in which interested students are able to complete applications and financial aid forms on site. Under the supervision of the Cohort Advisor, students will begin enrollment process.

All approved cohorts will be on probation until ten students from the cohort have gone through the enrollment process and have been accepted by the SUM Admissions Department.

The Partnering Ministry provides to the U.S. Cohort Director the material needed to build a page for the cohort site on SUM’s website. In particular this will include the name of the Partnering Ministry, a bio and picture of the Visionary Leader, and a bio and picture of the Cohort Advisor and a list of eight distinctives which best describe the unique characteristics of the cohort.

Upon receipt of the eight distinctives, SUM provides promotional material for the approved cohort site, up to a print material expenditure of \$500.00 for the new cohort site. The Partnering Ministry can produce its own promotional material, but all such promotional material must be pre-approved by SUM before being made available to the public. The Partnering Ministry can be reimbursed for up to \$500 for material produced for the initial promotion of the cohort.

When ten student applications have been processed and approved by the SUM Admissions Office, the new Cohort will receive the classroom equipment described in section 8.2.6 of the **Cohort Policy Handbook**. New cohorts which are still on probation will need to purchase this equipment or provide others means for the students to attend class, but will be reimbursed by SUM, as described in section 8.2.7, upon successfully enrolling 10 FT students, as defined in section 5.12 and 8.2.2.4.

