



Emmaus Correspondence School, Canada

Becoming An Emmaus “Associate Instructor” (AI)

Introduction

Emmaus Correspondence School is a fellowship of Christians committed to reaching the unconverted with the gospel of Christ, and also encouraging Christians to study God’s Word for themselves so they may “grow in grace & the knowledge of our Lord & Savior Jesus Christ.”

The Emmaus curriculum ranges from Children’s courses, general salvation study for the non-believer, Christian growth studies for the new believer, “bird’s eye” survey courses, and topical and book studies, as well as in-depth challenging courses for mature believers.

Correspondence courses guide the student through the Scriptures. Lesson material along with examinations give the opportunity to test an individual’s understanding of the material. This method also builds an important link between the student and the instructor. Under the direction of the Holy Spirit, the Associate Instructor is the key to an effective correspondence ministry. As he/she guides, encourages and instructs the student, an effective spiritual work will be the result.

Potential

Emmaus Correspondence courses are a flexible tool that involve individuals in a self-study of the Bible. The courses can be studied again and again and have proved to be effective "door-openers" into people's lives. They are very reasonable in cost and can be studied at the individual's own pace.

Emmaus courses can be used in many different ministries and programs. Some areas that other Associate Instructors have found effective are as follows:

Personal Bible Study	Teacher Training	Sunday School	Witnessing Programs
Camp Work	Family Devotions	Home Bible Studies	Follow-up Programs
Evangelistic Outreach	Discipling Ministries	Home-schooling	

The Associate Instructor

An Associate Instructor (AI) is an individual approved by Emmaus Correspondence School, Canada, to establish a ministry as a representative of Emmaus Correspondence School, Canada, **advertising & promoting** Emmaus courses, **enrolling students, stocking & distributing courses, grading exams, issuing “unit credit certificates”** and **presenting** “multiple unit certificates.”

NOTE: It has the flexibility to be as little or as much time as the Lord allows you to give to it. Some Associate Instructors just work with a small group of students in their immediate local area, and are blessed to see folks get excited about studying God's Word & growing spiritually. As an Associate Instructor, you guide others in pursuing personal Bible studies.

Some Associate Instructor's, ministry is as simple as using the Emmaus courses for running a home Bible Study - or in a senior's facility, or at a church, or in a young people's group - and marking the courses so they can really see where people are at in understanding & walk with the Lord. This helps them comfort, encourage, correct & minister to their "little flock" which God entrusts to their care. Many have found this a very effective means of building the saints (young & old) up in their faith. Some people have even used this method for planting a new church.

Some Associate Instructors have started really small & very gradually over a number of years have 'grown with the ministry' and have developed into provincial representatives, and the Lord has blessed them with a wide sphere of influence. But it was built up slowly so it was not overwhelming.

Answer Keys

Exams are graded using the “Answer Keys” (AK’s) provided by the Emmaus Head Office.

NOTE: AI’s are required to ‘maintain the integrity’ of the Emmaus answer keys i.e. all exams are to be graded in accordance with the AK provided for each course (even in the event the instructor disagrees with the key.) Please contact the Emmaus Canadian Director if you feel an AK is incorrect or there is a misprint.

The AI will be most effective where he/ she has already personally done the courses being graded. Thus it is most important for each AI to be actively doing Emmaus courses themselves on a continuing basis, so as to be familiar with all the Emmaus courses.

Confidentiality

It is of the utmost importance that confidentiality **MUST** be maintained at all times! All personal information must be carefully protected. Many people today are concerned about their names and addresses being added to a mailing list. Emmaus adheres to a strict policy of not giving or selling our students info to others. The AI must treat student names, addresses, contact info, and all personal info with total confidence and never pass it on to anyone else. Emmaus makes a pledge to students to that we will never solicit them for anything, other than to encourage them in their course of Bible studies.

Certificates

As an AI, you issue “Unit Credit Certificates” (purchased from the Canadian main office) to students who achieve over 70% on completed courses you have provided them.

“Multiple Unit Certificates” are issued by the Canadian main office, and sent to you for presentation to your students.

Privileged Position

As an AI, you are placed in a privileged position of trust to develop a relationship with students, and have opportunity to counsel students, answer their questions, respond to their concerns, clarify points of misunderstanding or confusion and give them personal encouragement & attention!

With Emmaus courses, you can make a lasting impact in the lives of believers in your local church, and believers & the unsaved in your neighborhood and city! Many of the simpler courses are great evangelistic tools for introducing people to the Gospel of our Lord Jesus Christ.

As in any ministry, the potential of your work is up to you! You will “get out what you put in.” As the Lord leads, there will be almost unlimited opportunities of expanding & growing your ministry as an AI.

Financial Policy

The ministry of an Emmaus AI is essentially that of a ‘volunteer.’ Each Associate Instructor is responsible for the support of his/her ministry. The Emmaus Canadian main office cannot underwrite this work.

All courses and related material are purchased by the Associate Instructor from the Canadian main office. Individuals in your area may then purchase courses from you.

While no financial remuneration is paid by the Canadian main office to AI’s, the ministry may basically “break even” because AI’s purchase materials at discount prices from the Canadian office, and then sell them to their students at the retail price (as advertised in the current Canadian Emmaus Order Form & online Book Store.) Generally, enough funds are thereby generated to cover costs of office administration & supplies, postage & handling, advertising, etc.

AI’s may NOT charge prices higher than those advertised in the current Canadian Emmaus Order Form & online Book Store.

Some AI’s are in a secure financial position and so decline the discounts from the main office, opting instead to buy at the retail price. (This in turn helps fund the main office. ☺)

Some AI’s have students who cannot afford full retail price, and so pass on some form of discounts to their students, or even provide some courses free of charge. Each AI is at liberty to do as the Lord leads & enables in this regard.

Requirements

The Associate Instructor will need to make a definite commitment. An application form and references must be submitted to Emmaus before an individual will be considered as an Instructor.

Associate Instructors who become inactive for two years will be automatically terminated and all answer keys should be returned to the Emmaus home office.

The AI must ...

1. Have a clear testimony of salvation by faith in the Lord Jesus Christ, and be an active, growing Christian, regularly reading & studying the Bible, walking in obedience to the Word of God, and endeavouring to have a consistent prayer-life
2. Be in regular, weekly fellowship & worship with an evangelical local church.
3. Have the recommendation of the leadership of your local church for becoming an AI, and be willing to provide suitable references upon request from Emmaus Canada.
4. Be able to wholeheartedly agree with & ascribe to the Emmaus Correspondence School "Statement of Faith."
5. Be willing to abide by the general policies and standards of Emmaus Correspondence School.
6. Enroll as a student in the Diploma program¹. As a **minimum** requirement, one must enroll as a diploma student and complete the Salvation Series, Foundation Series & Bible Survey series **before one's application to become an Associate Instructor (AI) will be considered**. This gives Emmaus the opportunity to assess the student's level of Bible knowledge & their ability to express themselves. [Please note that we do hold AI's to a very high standard & expect them to achieve at least 90 % on these courses, and demonstrate thorough understanding of the material & also the ability to clearly express & articulate Biblical truth. Emmaus Canada reserves the right to deny an application to become an AI if it is deemed in our judgement that an applicant does not meet these standards.] Thereafter, if one is accepted as an AI, one is expected to continue to actively & consistently pursue completing Emmaus courses on a regular basis, for personal spiritual growth and also in order to be familiar with the material in the Emmaus courses.
7. Be willing to make a commitment to consistently & on an on-going basis, actively advertise & promote Emmaus courses, encouraging people to enroll as students in Emmaus Correspondence School Canada.
8. Promptly pay bills from the Emmaus Canada main office for courses purchased.
9. Agree to submit **monthly reports** to the Emmaus Canada main office reflecting the number of courses distributed, and the number of courses marked.
10. Agree to the termination of his/her appointment if there is discovered proved ground of misconduct, incompatibility with the school's purposes or standards, or failure to remain active. In such an event, the AI agrees to immediately turn over to Emmaus Canada all student files and personal information pertaining to Emmaus Correspondence School.

¹ See attached information on Diploma Program

Statement of Faith

1. The Bible is inspired of God, inerrant in the original documents and of final authority in all matters of faith and practice.
2. There is one God, eternally existent in three Persons - Father, Son, and Holy Spirit.
3. The Lord Jesus Christ is fully God and fully man. He was born of a virgin and is sinlessly perfect. His sacrifice is substitutionary and representative. He rose bodily from the dead and ascended to His Father's right hand, where He now ministers as our Great High Priest. He will come to rapture His church and subsequently return to reign over the earth.
4. Each member of the human race is fallen, sinful, and lost, and regeneration by the Holy Spirit is absolutely essential for the salvation of man. Redemption is wholly by the blood of Christ, and salvation is by grace, through faith in our Lord Jesus Christ.
5. The Holy Spirit indwells the believer, who is thus empowered to live a godly life.
6. There will be a resurrection of the saved and of the lost, of the saved unto eternal life, and of the lost unto eternal and conscious judgment.
7. The Church began with the descent of the Holy Spirit at Pentecost and is composed of all true believers in the Lord Jesus Christ. These believers are united to Him and to one another by the indwelling Holy Spirit. The Church's calling, hope, and destiny are heavenly, and its chief functions are to glorify God and to witness for Christ until His return.
8. Christ, the risen Head, is the Giver of spiritual gifts to all believers. Gifted individuals such as evangelists, pastors and teachers are responsible to Him for their service, and they are given "for the equipping of the saints for the work of ministry, for the edifying of the Body of Christ."
9. There are two Christian ordinances, Baptism and the Lord's Supper. Baptism by immersion signifies that the believer, having died with Christ, is buried with Him in baptism and also is risen with Christ to walk in newness of life. The Lord's Supper is a memorial feast, instituted by the Lord Himself exclusively for His own.
10. Every true child of God possesses eternal life and being justified, sanctified, and sealed with the Holy Spirit, is safe and secure for all eternity.
11. The personal imminent return of the Lord Jesus Christ to translate His Church will be followed by the Tribulation and the inauguration of Christ's reign over the earth; He will then deliver up the Kingdom to God, the Father, that the Triune God may be all in all.

Next Step

If after prayerful consideration, you would like to apply to become an Associate Instructor, please contact the school at the address below. We will send you the application form.

Emmaus Correspondence School, Canada
P.O. Box 156, Englehart, ON P0J 1H0

Email: info@emmauscanada.com

Website : www.emmauscorrespondenceschool.ca or www.emmauscanada.com