

Emergency Services Chaplaincy (Southern Africa)

Training Portfolios

Course Coordinator Portfolio

The purpose of this portfolio description is to guide the incumbent through the role of coordinating and organizing a training course within the Emergency Services Chaplaincy (SA) {ESC (SA)}. This is to ensure that the training is presented in a pleasant training atmosphere for the Training Officer and candidates and to maintain a high standard of professionalism in the quality of the training presented; in so doing ensuring that the ESC (SA) projects a Professional and Efficient image of itself.

It is to be remembered at all times that the Chief Training Officer (CTO) is responsible at all times for training within the ESC (SA) and that all training enquiries or needs must go through the CTO.

A course coordinator can be any Chaplain from within the region, district or area that is willing to host or coordinate a chaplaincy-training course.

NB As the course coordinator you are required to be present at the training course for the duration of the training course, should you not be able to do so, somebody known to the Training Officer should be present during the coordinator's absence.

The Portfolio function is divided into 5 categories:

1. Organization;
2. Premises and Equipment;
3. Administration;
4. Catering; and
5. Finance.

1. Organization

- a. In order to organize a training course, it is essential to work through the Regional Chief Chaplain of your region, or where some regions have a regional training coordinator, this would be the person to work through, who in turn will work with the CTO.
- b. You will need to setup the date and venue (see Premises and Equipment for more details).
 - i. There are a couple of formats in which to run the course, discuss the need with the CTO.
 - ii. Also when setting up the course times always take into account the traveling times of the candidates.

- c. The CTO will arrange a Training Officer (TO) and register the course, by allocating a course number and post the course on the ESC (SA) website and in the ESC (SA) Newsletter and forward the updated application forms to you for distribution.
- d. It is to be remembered that the course that is being organized could very well have candidates attending from out of town or from other areas of the country, who may need accommodation and you may need to make arrangements;
 - i. For the candidates to be accommodated locally by local Chaplains.
 - ii. Set up accommodation at some form of accommodation establishment, such as a Motel / Hotel / Bed and Breakfast, etc.
- e. The course coordinator will then need to coordinate all the applications received, either by himself or by the CTO, with the TO.
- f. It may also be found that Chaplains from the chaplaincy may want to sit in to either do some revision or attend the course for a specific section of the course. This attendance must be cleared with the CTO and TO.
- g. Applicants must pay the full course fees before they can attend the course (see Finances for more detail).

2. Premises and Equipment

- a. The premises need to be safe for the candidates and their property, although we cannot be held responsible for any loss or injury, whilst the candidates are attending the course.
- b. The premises must be clean, comfortable well lit and airy, and there must be facilities where refreshments and food can be served and consumed. Preferably in a separate facility to the lecture hall / room / area.
- c. The candidates must be able to sit and make notes comfortably.
- d. There must be clean and sufficient ablution facilities for the candidates of both genders.
- e. The training facility should be equipped with training media equipment. The course coordinator will need to liaise with the TO as to his / her needs regarding media equipment requirements.
 - i. A White board, board cleaner and pens;
 - ii. A Flip Chart and pens;
 - iii. An Overhead Projector;
 - iv. A Screen;
 - v. A VCR/DVD player with sound facilities;
 - vi. A notebook type computer linked to sound facilities; and
 - vii. A TV Monitor / Data Projector linked to sound facilities.

It is essential that the TO knows how to operate the equipment. If not then the coordinator should be able to assist in this regard or have somebody who is not a course candidate present, to fulfill this role.
- f. The premises must be able to be darkened when media equipment is used.

3. Administration

- a. Once all the candidates have been registered draw up an attendance register. This attendance register is also the official course candidate list, which will be presented to each candidate as a handout for them to keep, as well as for

- the course coordinator, TO and CTO. Check all details during the first day of the course and then do any corrections and present the register before the end of the course as arranged with the TO. See attached example.
- b. Have a nametag available at the start of the course or at the start of each day of the course, for each candidate, the TO and any staff that will be present at any time during the course. The coordinator can use his initiative in this regard, however a stick-on type label, either hand-written or printed is sufficient.
 - c. On the last day of the course the course coordinator in conjunction with the CTO and TO is to hand to each candidate a letter of referral detailing either the Coordinating Chaplain, District Chaplain or Regional Chief Chaplain of the area they are from with the relevant contact information. This enables the candidate to make contact with the correct people should they wish to join the Chaplaincy. See attached example.
 - d. As per the letter to each candidate, a letter is to be forwarded to the Coordinating Chaplain, District Chaplain or Regional Chief Chaplain of each area listing the candidates from their relevant area informing them that they have completed that course and could be possible new members to the Chaplaincy. See attached example.
 - e. The course coordinator is also requested to distribute the course certificates once they have been printed by the CTO.

4. Catering

- a. The coordinator is responsible to arrange refreshments and meals for the candidates and staff for the duration of the course as listed below (see Finance regarding catering costs and funding). The season of the year is an obvious guide as to what to serve for meals. **NB** at registration check on any special dietary needs, i.e. vegetarian, diabetic etc.
- b. It recommended that the course coordinator involves the local Chaplains to help with the preparation and serving of the food, and then the clean up afterwards, during the course. Where possible, encourage donations toward the costs of the catering.
 - i. Number of persons catered for;
 1. The training officer.
 2. Any assisting or trainee Training Officers.
 3. All the candidates.
- c. Tea breaks and meal times are to be arranged with the TO. Always ensure that tea and meals are ready on time.
- d. Liquid Refreshments:
 - i. It is normal for candidates when they arrive at each training session to have something to drink.
 - ii. It is optional to have water on the tables with glasses for the candidates and the training officer to consume during the course.
 - iii. Teatime is normally teas and coffee; optional extras could be juice, cool drinks and / or additional warm drinks like hot chocolate.
 - iv. Liquid refreshment is also served with meals.
- e. Meals and Snacks:
 - i. Rusks or other suitable snack can be supplied with the arrival refreshment. This is optional
 - ii. Mints or other sweets can be supplied on the tables for the candidates with the water. This is optional.
 - iii. A meal is supplied for lunch, there is no set menu the course coordinator however must liaise with the TO. A few ideas are attached in an annexure.

- f. It is advisable to keep the catering simple and easy for serving and cleaning up purposes. The use of disposable crockery and cutlery items helps in this regard.

5. Finance

- a. All matters dealing with finance are subject to the finance policy of the ESC (SA).
- b. The cost of the training course depends on the course type and where the course is being presented. It will necessary to consult with the CTO regarding the course fees and the structure of such fees. Where the TO needs to travel more than a certain number of Kilometres, a travelling fee will be added to the course fee. This fee is not applicable where a local TO is available. Special course fees are also available, eg. Theological students, please consult the CTO.
- c. Any monies received as cash with an application form, the following procedure is to be followed.
 - i. A receipt is to be issued.
 - 1. The CTO and all the TO's have receipt books for monies received for training. Have the income receipted. **THE NATIONAL TREASURER will not issue individual course fees receipts.**
 - 2. If the payment is by means of electronic banking or the money was deposited directly in to the Chaplaincy banking account, proof of such transaction is to be supplied.
 - ii. Any cash received is to be deposited in the Chaplaincy banking account, listed below, as soon as possible. The reference should be the course number and name of the candidate and the proof of payment submitted.
- d. **NOBODY IS ALLOWED TO ATTEND THE COURSE IF THEY DID NOT FULLY PAY THE TOTAL COURSE FEE.**
- e. Proof of all payments by the candidates registered to attend the course must be forwarded to the TO, CTO and the National Treasurer for reconciliation purposes. Where candidates are from a company or municipality who is paying such fees, the CTO needs to be contacted for an official ESC (SA) invoice.
- f. An amount of R120-00 per person attending the course is set aside for catering purposes. Any costs over and above this amount will be for the course coordinator's account. ESC (SA) pays the TO catering cost.
- g. The course coordinator will first incur the expenses and then be reimbursed from the catering finances. Please provide an invoice to the TO who will forward this to the CTO and National Treasurer.
- h. When a Chaplain sits in on the course for purposes of revision etc, the catering cost is to be recovered from said Chaplain. If a current Chaplain wishes to re-do the training course and purchase a current manual, this said Chaplain will only have to pay the cost of catering (R 120-00) and the cost of the manual (currently R 100-00).
- i. Banking details

Bank	Nedbank
Account name	Emergency Services Chaplaincy (Southern Africa)
Branch	Florida
Branch Code	190541
Account number	1905138180
Reference	Course No and name of candidate

I would like to take this opportunity to wish you well in your role as course coordinator and pray that the experience will be a Blessing in servant hood to God's glory, and to thank you for embarking on such an important role in developing people called to do the course and become new Chaplains.

EXAMPLE FROM 3a

Done on landscape

EMERGENCY SERVICES CHAPLAINCY (SA) EKURHULENI REGION KEMPTON PARK DISTRICT

TRAINING COURSE CANDIDATES JUNE 2007

NAME		RESIDENTIAL ADDRESS	POSTAL ADDRESS	TELEPHONE	EMAIL ADDRESS
Surname	First				
Cele	Alfred	4676/96 Phumula Rordekop Ext 21 Germiston	4676/96 Phumula Rordekop Ext 21 Germiston	W 011 452-9119 H F C 072 231-9707	
Duplessis	Chris	29 Winnypeg St Raceview Alberton	PO Box 96305 Brixton JHB 2019	W H F C 082 573-3324	dup@mighty.co.za
Grantham	Vaughn	6 Villa Enez 16 Smith Ave Edenglen	PO Box 1069 Edenvale 1610	W 082 259-8160 wife H F 011 609-9130 C 082 775-7336	sonja@eagleblue.co.za
Johnston	Jeffrey	5 - 8 th St Linden 2195	5 - 8 th St Linden 2195	W H 011 782-3848 F C 082 693-8916	jeffeyjeff@yahoo.com
Lynch	Mark	11 Benjamin St Robertsham 2091	PO Box 1166 Southdale 2135	W 011 680-1458/9 H 011 680-1859 F 011 433-1464 C 073 426-3288	121038@gde.za.net
Middleton	Derek	13 Surrey Glen 304 Surrey Ave Ferndale 2194	PO Box 1900 Cremerview 2060	W 011 645-3720 H F C 072 724-4911	Derek.middleton@gmail.co.za

EXAMPLE LETTER FROM 3 c

USE A LETTER HEAD

Dear Diana,

I greet you in the name of our Lord and Saviour and pray that this letter finds you in good health.

During the recent CRISIS MINISTRY COURSE that you participated in, you were informed of the fact that Ekurhuleni is divided up into Districts with District Chaplains managing each district. I have listed below the District Chaplain for the town in which you are resident.

Should you feel the call to Ministry in the Chaplaincy please make contact with the District Chaplain and make an appointment to see him/ her, you will need to have completed the application form as was handed to you at the course, along with a signed copy of the code of conduct and a letter of recommendation from the minister of your Church. The joining fee will be R70-00 being the membership fee for the current year. You will also need to enclose an ID photo of yourself for your membership card.

Should you have any further enquiries regarding the Chaplaincy please do not hesitate to contact either myself or the District Chaplain of your area.

I pray that God will richly bless you in your ministry to Him in whichever way you are called.

District Chaplain Germiston:
Sydney Sakoane 083 212-9710

Yours in Christ,

Rodney Berry
Course Coordinator
084 811-6322
011 393-1742

EXAMPLE LETTER FROM 3c

EXAMPLE LETTER FROM 3 d

USE A LETTER HEAD

Regional Chief Chaplain
Johannesburg Region

Dear Kerry,

It is with great excitement, and joy that I am able to write this letter to you. Over the Period of 23 & 30 June & 7 July 2007, a Crisis Ministry course was conducted at Leon Ferreira Fire Training Academy and 14 candidates attended.

As course coordinator I wish to inform you that the person or persons whose information is listed below have indicated that they may want to join the Chaplaincy, to be come actively involved in the Chaplaincy, and they are eagerly waiting to be contacted. I am sure that Gods work can never be complete and when He presents a calling to someone He opens a door for him or her to enter into His ministry.

Please be so kind as to open that door, and at the same time enrich the work of the Chaplaincy through new members. The person(s) listed below, are resident in your area and will need to be interviewed as in coming applicant/s.

Should you want any further information please do not hesitate to contact myself.

Jeffrey	Johnstone	082 693-8916	011 782-388 h	jeffeyjeff@yahoo.com
Mark	Lynch	073 426-3288	011 680-1859 h	121038@gde.za.net
Derek	Middleton	072 724-4911		Derek.middleton@gmail.co.za

Yours in Christ,

Rodney Berry
Course Coordinator
084 811-6322
011 393-1742

EXAMPLE LETTER FROM 3d

EMERGENCY SERVICES CHAPLAINCY (SA)

TRAINING

POSSIBLE MEALS TO BE SERVED DURING A TRAINING COURSE

The following is a recommendation of what can be served to candidates attending training; remember that the time of the year or season will help determine what to serve.

1. TEA BREAKS

- a. Tea
 - i. Ceylon
 - ii. Rooibos
- b. Coffee
- c. Optional extras
 - i. Summer
 - 1. Cool Drinks
 - 2. Lecol type juices
 - 3. Fruit Juice
 - ii. Winter
 - 1. Hot chocolate / Milo
 - 2. Soup
 - 3. Fruit Juice
- d. Biscuits or sandwiches or both
- e. Milk, sugar, coffee creamer and sweeteners

2. MEALS

- a. Chicken-a-la-king with rice, a salad and buttered rolls
- b. Beef Stroganoff with rice a salad and buttered rolls
- c. Hamburgers and chips
- d. Chicken and chips with buttered rolls
- e. Macaroni Cheese with a salad and buttered rolls
- f. Spaghetti Bolognaise with a salad and a buttered roll
- g. Savoury / curry mince rice a salad and buttered rolls
- h. Babotie and rice with buttered rolls
- i. Soup and buttered rolls
- j. Finger platters and sandwiches
- k. Pizza