

Mentor Guidelines

The following pages were created by the 2014-15 Education Committee to assist you in the process of mentoring students. They are meant to give you guidance for the administrative processes involved and to assist with lesson ideas.

In 2014, all of the administrative process was moved to the National Office, which receives all monies from students. It is therefore important for all mentors to advise the Administrators at the office when you begin each book so you can be paid.

Important Checklist for Mentors

- 1. Pay an annual Mentor Certification fee of \$50** in February each year and send in a Code of Ethics form.
- 2. Annual attendance required at In-service Training.** It is important to stay connected, as you are an official representative of The Alliance of Divine Love, Inc. There will be training for mentors at the annual conference. Attendance at conference trainings each year is encouraged to maintain your teaching privileges.
- 3. Attend quarterly conference call mentor trainings facilitated by ADL mentors and National Office.** Conference schedule - TBA
- 4. As soon as possible and at least one week prior to the first day of teaching class, submit Course Syllabus and Lesson Plans to the National Headquarters.** The Course Syllabus outlines how your class is structured, whether you are teaching by live class, Skype or phone. Include one lesson plan example from each ADL book. This is a one-page syllabus and with a minimum of three specific lesson plans, one from each book. A sample of a course syllabus and lesson plan formats are on pages A-7 and A-8.
- 5. If you haven't done so, submit a copy of your IRS notice with your ADL EIN number to the Administrative Offices. It is mandatory to have this IRS notice on file with our National Office in your professional files.** (Ministers can contact 828-388-2102 to see if a copy is available to duplicate. If the office does not have a copy, you can contact the IRS for one.)
- 6. Schedule a minimum of 35 contact hours with your students.**
- 7. Course material taught during the 35 hours will be from ADL books: *Ever Closer, Even Closer and Ministerial Lessons*.** It is important to teach the lessons in book order and to emphasize at all times the concept of the **Greatest Degree of Love**. Supportive material can be used as enrichment to supplement the books but not to supplant the core principles. Supplemental material, songs, meditations or prayers, should not exceed 10% of class time. If you are an expert in a special area, these specialty subjects will occur apart from the ministerial class. These subjects are not to be part of the ADL Ministerial Training or required for ordination.
- 8. Provide a safe environment for self-discovery.** Mentors do not indoctrinate or force their point of view. Your role as a mentor is to help guide your students and gently open doors to new vistas of consciousness. Create a learning environment for your students to experience the depths of their being toward spiritual growth and deep self-knowledge.
- 9. As a Mentor your job is to be a professional advocate for ADL and a spiritual leader.** You are to encourage your students to take ADL Certified Classes, the Doctorate Program (eligible to enroll upon Ordination) and to attend National Conferences. It is not acceptable to promote money-making, personal business (healing or otherwise) and/or multi-level marketing endeavors such as vitamins, cleaning materials, household goods, candles, money pyramids or friendly circles, etc. They are not part of ADL.

10. Keep detailed records of

- a. Student attendance
- b. Assignments

11. Review with students ADL ministerial legal requirements prior to starting Book III (*Ministerial Lessons*)

12. Inform students that the ADL Ministerial Recognition Fee is due at the first dues cycle following their ordination. Their ADL ministerial recognition is a legal requirement for providing counseling, healing, weddings, and other ministerial services.

13. Discuss one-year internship with students and address any questions or concerns they have. Once an internship plan is agreeable to you and the student, have the student put it in writing. Complete internship contract with dates and signatures of both you and the student. Example on Page D-6.

14. Explain application process for EIN number upon ordination. Mentor students to ensure they complete the process. Forms and instructions will be included in the pre-ordination paperwork. A sample form is included to mail in. If the mentor feels confident, the online process can be completed more quickly. Send a copy of the IRS's EIN letter to National Office when it is received. (See Page D-10)

15. Complete the Study Time Completion Form (included in Pre-ordination docs) for each student, and send it to the National ADL office. Include your completed attendance records, and written proposals of student's internship contract.

NOTES

ADL Student Document Timeline

It is imperative that all ADL required documents are submitted to the National ADL Office as soon as they are required on the timeline. All ADL Ministers must apply for their EIN upon receiving their Chapel # and then all EIN numbers must be submitted to the ADL National Office ASAP. For questions, please contact us at 828-388-2102. Your ADL Minister Photo ID Card will be sent upon receipt of your EIN. Your Minister Status becomes official with the IRS and ADL at that time. Thank you for your compliance with these federal requirements.

- **Student sends ADL Office:**

- Completed Application and Letter of Intention

- \$300.00 Application Fee by check or PayPal payment at www.allianceofdivinelove.org

- 2 x 2 'passport' photo, as hard copy OR digital .jpeg file

- **ADL Office processes application, coordinates student/mentor relationship and sends student:**

- Welcome Letter & Student Handout

- **Before beginning Book 1 with mentor:**

- Student makes Book 1 payment of \$300 to National Office by check or PayPal payment at www.allianceofdivinelove.org. Study begins. National Office makes mentor payment.

- **Before beginning Book 2 with mentor:**

- Student makes Book 2 payment of \$300 to National Office by check or PayPal payment at www.allianceofdivinelove.org. Study continues. National Office makes mentor payment.

- **Before beginning Book 3 with mentor:**

- Student makes Book 3 payment of \$300 to National Office by check or PayPal payment at www.allianceofdivinelove.org. Study continues. National Office makes mentor payment.

- **ADL Office gives Chapel #'s to Mentor:**

- Mentor sets Ordination date, advises ADL Office

- Office gives Mentor the student chapel #'s

- Student applies for EIN with their chapel #

- National Office reminds Mentor to have each student complete the Pre-Ordination Paperwork, which includes: Code of Ethics and Signature Page, Minister Rights, Directory Form, Internship, Study Time Completion Form and EIN application and instructions

- Mentor sends to National Office the Pre-ordination Paperwork 30 days prior to scheduled ordination

- **ADL Office sends to mentor before Ordination:**

- Post Ordination Legal Packs which include: Certificates of Charter and Ordination; Articles of Incorporation; National Bylaws, Chapter By-laws - if applicable, ADL 501(c)(3) documentation, Chapel & 501 (c)(3) guidelines

- **Student sends their EIN letter from the IRS to the National Office. Once EIN is received, the Minister ID card is mailed.**

Prior to Course Completion and Ordination

1. Students complete the required documentation in Section C using their legal name with an attached recent passport photo if it wasn't sent in with their application.
2. Encourage them to attend the National Conference each year.
3. Assist your students with obtaining their IRS- EIN #, which is attached to the Chapel#. Collect copies of the IRS notice and send copies to the National Office, identifying them with name and email address
4. Mentor is responsible to mail legal forms to the National Office at least 30 days prior to the Ordination date. The National Office will mail you the Legal Pack, which contains Certificates, Chapel Number(s) and informational documents relating to their ministry.
5. Certificates and the red ordination roses are required for presentation to each ministerial candidate at Ordination. Mentors are responsible for cost of the roses.
6. Ordination venue is at the discretion of the mentor and the students. It is highly recommended to be ordained at ADL Conferences. Ordinations at conferences elicit a strong sense of the ADL community. Mentors may create their own ordination venue if needed; any additional expenses incurred are the student's responsibility.

ORDINATION CEREMONY - Ordination ceremonies are inspirational occasions often accompanied with an altar, candles, floral bouquets, music, etc. They can be adapted to acknowledge the uniqueness of each student and class. Inspirational readings are encouraged. Graduating students can share briefly what they experienced in the program. Administer the Oath of the Rose. Mentor gives each student a red-rose and says,

Take this rose as a symbol of Love both given and received and repeat after me.....

*"THROUGH THIS OATH I PLEDGE MYSELF TO LOVE.
TO BE LOVE'S CHANNEL, IN SERVICE TO ALL HUMAN KIND,
THROUGH TEACHING, SHARING, COUNSELING
AND ALL OTHER AIDS NEEDED,
TO PROMOTE PEACE, TRUTH, JOY, AND ENLIGHTENMENT,
I GIVE MYSELF INTO GOD'S MINISTRY."*

**Hug and congratulate new ministers and hand them their Certificates.
Conclude the ceremony with a final reading or prayer, and request the audience to
applaud and
support them in their ministries.**

ADL Ministerial Training Tuition

Currently, the cost of the ADL Ministerial Training is \$1,200.00. The application fee of \$300.00, includes shipping to the student:

1. Books: Ever Closer, Even Closer and Ministerial Lessons
2. All administrative fees during their studies
National Office ships to the mentor for Ordination:
3. Legal Packet
4. Certificate of Ordination and Charter
5. ADL Bylaws and Articles of Association

Student mails one copy of the Original Application, letter and two passport photos to:

The Alliance of Divine Love, Inc.

Minister Correspondence

PO Box 247

Mill Spring, NC 28756

Phone: 828-388-2102

The application, letter and photo can also be emailed to allianceofdivinelove@gmail.com.

The \$300.00 application fee can be mailed or paid via the PayPal link on the ADL Website: www.allianceofdivinelove.org

Once the ADL National Office receives the student application, their letter of intent and the \$300 administrative and book fees, the books will be sent to the student. Classes can begin as soon as the student pays the ADL National office either the remaining \$900 in full, makes installment payments of \$300, or fills out the Reciprocity Agreement. Below are the payment options that may be offered.

Payment Option 1: Payment in full to ADL \$900. ***(Mentor receives \$300 payment per book, at the beginning of each book.)***

Payment Option 2: Three payments to ADL of \$300, to be paid at beginning of each book.

Payment Option 3: Sacred Reciprocity

We offer the opportunity of a "sacred exchange" as compensation for any part of the tuition payment. The student will perform an agreed exchange of services, such as working in a spiritual center in exchange for tuition payment, or providing services such as website design, etc.. The Sacred Reciprocity Agreement form must be signed by both student and teacher and sent to the ADL National Office so that there is a record of this agreement on file. (See page A-6) This exchange of services in the spirit of Sacred Reciprocity is in addition to Internship requirements.

Additional fees may be involved depending on the Ordination venue. Any concerns or questions, please consult one of the Administrative Services Directors.

ADL Annual Conference and Retreat: complete details and registration forms are posted at www.allianceofdivinelove.org and also included in the ADL Monthly E- Newsletters.

Contact the ADL National Office with any questions about tuition and fees.

Sacred Reciprocity Agreement

If a mentor wishes to offer the opportunity of a "sacred exchange" can be arranged as compensation for any part of the tuition payment, the student will perform an agreed upon exchange of services, by offering their gifts such as working in a spiritual center in exchange for tuition payment, or providing services such as website design, healings, etc.

A full disclosure and description of the terms of the Sacred Reciprocity agreement must be signed by both student and teacher and sent to the ADL National Office so that there is a record of this agreement on file. This exchange of services in the spirit of Sacred Reciprocity is in addition to Internship requirements.

By our signatures below, we verify that both Mentor and Student have come to a mutual agreement for a fair exchange to cover the student's tuition, as briefly described in the paragraph below.

Short Description of Agreed Upon Reciprocity

Mentor _____ Mentor Chapel Number _____

Student _____

Date _____

Sample Course Syllabus (for entire course)

Goals and Mission Statement:

First: To pursue unity and a common purpose so that our energies and time will be well spent.

Second: To seek and share knowledge that promotes spiritual and mental growth while insuring stability and balance.

Third: With wisdom and joy, teach and put into practice a philosophy of life that inspires and brings out the true beauty of the soul, sharpens the mind, and renders us masters of our destiny and of greater service to our fellow man.

Fourth: To learn and share the mysteries of the purest kind of love that leaves no room for fear, adds fulfillment and quality to life and perfects each individual

Class Structure (i.e., Live Class, Skype, Conference call)

Suggested revision of mentor goals in an updated language. To attain Spiritual knowledge of the Greatest Degree of Love so that one can act as a mentor or leader for self and others.

To pursue spiritual knowledge and practices through studies with Alliance of Divine love Lessons presented in ADL texts.

To pursue unity and common purpose so that our energies and time are well spent.

To seek and share knowledge that promotes spiritual and mental growth while insuring stability and balance.

Coming from the heart space, teach and practice a philosophy of life that inspires and connects us to the true essence of who we are: a divine spark of love.

Learn to co-create the Greatest Degree of Love for Humanity.

To expand love in its highest form, to bring down the layers of fear, and add to the quality of life for each individual..

To complete and clearly comprehend course material and adapt it to my every day life and internship.

Evaluation

Student to submit a thorough and complete discussion of all chapter questions in writing. If the Mentor has further questions, the student and mentor will discuss them together.

Materials

Ever Closer book, Even Closer Book, Ministerial Lessons Book. Note books, pens, pencils, highlighters, others if needed.

(Online access) Skype or other visual meeting tool, email, note books, pens, pencils, highlighters. Flash drives, etc.

Milestones

Prior to class session

Student has read material _____

Prior to next Class

Questions are presented to mentor if not understood _____

Next class

Exercises completed and submitted to mentor. _____

Evaluation

Exercises completed and submitted to mentor within reasonable time to continue to next course, *Even Closer*.

Sample Lesson Plan

(This document is presented as a sample for you to use. This content is meant as a recommendation only and is not binding for you. Please create something new for each lesson you give. This may be adapted as written documentation that can be helpful for new mentors.)

Be creative. Put it in writing so it is clear.

Overview

Our place on this planet within Divine love, how we see ourselves, God and our life here.

Objectives

Spiritual Development understanding at this point in time.

- Students will define their spiritual development at this time..
- Student accepts themselves as they are
- Considers beliefs about God that need adjusting

Activities

1. Student will participate in discussion with mentor and other students.
2. Written completion of questions on topic.
3. Complete evaluative tool as given by mentor.

Adaptations

Mentor may adapt delivery one to one, by computer or over the phone. Student may deliver assignments as agreed by mentor, i.e. scribe, audio, visual etc..

Evaluation

Participate in discussion of topic and questions. Showing comprehension and achievement of objectives, Complete assignments.

Materials

Ever Closer book, Online access, Skype or other visual meeting tool, email, Notebooks, pens, pencils, highlighters. Flash drives.

Other Resources

Student or mentor may present experiences or references to illustrate concepts.

Notes

Prior to class session

Student has read material and is prepared for discussion