



## Site Finalization Form

Please complete the following form in its entirety and return to *The Urban Ministry Institute*. This fulfills the final requirement for your church or ministry to become a Satellite of *The Urban Ministry Institute*. We look forward to resourcing you as you continue to train and equip laborers for the urban harvest!

1. I have enclosed payment in the amount of \$1,500 for our Satellite Site License Fee (see Appendix 7). This payment is in the form of a:

Check/Money Order (circle one)

Visa/MasterCard/Discover (circle one)

Card number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration date: \_\_\_\_\_

Name on card: \_\_\_\_\_

Billing address: \_\_\_\_\_

3-digit verification code from back of card: \_\_\_\_\_

2. The names and addresses of our Advisory Board are as follows (see page 36):

| Name | Address |
|------|---------|
|      |         |
|      |         |
|      |         |
|      |         |
|      |         |

3. The name of our Institute is (see page 41):

4. Our Mission Statement is (see page 41; Appendix 8):

5. Our Site Coordinator's contact information is (see page 42; Appendix 6):

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

6. Our Satellite's U.S. postal mailing address is:

7. We have established and/or acquired the following resources to handle our administrative needs:

- We have internet access.
- We have determined the organizational structure for our Institute (see p. 41, number 4; Appendix 9).
- We have secured adequate facilities, equipment, and supplies (see Appendix 7) for our inaugural classes.
- We have set up an administrative structure for confidential and accurate record keeping for the students at our site (see p. 43; and Appendices 17 and 18).

8. We have determined to use the following for our curriculum (see Appendices 12 and 13 and select all that apply):

- A combination of site-developed and TUMI-provided courses
- The Capstone Curriculum
- Foundations for Ministry Series

9. We hope to offer the following (see Appendix 14 and please select all that apply):

- Certificate in Christian Leadership Studies
- Certificate in Urban Theological Studies
- Certificate in \_\_\_\_\_ (your developed Certification Program)
- Ministerial Studies Diploma

10. For Site Coordinators Only: (see Appendix 21.3)

- I have examined each step in the project checklist for satellites, reading all relevant material in the Multiplying Laborers guidebook associated with each item.
- I have accomplished all the required action items of each.

10. For International Satellites only:

- I have set up a FedEx account that TUMI may use to ship resources to me.  
My FedEx account # is \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Site Coordinator*

\_\_\_\_\_  
*Date signed*