



ALLIANCE OF DIVINE LOVE, INC.

8744 Oldham Way

West Palm Beach FL 33412-1111

Revised 01-15-07

STUDENT STEPS FOR ADL STUDY

1. Compose a letter outlining your reasons for entering the ministry. **Personally mail your letters to each of the Spiritual Examining Committee (SEC) members with a Student Training Application form** within two weeks of beginning study. Give a copy to your teacher. Your teacher will have acceptance information.
2. Read ADL Student Cost Form for a list of all fees. Pay all fees. Complete all questions in all three books.
3. During the study periods begin thinking of how you would like to aim your efforts during your **one year internship that follows ordination**. Examples are healing, counseling, helping with conferences or DaySpring publication. You must report to your teacher each month or your internship could be extended up to three years.
4. **IMPORTANT** -About 6 weeks before the end of your classes fill out the following forms from your teacher: Directory, Important Notes, Ministerial Rights and Privileges, Intern and the IRS/Code of Ethics Signature Sheet. We will also need a 2x2 Passport Photo for your new Permanent ID Card. **Your ordination cannot take place until all forms received are at the ADL Office one month before Ordination. No exceptions.**
5. After all your lessons and other requirements are completed you will be eligible for ordination. You may choose to be ordained with others who are also ready. If distance or other circumstances do not permit your attendance, your Legal Packs, Ordination and Chapel Certificates, and ID Card will be mailed to you.
6. **Before ordination your teacher will give you a Rose Colored Packet of very important Legal Papers.** It is your responsibility to keep these papers in a safe, accessible place. There is a cost for replacement.
7. Complete the IRS form(s) SS-4 with your teacher then you can fill out the same form on line, or mail or fax it to the appropriate IRS office as designated on the form(s). After you receive your number, send a copy of the IRS EIN number to: Dues Chairperson, current name and address on page 2 of DaySpring.
8. Go on line <http://www.allianceofdivinelove.org/> - the ADL web site for *Newsletter, Ministerial Skills* for ministers' telephone numbers and email addresses, conference information, products and more.
9. According to our Bylaws **you must advise the Dues Chairperson BEFORE you move or temporarily hold your mail.** It is your responsibility to inform us of new addresses, phone numbers, and e-mail addresses.
10. It is your responsibility to pay your ADL dues anytime prior to August 31st. See page two of DaySpring for the dues amount and address of Dues Chairperson. You must send them to the correct address as they will be returned to you for correct mailing. Please include a self-addressed stamped envelope(SASE). Remember that dues notices are just a reminder and we cannot be responsible if you do not receive one. We must be sure that all ministers are legal. Any dues postmarked after August 31st will cost you \$100.00 reinstatement fee plus your dues until the next Aug 31st. After that, you will be required to pay for and take all ADL lessons again. Please mark your calendar each year so that you remember.
11. **GOOD LUCK! ADL will try to help you in any way that we can.** The process may appear complicated, but we must adhere to each step because of legal, organizational requirements. Your cooperation is appreciated.