

NECCoSOM PROCTORS / PASTORAL ASSISTANTS / INTERNS

A Proctor, and those the proctor chooses to delegate duties to, in the New England Calvary Chapel School of Ministry assists the Pastor, the Home Church, and the Students with a variety of duties including:

- Making sure the room is set up for the regular meetings. Clean, Screen, Computer, Two-Way Camera, and Microphone are ready and working
- Be sure the facilities being used for the classroom are set in order after the class. Chairs all replaced in proper places. Everything left as it was found, and always try to leave it in better condition than when you arrived.
- Keep track of Student progress using the online tool @ www.NECCSoM.com/student-records. The password is all caps STUDENT316. This is where you, or whoever you appoint to the task regularly keeps track of (1) Students Attendance (2) Tuition Payments (3) Chuck Track Progress (4) Required Reading Assignments (5) *Ministry 101* (serving) (6) *Biblical Teaching 101* (7) Saturday Seminar attendance and (8) *Missions 101*(required mission trip).

HERE'S THE FORM TO USE ONLINE.

It is fillable, so you can keep track of everything in one place.

YOUR CHURCH New England Calvary Chapel School of Ministry Student Tracking Progress MODULE 2								
Student Progress Tracking								
Student Name	Attendance	Tuition	Chuck Progress	Writing Assignments	Volunteer Service	Teaching Opportunities	Seminars	Missions
Student 1								
Student 2								
Student 3								
Student 4								
Student 5								
Student 6								
Student 7								
Student 8								
Student 9								

- Proctors should be in regular communication with the pastor of their church and NECCoSOM's Pastor of Academics and Student Life concerning dates of upcoming classes and seminars, and any other weekly communication from NECCoSOM.
- Proctors should participate in arranging carpooling and directions to regional seminars.
- Pray regularly and meet regularly with Church Leadership to ensure clear communication and spiritual power and life are an ongoing part of the life of the School.

