

ID/Passport number		Nationality	
Surname		Title	
Maiden name/previous surname		Gender	
First Names (in full)			
Preferred first name			
Name as preferred on Certificate of Completion			
Date of Birth (YYMMDD)			
Language	Home:		Other:
Church & Congregation Affiliation			
Physical Address			
	Country		
Contact Information	Your Cell Number		
	Friend's Number		Friend's Name
Email ( <i>please use one letter per block</i> )			

## EXPERIENCE

Highest Qualification (minimum requirement: Grade 12 or equivalent)			
<i>Note: If not in possession of a Grade 12 or equivalent certificate, special permission is needed to do this course. If you lack this qualification, do not complete this form or make any payments. Write to <a href="mailto:online@petra.co.za">online@petra.co.za</a> to apply for special permission before you continue.</i>			
Profession/Occupation			
Former training in children's ministry (provide details)			
Present involvement with children (provide details)			
Please provide reasons for why you are applying for this course			
Previous involvement with Petra Institute, if any			
Previous courses done through Petra Institute			
Do you have a disability that we should be aware of?		Type of disability	
Where did you hear about Petra Institute and the "Relational Children's/Family Ministry" Course? Please specify.			
Advert <input type="checkbox"/> Internet <input type="checkbox"/> Church <input type="checkbox"/> Friend <input type="checkbox"/> Flyer <input type="checkbox"/> Other <input type="checkbox"/> **			
** If you chose "Other", please specify:			

## WEEKLY FAMILY MEETINGS

To do your studies, you need to **meet with one or more families every week** (excluding school holidays and long weekends). These meetings are the heart of your studies. Although you will have no tests or exams, your weekly commitment will include **reading a section in the handbook, preparing for your family meeting, presenting it at the family meeting, and writing a feedback report.** Your assignments will mostly consist of your preparation and feedback reports. For the sake of building relationships, it is important to meet with **the same family/families** every week. The hardest part of RFM is that you will not be able to complete your studies for the week if your family/families happen to cancel your meeting for the week. **Prayerfully choose your family** and choose a **committed family that will be willing to help you complete your studies.** If you have children falling in the prescribed age group, **strongly consider** doing the course with your **own family.**

## ORGANIZING YOUR FAMILY/FAMILIES (THE HEART OF OUR STUDIES)

Look at the following guidelines to determine whether the family you want to choose meets the requirements, or if you should rather make adjustments:

- **Choose a family: We suggest one of the following 3 options (more details on these 3 options are on the next pages)**
  - A - Choose your own family
  - B - Choose a family who will commit to helping you complete your studies
  - C - Choose a Cell Group with families

- Choose between **direct contact** meetings or **electronic platform** (e.g. Zoom) meetings.
- Choose between having **one, two or more families** (a maximum of four families is suggested).
- Keep **the same family/families** throughout your studies – activities build on each other, and you need to build deep relationships with your families to do the studies successfully.
- Get a **commitment from the family** that they will be faithful in attendance to enable you to complete your studies.

## MORE INFORMATION ON ORGANIZING YOUR FAMILY/FAMILIES

1. Via **direct contact meetings** (in-person with the family): It is wise to choose a family/families who have **unlimited and stable Internet at home**, so that you may continue your studies online during times that may challenge your ability to meet in person. Consider **finding a family/families close to you** so that **travelling expenses and time** do not become a challenge (it is often best if you go to the family's home). This makes it easier for them to keep appointments. **You need at least 2 children between the ages of 8 and 14 in your group. All families you invite should have at least one child in this age bracket.**
2. Via **electronic platform meetings** (e.g. Zoom): Choose a family/families who have **unlimited and stable Internet access** at home.
3. **Number of families:** Think about the **number of families** you choose. Having 2 families will be helpful **if one family withdraws**. Having 2 families, however, also means you must **accommodate the schedules of 2 families**. What will work best for you? If you choose 2 families, they may be seen **together or individually**. Remember, you are taking the family through a process where activities build upon one another. It will be challenging if families are seen together and one family misses a session or two. If you choose a cell group with **up to four families**, keep in mind that you would want **feedback from each family after an activity**, which means you will need to budget for a little extra time. This would also be the reason why we suggest **no more than four families** in one setting.
4. **Time:** At the start of your prescribed meeting, activities take about **30-40 minutes**, but as the program grows, it requires more time. It would be best to agree on **AT LEAST 1 hour per meeting**. In the beginning, when prescribed activities are not too much, plan to spend the rest of the hour with the family to **get to know each other and build relationships** in any way that works for you. You will soon find your program filling up, and you may sometimes need more than an hour. Agree with the family that you will start with 1 hour, but it will grow to at least one and a quarter hours later in your studies.
5. **Family commitment:** You need the family/families you choose to understand that they will be **helping you complete your studies**, and that **commitment** is really important. By sharing the information of the "**Template 1f Family Letter**" with families, they will also be able to see **how much they will gain** by joining you in your studies. Through your assignments, which are *family building* meetings, you will help families to build themselves up to become a **united, strong, Christian family with healthy inter-family relationships**.
  - **Think FAMILY:** Think family all the time, and not children only. Let **all the members** in the group **take part in all activities equally** – neither children nor adults are allowed to dominate. **ALL members** of the family are equally important.
  - **Pre-school children:** We strongly suggest choosing families with no pre-school children. All the principles in this course can be adapted to work effectively with preschool children, **BUT you will only be able to do your assignments with older children. Pre-school children do not have the reasoning ability, abstract concept understanding and concentration span needed to conduct your assignments.** If younger children are present (such as a pre-school child in your own family), **include** them in all your activities – **accommodate** them, but **do not allow them to become the focus**.
  - **Ideas on how pre-school children may be accommodated:**
    - Make them **responsible for small tasks**, such as handing out material, collecting objects after use, holding an item before you use it, etc. Think carefully about the tasks you can involve them in
    - Let them **partake** in games/activities: For example, **by sitting on the lap of a parent/older sibling**, placing their hands on the hands of that person, and having them **participate as a "team"**. Ask this person to help you by thinking about how they can constantly involve the child with smaller tasks throughout the meeting.

Please complete the following information regarding your chosen family (see next page for options)

Describe the set-up of your chosen family/families. <i>Choose from the scenarios below or describe your family set-up if it does not fit a scenario. Include info on the number of families.</i>	
Tell us about the children's ages. <i>You must have at least two children between the ages of 8 and 15. All invited families must have at least 1 child in this age group.</i>	
Ages of children. <i>Recommended ages: 8-12 years</i>	
Tell us about your contact method. <i>Will you meet in direct contact sessions OR via an electronic platform such as Zoom/Teams.</i>	

SCENARIO A: OWN FAMILY	SCENARIO B: CHOOSE A FAMILY	SCENARIO C: CELL GROUP
<p>You are free to choose your own family, provided you have at least 2 children between the ages of 8 and 14. If grandparents or other family members live in the same house as you do, we suggest they form part of your meetings. Your family members must commit to joining all your meetings. Explain to them that you will need their faithfulness and commitment to complete your studies. Share the "Template 1f Family Letter" to help them see what they will gain as a family, and to make them enthusiastic about your studies. Show them your "Template 1d Submission Calendar" to help them get an idea of the commitment you are asking. The assignments are fun and of great value to all the members of the family, teenagers included. Get your whole family on board and excited to be part of your studies.</p>	<p>Choose a family/s that will commit to join you for a weekly (holidays excluded) "Christian Family Building" session of between 1 and 2 hours. Share the "Template 1f Family Letter" to help them see how they will benefit by joining you in your studies. Explain that you will need their faithfulness and commitment to complete your studies. Show them your "Template 1d Submission Calendar" to help them get an idea of the commitment you are asking. The assignments are fun and of great value to all the members of the family, teenagers included. Get the whole family on board and excited to be part of your studies.</p>	<p>A cell group can work really well, provided you have enough time and are allowed to do what assignments require. We suggest having at least 2 children between 8 and 14 years old. All families that join should have at least 1 child in this age group. It is important to clearly communicate to the families that you have set goals for each meeting/assignment. Share the "Template 1f Family Letter" to help them see what they will benefit from joining you in your studies. Explain to them that you will need their faithfulness and commitment to complete your studies. Show them your "Template 1d Submission Calendar" to help them get an idea of the commitment you are asking. Share the Family Letter with the church leadership as well, and make sure you give them regular testimonies/updates on what is happening in your group. Encourage them to visit the Petra Institute website at <a href="http://www.petra.co.za">www.petra.co.za</a></p>

## 4 X COMPULSORY LIVE ONLINE SESSIONS (VIRTUAL TRAINING)

The different techniques and models used in your studies will be **demonstrated and discussed** during the **4 Live COMPULSORY Online Sessions (LOS)**, which will be presented via the Zoom platform (you only need to download the free version). Attendance is **critical** and very beneficial, as the techniques you will use at your family meetings will be demonstrated to you. **Please note:** One two-day Live Online Session (LOS) is presented for each quarter/block this year.

## 2026 Dates for Study Orientation and Live Online Sessions

- **Saturday, 31 January:** Orientation to Studies. Meet fellow students. Time for questions (five-hour session, which includes doing your first assignment under the guidance of your mentor).
- **Friday, 20 and Saturday, 21 February:** Sessions on Block A of Studies (five-hour session per day; Friday and Saturday).
- **Friday, 17 and Saturday, 18 April:** Sessions on Block B of Studies (five-hour session per day; Friday and Saturday).
- **Friday, 5 and Saturday, 6 June:** Sessions on Block C of Studies (A five-hour session per day; Friday and Saturday).
- **Friday, 11 and Saturday, 12 September:** Sessions on Block D of studies (five-hour session per day; Friday and Saturday).
- **Saturday, November 28:** Closing Celebration (3-hour session).
- **Time:** All meetings start at 08:00 RSA Time *(if you study from outside of RSA borders, check your local time as compared to RSA time).*

## REQUIRED STUDY HOURS AND DEVICES

1. Please take note that your estimated study hours per week [excluding RSA public holidays] are **5-8 hours**. This **INCLUDES** reading the handbook session, **preparing** to go to your family meeting, **presenting** at your family meeting and completing the relevant **templates/forms** for the week (there are usually two templates per week: a **Preparation Template** and a **Feedback Template** on how the family meeting went. Four out of the thirty assignments include a more theoretical template that also needs to be completed.
2. Please **plan your time** accordingly (budget time to do your weekly assignments).
3. Assignments can only be **prepared and submitted electronically**. This cannot be done telephonically. You will need a **tablet (with a keyboard)** or a **laptop/desktop** to do your studies. Do you have access to this?

## PAYMENT OPTIONS

- **First World:**
  - USD 780.00 (to be paid in full with enrolment or 50% with enrolment and 50% before 30 July 2026).
- **Third World:**
  - R 6 500.00 full payment.  
**or** \*R 1 500.00 registration fee (non-refundable), PLUS.  
+ R 500.00 monthly debit order for 10 months (a debit order form will be mailed upon acceptance of your application, together with your issued student number).

\*Please note that the R1 500.00 registration fee is non-refundable, even if studies are cancelled before the course starts.

## BURSARY APPLICATIONS: CRITERIA FOR 2026

Bursaries will be considered under the following circumstances:

- When a husband and wife both enrol.
- If you are a full-time missionary.
- If you are a full-time volunteer and do not work for a salary.
- If you work at an NGO or a similar kind of organisation and receive a minimum-related salary.
- If you are a citizen from a 3rd world country with a low income.

Please note that bursaries are limited and not guaranteed, and will only be made according to the above criteria.

To apply for a bursary, please send an email to Marietha Malan to request a bursary application form: [online@petra.co.za](mailto:online@petra.co.za)

## TERMS AND CONDITIONS

1. Please note that you will not receive your **Declaration of Completion** if any course fees are outstanding at the end of your study year.

2. **Assignments** must be submitted once a week (on dates as agreed upon with your online mentor). You will receive feedback from your mentor within a week. Your submission calendar is adaptable (in coordination with your Online Mentor).
3. **Cancellation of studies** will result in **forfeiture of the course fee**.
4. **Privacy Policy:** The personal information you provide will only be used for the purpose of the course you are registering for. By completing this form, you are agreeing that your personal information provided may be shared with the staff and associates at Petra Institute for follow-up concerning the course.
5. **Declaration on child safety and protection:** *"I confirm that I take full responsibility for protecting the rights and safety of children at all times and that I have never been guilty of any offence that would compromise their well-being. Additionally, I acknowledge my obligation to comply with all relevant child protection laws and regulations."*

"I have read this document, understand the content and **agree to comply** with it. "

**APPLICANT NAME:** \_\_\_\_\_ **APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Please ensure that the following is completed:**

- ☐ Application form
  - ☐ ID or Passport copy of the applicant
  - ☐ Bursary Application (if applicable)
  - ☐ Attach it to your e-mail and send it to [online@petra.co.za](mailto:online@petra.co.za)
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