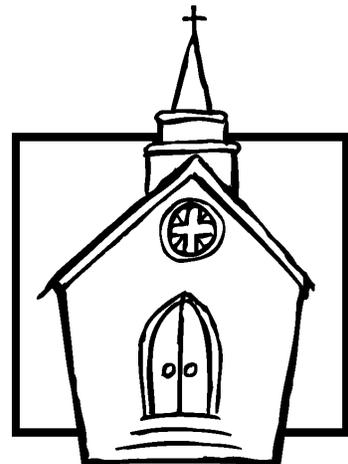


Church Ministry Worker Preparation Booklet

Revised June 2013

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CHURCH MINISTRY WORKER REQUIREMENTS

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Our district’s time schedule for program completion is two years (give or take several months depending on your entry date), allowing district leaders and pastors to invest time in your foundational years of ministry development.

You will be assigned a mentor or coach through the Church Ministry Worker process. Your mentor will be the one to fill the gap between formal study and field experience. It is your responsibility to initiate meetings with your mentor.

Church Ministry Worker License

1. **Description:** A Church Ministry Worker License may be issued to persons who are appointed by the district superintendent to serve in local church ministries involving the ministry of God's Word and limited leadership responsibilities, but who do not seek to serve as an ordained or consecrated worker, nor exercise the privileges of ordained/consecrated ministry. Persons who hold this license serve the church under the immediate oversight of an ordained official worker.
2. **Requirements:** A Church Ministry Worker License may be issued to persons who have fulfilled the General and Academic Requirements for licensing as found in this Policy and who have served satisfactorily for a minimum of one year as Provisional Official Worker. They must fulfill requirements for licensing as a Church Ministry Worker as outlined in the *LO&CC Handbook*.
3. **Privileges:** Within the polity of the C&MA, persons who are issued the church ministry worker license are considered to be spiritual leaders having certain rights and privileges including but not limited to the authority to administer the ordinances, conduct worship services, and perform service(s) in the control, conduct, and maintenance of designated entities of the C&MA under the immediate supervision of an ordained official worker. Church ministry workers are entitled to be accredited delegates to General Council and District Conference. Men who are licensed as ministry official workers are not considered to be elders.
4. **Transition to ordained/consecrated ministry:** Persons who have been licensed as church ministry workers, and who subsequently believe that God is calling them to pursue ordained/consecrated ministry, must submit a request for licensing as a provisional official worker in writing to the district superintendent and the district LO&CC. They may be required to appear before the LO&CC for an additional interview regarding God's call to ordained/consecrated ministry and other matters relevant to licensing as a provisional official worker.

EVANGELISM/CHURCH HEALTH TRAINING

A. The candidate shall provide evidence of having completed training in personal evangelism (via college or seminary) or be required to attend an evangelism training seminar approved by the District Superintendent and the LO&CC, such as:

- EVANGELISM EXPLOSION TRAINING (3 models to choose from . . . check www.evangelismexplosion.org for more details, or to register for these events)
 - “Everyday Evangelism” (also called EV2) - this 2 or 3 day event requires as a prerequisite the “Share Your Faith Workshop” (a separate 6-hour event)
 - XEE workshop - a 2 day event, specially focused on enabling the individual to reach the Millennial Generation; or
 - “Hope for Kids” training to help reach children with the Gospel. This is usually an event involving a Friday evening and Saturday.
- BILLY GRAHAM ONLINE SCHOOL OF EVANGELISM



B. The candidate shall successfully complete one of the following Church Health teaching series:

1. Participation in a Live 2:6 group for a complete cycle of training, **OR**
2. Attendance and participation in two Eternal CPR seminars (The Everyday Commission and the Everyday Commandment), **OR**
3. Completion of Growing a Healthy Church training, either in classroom or via the six online *Growing a Healthy Church* training modules. Website: timothysmith.com.



IN-SERVICE TRAINING

- Six mandatory "In-Service Retreats," which include training topics and personal development initiatives, are scheduled—two times per year (in spring and fall). These are for candidates and their spouses. You will receive retreat information via e-mail.
- Optional "Study Day" annually to help you prepare for the Church Ministry Worker exam. Notification of specific dates, times and locations will be given via e-mail. Suggested questions to help you study are available in Appendix "A".



GUIDELINES FOR THE CHURCH MINISTRY WORKER MENTOR

Every candidate for church ministry worker shall receive adequate counsel and encouragement as he/she works through the program. With this in mind, the following procedures are outlined:

- A. The District License, Ordination and Consecration Council (LO&CC) shall assign one of its members to be mentor to each candidate. In the event there are more candidates than LO&CC members available, one of the mature ministers of the district who is not on the License, Ordination, and Consecration Council may be assigned as a mentor.
- B. During the period of preparation, the mentor's supervision should include the following:
 1. Meet regularly with the candidate (at least four times each year). At least two meetings each year should include the candidate's spouse.
 2. The mentor shall meet in the home of the candidate at least once each year.
 3. Invite the candidate to visit the mentor in the field of service to observe leadership/ministerial skills and methodology.
 4. Monitor the candidate's progress in the reading of the books required; encourage the candidate to follow a disciplined schedule of reading.
 5. Monitor the candidate's progress in the requirement to read through the Bible in a translation other than the one he commonly uses.
 6. Discuss practical areas with the candidate. Examples of such areas may include:
 - a. Prayer and devotional life
 - b. Husband-wife relationship
 - c. Personal finances
 - d. Purity of life
 - e. Ministry preparation
 - f. Evangelism (personal soul-winning and other methods of evangelism)
 - g. Visitation
 - h. Congregation relationships
 - i. Handling of church conflicts
 - j. Church governing-board relationships
 - k. Performing marriages
 - l. Conducting a communion service
 - m. Leading a baptismal service
 - n. Conducting a funeral
 - o. Conducting a baby dedication
 - p. Disciplined management of time



- q. Promotion of Alliance missions
 - r. Conducting a missionary conference in the church
 - s. Ethics in relationship with other ministers, other churches, the district office, and the opposite sex.
7. The mentor shall submit a report through the district superintendent of the candidate's progress to the Licensing, Ordination and Consecration Council every six months. A report form will be provided by the LO&CC.
 8. The mentor should give special attention to preparing the candidate for his/her oral examination.
 9. The mentor shall establish a relationship with the candidate with the intent of being a friend, confidant, and prayer partner.
 10. The mentor shall review the candidate's personal growth plan with the candidate prior to submission to the district office.



MENTOR REPORT on Meeting with Church Ministry Worker Candidate

Name of Church Ministry Worker: _____

Date(s) of Meeting: _____

Place and occasion of meeting: _____

Significant Subjects Discussed:

Suggested Subjects Covered:

Personal Comments and Remarks:

Suggestions to the Church Ministry Worker Candidate:

Date of Report: _____

Completed by: _____

Mentor

NOTE: It is the responsibility of the church ministry worker candidate to contact the mentor and meet at the mentor's convenience. It is suggested that the mentor try to cover the suggested subjects listed in the Guidelines for Church Ministry Worker Mentor as well as others of interest to the candidate and mentor. The mentor should send one of these reports twice a year to the district office, wolfed@cmawpa.org. If more space is needed, use the reverse side.

CHURCH MINISTRY WORKER CANDIDATE REPORT on Meeting with Mentor

Date of Meeting: _____

Name: _____

Name of Mentor: _____

Place and occasion of meeting: _____

Significant subjects discussed:

Suggested subjects covered:

Personal comments or remarks:

Suggestions to mentor:

Date of Report: _____ Completed by: _____
Church Ministry Worker Candidate

Note: Each church ministry worker candidate is expected to initiate a meeting with his/her mentor at least four (4) times a year. A report is to be completed by the church ministry worker and forwarded to the district office (wolfed@cmawpa.org) following each meeting with the mentor.

Church Ministry Worker Candidate Monthly Ministry Report (Staff)

Name: _____ Date: _____

Church: _____ Position: _____

Record of Church Attendance for: _____ (Month) (Insert numbers in the chart below)

Week	1	2	3	4	5	Average
Sunday School						
Sunday Morning						
Sunday Evening						
Prayer Meeting						
Other Mid-Week						

Personal Ministry Involvement (not included above):

Describe the ministry in the shaded box. Provide attendance figures in clear boxes to the right.

Week	1	2	3	4	5	Average

Two Sermon/Devotional/Lesson Titles (including texts) presented this month:

(1) _____

(2) _____

Study Habits:

_____ Hours spent in sermon/lesson preparation

_____ Number of sermons/lessons given

_____ Hours spent in ordination/consecration work

Church Statistics:

_____ Baptisms

_____ Dedications

_____ New Members

_____ Decisions for Christ

Visitation Report:

_____ Total number of visits made

_____ Total hours spent in visitation

List types of visits made:

(such as regular attender, new visitor, hospital, etc.)

List 3-5 major ministry goals for the year:

- 1.
- 2.
- 3.
- 4.
- 5.

Describe the progress made in at least two of those areas:

1.

2.

What steps do you plan to take in the next month toward accomplishing your major ministry goals:

Describe how lives were changed/influenced through your ministry this month:

What difficulties are you presently facing?

On a scale of 1-10 with 10 being high – How are you doing?

1 2 3 4 5 6 7 8 9 10

Comments: _____

List two of the most important items that have arisen from your personal time with the Lord:

1.

2.

What are you doing to intentionally take time for yourself and your family?

Describe significant investments you are making in developing leaders:

Describe significant investments made in discipling individuals in your ministry:

Name three unchurched people with whom you are building a relationship:

- 1.
- 2.
- 3.

Program Status:

Number of quarters you have been working on church ministry worker program: _____

Books read and reported to date:

- The Fourfold Gospel*
- Children's Bread or The Gospel of Healing*
- The Pursuit of God*
- All for Jesus*
- CMA Statement on Sanctification
- Power Through Prayer or Touch the World Through Prayer*
- Spiritual Leadership*
- The Heart of the Gospel*

Date of last meeting with mentor: _____

How can LO&CC pray for you?

This report form is due the 10th of the month.

Please return this form to: The Western PA District
The Christian and Missionary Alliance
Attn: Assistant District Superintendent
341 Chestnut Street
Punxsutawney, PA 15767
wolfed@cmawpa.org

MISSIONS AWARENESS

Candidates may fulfill the Missions Awareness requirement in one of the following ways:

- Provide a certified transcript from an approved Christian and Missionary Alliance educational institution indicating that you have satisfactorily completed at least one introductory college-level course on world missions.
- Audit (as a minimum requirement) an approved "Perspectives on the World Christian Movement" class.
- New for 2014:
 - Church Ministries has launched a ten-week online pilot course entitled *Alliance Perspectives* which enables participants to meet the missions awareness requirement for those pursuing ordination, consecration, or vocational ministry in the Alliance. It combines readings from the *Perspectives on the World Christian Movement* reader, video segments and online articles with online group discussion and practical projects and assignments. In addition to providing a general introduction to the Church's missionary activity, the course specifically focuses on mission strategies that have guided the C&MA in its historical and current ministries.

Alliance Perspectives has been developed by an experienced missionary/educator, and your evaluator for the course is a veteran Missionary who will guide your reflection and assess your assigned projects. All course work is submitted online, and notice of your successful completion will be forwarded to your district office.

Course enrollment and payment of the \$100 course fee is through the national office registration system at www.disciplesandleaders.com. You will also need to purchase a copy of the textbook, *Perspectives on the World Christian Movement*, available from TheAllianceStore.com.

NEW OFFICIAL WORKERS FORUM ("RESONATE")

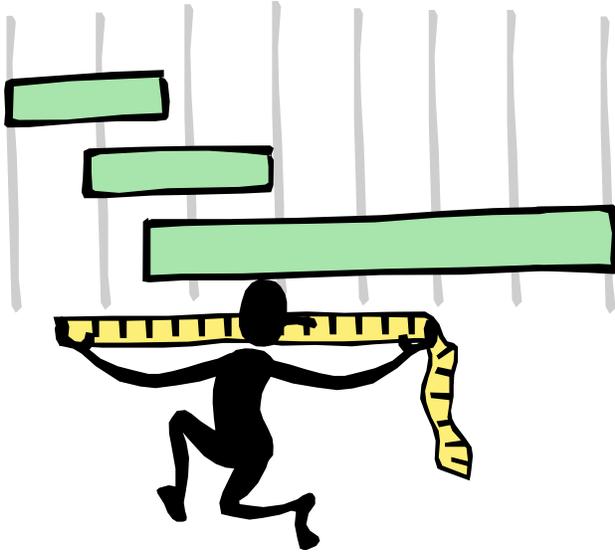
Candidates shall be required to attend a New Official Workers Forum (now known as "Resonate") as a requirement for ordination/ consecration or for the sustaining of the candidate's ordination/ consecration if with another denomination. This is an opportunity to:

- Learn more about the vision of the C&MA
- Network with other new and experienced workers
- Build relationships with C&MA National Office staff
- Discover new and useful tools that will sharpen ministry skills
- Take a tour of the National Office.

This event is held annually at the National Office in Colorado Springs, Colorado (usually 4 days in August). You will receive an invitation in late spring. The cost of attending Resonate and your lodging is paid by the C&MA National Office. The local church is asked to pay for your transportation and incidental expenses.



PERSONAL GROWTH PLAN



Candidates for the Church Ministry Worker license shall submit a written personal growth plan (five pages) to the district superintendent and LO&CC (c/o wolfed@cmawpa.org) which includes the following:

- Brief rationale for ministry as a licensed Church Ministry Worker
- Five key areas of life you plan to develop
- Key competencies you need to develop/acquire growth in each area
- Resources needed to be able to develop these areas/competencies
- Potential mentors/coaches who can assist

READING LIST FOR CHURCH MINISTRY WORKERS

The candidate shall read through the entire Bible twice, using two different translations.

1. *All for Jesus* – Robert L. Niklaus, John S. Sawin, and Samuel J. Stoesz
2. *The Fourfold Gospel* – A. B. Simpson
3. *The Pursuit of God* – A. W. Tozer
4. *The Heart of the Gospel: A.B. Simpson, the Fourfold Gospel, and Late Nineteenth-Century Evangelical Theology* - Bernie A. Van De Walle
5. *Children's Bread* – Keith Bailey
or *The Gospel of Healing* – A. B. Simpson
6. *Power Through Prayer* – E. M. Bounds
or *Touch the World Through Prayer* – Wesley L. Duewel
7. *Spiritual Leadership* – J. Oswald Sanders
8. C&MA Statement on Sanctification



Copies of these books are available on loan
from the WPA District Office.

NOTE: YOU MAY SIMPLY NOTIFY THE DISTRICT OFFICE VIA E-MAIL WHEN YOU HAVE COMPLETED READING EACH BOOK (wolfed@cmawpa.org).

STUDY QUESTIONS

Questions for Ordination/Consecration

Personal History

1. Please give us a brief summary of your spiritual journey, including your experience of determining God's call to ministry.
2. What is your personal pattern of devotional prayer and Bible study?
3. What particular strengths/weaknesses have emerged in your first years of ministry?

The Holy Scriptures

4. Define and distinguish between revelation, inspiration, and illumination.
5. What does Scripture teach about extra-biblical revelation?
6. What is the relationship between Scripture and divine guidance?
7. What does the term "scriptural inerrancy" mean to you?
8. What criteria were used for determining which books were included/excluded in the canon of Scripture?
9. Explain the relationship between the Word of God and Scripture.
10. Explain how Scripture is relevant to the average person in your church.

The Trinity

11. Where would you go in Scripture for support of the doctrine of the Trinity?
12. What is the biblical basis for the confession, "There is one God"?
13. What is the biblical basis for the belief that God exists "in three persons: Father, Son and Holy Spirit"?
14. Distinguish between Jesus as "begotten not made" and the Holy Spirit as proceeding from the Father and Son.
15. What contemporary theological positions raise serious questions for the traditional doctrine of the Trinity?

The Person of God

16. How does Scripture describe God?
17. What is the basis for the Christian belief that God is a person?
18. Name some of the attributes of God and give a few scriptural incidents that reveal these attributes.
19. Explain the meaning of "holy" in reference to God and explain why it underlies all else in the character of God.
20. Explain the terms theism, deism, atheism, humanism, and agnosticism?
21. What are some of the evidences and arguments for the existence of God?
22. What is your belief concerning God, creationism, and evolution?

The Person of Christ

23. What are some of the names of Christ given in Scripture?
24. Do you believe that Jesus is Lord? Why?
25. Is Christ eternal? (Does He have beginning or end? Was there a time when He was not?)

26. Give examples of the person of Christ in the Old Testament?
27. What biblical evidence is there that Christ was conscious of His divinity?
28. What is the Scriptural foundation for believing that Christ had both a divine nature and a human nature?
29. Why are both natures essential to the person of Christ?

The Person of the Holy Spirit

30. What qualities and ministries, possible only for a person, are attributed to the Holy Spirit?
31. How is the personal nature of the Holy Spirit demonstrated in the Old and New Testaments?
32. Give us a brief explanation of the Scriptural teaching on the gifts of the Spirit.
33. How would you differentiate between the fruit of the Spirit and the gifts of the Spirit?
34. What does Scripture teach concerning the baptism of the Holy Spirit and the filling with the Holy Spirit?

The Atonement

35. Give a brief explanation of the teaching of Scripture on the atonement.
36. Is there any limitation concerning who may benefit from the atonement of Christ?
37. Is the atonement effective in human lives where the gospel is unknown?
38. What aspects of man's condition made the atonement necessary?
39. Could anyone other than Christ have made an acceptable offering?
40. What assurance do we have that the offering was acceptable to God?

Justification and Regeneration

41. Define and contrast justification and regeneration, and give a brief explanation of the teaching of Scripture on the two.
42. Who performs the work of regeneration?
43. What is the nature of the change brought about by regeneration?
44. What is the continuing purpose of regeneration in one's personal life?

Sanctification

45. Define sanctification.
46. What is the relationship between justification and sanctification?
47. What is the relationship between regeneration and sanctification?
48. In what way is progression connected with experiential sanctification?
49. In what way is the believer "dead to sin and alive to God?"
50. What is the practical significance of sanctification to the Christ-follower's lifestyle?
51. What is meant by positional sanctification and progressive sanctification, and how is "crisis" connected to the two?
52. What does the Scriptural phrase "dead to sin and alive to God" mean?
53. What is meant by the phrase "the indwelling Christ?"
54. What are scriptural evidences of a sanctified life?

Healing

55. Explain the biblical basis for healing and its relationship to the redemptive work of Christ.
56. What instruction does James 5 teach in relation to healing?
57. Explain the difference between the “gift of healing” and “healing prayer” as described in James 5.
58. How would you counsel a believer who has followed the instructions of James 5 and is still seeking a miraculous healing?
59. In the anointing and prayer ministry for the sick by the elders, what does “the prayer of faith” mean?
60. How is the problem of sin related to the problem of sickness?
61. What is the difference between miraculous healing and divine life for the believer?

The Return of the Lord

62. What biblical passages have been major factors in developing your convictions concerning the second coming of Christ and related events?
63. How will the second coming of Christ differ from His first coming?
64. What are the differences between the doctrines of premillennialism, post-millennialism, and amillennialism?
65. Which of the views do you hold? Why?
66. What major events will occur during and after the millennium?
67. Describe the basic tribulation positions and what is your position?
68. What does the term “the imminent return of Christ” mean to you and what Scriptural foundation do you have for your understanding?
69. What is the relationship between Israel and the Church?

The Resurrection

70. What does the term resurrection mean?
71. Do you believe in the resurrection of Jesus Christ? Why?
72. How important is the doctrine of the resurrection to the Christian faith?
73. What are the essential points of Paul’s teaching on the resurrection in I Corinthians 15?
74. What happens to the believer when he is resurrected? to the unbeliever?
75. What is the biblical doctrine of heaven?

The Lostness of Man

76. According to Scripture, what is the inevitable result of lostness?
77. What is the destiny of those who die outside of Christ having never heard the gospel?
78. What does the Bible teach about hell? Is it literal?
79. Is there any possibility of salvation after death?

The Doctrine of the Church

80. What is the Church?
81. What are some of the metaphors used in Scripture to describe the Church?
82. What is the Scriptural mission of the Church?

83. What is the purpose and function of the local church assembly?
84. What is the biblical basis for reproducing/growing the church?
85. What is the Scriptural procedure for church discipline?
86. What is the role of the pastor in church leadership?
87. What are the Scriptural qualifications and functions of elders/church leaders?

Mission and Vision

88. Give a brief overview of Alliance history and distinctives.
89. What is the mission of The Christian and Missionary Alliance?
90. How do you reflect this mission in the life of your congregation?
91. What are the practical implications of the philosophy of ministry represented by the words “win,” “build,” “equip,” “multiply,” and “send”?
92. What is the overall objective of Alliance international church planting and missionary work?
93. In what way is the task of Alliance missions also your personal responsibility?
94. What is the responsibility of the local church to the global vision of The Christian and Missionary Alliance?
95. How have you included the missionary emphasis in your regular preaching and church programming?
96. In what ways do you encourage the sending out of “called ones” to participate either short term or long term in missions?
97. What is the importance of an annual missions conference to your local church and to The Christian and Missionary Alliance?
98. How have you implemented in your congregation intercession for international workers?

Alliance Church Government

99. What is the form of local church government in The Christian and Missionary Alliance?
100. In what way is the local church subordinate to General Council and District Conference?
101. What is the role and function of the district superintendent as it relates to you and your church?
102. What would your attitude and anticipated action be if your superintendent suggested that you make a change in your place of ministry?
103. If the majority of your governing board desired your resignation and you felt otherwise, what would you do?
104. What is the proper procedure for submitting a pastoral resignation?
105. What procedure should be followed in seeking an opportunity to candidate in another church?

Constituted Authority in the C&MA

106. What is the Scriptural basis for the concept of “constituted authority” as understood in The Christian and Missionary Alliance?
107. If you should become personally involved in doctrines contrary to the “Statement of Faith” of The Christian and Missionary Alliance, what would you do?
108. Are you willing to serve under the leadership of a district superintendent?
109. What difference is there in being led by the Spirit and being subject to recognized authority in the church?

110. Why is it important for the pastor to attend General Council and District Conference?

Pastoral Ministry and Personal Relationships

- 111. Give a Scriptural definition of shepherding.
- 112. What is the relationship between the pastor and the governance authority of the local church?
- 113. How would you deal with a conflict between you and a member of the governance authority?
- 114. What is your attitude about your personal convictions that may conflict with the church you serve?
- 115. What is your procedure in counseling or working with persons of the opposite sex?
- 116. How do you cope with criticism? What if it becomes personal?
- 117. How do you manage your time as it relates to both personal and work?
- 118. What does the Scripture mean when it says to “avoid all appearance of evil?”
- 119. What is your attitude about stewardship and the personal use of money?
- 120. What is your attitude and current status toward personal financial indebtedness?
- 121. Have you had any involvement with pornography in any form since your accreditation interview?
- 122. Do you have any controls on the use of your personal and office computers?
- 123. Do you have an active personal accountability relationship with one or more persons? What is the nature of that relationship?
- 124. What is a biblical understanding of marriage?
- 125. Explain your involvement in personal and corporate prayer.
- 126. What is the relationship between prayer and pastoral ministry.

Doctrinal Statement of The Christian and Missionary Alliance

- 127. Have you read and are you in full support of the “Statement of Faith” as found in the current Manual of The Christian and Missionary Alliance?
- 128. How will you deal with controversial theological issues within the evangelical community in your church?
- 129. Have you read all of the statements found in the Section H of the Manual of The Christian and Missionary Alliance?
- 130. What is your position related to these statements?