

Ordination/Consecration Preparation Booklet

Revised June 2013

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Think of us in this way,
as servants of Christ
and stewards of
God's mysteries.



1 Corinthians 4:1

This ORDINATION/CONSECRATION PREPARATION BOOKLET contains everything you need to successfully complete the ordination/consecration program. Following is a summary of the requirements; all are explained more fully throughout the book:

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Our district’s time schedule for program completion is three 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.

If you have any questions, please contact me, and I will be happy to go over any of this with you.

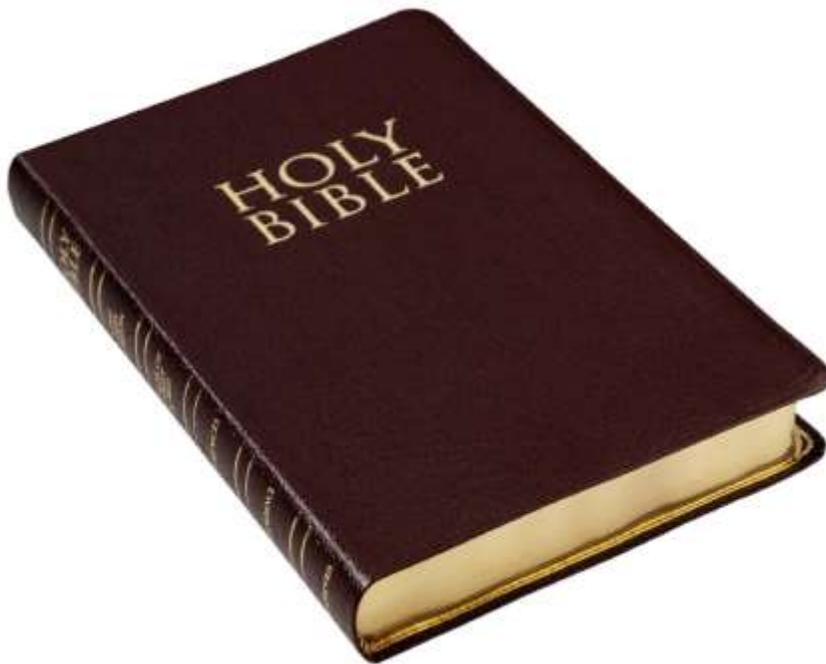
Blessings,

Debra Wolfe

Administrative Assistant to
Rev. Paul G. Cope
Assistant District Superintendent
Western PA District of C&MA
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BIBLE REQUIREMENTS

1. Candidate is required to submit to the district office, via e-mail (wolfed@cmawpa.org) or hard copy, an outline of any one book of the Bible, in any translation.
2. Candidate shall read through the entire Bible twice, using two different translations. You may simply notify the district office via e-mail (wolfed@cmawpa.org) when you have completed this requirement.



***“Knowing and obeying God’s Word is
fundamental to all true success.”***

C&MA Core Value

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

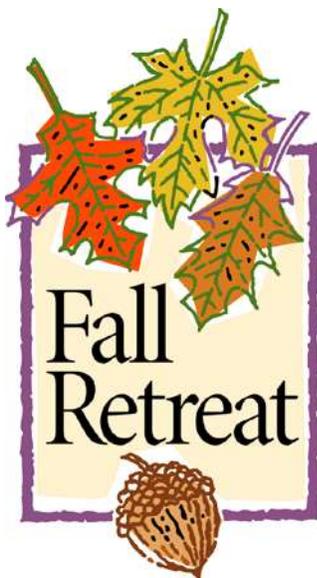
B. The candidate shall successfully complete one of the following Church Health teaching series:

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: www.timothyismith.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 ordinands, consecrants, and their spouses. You will receive retreat information via e-mail.
- Optional "Study Day" annually to help you prepare for the ordination/consecration exams. Notification of specific dates, times and locations will be given via e-mail. Suggested questions to help you study are available in Appendix "A".





MENTOR MEETINGS

Each ordinand/consecrant is responsible to initiate **6 meetings per year** with his or her mentor. Mentors are chosen by the district office.

- The ordinand/consecrant is to send a report form (sample on next page) via e-mail to the district office (wolfed@cmawpa.org) following each meeting with his or her mentor.
- The mentor is to send one report form (sample on next page) to the district office every six months.
- Forms are available on the district website or from Deb Wolfe at the district office (wolfed@cmawpa.org).
- Guidelines for the ordination/consecration mentor follow.



ORDINAND/CONSECRANT 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 given by mentor:

Date of Report: _____ Completed by: _____
Ordinand/Consecrant

Note: Each candidate for ordination or consecration is expected to initiate a meeting with his/her mentor at least six (6) times a year. A report is to be completed by the ordinand or consecrant and forwarded to the district office (wolfed@cmawpa.org) following **each** meeting with the mentor.

MENTOR REPORT on Meeting with Ordinand/Consecrant

Name of Ordinand/Consecrant: _____

Date of Meeting: _____

Place and occasion of meeting: _____

Significant Subjects Discussed:

Suggested Subjects Covered:

Personal Comments and Remarks:

Suggestions to the Ordinand/Consecrant:

Date of Report: _____ Completed by: _____

Mentor

NOTE: It is the responsibility of the ordinand or consecrant 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 Ordination/Consecration Mentor as well as others of interest to the ordinand/consecrant 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.

Guidelines for the Overseeing Mentor

In the *Manual of The Christian and Missionary Alliance* we read "A mentor shall be assigned for each candidate by the LO&CC in accordance with the guidelines provided by Church Ministries." With this in mind, the following procedures are outlined:

1. First, thanks for serving in this important district ministry. Our objective is to mentor our newly licensed workers so well that our reputation becomes known as THE place for new workers to serve. Young workers, in particular, highly value one-on-one mentoring. So, as we pour into them we will have an even easier time recruiting their peers.
2. Each mentor oversees about five ordinands/consecrands/church ministry worker/ MSP/or college students (all referred to as "candidates"). Each candidate is tracked by their mentor through the process via a combination of face-to-face interactions, phone calls, e-mails, and feedback on assignments.
3. The district administrative assistant is responsible to keep progress records current. A sample progress record follows. The mentor should engage the candidate regularly regarding various life and ministry topics. Some examples include: their prayer and devotional life, husband-wife relationship, personal finances, purity of life, personal and corporate evangelism, and any pertinent ministry skill topics that may come up.
4. Once the required work is complete the mentor should give special attention to preparing the candidate for his/her ordination/consecration examination.
5. It is a good idea to become familiar with Sections E3 through E6 of the *C&MA Manual*—Uniform Policy on Licensing, Ordination, Consecration, and Certification.



Ministry Report

MINISTRY REPORT FORMS

A Ministry Report Form is to be submitted every month to the district office, in either paper or e-mail format (wolfed@cmawpa.org). Forms are due to the district office by the 10th of the following month (for example, the report for January is due by February 10th). Sample forms are located in Appendix 'B'. Forms are available on the district website or from Deb Wolfe at the district office (wolfed@cmawpa.org).

NOTE: These monthly forms are not required simply to cause you busy work! Rather, their function is to:

- 1. Raise self awareness to time and focus (ministry and life focus);*
- 2. Disciplined thoughts lead to disciplined action, leading to disciplined life, leading to maximum Kingdom impact;*
- 3. The reports help mentors and district leaders see patterns in ordinands/consecrants for mentoring and coaching.*

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.
- **OR** complete the online *Alliance Perspectives* course offered by Church Ministries.
 - This ten-week course 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.
 - Course enrollment and payment of the \$100 fee is through the national office registration system at the link below. Participants will also need to purchase a copy of the textbook. Class sizes are limited.
 - When a participant registers, they receive a user name and password to access the Church Ministries Learning site (www.disciplesandleaders.com) where the course is hosted. To enroll and pay for Alliance Perspectives, please visit <http://tinyurl.com/AlliancePerspectives>. If you have issues

enrolling, please contact Cara Chunn at (405) 464-0616 or chunnc@cmalliance.org.



Missions

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 ASSESSMENTS

A. Present a written developmental plan of your self-understanding using assessment tools such as SDI, 360 Degree Leadership Assessment, IDAK MAX, DISC, Ministry Competency Profile Guidelines, or a Gifts Inventory. Contact the District Administrative Assistant (wolfed@cmawpa.org) for instructions on accessing these tools.

Identify strengths, non-strengths, spiritual gifts, natural leadership style, work preferences, and related issues. The developmental plan should outline a strategy to bring strength and adequacy to your person and ministry. Submit your plan via e-mail to the District Administrative Assistant (wolfed@cmawpa.org), who will provide a copy to your mentor for review and discussion with you.

B. In addition to the above mentioned assessments, Dr. Paul Holland will be administering additional assessments. These assessments will take two half days to complete. Please remember to sign the release forms so the results can be sent to the District Leadership Team for review. Typically, Dr. Holland meets with the candidates (and their spouse) to review the assessment findings.

The following page will provide you with directions and arrangements for taking the Holland assessments.

PERSONAL ASSESSMENTS – DR. PAUL HOLLAND

A key need that all people have is to discover who they really are and how God has wired them for life and service. The District Leadership Team has assembled a number of personal assessment tools to assist you in understanding who He has made you to be.

Dr. Paul Holland, a licensed psychologist, has partnered with us to provide a safe, confidential environment for you to benefit from personality assessment tools like the 16 PF. These tools will assist you in developing emotional wellbeing and effective interpersonal relations which are vital to effective ministry.

To begin the process, contact one of the assessment locations to schedule an appointment to fill out the assessment tools.

- Dr. Holland (and all those who've completed these tools!) strongly recommends that you set up appointments on 2 different days (1½ to 3 hours each) to complete the six different assessment tools.
- For those who are married, both husband and wife should participate.
- After you complete the assessments, Dr. Holland will contact you to set up a face-to-face appointment with him to go over the results and to assist you in processing the information and using what you have learned to help you become more effective in life and ministry.

Dr. Holland has arranged four assessment locations to make the process more convenient for you:

- The district office in Punxsutawney 814-938-6920
- Greensburg Alliance Church 724-837-1122
- Meadville Alliance Church 814-724-7865
- Dr. Holland's office in Beaver Falls 724-847-2817

The costs of the assessment process are being covered by the ordination/consecration program of our district. We willingly invest these funds for your development. You are a person of great value to the Lord, to His church, and to us. May God be blessed through your journey into a greater understanding of who He has made you to be.

For questions about the assessment process, contact Dr. Paul Holland at 724-847-2817. God bless you!

POSITION PAPERS

Candidates shall submit six position papers as listed below, including but not limited to the items listed under each theme. Each paper shall be an original, comprehensive treatment of the subject that includes the items listed under each theme, and should be no less than eight pages in length. The paper is to be a statement of the candidate's personal theological position.

1. Christ Our Savior
 - The nature of man and his final destiny
 - The plan and purpose of the atonement
 - The means and results of justification
 - My personal experience of Christ as Savior

2. Christ our Sanctifier
 - The crisis and progression of sanctification
 - Identification of the believer with Christ's death, resurrection, and ascension
 - The ministry of the Holy Spirit in sanctification
 - My personal experience of Christ as Sanctifier

3. Christ our Healer
 - The relationship of divine healing and the atonement
 - The significance of prayer and anointing by the elders
 - The ministry of healing in the local church
 - My personal experience of Christ as our Healer

4. Christ our Coming King
 - Defend the pre-millennial coming of Christ
 - Trace the events surrounding the rapture of the Church
 - Relationship between the imminence of Christ's coming and world missions
 - My personal understanding of Christ our coming King

5. Christ's Body: the Church

- Mission and Purpose
- Relationship to Jesus Christ
- Leadership and authority in the Body
- Relationship to The Christian and Missionary Alliance
- Relationship between the members

6. Completing Christ's Mission

- The lostness of mankind
- The Great Commission passages: Matthew 28:18-20 and Acts 1:8
- Interaction with the "Growing a Healthy Church" philosophy
- Demonstrate a strategy that implements this philosophy in one's personal life
- The local church commitment to world missions
- The leader's role in mobilizing the local church in Great Commission Completion (evangelism, church multiplication, world missions)



Guidelines for Papers

Format

- Use MLA style. If you don't have a style book you may find help at <http://owl.english.purdue.edu/owl/resource/557/01/> .
- Typed, double-spaced, size 12 standard font (please choose from Calibri, Times New Roman, Garamond, or Helvetica) in Microsoft Word for electronic submission.
- One-inch margins, flush-right header with last name and page number.
- Proper heading in the upper left corner (see Example Format below).

Organization and Structure

- The table of contents should be single spaced in an outline format.
- You must have a solid introduction and thesis developed throughout the paper. Each topic (sub point) you develop from your thesis will have its own heading or paragraph.
- Methods of organization may vary. Some students may follow a theme chronologically throughout, while others may use topical subsections to develop their thesis.
- The content of the body paragraphs should demonstrate how the thesis is true. Examples should be drawn from sources to support the thesis. You should then discuss your own interpretation and an academic response to the critical source material.
- Be sure each sub point is covered and that there is a natural flow and progression through these sub points.
- All words not in English must be either underlined or in *Italics*.

Quotations

- All direct quotations include a page number, either at the end of the sentence or in a footnote; quotes from the Web will not have a page number. Be sure to include the Web site on your bibliography page.
- Any time four words or more come directly from a reading, they must be placed in quotation marks and cited.
- When following an author's ideas closely, include the chapter number in the paragraph or provide pages at the end of the paragraph.
- Use block quotation format when three or more lines are quoted, and footnote at the end of the block quote. Block quotes do not require quotation marks.
- When citing a source the first time, use the full name of the source, such as "According to Millard Erickson." Thereafter, use their last name.
- When citing scripture, use the form "Matthew 8:11."

Bibliography

- Every work that you quote must be listed on this page at the end of your paper.
- Book titles must be either underlined or in *Italics*.
- Chapter titles belong in quotes.

Footnotes

- If you chose to use them, be exact with your spacing, punctuation, etc. Do not indent footnotes; they must align with the left margin.
- Using WORD, the menu is Insert, Reference, Footnote. Word automatically numbers.
- Footnotes can be used to make statements that are tangent to the main body of the paper, but are insightful.

- Footnotes are used when an idea or words of another are used in the paper. Cite all ideas which are derived from research. When using exact words from a source, use quotation marks and footnote them.

Sources

- Be sure you use the number of required sources. Really USE them not just throw in a quote. A majority of your sources must be books or academic journal articles.
- Tip: Avoid using *Google*, *Yahoo*, or generalized Internet searches; you are likely to find mostly unhelpful blurbs. These searches also get you into trouble by leading you to non-academic sources such as student papers and sites designed for those looking to plagiarize.
- Your sources should integrate and interact with your analysis demonstrating synthesis and evaluation not simple restatement.
- Meticulous parenthetical citation as described in MLA style is required. This means whenever a source is used (even as background information), the source must be cited in parentheses.

Grading

- Be sure to review the grading rubric while you write. Be sure to read the paper description thoroughly. Using the rubric, grade your work with it as an additional proofread.

Example Format on Next Page

Example Format

Doe 1

Jane Doe
Sanctification Position Paper
August 10, 20--

Table of Contents

1.

Outline

1.

Christ our Sanctifier

This is the first sentence of a great paper that is double spaced and written in many drafts so that Jane carefully articulates her position on sanctification

This is the first main point

[SECOND PAGE]

Doe 2

. . . the essay continues Note that the header is flush right at the top of the page . . . just like on the first page

[LAST PAGE]

Doe 30

Bibliography

Last name, First name. Title of Book. Place of Publication: Publisher, Year of Publication.

General Features of Good Writing

Styles, forms, audiences, and purposes of writing obviously differ from subject to subject; however, there are some general features that good writing holds in common. (Taken from *The Elements of Teaching Writing*, “What is Good Writing?” by Gottschalk and Hjortshoj):

- The organization and flow of the writing sustains continuous reading from a *point of departure*, in a *clear direction*, toward a *destination*. The writing supports this continuous, directed movement and does not let you down with disconnections, unexpected turns, or loops that force you to read back over previous sections.
- The writing is “voiced.” As a reader, you sense the presence of a writer writing, addressing you, taking responsibility for your understanding, and in effect, ushering you through the text. This sense of voice does not rely on first-and second-person address (“I” or “you”), but the writer often uses cues and transitions to maintain and direct attention.
- While this voice is typically a dispassionate voice of reason and explanation (not chatty or personal), the writer is also relaxed and engaged with the subject—not excessively formal or detached. The author is writing with a pleasing combination of authority and composure.
- The author uses this authority and composure to make difficult subjects easier for you (the reader) to understand, not to demonstrate the complexity and difficulty of his/her knowledge (a common mistake among student writers and scholars).

UNDERSTANDING GRADING RUBRICS

- A. Facilitating effective but efficient feedback to the candidates is the purpose of the following tools. These are called Rubrics. The main point is to grow the candidate in life and ministry. Do understand that this growth is facilitated best within an intentional relationship. Still, it is *very* helpful to candidates to receive frank, timely, well-crafted feedback regarding their work. These tools are designed to help you do so.
- B. Each piece of work the candidate completes should be sent electronically to the district administrative assistant (wolfed@cmawpa.org). She in turn will forward a copy to the candidate’s mentor, who will provide feedback on the work using the appropriate rubric.
- C. Alf the score is acceptable, then the work is submitted complete with the rubric by the mentor to the district administrative assistant who logs it into their file as completed.

Position Paper Grading Rubric

(100 points possible)

CATEGORY	10-9	8-7	6-5	4-0
Comprehensive Treatment	The position is thoroughly and thoughtfully developed.	The position is adequately developed.	The position is somewhat developed.	Inadequate treatment of the subject.
Sub-theme Development	Each listed theme is covered with excellence.	Each listed theme is covered adequately.	Most listed themes are covered adequately.	Inadequate sub-theme development.
Theological Clarity	The candidate's theological perspective is very obvious.	The candidate's theological perspective is fairly obvious.	The candidate's theological perspective is unclear.	The candidate's theological perspective is lacking.
Cogency	The paper presents a convincing argument.	The paper presents a well-developed argument.	The paper presents a weak argument.	The paper's argument falls apart.
Scripture	Texts are very well utilized to support the thesis and argument.	Texts adequately support the thesis and argument.	Texts inadequately support the thesis and argument.	Texts fail to support the thesis and argument.
Theological Soundness	The position admirably aligns with Alliance theology.	The position adequately aligns with Alliance theology.	The position differs somewhat with Alliance Theology.	The position differs significantly with Alliance theology.
Applicability	The paper pointedly applies the subject to life and ministry.	The paper adequately applies the subject to life and ministry.	The paper lacks application to life and ministry.	Inadequate application.
Research and Study	The paper was obviously well researched.	The paper was apparently well researched.	The paper was probably researched.	Research?
Mechanics	MLA format perfect. No grammatical, spelling, or punctuation errors.	MLA format very good. Almost no grammatical, spelling or punctuation errors.	MLA format adequate. A few grammatical, spelling or punctuation errors.	MLA format lacking. Many grammatical, spelling, or punctuation errors.
Organization	Table of Contents, Outline, and Bibliography are done with excellence. The paper is 8 to 10 pages in length.	Table of Contents, Outline, and Bibliography are done well. The paper is too short or too long.	Table of Contents, Outline, and Bibliography are present. The paper is very short or very long.	Table of Contents, Outline, and Bibliography are lacking. The paper is excessively short or long.
Total Score				

Additional Comments:



PREACHING/TEACHING

- During each year of preparation for ordination, the candidate shall submit to the district administrative assistant (wolfed@cmawpa.org) at least one audio or videotape of a full-length sermon, preached at a regular church service. She in turn will forward a copy to the candidate's mentor, for the mentor's review of both content and delivery of biblical material.
- The candidate for consecration shall similarly submit to the district administrative assistant at least one full-length audio or videotape of her teaching at the church. She in turn will forward a copy to the candidate's mentor, for the mentor's review of both content and delivery of biblical material.
- **Grading Rubric:** This grading system will be used by your mentor in grading your sermon(s). Your mentor will be grading each assignment according to the items mentioned on the forms. A passing grade is 80 or above. Your mentor will advise you of your grade before submitting it to the district office for credit.

Understanding Grading Rubrics

- D. Facilitating effective but efficient feedback to the candidates is the purpose of the following tools. These are called Rubrics. The main point is to grow the candidate in life and ministry. Do understand that this growth is facilitated best within an intentional relationship. Still, it is *very* helpful to candidates to receive frank, timely, well-crafted feedback regarding their work. These tools are designed to help you do so.

- E. Each piece of work the candidate completes should be sent electronically to the district administrative assistant (wolfed@cmawpa.org). She in turn will forward a copy to the candidate's mentor, who will provide feedback on the work using the appropriate rubric.

- F. If the score is acceptable, then the work is submitted complete with the rubric by the mentor to the district administrative assistant who logs it into their file as completed.

Sermon Evaluation Grading Rubric

CATEGORY	10-9	8-7	6-5	4-0
Introduction	Audience is grabbed, main theme clear, Bible text very apparent.	Audience is caught, main theme somewhat clear, Bible text is apparent.	Audience is here, main theme almost clear, Bible text somewhat apparent.	Audience is wandering, main theme unclear, Bible text unclear.
Topic / Proposition	Key word and topic sentence very clear and very easily discernible.	Key word and topic sentence clear and easily discernible.	Key word and topic sentence somewhat discernible.	Key word and topic sentence un-discernible.
Scripture	Text(s) are at the very center of the message. Main points are obviously derived from the text(s).	Text(s) are at the center of the message. Main points are derived from the text(s).	Text(s) are present in the message. Main points are somewhat derived from the text(s).	Text(s) not the center of the message. Main points not derived from the text(s).
Application	The application was very clear and obviously derived from the text(s).	The application was clear and derived from the text(s).	The application was somewhat clear and maybe came from the text(s).	The application was not clear or loosely connected to the text(s).
Illustrations	The points were illustrated with creative excellence.	The points were illustrated with creativity.	The points were illustrated.	The points were not illustrated.
Mechanics	No grammatical errors. No umms, ahs, or other awkward hesitations.	Few grammatical errors, umms, ahs, or other awkward hesitations.	Many grammatical errors or umms, ahs, or other awkward hesitations.	Grammatical errors or umms, ahs, other awkward hesitations were very distracting.
Delivery	Passion and flow is smooth, vocal variety was very helpful.	Passion and flow is fairly smooth, vocal variety was helpful.	Passion and flow is rough, vocal variety was lacking.	Passion and flow is lacking, vocal variety missing.
Conclusion	The point is summed up clearly concisely and the challenge is clear.	The point is summed up concisely and there was a challenge.	The conclusion is unclear or there was little challenge.	The point is left hanging or no challenge.
Overall	Evidence of integrity creativity and, preparedness excellent.	Evidence of integrity creativity and preparedness very good.	Evidence of integrity creativity and preparedness good.	Evidence of integrity creativity and preparedness inadequate.
Length of Sermon	Sermon length was appropriate.	Sermon was somewhat long or short.	Sermon was long or short.	Sermon was very long or short.
Total Score				

Sermon Length:
Additional Comments:

REQUIRED READING

- The candidate shall read through the entire Bible twice, using two different translations. You may simply notify the district office via e-mail (wolfed@cmawpa.org) when you have completed this requirement.
- Reading List: Candidate shall read all of the books on the official reading list (next page), and prepare a short report on each, using the form provided.
- Book Report Form: Use this form to fill out when you read a book and report on it. Please e-mail your book report to the district office (wolfed@cmawpa.org); upon receipt, a copy will be forwarded to your mentor for evaluation. Blank forms are available on the district website or from Deb Wolfe at the district office (wolfed@cmawpa.org).
- Rubric: This grading system will be used by your mentor in grading your assignment according to the items mentioned on the forms. A passing grade is 80 or above. After your assignment is graded, it will be e-mailed back to you for your review. Anything less than 80 points, you will be asked to rewrite and resend to your mentor. If you receive an 80 or higher, you will have the option to rewrite or have your mentor submit it to the district office for credit.
- Copies of these books are available on loan from the WPA District Office.



READING LIST FOR ORDINATION/CONSECRATION

1. *The Fourfold Gospel* - A. B. Simpson
2. *Wholly Sanctified* - A. B. Simpson
3. *Children's Bread* - Keith Bailey
or *The Gospel of Healing* - A. B. Simpson
4. *A Basic Guide to Eschatology* - Millard Erickson
5. *The Pursuit of God* - A. W. Tozer
6. *All for Jesus* - Robert L. Niklaus, John S. Sawin, and Samuel J. Stoesz
7. "Statement on Sanctification" - *Manual of The Christian and Missionary Alliance*, H8
8. *Power Through Prayer* - E. M. Bounds
or *Touch the World Through Prayer* - Wesley L. Duewel
9. *Spiritual Leadership* - J. Oswald Sanders
10. *The Heart of the Gospel: A.B. Simpson, the Fourfold Gospel, and Late Nineteenth-Century Evangelical Theology* - Bernie A. Van De Walle
11. **Perspectives on the World Christian Movement* (if needed for Missions Awareness requirement, see pages 9-10)



Book Report Outline

Title of the Book:

Author:

Summarize the major theme(s) of the book.

In what ways did the book stimulate your thinking?

What personal impact did the book have on your life/ministry?

Anything with which you disagreed or you did not understand?

Ordinand Name: _____ Date: _____

(Please e-mail to the district office, wolfed@cmawpa.org)

Understanding Grading Rubrics

- G. Facilitating effective but efficient feedback to the candidates is the purpose of the following tools. These are called Rubrics. The main point is to grow the candidate in life and ministry. Do understand that this growth is facilitated best within an intentional relationship. Still, it is *very* helpful to candidates to receive frank, timely, well-crafted feedback regarding their work. These tools are designed to help you do so.
- H. Each piece of work the candidate completes is turned in to the district administrative assistant, who then forwards a copy to the candidate's mentor; the mentor gives feedback on the work using the appropriate rubric. To do so, simply copy and paste the appropriate blank rubric to the end of the paper and then fill it out (see example below). Comments throughout the paper are also welcome. This can all be done electronically via e-mail. It is recommended that all work be completed, graded and filed electronically for efficiency.
- I. If the score is acceptable, then the work is submitted complete with the rubric by the mentor to the district administrative assistant who logs it into their file as completed.

An Example Completed Book Report Grading Rubric – Wholly Sanctified

CATEGORY	25-22	21-18	17-15	14-0
Summary	The book was excellently summarized. 22	The book was clearly summarized.	The book was summarized.	Inadequate summary.
Thinking Stimulated	Engaged interaction/appraisal rather than restatement is present.	Good interaction or appraisal rather than restatement is present. 20	Some interaction or appraisal.	Interaction inadequate.
Personal Impact	The content is directly applied to life and ministry. 24	The content is applied to life and ministry.	Content loosely applied to life and ministry.	Insufficient application.
Theological Interaction	Agreement, disagreement, or confusion clearly articulated.	Agreement, disagreement, or confusion articulated.	Agreement, disagreement, or confusion somewhat articulated. 17	Agreement, disagreement, or confusion inadequately articulated.
Total	83			

Additional Comments: Joe Candidate, good work on this. I do think a bit more interaction about the theological position would be helpful. Rote agreement is not necessary, nor is stark opposition, but interaction can be very helpful. Still, good work.

Book Report Grading Rubric

CATEGORY	25-22	21-18	17-15	14-0
Summary	The book was excellently summarized.	The book was clearly summarized.	The book was summarized.	Inadequate summary.
Thinking Stimulated	Engaged interaction/ appraisal rather than restatement is present.	Good interaction or appraisal rather than restatement is present.	Some interaction or appraisal.	Interaction inadequate.
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Theological Interaction	Agreement, disagreement, or confusion clearly articulated.	Agreement, disagreement, or confusion articulated.	Agreement, disagreement, or confusion somewhat articulated.	Agreement, disagreement, or confusion inadequately articulated.
Total				

Additional Comments:



**God...
has appointed
a time for
every matter,
and for every
work.**

Ecclesiastes 3:17

TIME STUDY

A Time Study is to be completed once each year and reviewed with your ordination/consecration mentor. Sample on next page. Blank forms available on the district website at: cmawpa.org- Leadership tab- Pastors/Official Workers-Ordination/Consecration

SAMPLE TIME STUDY REPORT

Please note: All categories in the report below are **samples only**. Please adopt categories that will best describe key areas of your ministry areas and responsibilities.

SUMMARY REPORT OF TWO-WEEK TIME STUDY

(Dates of Study)

	DESCRIPTION	TOTAL HOURS
1.	Bible Reading/Devotional Time/Personal Prayer, etc. (not at services, meetings, small groups, on visits, etc.)	10
2.	Visitation & Personal Interaction	15
3.	Services (includes worship services, prayer meetings, small groups, missions conference services, etc.)	17
4.	Preparation for Services (includes study, music prep, set-up/take down, etc.)	10
5.	Meetings (includes Missions Committee, Board meetings, etc.)	12
6.	Preparation for Meetings (other prep and planning is included under #8 below)	2
7.	Phone Calls	4
8.	Paperwork/Reports/Budgets/Annual Review/Planning/Goals/Etc.	15
9.	Other (includes reading, research, email, ministerium, missions project, and ordination study)	22
10.	Family Time	
11.	Personal Recreation / Physical Exercise	

TOTAL HOURS (over two weeks) FOR MINISTRY + DEVOTIONS = 107 hours

TOTAL HOURS FOR MINISTRY = 97 hours

(excluding devotions, Bible reading, personal prayer, etc.)

TOTAL HOURS FOR FAMILY / PERSONAL RECREATION = 15

Special or unique events during this period include:

- ◆ Overnight board prayer/planning retreat – counted mostly under meetings
- ◆ Missions Festival – increased time for planning, services, and preparation for services
- ◆ Annual reports and budgets due
- ◆ Also during this time period, one vacation day was used.

Please answer the following: What did this time study reveal about the use of your time?

These questions may be helpful in providing your answer to the above:

- Does my use of time accurately reflect the mission of my church?
- Does the amount of time given to each area truly reflect my priorities of ministry?
- What areas do I need to allot more time for and which areas can I reduce my involvement to better reflect the priorities and mission of my ministry position? Are there “time consumers/wasters” that seem to keep reappearing? If so, how can I work to avoid them?
- Am I allowing time to work on long-term goals and projects instead of only concentrating on short term “tyranny of the urgent” items?

**To help you prepare for your
ordination/consecration exam, the following
Study Questions are provided**

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 was 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?

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?

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 missionary 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?