



THEALLIANCE

CHURCH
MINISTRIES

PASTOR'S HANDBOOK

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GUIDELINES FOR CANDIDATING

I thank Christ Jesus our Lord who has given me strength, that He considered me trustworthy, appointing me to His service. (1 Timothy 1:12 NIV)

A Word of Encouragement

Candidating . . . sounds a bit awesome, yet exciting. “From the stories I’ve heard anything can happen!” “The problem is that I want a place of ministry, yet not just any place.” “Do I have to go if I’m called?” “Do I dare ask about salary?” These comments and questions are just a few of the many issues you as a candidate will be facing. Be encouraged that many thousands have gone before you and survived. These guidelines have been prepared to assist you in these transitional days of your life. Be aware that we in Church Ministries and many others here at the National Office of The Christian and Missionary Alliance pray regularly for you as a candidate for ministry.

Remember that while there are procedures to follow and right and wrong ways to do things, ultimately it is God Himself who appoints us to His ministry. Your candidating is a very serious matter and should be preceded by much prayer. Our prayer for you is that churches will take note that “these men (and women) have been with Jesus.”

Candidating Procedures

The Process of Candidating

1. If you have been working with the Candidate Development Office and have become accredited, the Candidate Development Office will send an e-mail to selected district superintendents to let them know that you are accredited and available for placement. (Also, a candidate must follow Step 3.)
2. If you have been working with a specific district and have become accredited, the district will help you with placement in that district.
3. All newly accredited candidates who are interested in candidating in other districts must contact the district superintendents of those districts to let them know of the candidate’s interest for ministry.
 - a. Include a cover letter to explain your situation, time line, availability, and to request any further licensing criteria the district may have.
 - b. Enclose a resume—brief, professionally done, informative—with your name, address, current phone number, family data, job history, education, experience in ministry, and your vision for future ministry.
 - c. Present a statement of ministry. This should be a one-page, three-paragraph, selective description of past, present, and future ministry.

- Describe your ministry activities prior to college/seminary.
 - Describe your ministry activities while in college/seminary.
 - Describe the ministry activities you most look forward to in the future.
- d. After the initial contact has been made and your resume is in their hands, a phone call reminds them of your availability. Don't be a pest, but be persistent.
- e. Seek ways to visit in person with the district superintendent.
- Attend nearby District Conferences.
 - Attend General Council (especially the candidate reception).
 - Plan to stop for a visit at the district office while on vacation with your family or make a special trip.
 - Find out when the district superintendent will be in your area and set up an appointment.

Preparing to Candidate

1. Always work through the district superintendent.
 - He knows the churches and church leaders in his district.
 - He will get to know you and where you might best fit.
 - He will be able to coach you through the candidating process.
 - In the C&MA, the church governance authority calls and the district superintendent appoints the pastor.
2. The district superintendent may present you with a candidating opportunity.
3. Carefully, prayerfully, and wisely consider every invitation. Feel free to ask questions of the district superintendent who will be your greatest source of information and assistance. Get the information you need, evaluate the situation, pray about it, and decide as soon as possible.
4. After candidating and when a call is extended, take time to come to a clear sense of conviction to accept or decline. Unless there are extenuating circumstances, you should respond within a seven-day period.
5. Inform the district superintendent (not the church) of your decision as soon as possible.
6. Should you be contacted directly by a church, you should ask the church to contact the appropriate district superintendent to arrange candidating opportunities.
7. Be sure to define any specific parameters or conditions to the district superintendent well ahead of time such as salary minimum, medical requirements, etc.

The Candidating Event

1. Sensitivity to the will of God in your life and the life of the congregation is paramount!
2. Details of scheduling, travel arrangements, and logistics for your stay will be made with the district superintendent or a governance authority representative from the church. This is best done at least two weeks prior to the candidating event.
3. Prepare
 - Spiritual readiness—have a consistent, relational quiet time with the Lord.
 - Skill sharpening—prepare your message, prepare your questions, and fine-tune your people skills.
 - Knowledge base—know as much as you can about the area, the city, and the church: its origins, its leadership, its history, its vision, and its attitude.
4. Interview time! They want to get to know you. You have been accredited and approved for candidating by the National Office and/or your district. Now the church simply wants to understand for themselves who you are and how you will fit into the ministry God has built in their community. Be real! Be prepared to talk about:
 - Your conversion
 - Your call to ministry
 - The affirmations of your call
 - Your relationship with the Holy Spirit
 - Your relationship with your spouse (if applicable)
 - Your priorities in ministry
 - Your expectations in ministry activities

Think through what their questions might be.

Think through what your questions might be:

- Do they consider their church a healthy, growing church?
- How many people have come to Christ in the last year?
- What is their commitment to world missions?
- How many young people have gone into ministry from this church?
- What do they want to accomplish in the next ten years?

What information do you need to help in your decision? When appropriate, these questions may be asked of the district superintendent or the church governance authority.

- What is the financial commitment for outreach?
- What is the provision for the pastor and family—moving, housing, utilities, insurance, ministry transportation, etc.?
- Ask for annual reports including the pastor's report for the last three years.
- Ask for church attendance figures for the last three years.

Final tips!

- If married, bring your spouse. Do not bring your children without an invitation.
- Arrive early to drive around the neighborhood.
- Relax and enjoy yourself!

FUND-RAISING ACROSS DISTRICTS

A church is only allowed to solicit churches in a given district by first doing the following:

1. Secure the permission of their district superintendent (DS) and their District Executive Committee (DEXCOM.)
2. Secure the permission of any DS and DEXCOM from whom they intend to solicit funds.

It is understood that, given the restrictive guidelines above, these requests will be rare and are highly discouraged.

GUIDELINES FOR WEDDING CEREMONIES

Preamble

The C&MA *Statement on Human Sexuality* (*Manual of The C&MA*, Section H) affirms the traditional Christian and biblical understanding of marriage as a monogamous, covenantal relationship between a man and a woman in which sexual relationships are recognized as both morally pure and good. It also insists upon scriptural prohibitions of homosexual relationships, recognizing them to be a misrepresentation of God's creative intent for human beings who are made in His image. Homosexual conduct is incompatible with biblically faithful Christian teaching. Because of these commitments to God's Holy Word, the *Statement on Marriage, Divorce, and Remarriage* states: "In no case ought any person to enter into any so-called 'marriage' with a person of the same sex."

The Christian and Missionary Alliance encourages its churches and members to treat persons who engage in homosexual conduct and/or relationships with compassion and to extend the gospel of repentance, forgiveness, and transformation through Jesus Christ to such persons without reservation.

Civil Responsibility

1. Laws governing civil authorization to perform marriage ceremonies vary from state to state. Every pastor should make certain that he is in compliance with civil requirements authorizing the performance of a wedding ceremony. Such authorization generally requires the pastor to establish that he is licensed by a religious institution. Usually an ordination certificate or the listing of the pastor's name in the *Official Directory and Prayer Guide of The Christian and Missionary Alliance* is sufficient.
2. It is the responsibility of the couple declaring their intention to marry to secure a valid marriage license from the appropriate civil authority.

3. A “Certificate of Marriage” should be secured, completed by the pastor and the required persons, and then given to the couple.
4. The marriage license must be completed by the pastor and returned to the proper civil office within the time limit specified by the state.

Pastoral Responsibility

1. The pastor is urged to conduct an initial interview with the couple to ascertain the spiritual life of both bride and groom in keeping with 2 Corinthians 6:14, and the appropriateness of participation of the pastor and the church in the proposed wedding ceremony.
2. It is the responsibility of the pastor to insure that premarital counseling sessions are conducted to assist the couple in spiritual, intellectual, psychological, economic, and social adjustments.
3. The pastor shall give guidance to the couple concerning the marriage ceremony as to its meaning and significance as a Christian service and to the proper procedural form of the ceremony.
4. The pastor shall seek opportunity to offer prayer and counsel to the parents as to their acceptance of in-laws and as to their new role in relationship to the bride and groom.
5. The pastor shall not perform a wedding ceremony in conflict with the instructional *Statement on Marriage–Divorce–Remarriage* (see *Manual of the C&MA*, Section H).

Ecclesiastical Responsibility

1. The local church through its appropriate authorities shall provide regulations governing the use of the church facilities for wedding ceremonies and for receptions.
2. Elders are urged to consider carefully the instructional “Statement on Marriage–Divorce–Remarriage” (*Manual of The C&MA*, Section H) and to adopt a local church policy consistent with the statement. Such a policy should include matters relating to marriage, divorce, remarriage, ministry, and discipline of those who violate the scriptural teaching. A copy of such policy shall be filed in each district office.
3. The remarriage of divorced persons may be considered by a licensed pastor in consultation with the elders, provided the divorce was based on scriptural grounds. The pastor may make use of the forms found below to guide the process of considering remarriage after divorce.

Request for Marriage Ceremony

TO BE ANSWERED BY GROOM:

Full Name: _____

Address: _____

Phone: #s _____

Age: _____ Occupation: _____

Have you been divorced? _____ Widowed? _____

Where do you have your church membership? _____

How long have you known the bride? _____

Do you have a personal relationship with Jesus Christ? Please describe:

TO BE ANSWERED BY BRIDE:

Full Name: _____

Address: _____

Phone #s: _____

Age: _____ Occupation: _____

Have you been divorced? _____ Widowed? _____

Where do you have your church membership? _____

How long have you known the groom? _____

Do you have a personal relationship with Jesus Christ? Please describe:

Application for Remarriage

Name: _____

Address: _____

How long were you married? _____ Date of divorce: _____

List children by previous marriage:

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

What impact will the proposed marriage have on your children from the former marriage? _____

What is the basis for your remarriage as it relates to your commitment to Christ?

How do you scripturally justify your remarriage? _____

It is understood that several marital counseling sessions shall be held prior to any remarriage. At some point in the early counseling sessions a decision will be made as to the pastor's availability to perform the marriage ceremony.

(Please attach copy of dissolution or annulment papers as prepared by a civil court.)

Form 3

MINISTRY COMPETENCY PROFILE GUIDELINES

Becoming/Developing Spirit-Empowered, Disciplemaking Church Leaders

Entering into effective disciplemaking ministry is not an option. But how we measure the effectiveness our disciplemaking efforts is not an easy endeavor. Below are a series of matrixes that can aid you in evaluation. Perhaps the first way to use these is for self-evaluation. Once you have used them for a monthly or quarterly cycle, you will make personal modifications. Then you may want to ask the elders to evaluate you based on your modified criteria. After doing that for a few cycles you may want to ask them to repeat the cycle and do personal self-evaluation and then adopt it at the ministry leader level, etc. These are aids—NOT mandates. But please, DO evaluate the effectiveness of your disciplemaking activity.

Key Result Area #1: GREAT COMMANDMENT LIVING

Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: 'Love your neighbor as yourself.' There is no commandment greater than these. (Mark 12:30–31 NIV).

Passion for God (Character)		
God calls disciplemaking leaders to be led more by Jesus, knowing Him and exalting Him.	<u>Heart</u> that pursues God in worship and prayer	⇒ Is evidencing an intimate walk with God ⇒ Shows an appreciation for different expressions of spirituality/spiritual disciplines ⇒ Practices God's presence through meditation, prayer, etc.
	<u>Soul</u> that is filled, led, and empowered by God's Spirit	⇒ Is experiencing Christ as Savior, Sanctifier, Healer, and is expecting Him as coming King ⇒ Is being empowered for life and ministry by the Holy Spirit
	<u>Mind</u> that is being transformed by God's Word	⇒ Is expressing the mind of Christ in thought, response, and action ⇒ Has a biblical worldview ⇒ Is integrating the Word of God into everyday life
	<u>Body</u> that is dedicated to God in purity	⇒ Is pursuing and practicing personal holiness and physical purity

Passion for People (Community)
Vital relationships with:

<p align="center">God calls disciplemaking leaders to lead more like Jesus, modeling and enabling His people to be a community demonstrating Christ-like love.</p>	<p>Self and God</p>	<ul style="list-style-type: none"> ⇒ Is able to separate personhood from ministry performance ⇒ Is integrating a Christ-centered personal identity into life and ministry ⇒ Practices consistent application of biblical “one anothers” in his/her life ⇒ Has a sense of humor and perspective; doesn’t take life or self too seriously ⇒ Can identify his/her talent/gift mix that is unique to him/her that is not just test-based, but experience-rooted ⇒ Appreciates and affirms the talents and gifts of others ⇒ Understands that Christianity is lived out in community and is learning it is safe to trust other people ⇒ Is a life-long learner, open to listen and receive from others
	<p>Those who have yet to meet Christ</p>	<ul style="list-style-type: none"> ⇒ Intercedes for lost people ⇒ Reflects biblically and relationally on outreach ⇒ Is a friend of sinners; demonstrates an active love for his/her neighbors ⇒ Has a passion for winning lost people ⇒ Is a capable personal witness ⇒ Can relate the scriptures to his/her target audience in relevant ways ⇒ Is accepting of, but not approving of, diverse points of view and beliefs
	<p>Family</p>	<ul style="list-style-type: none"> ⇒ Leads and shepherds his/her family with Christ-like love and leadership ⇒ Is a disciplemaker in his/her home as a priority of life and ministry ⇒ Models Christlikeness in marriage or in singleness ⇒ Has a network of friends who ask the tough questions and keep him/her accountable and growing
	<p>Believers</p>	<ul style="list-style-type: none"> ⇒ Enjoys and relates effectively to people of all ages ⇒ Intercedes for and prays for others consistently ⇒ Is appreciative and accepting of diverse views, forms, and styles

Key Result Area #2: GREAT COMMISSION LEADERSHIP

Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age (Matthew 28:19–20 NIV).

COMPETENCIES		
<p>God calls disciple-making leaders to lead more to Jesus, empowering followers to serve His mission purposes in our generation.</p>	<p>Life Focus</p>	<ul style="list-style-type: none"> ⇒ Gives evidence of being called by God, and this call is being confirmed by the church ⇒ Has developed a personal values/mission statement ⇒ Sets and revises personal goals according to an adopted plan ⇒ Uses his/her resources to advance God's purposes
	<p>Local Church Disciplemaker</p>	<ul style="list-style-type: none"> ⇒ Effectively installs a system of church-ministry priorities that produces people who can make disciples—who can make disciples ⇒ Models, trains, and mobilizes people for outreach ⇒ Preaches evangelistically ⇒ Uses creative/contextualized approaches to outreach ⇒ Grows ministry by multiplication, not just addition
	<p>National and International Church Planting</p>	<ul style="list-style-type: none"> ⇒ Aware of and communicates what God is doing worldwide ⇒ Has a heart for church planting among underevangelized and unreached people groups ⇒ Mobilizes people and resources for involvement in national and international church planting

	Transformational Leadership	<ul style="list-style-type: none"> ⇒ Can articulate and demonstrate a Christ-centered, disciplemaking philosophy of ministry ⇒ Understands the biblical perspectives on God’s people and empowers people for ministry ⇒ Is assisting a congregation in fulfilling the Great Commission in an area or language group ⇒ Can develop, communicate, and implement shared vision ⇒ Is committed to taking risks, facing hardship, handling loneliness to multiply ministers and ministries ⇒ Is able to lead change ethically, responsibly, and graciously ⇒
	Ministry Management	<ul style="list-style-type: none"> ⇒ Is establishing priorities for self and ministry ⇒ Is learning to strategize, plan, organize, budget, control, and evaluate ⇒ Is effectively using new technology in ministry ⇒ Models and instructs in stewardship principles ⇒ Is exercising church discipline as a normal part of church life
	Team Building	<ul style="list-style-type: none"> ⇒ Demonstrates effective strategies for decision-making/problem-solving and trouble-shooting ⇒ Is proactive in handling conflict constructively that leads toward reconciliation ⇒ Knows how to staff, build empowered ministry teams, and sustain positive working relationships
	Cultural Awareness	<ul style="list-style-type: none"> ⇒ Is aware of the trends in culture and the world ⇒ Is aware of tensions between the gospel and culture; knows the difference between form and function ⇒ Can study the community and then shape the church or ministry to fit the target audience ⇒ Understands and appreciates people of other cultures ⇒ Is committed to developing racial partnerships in his/her own life and in ministry programs

	Social Compassion	<ul style="list-style-type: none"> ⇒ Leads people to compassion ministries ⇒ Personally ministers to those in need ⇒ Is able to assess areas of brokenness ⇒ Has the ability to provide basic counsel to help families/individuals to move from brokenness to wholeness
	Communicator of Truth for Life	<ul style="list-style-type: none"> ⇒ Preaches and teaches the whole truth of God's Word for life change under the power of the Holy Spirit ⇒ Communicates adequately in written/oral conversations ⇒ Has the necessary skills and knowledge to answer the question, "What does the Bible say about . . . ?" ⇒ Speaks the truth in love in all relationships and contexts
	Kingdom Perspective	<ul style="list-style-type: none"> ⇒ Is an effective worker first, and out of that is emerging as an effective leader ⇒ Uses gifts, talents, and motives for the advancement of the Kingdom ⇒ Partners with other evangelical ministries ⇒ Enjoys worshipping and serving God with His people—all of His people