

## E3

### UNIFORM POLICY ON LICENSING AND CERTIFICATION

#### PREAMBLE

It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up ... (Ephesians 4:11,12). *No one takes this honor upon himself; he must be called by God, just as Aaron was* (Hebrews 5:4).

Persons appointed to vocational Christian ministry are regarded with honor and respect by the Church. They must know God has called them to serve Him and that he has equipped them with appropriate gifts. Both God's calling and His gifting for service must be affirmed by the Church. The devotion, character, lifestyle, and values of the person who is called to serve Christ and His people must demonstrate the reality of their commitment to the Lord and to His Word.

The purpose of this Uniform Policy is to establish the means by which such persons may be recognized for ministry by the churches of The Christian and Missionary Alliance (C&MA) and commended to the larger community of faith. It establishes Orders of Ministry, the requirements for each, and the means by which persons who wish to serve our Lord in such a capacity within the C&MA may apply to do so.

All persons who apply to be licensed as an official worker (see B1, Definition of an Official Worker) with The Christian and Missionary Alliance (C&MA), or to be recognized with a certificate for ministry, will adhere to this Uniform Policy.

#### I. ORDERS OF MINISTRY

The Christian and Missionary Alliance shall distinguish two Orders of Ministry within its churches. Official workers, who are *licensed*, are recognized as clergy and serve in positions dedicated to preaching and teaching the Word of God, administering ordinances, and leading the church to walk in the fullness of Christ and to fulfill the Great Commission worldwide. Persons who are granted *certificates* for ministry are authorized to fulfill a variety of vocational functions within the church that contribute to same ends, but which do not include the same clergy responsibilities.

All official worker *licenses*, except those issued to National Office personnel, national evangelists, and federal chaplains, will be issued by the district superintendent where the person serves, or to which he/she is applying for service, upon approval of that district's Licensing, Ordination and Consecration Council (LO&CC). The LO&CC will be constituted according to the Uniform Constitution for Districts of The Christian and Missionary Alliance (see A4, Article II, Section 5).

All *certificates*, except those issued to National Office personnel, will be issued and/or approved by the district superintendent where the worker serves, or to which he/she is applying for service, after consultation with the pastor and elders of the church where the applicant maintains membership. The district superintendent shall report the names of all persons holding certificates to the LO&CC on an annual basis.

Licenses and/or certificates will be issued for the following Orders of church ministry. Licensed official workers are considered to be clergy and may qualify for “clergy privileges” under U.S. Internal Revenue Service regulations.

**A. Licensed Official Workers**

1. Ordained Official Worker
2. Consecrated Official Worker
3. Provisional Official Worker
4. Church Ministry Worker
5. Lay Ministry Worker

**B. Certified Workers**

1. Apprentice Ministry Certificate
2. Vocational Ministry Certificate
3. Christian Worker Certificate

For the purposes of this Uniform Policy, “ordination” refers to a male official worker who has been publically set apart for pastoral ministry, and who is therefore recognized as a teaching elder within the C&MA. The term “consecration” similarly refers to a woman who has been publically set apart for ministry. However, women who have been publically consecrated are not recognized as elders.

## **II. TYPES OF OFFICIAL WORKER LICENSE**

**A. Ordained Official Worker License**

1. **Description:** An Ordained Official Worker License may be issued to men who are appointed by the district superintendent to serve in pastoral and other related ministries which have as a primary responsibility preaching and teaching the Word of God, administering ordinances, and leading the church. In addition to pastor and/or senior pastor positions, such ministries may include national and district evangelists, workers in educational institutions, federal and institutional chaplains, retired personnel, men assigned to special ministries, and those who are unassigned or who have been granted an approved leave of absence.
2. **Requirements:** An ordained official worker must meet all the General and Academic Requirements for licensing as outlined in this Policy. He shall first be licensed as a Provisional Official Worker for a minimum period of two years, during which time he shall fulfill all requirements for ordination as outlined in the Uniform Policy for Ordination found in the *Manual of the C&MA* (E4).

3. **Privileges:** Within the polity of the C&MA, and in conformity with the Statement of Church Government (General Council 1981), men who are issued this 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. Ordained and licensed personnel are entitled to be accredited delegates to General Council and District Conference. Ordained men are regarded as teaching elders of the church.

#### B. Consecrated Official Worker License

1. **Description:** A Consecrated Official Worker License may be issued to women who are appointed by the district superintendent to serve in church and other related ministries (except for that of pastor and/or senior pastor) which include preaching and teaching the Word of God and administering the ordinances under the oversight of elders and/or an ordained official worker, and providing leadership to the church and its ministries. In addition to local church ministries, such service may include national and district evangelists, workers in educational institutions, federal and institutional chaplains, retired personnel, women assigned to special ministries, and those who are unassigned or who have been granted an approved leave of absence.
2. **Requirements:** A consecrated official worker must meet all the General and Academic Requirements for licensing as outlined in this Policy. She shall first be licensed as a Provisional Official Worker for a minimum period of two years, during which time she shall fulfill all requirements for consecration as outlined in the Uniform Policy for Consecration found in the *Manual of the C&MA* (E5).
3. **Privileges:** Within the polity of the C&MA, and in conformity with the Statement of Church Government (General Council 1981), women who are issued this license are considered to be spiritual leaders having certain rights and privileges including but not limited to the authority to administer the ordinances and conduct worship services, under the oversight of elders and/or an ordained official worker, and perform service(s) in the control, conduct, and maintenance of designated entities of the C&MA. Women who are consecrated for public ministry may not be appointed to an office which involves elder authority. Consecrated and licensed personnel are entitled to be accredited delegates to General Council and District Conference.

#### C. Provisional Official Worker License

1. **Purpose:** The Provisional Official Worker License shall be issued as a preparatory license. It is intended to provide opportunity for mentoring by experienced pastors, for the development of skills in ministry and church leadership, and demonstration of Christian character for persons who are called to serve the church in ordained or

consecrated ministry. It may also be issued to individuals who are required to fulfill additional educational qualifications as a prerequisite, in order to fulfill all requirements for ordination or consecration as outlined in the Policies of the *C&MA Manual* (E4 and E5).

2. **Description:** A Provisional Official Worker License may be issued to either men or women who are appointed by the district superintendent to serve in pastoral ministries and provide leadership to the church. It shall be issued for a minimum of two consecutive years during which time the provisional official worker must work to fulfill requirements for ordination/consecration. The maximum number of years that a person may be licensed as a provisional official worker may be determined as thought prudent by the district LO&CC.
3. **Requirements:** This license may be granted to persons who are able to articulate a sense of God's call to ordained/consecrated ministry. They must fulfill both the General and Academic requirements for licensing as found in this Policy or be enrolled in an approved program of theological education in order to fulfill academic requirements as stated in this Policy. They must continue to work toward fulfillment of the requirements for ordination/consecration as outlined in the *Manual of the C&MA* under the supervision of the district superintendent and the district LO&CC.
4. **Privileges:** Within the polity of the C&MA, and in conformity with the Statement of Church Government (General Council 1981), persons who are issued this license are considered to be spiritual leaders having certain rights and privileges including but not limited to the authority to administer the ordinances and conduct worship services under the oversight of ordained and/or consecrated official workers, and perform service (s) in the control, conduct, and maintenance of designated entities of the C&MA. Provisionally licensed official workers are entitled to be accredited delegates to General Council and District Conference. Men who have been granted this are not considered to be elders. When circumstances warrant, men who are provisionally licensed may be appointed by the district superintendent to act as an elder and serve as chairman of the church governance authority.

#### D. 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.

#### E. Lay Ministry Worker License

1. **Description:** A lay ministry worker license may be issued to persons who are secularly employed or retired, and who are appointed by the district superintendent to give leadership to a church or ministry conducted under the auspices of the district.
2. **Requirements:** Lay ministry workers must fulfill the General Requirements for licensing found in the Policy and such Academic requirements as determined prudent by the district superintendent and the district LO&CC. They must be members of the congregation to which they are assigned ministry.
3. **Privileges:** Within the polity of the C&MA, persons who are issued a lay 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 auspices of the district superintendent. They are entitled to be accredited delegates to General Council and District Conference. Men who hold this license are considered to be elders when elected as such by the local church or when appointed to fulfill that role by the district superintendent.

### III. REQUIREMENTS FOR LICENSING

- A. **General Requirements:** All persons who are seeking to fulfill a call from God to vocational ministry with The Christian and Missionary Alliance must complete an

Application for Alliance Ministry, including the Doctrinal Questionnaire. After all required documents have been submitted to the district superintendent (or as appropriate, to the Candidate Development Office [CDO]); an interview will be scheduled to determine eligibility for licensing as an official worker. Candidates for licensed ministry will be assessed in the light of the following:

1. Ability to articulate a divine call to serve God in vocational Christian ministry.
2. Consistency in the exercise of spiritual disciplines such as prayer, worship, personal devotions, and the study and application of God's Word to daily life.
3. Relational and emotional health and maturity, including family relationships.
4. Passion to share the gospel with lost men and women, and an ability to motivate and train others to do the same.
5. Working knowledge of the Bible, biblical interpretation, biblical and pastoral theology, and Great Commission ministry.
6. Understanding of and commitment to the mission, vision, core values, and distinctives of the C&MA, and willingness to submit to constituted authority as defined by the Board of Directors of the C&MA.
7. Comply with the intent of the *Statement on Lifestyle and Conduct of C&MA Official Workers* in the *LO&CC Handbook*.

Candidates for licensed ministry will be required to demonstrate their knowledge of biblical content by successfully completing a written examination. All licensed workers are required to maintain current active membership in an accredited C&MA church, or a church formally affiliated with the C&MA. All licensed workers shall participate in the worldwide work of the C&MA by contributing financially to the support of C&MA Great Commission Ministries. Exceptions to these requirements may be made only upon approval of the district superintendent and the district LO&CC.

- B. **Academic Requirements:** All persons who seek to be licensed as official workers must have a minimum of thirty (30) semester credit hours of study in Bible, theology, and ministry with a minimum of 18 of these credits being in Bible and/or theology from an Alliance college or graduate school or a fully accredited graduate or undergraduate institution which affirms the authority of Scripture as the only rule of Christian faith and practice. The district LO&CC has the authority to waive or adjust these academic requirements when applicants for licensed ministry demonstrate an equivalent level of academic training in biblical, theological, and practical preparation for ministry. This academic requirement may be fulfilled through alternative study programs which offer a program of study equivalent to 30 semester credit hours of academic study in Bible, theology, and ministry and that are approved by Church Ministries.
- C. **Alliance Polity:** All candidates for licensed ministry must provide evidence that they have successfully completed a course in Alliance Polity and distinctives as approved by Church Ministries.

## IV. PROCEDURES

- A. **Making Application for Alliance Ministry:** College or seminary students in their senior year may submit their completed Application for Alliance Ministry and Doctrinal Questionnaire directly to the director for Candidate Development at the C&MA National Office (CDO), or to the district superintendent of the district in which the college/seminary they attend is located, or the district in which they desire to minister. All other applicants must submit their applications to the district superintendent in the district in which they intend to minister.
- B. **Assessment Interview:** Upon receiving the completed Application for Alliance Ministry and Doctrinal Questionnaire from an applicant, the Office of Candidate Development (CDO) or the district superintendent will arrange for an assessment interview. If the applicant is married, the spouse is also expected to participate in the interview. Applicants who are approved by the CDO or LO&CC are eligible for placement in ministry with the C&MA. An appropriate official worker license will be issued only upon appointment to a place of ministry by the district superintendent. An approved candidate for placement will have up to two years from the date of his/her approval to find placement through the district superintendent, after that time candidates may be subject to re-interview at the discretion of the superintendent and the Licensing, Ordination and Consecration Council (LO&CC).
- C. **Transfer from another Denomination:** Persons seeking ministry in the C&MA who have been previously licensed and/or ordained or consecrated by another recognized Christian denomination or by an independent or non-denominational church body, must fulfill the General and Academic requirements for licensing as an official worker. They may apply to serve with the C&MA as follows:
1. Submit a completed Application for Alliance Ministry and a Doctrinal Questionnaire to the district superintendent of the district in which they seek to serve.
  2. Provide a copy of their service history and ordination/consecration certificate from the ordaining body.
  3. Commit to the mission, vision, core values and distinctives of the C&MA and indicate their willingness to submit to constituted authority as defined by the Board of Directors of the C&MA.
  4. Secure approval of the LO&CC through an assessment interview to determine suitability for their intended ministry role and their understanding and agreement with the doctrinal distinctives, history, and polity of the C&MA.
  5. Complete a course in Alliance Polity and distinctives as approved by Church Ministries. The LO&CC may require additional readings or papers at its discretion.

Everyone who transfers to Alliance ministry from another denomination is required to attend a New Official Workers Forum provided by Church Ministries or the district in which they are licensed, as a condition of licensing.

The LO&CC shall determine if an applicant who has been ordained by another recognized body meets qualifications for ordination/consecration in the C&MA by means of an oral examination. If so, the LO&CC may sustain the actions of the former body to ordain/consecrate the individual and issue an appropriate certificate indicating that the ordination/consecration has been sustained by the C&MA. Individuals who have not been ordained or consecrated previously shall be issued a provisional official worker license if they intend to pursue ordained or consecrated ministry with the C&MA. If they do not intend to do so, they may be issued a Church Ministry Worker license.

- D. Persons Ordained by C&MA National Churches outside the United States:** Men who have been ordained by another C&MA national church may be licensed as ordained official workers upon their placement in local church ministry by the district superintendent and upon providing documentation of their ordination. Their ordination may be recognized after the Licensing, Ordination, and Consecration Council has determined that they have met suitable requirements for ordination by the C&MA in the United States and have completed the Alliance Polity Course. Women who have been ordained or consecrated by another C&MA national church may be licensed as consecrated official workers upon their placement by the district superintendent and upon providing documentation of their ordination or consecration. Their ordination/consecration need not be sustained. Women may be recognized as Consecrated Official Workers after the Licensing, Ordination, and Consecration Council has determined that they have met suitable requirements for consecration by the C&MA in the United States and have completed the Alliance Polity Course.
- E. Divorce and Remarriage:** The C&MA does not license persons who have been divorced and remarried, except when the divorce was prior to conversion or when there were sufficient biblical grounds. Individuals who have been divorced and remarried within these conditions may be eligible to serve as licensed official workers (General Bylaws, Article XII, Section 12.2). Following a preliminary interview with the district's superintendent, and upon his recommendation, applicants for licensed ministry who have been divorced and remarried, or whose spouse has been divorced, may appeal to the district License, Ordination, and Consecration Council for a review of conditions, to determine if they meet the guidelines adopted by the Board of Directors of the C&MA. If approved, the candidate may continue the licensing process through the district LO&CC.
- F. Renewal of License:** All licenses are issued for one year, beginning January 1 of each year and ending December 31, and are subject to suspension and/or revocation as outlined in Section VI of the Policy (see also E8, Uniform Policy on Discipline, Restoration, and Appeal). Persons who are licensed following January 1 each year will receive a license for the months remaining in the year.



The district superintendent will provide the LO&CC with a current list of licensed official workers in the district before the end of each calendar year along with a recommendation to renew the license as appropriate. A written explanation of cause will be provided for those circumstances in which renewal is not recommended. A copy of the explanation will also be provided to the person for whom a renewal has not been recommended. This notification must include notice of the worker's right to appeal the decision.

Workers who are not reissued a license/certification may make an appeal for review of the decision and reinstatement of the license to the vice president for Church Ministries, or to his designee, within 30 days of receipt of the notification. The vice president's decision will be final.

## V. SPECIAL CLASSIFICATIONS

- A. **Evangelists:** The C&MA recognizes the call of God to some for evangelistic ministry outside the confines of a local church. Licensed official workers who are ordained or consecrated may be assigned to evangelistic ministry at either a district or national level. National and district evangelists shall submit an annual ministry report to the vice president for Church Ministries or district superintendent as appropriate.
1. **District Evangelists:** Upon approval of the LO&CC, the district superintendent may issue an appropriate official worker license to any qualified evangelist residing in the district who commits a majority of their time to such evangelistic ministry.
  2. **National Evangelists:** The vice president for Church Ministries may recommend to the Board of Directors the names of persons who are in an official relationship with the C&MA and whose field of service is national or international, to be licensed as national evangelists.
- B. **Workers Serving in Non-Alliance Churches:** Persons who are serving in non-Alliance churches may be issued an official worker license provided the church in which they are serving is in compliance with the *Manual of The Christian and Missionary Alliance* (E9, Article V), or the worker actively participates in the work of the district as defined by the district LO&CC. Licenses may not be issued to individuals who hold current licenses with another denomination.
- C. **Workers in C&MA Educational Institutions:** Persons who are administrative officers of official Christian and Missionary Alliance post-secondary educational institutions, or whose primary teaching position in those institutions is within the area of Bible, theology, pastoral ministry, missiology, worship, sacred music, discipling ministries, or related disciplines, and who meet the General and Academic requirements for licensing, and are recommended by the president of the institution, and who are members of a Christian and Missionary Alliance church, may be licensed as official workers.

**D. Chaplains.****1. Federal:**

- (a) Alliance personnel desiring national endorsement for reserve or active duty military, Veterans Affairs, or federal prison chaplain ministry must have first been licensed as an Alliance official worker, have served a minimum of two years in a local church ministry, and have completed the prescribed ordination/consecration process. They also must meet the minimum requirements established by the Department of Defense and/or the Federal Bureau of Prisons for chaplain ministry.
- (b) At any time following fulfillment of the above requirements, an application for endorsement may be submitted to the denominational federal endorser for consideration.
- (c) Once the endorsement process is complete and the chaplain is accepted for a federal assignment, the denominational federal endorser may license the person as an official worker-military chaplain or official worker-prison chaplain. The chaplain will be responsible to the federal endorser for all matters of license, discipline, appeal, chaplain functions, and employment relationships. The chaplain also will attend General Council as often as his/her responsibilities will permit, file required reports, and perform other duties as required by the endorser. Federal chaplains are accredited delegates to General Council and to the District Conference of the district in which they reside.
- (d) Initial and continued endorsement is contingent upon satisfactory service to the federal agency concerned and regular participation in the denominational endorsement cost-sharing plan.

**2. Non-Federal:**

- (a) Licensed official workers who desire to serve voluntarily in non-federal chaplain ministries in addition to their regularly appointed ministry, and who do not need additional professional certification, may be approved by a district LO&CC for chaplaincy ministry. Those official workers who must fulfill professional certification may be licensed as chaplains only upon giving evidence that such certification has been secured. All persons licensed and appointed to district chaplaincy ministry shall be reported to Church Ministries.
- (b) Official workers who are seeking to be licensed to either full-time or part-time ministry (paid or unpaid) as a non-federal institutional chaplain, and who are also required by the institution to fulfill requirements for professional certification may be licensed and endorsed by the district on behalf of the C&MA after completing the necessary requirements and consulting with Church Ministries. Individuals who are licensed to serve in non-federal

institutions that require national denominational endorsement in lieu of or in addition to district endorsement, may be issued a letter of endorsement by Church Ministries after they have been approved for licensing by the district LO&CC and fulfilled the necessary requirements as determined by the National Office. Church Ministries shall issue a letter of endorsement to the appropriate institution as necessary, a copy of which shall be included in the worker's service records.

- (c) Official workers who are assigned to non-federal chaplaincy ministry are responsible to the district superintendent of the district issuing the official worker license and, when denominational endorsement is given, to Church Ministries. Non-federal chaplains shall attend General Council and District Conference as accredited delegates as often as his/her responsibilities will permit. They shall file reports, participate in district continuing education, and perform other duties as required by the superintendent consistent with the availability of time by his/her employer.
  - (d) A Christian Worker Certificate can be issued to Alliance church members who are seeking to serve as a non-licensed person in a volunteer chaplaincy ministry of the local church.
- E. **Unassigned Workers:** With the approval of the LO&CC, persons who are licensed as official workers, and who are not currently appointed to a place of ministry, may be issued an official worker license and designated "Unassigned," for the balance of the current calendar year and one additional year. No further extension of time will be granted except by recommendation of the district superintendent and approval of the LO&CC and the District Executive Committee (DEXCOM).
- F. **College/Seminary Students:** Students enrolled in college or seminary-level ministerial programs may be issued a provisional official worker license providing they have been appointed to serve as pastors or staff members in full or part-time ministry positions, and have expressed a desire to enter ordained or consecrated ministry with the C&MA. Individuals in internship programs of less than nine months do not qualify for licensing. Persons who have been granted a provisional official worker license before completing the required thirty (30) hours of study in Bible, theology and ministry, shall be interviewed at the end of their studies to re-assess readiness and qualifications for ministry in the C&MA.
- G. **Ministerial Study Program Students:** Individuals who otherwise qualify for licensing as an official worker and who have not completed a minimum of thirty (30) hours of study in Bible, theology, and ministry, may be issued a provisional official worker license upon acceptance as a student in the Ministerial Study Program (MSP) provided by Church Ministries on condition that they intend to pursue ordained or consecrated ministry. Persons who intend to serve as Church Ministry Workers may be issued an appropriate license conditioned upon their acceptance as a student in the MSP. Workers who are enrolled in the MSP must maintain active enrollment in order to

retain their status as a licensed official worker. The district superintendent will appoint a mentor to work with the licensed worker during the time they are enrolled as an MSP student. The mentor may also serve as the LO&CC sponsor (see E4 and E5). MSP students shall be expected to complete the academic requirements for licensing within the time limits set by this policy for licensing as a provisional worker (II, C, 2).

- H. **Special Assignment:** Persons holding an official worker license who serve in ministries not included in the above categories may be issued an appropriate official worker license by the district in which they minister that indicates the nature of their special assignment, provided they continue to actively participate as an official worker in the district as determined by the LO&CC.
- I. **Permanently Disabled Official Workers:** Licensed official workers who become permanently disabled, or their legal representatives, may apply to the LO&CC for continued licensing as an official worker. Documentation of the disabling condition must be provided.
- J. **Retired Workers:**
1. Individuals who have served a minimum of five continuous years as an active licensed official worker immediately prior to retirement, shall qualify for a Retired Official Worker license, provided they continue to meet the general requirements for an Official Worker license (Article III, Section A).
  2. Retired workers will be issued an official worker license, appropriate to the license they held while serving in active ministry, by the district in which they reside. The Retired Official Worker license shall indicate only the date upon which retirement began and shall be considered valid for a period of five years unless revoked by the district in consultation with the National Office or until the worker returns to active ministry, whether full-time or part-time, or is deceased. The district LO&CC may require a current background check before authorizing renewal of the license. It is the responsibility of the retired worker to inform the respective district office of their current place of residence. Licensed official workers may be considered eligible for retirement upon reaching the age of 62 years. Official workers may not receive a Retired Official Worker License if they conclude ministry while they are licensed as a Provisional Official Worker license.
- K. **Minister-at-Large:** Retired official workers, who are actively engaged in widely recognized ministry beyond the confines of a single district, may be assigned as “Minister-at-large” and issued an appropriate official worker license by the vice president for Church Ministries upon approval by the Board of Directors. The title and the license are honorary.
- L. **Leave of Absence**
1. Licensed official workers may be granted leave of absence for a period of one year. Leave of absence may be renewed on an annual basis upon approval of the

LO&CC. Licensed official workers on leave of absence shall not receive service recognition for the duration of the leave, nor shall time on leave of absence be credited toward the requirements for ordination or consecration.

2. Leave of absence from licensed official ministry may be granted to persons who request to be placed on leave in writing from the LO&CC. The request may be granted for the following reasons:
  - a. The licensed official worker is unable to continue active ministry for reasons of ill health or because it has become necessary to provide intensive care for a family member who is disabled or in ill health.
  - b. The licensed official worker is returning to full-time ministerial studies which have been approved by the district superintendent.
  - c. The licensed official worker is temporarily engaged in secular work to regain financial stability.

## VI. SUSPENSION OR REVOCATION

All official worker licenses are subject to transfer, suspension, removal, and/or revocation. Neither the district superintendent nor the LO&CC are obligated to renew an official worker license (IV, E) if they believe that it is in the best interests of the ministry not to do so. Transfer, suspension, removal, or revocation of an official worker license may be accomplished as follows:

- A. **Transfer or Removal:** The district superintendent, with prior approval of the DEXCOM, will have the authority to transfer or remove licensed official workers who have been appointed as members of a congregation's pastoral staff with or without the agreement of the church's elders and/or governance authority, when in the judgment of the superintendent and DEXCOM; circumstances make transfer or removal advisable. A worker who has been removed from a ministry appointment by such action may be issued a license as "Unassigned" (V, F) if circumstances warrant.
- B. **Suspension:**
  1. The district superintendent will have authority to suspend the public ministry of any licensed official worker who is subject to an investigation or disciplinary proceeding. This action shall be reported immediately to the LO&CC and the DEXCOM. With the approval of DEXCOM, the district superintendent may remove any licensed official from their current ministry assignment who is subject to investigation or disciplinary proceedings and whose license has been suspended, if removal is judged to be in the best interests of the worker and/or the church.
  2. The district superintendent, with the approval of the LO&CC, has the authority to suspend the license of any church staff member when circumstances make transfer or removal advisable.

### C. Revocation

1. The district superintendent, with the approval of the LO&CC, may revoke the official worker license of a worker enrolled in the Ministerial Study Program for failure to make progress toward completing the program.
2. The district superintendent, with the approval of the DEXCOM, shall revoke the license of any official worker who has been determined guilty of a disciplinary offense which has been found to merit revocation of the official worker license or expulsion from the C&MA.

## VII. SUPPLEMENTARY MATTERS PERTAINING TO LICENSING

### A. Reexamination:

1. Workers who are currently licensed as official workers, and who are not under investigation or involved in disciplinary actions, shall not be subject to reexamination as a condition for appointment to ministry in a district other than the one in which they hold their current license. Reexamination will be required for persons transferring from a C&MA related national church which maintains membership in the Alliance World Fellowship only if that national church maintains a different statement of faith from the C&MA in the United States.
2. Persons who have been accredited for ministry as official workers but who have been unable to secure a position as a licensed official worker after a period of two years shall be required to verify their call to ministry and continued doctrinal agreement with The Christian and Missionary Alliance before they are again eligible for placement.

**B. Transfer to a Non-Alliance Church:** Licensed official workers who accept a ministry position in a non-Alliance church located in a district other than the one in which they hold their current license, may not transfer that license without the approval of the district superintendents of both districts.

**C. Official Workers in Secular Work:** Persons who are assigned to ministry positions that require supplementary income in addition to the support provided by the church, or who are employed in secular work for strategic ministry purposes, may be licensed as official workers provided their secular employment does not hinder their pursuit of God's primary call to vocational ministry. Persons for whom pastoral ministry is an avocation and who are primarily engaged in secular work rather than church ministry, shall be licensed as Lay Ministry Workers, except as approved by the district superintendent and the LO&CC (II, E).

**D. Participation in Congregations Formerly Served:** Licensed official workers may participate in congregations where they have previously served in ministry only with

the agreement of the district superintendent and the pastor currently serving the congregation.

- E. **Same Sex Marriages:** In accordance with the *Statement on Human Sexuality*, no licensed worker of The Christian and Missionary Alliance may, under any circumstances, sanction, bless, conduct, or officially participate in either a civil or religious ceremony that results in a “marriage” or civil union of persons of the same sex. Nor may they participate in, sanction, bless, or conduct any civil or religious ceremony involving a person or persons who have medically altered their sexual identity or assumed the identity of the opposite sex.
- F. **District Actions:** All districts of the C&MA in the United States shall recognize the actions of another district as equal to its own in matters of licensing, ordination, consecration, and discipline.

**G. Reporting**

1. District superintendents shall report to Church Ministries monthly all changes in the status of licensed official workers by means of the Data Management Office constituent management system.
2. Official workers transferring to another district shall be reported as a “transfer” rather than a new worker. The workers will be reported as “transferring in” by the new district, and as “transferring out” by the releasing district to complete its records.

## VIII. CERTIFICATION

All persons who have been certified for ministry within the C&MA are subject to the Policies regarding licensed official workers found above, except as indicated in the paragraphs following.

**A. Types of Certification**

**1. Apprentice Ministry Certificate**

- a. **Description:** The Apprentice Ministry Certificate is intended to provide an opportunity for persons who are seeking to confirm God’s call and gifting for vocational ministry to serve within the church under the guidance of experienced licensed official workers. An apprentice ministry certificate does not authorize the bearer to conduct worship services, administer ordinances, or exercise leadership without the assistance and guidance of an ordained or consecrated official worker. This certification may be granted on an annual basis for a maximum of two years.

- b. **Requirements:** Persons who wish to be certified as an apprentice must complete an Application for Alliance Ministry and indicate their agreement with the C&MA Statement of Faith. They must meet items 2 through 7 of the General requirements for ministry as a licensed official worker. After completing an application, the candidate shall be interviewed by the district superintendent to assess their knowledge of Alliance distinctives, core values, and mission. Persons who are certified as a ministry apprentice will be required to complete a Personal Development Plan during their first year of service and before the conclusion of the second year; they are required to declare in writing to the district superintendent their intent to pursue licensing as an official worker or exit vocational ministry at the end of that year.
- c. **Privileges:** A certified ministry apprentice may preach and teach the Word of God and lead church ministries in a lay capacity, whether receiving a salary or not, under the guidance and supervision of an ordained or consecrated licensed official worker. Persons holding an Apprentice Ministry Certificate may attend General Council and District Conference as a corresponding delegate.
- d. **Transition to Official Worker License:** At any time during the apprenticeship, an individual who has been certified as an apprentice may request to be licensed as an official worker. They must meet all of the requirements for licensing as an official worker which are outlined in this Policy. Persons with an apprentice ministry certificate must be recommended for an official worker license by the ordained or consecrated worker who has supervised their ministry as an apprentice, and by the elders of the church in which they served.

## 2. Vocational Ministry Certificate

- a. **Description:** A Vocational Ministry Certificate may be issued by the district superintendent to individuals whose ministry in the church is primarily administrative or relating to business functions, and whose work contributes directly to the accomplishment of the church's mission and the effectiveness of its ministries. It is not intended for people whose responsibilities are primarily public preaching and teaching nor is it intended for volunteer workers.
- b. **Requirements:** Persons who seek to be certified for vocational ministry shall submit an Application for Alliance Ministry to the district superintendent who shall assess the candidate for placement. Candidates for certification shall fulfill General Requirements for licensing found in the Policy, items 1-4, 6, and 7. They may be required to provide documentation of their educational or other qualifications for the position they are seeking at the discretion of the district superintendent.
- c. **Privileges:** Persons holding a Vocational Ministry Certificate are recognized as leaders in the church for the contribution they make to advance the work of the



church and the mission of the C&MA worldwide. They may be approved to attend District Conference as accredited delegates by the district superintendent. They are entitled to serve on DEXCOM and hold office within the district or the national C&MA.

- d. **Transition to Ministry as a Licensed Official Worker:** Individuals who hold a vocational ministry certificate and who subsequently believe that God is calling them to ministry as a licensed official worker may submit their request to the district superintendent. They must meet all of the requirements for an official worker license which are outlined in this Policy. At the discretion of the district superintendent and with approval of the district LO&CC, the mandatory two-year period for licensing as a provisional official worker may be waived so long as the worker meets all other requirements for ordination or consecration.

### 3. Christian Worker Certification

- a. **Description:** A Christian Worker Certificate is intended to provide recognition for individuals whose lay ministry extends beyond the local church and is endorsed by the elders of the church where they are members as contributing significantly to the mission and purposes of that local church. The certificate may be issued by the pastor/senior pastor and elders of the congregation, with the approval of the district superintendent, only in restricted circumstances where validation of character and competence is required to enable lay ministry (i.e. volunteer chaplaincy, local prison or hospital ministries, etc.) beyond the usual ministries of the local church.
- b. **Requirements:** A letter requesting certification as a Christian Worker may be submitted to the district superintendent on behalf of the person who requires certification by the pastor/senior pastor and elders of the congregation where they are members. The request must be accompanied by a statement of rationale for certification as well as relevant personal information, a statement of personal testimony from the individual, formal recommendation from the elders and pastoral endorsement.
- c. **Accountability:** Everyone who receives certification as a Christian Worker will be required to submit a written report of their activities to the pastor and local church elders. A copy will be forwarded to the district superintendent for his information. The church issuing the Christian Worker Certificate will assume all responsibility and liability relating to the oversight of the worker and performance of his/her ministry.

## IX. EXCEPTIONS

The vice president for Church Ministries may make exceptions to this Policy when it is in the interests of the C&MA and the advancement of its ministries and purposes to do so.

**X. DISPUTES**

Licensing and certification for ministry within The Christian and Missionary Alliance is wholly an ecclesiastical process. The receipt of a license or certificate from the C&MA is a privilege conferred by the church to an individual who has been recognized to have been called by God and who has been judged worthy for ministry within the C&MA. Therefore, any dispute arising out of the application of this Policy shall be resolved through the internal processes and procedures of the C&MA. In accordance with Holy Scripture (1 Cor. 6:1-8), neither these processes nor procedures shall under any circumstance, be subject to review by civil authorities including a court of law.

**XI. AMENDMENTS**

Amendments to this document may be made by the Board of Directors of the C&MA.