

***OVERVIEW OF THE
LICENSING PROCESS
IN THE
CENTRAL PACIFIC DISTRICT
OF THE C&MA***

TABLE OF CONTENTS

INTRODUCTION	2
WHEN WILL THE LICENSE BE ISSUED	2
COMMUNICATION WITH THE CHURCH	2
DEFINITION OF OFFICIAL WORKER	2
ORDERS OF MINISTRY	3
TYPES OF OFFICIAL WORKER LICENSE	4
RENEWAL OF LICENSE	8
SPECIAL CLASSIFICATIONS	8

INTRODUCTION

Welcome to the process in the Emerging Leadership Pathway which results in licensure in the Christian and Missionary Alliance. Accreditation is the first step which may result in licensure and ultimately ordination / consecration.

I. WHEN WILL THE LICENSE BE ISSUED

- Completion of the accreditation process and receiving either an accredited or a conditionally accredited status in the accreditation interview. (Note: A license will also be issued to those who fall under the exceptions to the academic requirements for accreditation as described in Section II.7. of the Overview of the Accreditation Process of the Central Pacific District and covenant with the district that they would complete the academic requirements within two years.)
- Placement of the emerging leader in a ministry position with the C&MA.

II. COMMUNICATION WITH THE CHURCH

The District Superintendent will send a letter to the governance authority detailing the start date of the emerging leader, name of the mentor, time requirements for the emerging leader to complete the ordination process, and role of the governance authority.

III. DEFINITION OF OFFICIAL WORKER

A person who is licensed in the Christian and Missionary Alliance is referred to as an Official Worker.

According to the Manual of the Christian and Missionary Alliance Official Workers may include:

1. Officers of The Christian and Missionary Alliance who have been elected by the General Council.
2. Administrators approved by the Board of Directors. This category includes National Office ordained personnel, the National Alliance Women director, and the chief executive officer of a supporting organization.
3. Pastors of The Christian and Missionary Alliance churches, organized and unorganized, including those who are engaged in secular employment with the approval of the District Executive Committee.
4. Pastors of, associate pastors of, assistant pastors or directors or ministers of: pastoral ministries, Disciplemaking Ministries, counseling, discipleship, evangelism, music, visitation, youth, and other specific ministries, who are appointed by the district to ministries in Christian and Missionary Alliance churches, organized and unorganized, including those who are engaged in secular employment with the approval of the District Executive Committee.

5. Alliance pastoral staff personnel serving affiliated churches and meeting the requirements of E9 in the Manual of the Christian and Missionary Alliance.
6. Evangelists/ministers-at-large appointed by the Board of Directors, and district evangelists approved by the district in which they reside.
7. District superintendents, multicultural district directors, and other district administrative personnel, such as directors of extension and directors of Disciplemaking Ministries, who are in the full-time employment of a district.
8. District-approved, ordained personnel serving in cooperating non-Alliance churches or special ministries in nonecclesiastical organizations and for whom licensed gospel ministry status is appropriate and significant to their position.
9. Career international workers, international worker associates, CAMA Services personnel, international workers on special assignment, or international workers on loan to other organizations who are approved by Alliance Missions or by Multicultural Ministries under Church Ministries.
10. Persons who are administrative officers of officially related educational institutions or whose teaching position in those institutions is within the area of Bible, theology, missions, sacred music, or Disciplemaking Ministries.
11. Persons officially recognized as federal chaplains under Church Ministries or as district licensed, nonfederal chaplains who serve in institutions or the military.
12. Retired international workers of The Christian and Missionary Alliance who are licensed by Alliance Missions or by Multicultural Ministries under Church Ministries.
13. Retired U.S. official workers of The Christian and Missionary Alliance who are licensed by districts.

Explanatory Notes

1. Persons included in the categories above are eligible to receive credentials for the General Council.
2. Women may engage in any kind of ministry except that which involves elder authority.

The Manual of the Christian and Missionary Alliance indicates that 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.

IV. 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.

V. 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).

A provisional licensed worker is someone who has been called to serve in a local Alliance church and who has a ministry description. Compensation is not required for licensed positions, but it is required that a licensed worker works a minimum of 10 hours a week in the pastoral ministry to qualify and apply for this license. The hours worked need not be paid hours.

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.

VI. 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.

VII. SPECIAL CLASSIFICATIONS

A. Workers Serving in Non-Alliance Churches: Persons who are serving in nonAlliance 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.

B. 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, disciplemaking 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.

C. 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.

D. 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).

E. 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.

F. 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.

G. 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.

H. 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.