

Ordination/Consecration – Ordinand Handbook
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Letter from The South Pacific District Superintendent

Greetings from the leadership of the South Pacific District of the C&MA and welcome to the Consecration and Ordination process.

You are taking some wonderful and critical steps toward the recognition and validation of your leadership calling. This handbook will acquaint you with the values, vision and mission of The Christian & Missionary Alliance and the South Pacific district. In addition, it will be the roadmap for your journey toward consecration and ordination.

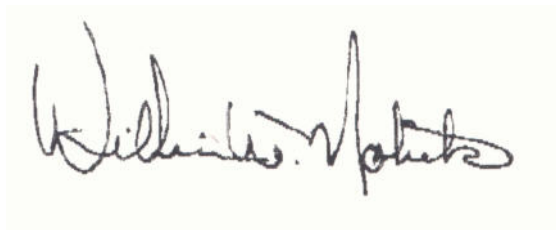
With you, we are looking forward to the day when your spouse, family, district colleagues and your church family support and affirm your call to the service of our Lord Jesus Christ through a formal commissioning to the gospel.

On your journey you will read some excellent books that will allow you to look into the heart of the C&MA, God's Word and His purpose and mission for you in this world. You will be writing several position papers that will serve you well in the days ahead each time you are called upon to articulate His work and mission. You will have a mentor assigned to you for guidance, advice and evaluation as you continue to grow in your walk with Christ.

Finally, we are here to serve you. As questions or difficulties arise don't hesitate to call on your mentor. Along the way send us monthly copies of your monthly reports. Those reports will include your reading reports and position papers. May God bless and sharpen you to become all He intends during your journey toward years of service that will be marked by joy and effectiveness.

If you have any questions in this process, first contact your mentor and if questions still persist call Assistant District Superintendent, Steve Riley at 951-719-1191 or steve@cmaspd.org

Building for The Kingdom,

A handwritten signature in black ink on a light yellow background. The signature is cursive and appears to read "William Malick".

William Malick
District Superintendent/SPD

MISSION STATEMENT OF THE CHRISTIAN AND MISSIONARY ALLIANCE

The following statement was adopted as the official mission statement of The Christian and Missionary Alliance to be utilized as the basic strategic-planning instrument for the evaluation of both existing and future ministries, programs, and activities of The Christian and Missionary Alliance:

Our mission is to know Jesus Christ; exalt Him as Savior, Sanctifier, Healer and Coming King; and complete His Great Commission.

- ◆ **Evangelizing and discipling persons throughout the United States**
- ◆ **Incorporating them into Christ-centered, community-focused congregations, and**
- ◆ **Mobilizing them for active involvement in a missionary effort designed to plant Great Commission churches among both unreached and responsive peoples worldwide.**

The following condensed version of the mission statement was adopted as the logo statement for advertising and communications purposes:

Knowing Christ and Completing His Great Commission

VISION STATEMENT OF THE CHRISTIAN AND MISSIONARY ALLIANCE

The Christian and Missionary Alliance will be a movement of Great Commission Christians who are glorifying God by building Christ's church worldwide.

VALUES

- Lost people matter to God, and He wants them found (John 3:16, Luke 19:10)
- Believers in the local church are the primary vehicles to accomplish God's purpose in the world (Matthew 28:18-20)
- Prayer is the primary work of the people of God (Mark 1:35, Phil. 4:6, 1 Thess. 5:17)
- Everything we have belongs to God; we are only stewards (1 Cor. 6:19-20, Matt. 6:33)
- Knowing and obeying God's word is fundamental to all true success (1 Sam. 15:22, 2 Tim. 2:15)
- Getting from where we are to where God wants us to be means taking risks (Rom. 12:1-2, Heb. 11:1-2, 6, and 2 Cor. 5:5-7)

South Pacific District -- Mission & Plan

Our Mission

The SPD Mission is to invest for healthy and effective leaders in order to reduce lostness in our communities and make disciples resulting in strong multiplying churches.

Our mission encourages us towards the following commitments:

Our Purpose

Reduce Lostness

Our churches will realize such results as:

- Regeneration of individuals
- Recovery from addictions (substance, pornography, etc.)
- Rebound from indebtedness
- Reduction of crime
- Restoration of households (marriage enrichment, divorce recovery, parenting)
- (other ways of bringing light to darkness)

Make Disciples

Churches will manifest the full cycle from connecting the new believer to bringing them to the place of spiritual reproduction and maturity.

- Connecting new believers to a faith community
- Building them up in the Lord as true worshippers and servants
- Nurturing a heart for unbelievers and the ability to share the gospel
- Discerning and developing God given gifts and abilities
- Mobilizing them in ministry in the community
- Enabling and empowering those with leadership skills
- Deploying some for church multiplication
- (other)

We will see our churches fulfilling our purpose by:

Our Strategy

Multiplying Reproducing Churches

Reproducing churches demonstrate:

- An intentional strategic external focus
- Nurture of compassion for the lost
- Equipping believers for ministry to the community
- Empowering and releasing trained leaders

We will have multiplying reproducing churches by:

Facilitating Healthy Churches

Churches will establish and maintain healthiness by:

- A clear God-centered mission/vision
- A strategy to fulfill the mission/vision
- Alignment of resources (people, systems, finances, etc.) to the strategy
- Assessment as to what extent the mission/vision is being accomplished
- (other)

To perpetuate healthy churches we will be:

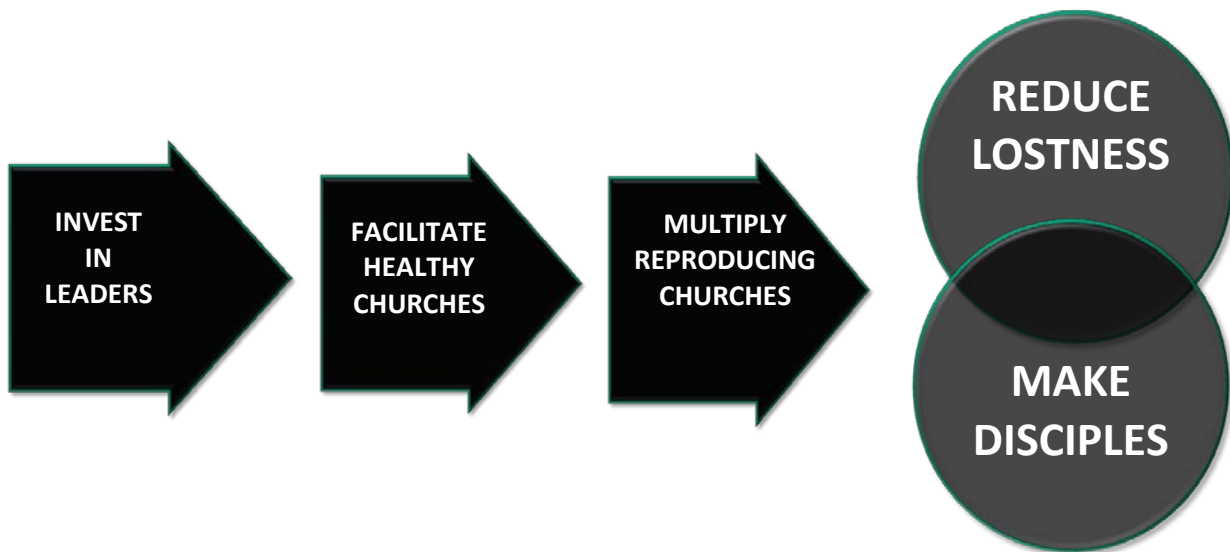
Investing in Leaders

Our primary investment will be in pastors with anticipation that it will result in establishing other effective leaders.

Investment will be made towards:

- A growing walk with God
- Strong marriages
- Wholesome parenting
- Effective leadership teams
- Outreach oriented events

The relationship of the Goals to the Strategy and Purpose



STATEMENT OF FAITH

The Christian and Missionary Alliance

1. There is one God,(1) who is infinitely perfect,(2) existing eternally in three persons: Father, Son, and Holy Spirit.(3) ([1] Deuteronomy 6:4, [2] Matthew 5:48, [3] Matthew 28:19)
2. Jesus Christ is the true God and the true man.(4) He was conceived by the Holy Spirit and born of the virgin Mary.(5) He died upon the cross, the Just for the unjust,(6) as a substitutionary sacrifice,(7) and all who believe in Him are justified on the ground of His shed blood.(8) He arose from the dead according to the Scriptures.(9) He is now at the right hand of Majesty on high as our great High Priest.(10) He will come again to establish His kingdom, righteousness and peace.(11) ([4] Philippians 2:6-11, [5] Luke 1:34-38, [6] I Peter 3:18, [7] Hebrews 2:9, [8] Romans 5:9, [9] Acts 2:23-24, [10] Hebrews 8:1, [11] Matthew 26:64)
3. The Holy Spirit is a divine person,(12) sent to dwell, guide, teach, empower the believer,(13) and convince the world of sin, of righteousness, and of judgment.(14) ([12] John 14:15-18, [13] John 16:13, Acts 1:8, [14] John 16:7-11)
4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice.(15) ([15] 2 Peter 1:20-21, 2 Timothy 3:15-16)
5. Man was originally created in the image and likeness of God:(16) he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature,(17) are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ.(18) The portion of the unrepentant and unbelieving is existence forever in conscious torment;(19) and that of the believer, in everlasting joy and bliss.(20) ([16] Genesis 1:27, [17] Romans 3:23, [18] 1 Corinthians 15:20-23, [19] Revelation 21:8, [20] Revelation 21:1-4)
6. Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.(21) ([21] Titus 3:4-7)
7. It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly,(22) being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service.(23) This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion.(24) ([22] 1 Thessalonians 5:23, [23] Acts 1:8, [24] Romans 6:1-14)
8. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body.(25) Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the Church in this present age.(26) ([25] Matthew 8:16-17, [26] James 5:13-16)
9. The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, (27) which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations.(28) The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the gospel, and observance of the ordinances of Baptism and the Lord's Supper.(29) ([27] Ephesians 1:22-23, [28] Matthew 28:19-20, [29] Acts 2:41-47)
10. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life;(30) for the latter, a resurrection unto judgment.(31) ([30] 1 Corinthians 15:20-23, [31] John 5:28-29)
11. The second coming of the Lord Jesus Christ is imminent(32) and will be personal, visible, and premillennial.(33) This is the believer's blessed hope and is a vital truth which is an incentive to holy living and faithful service.(34) ([32] Hebrews 10:37, [33] Luke 21:27, [34] Titus 2:11-14)

ACADEMIC REQUIREMENTS FOR The Christian and Missionary Alliance

Among the requirements for pastoral ministry in The Christian and Missionary Alliance (C&MA) are certain expectations of academic completion. Ordinands for ministry in The South Pacific District (SPD) of The C&MA who are otherwise well qualified, but who lack academic preparation in Bible/Theology/Ministry subjects, may be licensed by the SPD, but are expected to begin immediately to remedy this deficiency. This may be accomplished through enrolling in the Ministerial Study Program (MSP) provided by the Church Leadership Academy Office at the C&MA National Office. (See **Note 1**)

CHURCH LEADERSHIP ACADEMY

Information about enrolling in the Ministerial Study Program (MSP) may be obtained from the District Office.

The time required to complete the MSP is normally 3 years. An ordinand may complete the program more quickly than this, but may not take longer, understanding that this work is actually being done to remedy a deficiency and is a part of the basic requirements for licensing as an Official Worker.

A determination will be made at the time of enrollment in the MSP whether the ordinand will do a self-study or a guided-study program.

Each ordinand enrolled in the MSP will be assigned a coach/mentor and is expected to have regular meetings with this person to discuss the work being done.

It is important for ordinands to realize that some of the work done in the MSP may also count toward ordination requirements. Therefore, it is not necessarily the case that completion of the MSP and the Ordination requirements be entirely separate or that the entire process must take 5 years (3 years MSP followed by 2 years ordination). The enthusiasm and commitment of the ordinand may shorten the time considerably. Please discuss this with the District Superintendent or the Moderator of the License, Ordination and Consecration Council (LO&CC).

For the relationship between the MSP and the Alliance Polity Course, please see **Note 2** on the following page.

Note 1: Persons who wish to fulfill the academic requirements through a program other than the MSP must make a proposal, including full details of what he or she proposes to do and submit it to the District Superintendent. He will bring the proposal to the LO&CC. Please note that specific approval must be granted before any program will be accepted *in lieu* of the MSP. Ordinands should also be aware that if they are not enrolled in the MSP, they will need to do the Alliance Polity Course as a “stand-alone” course.

ALLIANCE POLITY COURSE

Who is it for?

The *Uniform Policy on Licensing and Certification* in section E3 of the *C&MA Manual* requires that “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.” This course is for candidates for licensing who have not graduated from an Alliance institution or Alliance graduates who have not taken a course in Alliance Polity. This includes students enrolled in the Ministerial Study Program workers who are transferring into the C&MA from other denominations.

What does it do?

The Alliance Polity course enables a licensed worker to provide competent pastoral leadership and care for a local C&MA congregation so that it fulfills its biblical purpose, including participation locally, regionally, and internationally in the Alliance’s global mission. The course also imparts the vision and core values of the C&MA, and familiarizes new workers with the significance and history of the C&MA to the worldwide Christian movement.

What do candidates need to take the test?

Everything needed is contained within the online course location, or accessed from links on the site, so there is no need to purchase additional textbooks or resources. A candidate will need access to a computer or mobile computing device with internet access. 95% of the course can be completed using any standard Windows or Mac-based browser with *QuickTime* plug-in, including on an iPhone or iPad (due to publisher’s restrictions, certain files in Module 3 are available only in *Flash*). A printer is helpful for some sections, but not required.

Modules 1 & 2 include significant portions of the CMA-DNA video clips. Candidates (especially those with slower internet connections) may prefer to purchase or borrow the *Alliance CORE Values* DVDs for Module 1 and *Four-Fold Gospel* DVD for use during their study in Module 2.

What’s in the course?

The online course has four *Modules*, each module having three to four *Units* of study. The Modules are:

- Module 1: Alliance Values
- Module 2: Alliance Doctrine & Beliefs
- Module 3: History & Strategies of Alliance Missions
- Module 4: Organization & Polity of The Alliance

In addition to other assignments, the course guides the candidate in completing and submitting six position papers which may also be submitted for consecration/ordination.

How does it work?

The course uses a variety of instructional methods:

- video and audio segments
- articles, opinion papers, and historical documents
- focused online discussions with other candidates and their district mentor
- interactive question/answer lessons
- case studies, scenarios, and writing assignments
- assigned practical activities

How does the district oversee the course?

The district superintendent or LO&CC guides a candidate's study, and will appoint a mentor for them. The district mentor is enrolled in the course along with the candidate, and handles the grading of assignments and projects, answers questions, and provides additional insight. The mentor will forward the results of the required assignments to the district office and advise the superintendent/LO&CC when the candidate has successfully completed the course.

How do candidates sign up to take the course?

Ordering the course is done online through the National Office Events Registration system.

<https://cma.ungerboeck.com/prod/emc00/register.aspx?OrgCode=10&EvtID=5587&AppCode=REG> Online payment is through a credit card or PayPal.

When a candidate registers and pays for the course, the candidate and their district-appointed mentor will receive (by email) a username and temporary password for the Church Ministries learning site (www.disciplesandleaders.com). They will be automatically enrolled in all four Modules of the course.

What is the cost?

Cost of the online course is \$100.00

What help is available to the mentor in their role as advisor and evaluator?

The mentor has full access to all of the resources, assignments, lessons and course materials that the candidate uses, as well as to the discussion forums and grade-book. A separate, mentor-only resources section (called the *Mentor's Toolbox*) provides information on using the software, rubrics for evaluating assignments, and additional guidelines for projects. Lesson-by-lesson instructions and video introduction to each module are in development.

REQUIREMENTS FOR ORDINATION/CONSECRATION

The South Pacific District

The annual renewal of an Official Worker's License in The South Pacific District for workers not yet ordained or consecrated shall be conditional upon the demonstration of continued commitment to completing the ordination or consecration program.

1. Ordination/Consecration requirements should be completed within three years of initial licensing.
2. The ordinand for ordination or consecration must be in full-time ministry unless an exception is granted by the District Superintendent. Missionary Ordinands pursuing consecration should specifically refer to Manual E5-2, II, 3.
3. Two years of licensed ministry under The Christian and Missionary Alliance are required along with the approval of the ordinand's immediate supervisor, before an ordinand is ordained or consecrated.
4. The ordinand shall request that an official transcript from each school attended after high school shall be forwarded *directly from the institution* to the District Superintendent.
5. Each ordinand must have met all the academic requirements for licensing before he/she may complete the ordination or consecration process. (Note: Some work will be done concurrently if the ordinand is working through the Church Leadership Academy – see Academic Requirements for Licensing, found in the handbook).
6. Each ordinand will submit a "Completion Schedule" (as found in the handbook) to his/her mentor and to the District Superintendent at the beginning of the ordination/consecration process. This constitutes the ordinand's plan for, and commitment to, the completion of the work in a timely manner.
7. The ordinand will read the books on the current reading list and report as outlined in the handbook.
8. The ordinand will read through the Bible twice, using two different versions from what he/she normally uses, and sign a statement to that fact upon completion.
9. Ordinands will write position papers on the indicated topics of doctrine and ministry, using the suggested outlines in the handbook as guides only.
10. Ordinands shall submit a monthly ministry report to his/her mentor and the District Superintendent on the report forms provided in the handbook.
11. Each ordinand should take the initiative and set up at least six meetings per year with his/her mentor (assigned by the LO&CC). Areas of discussion will include personal Christian life, relationships, ministry and other appropriate topics. The spouse of a married ordinand should be included in some meetings. If distance prohibits frequent meetings in person, some may be by telephone. The mentor will also help the ordinand prepare for the oral exam to be held at the conclusion of the written work. A record should be kept of these meetings and the topics discussed.
12. The ordinand shall provide evidence of having completed training in personal evangelism or attend an evangelism training seminar approved by the district superintendent and the LO&CC.
13. The ordinand shall successfully complete one of the following:
 - Participation in a Live 2:6 group for a complete cycle of training
 - Attendance and participation in the two Eternal CPR seminars (*The Everyday Commission* and *The Everyday Commandment*)
 - Completion of the six *Growing a Healthy Church* online training modules
14. Each year the ordinand shall present to his/her mentor at least one audio or videotape of a full-length sermon which was preached at a regular church service for the mentor's review of both content and delivery of

biblical material. The candidate for consecration shall similarly present to her mentor at least one full-length audio or videotape of her teaching at the church for the mentor's review of both content and delivery of biblical material.

15. The ordinand shall be familiar with the most recent Manual of The Christian and Missionary Alliance and understand Alliance polity including government, constituted authority and positional statements.
16. Qualified ordinands shall attend a New Official Workers Forum (Resonate) sponsored by the Division of National Church Ministries in Colorado, as a requirement for ordination/consecration or for the sustaining of the candidate's ordination/consecration if with another denomination. It is expected that he/she attend the first year of licensed ministry.
17. When the ordinand is nearing completion of his/her program, there is a timeline to follow to plan for the oral examination with the LO&CC. The ordinand is responsible to meet the suggested dates for submitting final work. A sample schedule is available from his/her mentor (found in Mentor's handbook).
18. Several months before the ordinand plans to meet with the LO&CC for his/her oral examination, he/she shall request through the mentor that the elders of the local church send a letter of request to the District Superintendent for his ordination or her consecration. The elders shall also complete the Elder Evaluation Form found in the Mentor's Handbook. This evaluation shall be sent directly to the District Office of the LO&CC according to the timeline in the schedule referred to in #16 above.
19. An oral examination by the LO&CC shall be held upon completion of other requirements, with ordination or consecration to ministry to be approved by that Council.

Note:

You may find the Uniform Policy on Ordination and Consecration as found in The Manual of the Christian and Missionary Alliance at www.cmalliance.org.

ORDINATION/CONSECRATION READING LIST AND REQUIRED PROJECTS

1. The candidate shall read through the entire Bible twice, using two different translations where available.
2. The following is required reading for Ordination/Consecration. Upon completing the reading of each book, the candidate will submit a one page synopsis to his/her mentor describing what he/she gained from the reading.

Required Reading:

- *The Fourfold Gospel*—A. B. Simpson
 - *Wholly Sanctified*—A. B. Simpson
 - *Children’s Bread*—Keith Bailey
 - *A Basic Guide to Eschatology* – Millard Erickson
 - *The Pursuit of God*—A. W. Tozer
 - *All for Jesus*—Robert L. Niklaus, John S. Sawin, and Samuel J. Stoesz
 - *The Heart of the Gospel: A.B. Simpson, the Fourfold Gospel, and Late Nineteenth-Century Evangelical Theology* —Bernie A. Van De Walle
 - *Power Through Prayer*—E. M. Bounds
 - *Spiritual Leadership*—Sanders
 - *The Master Plan of Evangelism* – Robert Coleman
 - *The Treasure Principle*—Randy Alcorn
 - “Statement on Sanctification”—*Manual of The Christian and Missionary Alliance*, H8
3. A transcript of the candidate’s academic credits shall be forwarded to the district superintendent.
 4. Required Position Papers

Position papers shall be written by the candidate on the following subjects:

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

A. Christ Our Savior

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

B. Christ our Sanctifier

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

C. Christ our Healer

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

D. Christ our Coming King

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

E. Christ's Body: the Church

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

F. Completing Christ's Mission

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

5. Candidates may fulfill the Missions Awareness requirement in one of three ways:

- Provide a certified transcript from an approved Christian and Missionary Alliance educational institution indicating that they have completed at least one introductory college-level course on world missions.

- Audit (as a minimum requirement) an approved “Perspectives on the World Christian Movement” class OR complete the online Perspectives program.
- Read the “Certificate Level” reading requirements in the textbook *Perspectives on the World Christian Movement* and complete the appropriate interactive worksheets.

6. The candidate shall provide evidence of having completed training in personal evangelism or attend an evangelism training seminar approved by the district superintendent and the LO&CC.

The candidate shall successfully complete one of the following:

- Participation in a Live 2:6 group for a complete cycle of training
- Attendance and participation in the two Eternal CPR seminars (*The Everyday Commission* and *The Everyday Commandment*)
- Completion of the six *Growing a Healthy Church* online training modules

7. Each year the ordination candidate shall present to his mentor at least one audio or video of a full-length sermon, preached at a regular church service, for the mentor’s review of both content and delivery of biblical material. The consecration candidate shall present to her mentor at least one full-length audio or videotape of her teaching at the church for the mentor’s review of both content and delivery of biblical material.

8. The candidate shall be given an oral examination.

9. The candidate shall be required to attend a New Official Workers Forum (Resonate) as a requirement for ordination/consecration or for the sustaining of the candidate’s ordination/consecration if with another denomination.

Additional Recommended Projects

The following projects may be required at the discretion of the Licensing, Ordination and Consecration Council.

A. Lifelong Learning

Develop a five-year learning plan to serve as a basis for lifelong learning. Identify the areas and delivery systems in which the learning will take place. Review the plan with your mentor.

Listed below are some suggested topics for lifelong learners: Devotional/Spiritual Disciplines

- | | |
|-------------------------------------|--|
| • Lifelong Learning Models | • Missions |
| • Preaching | • Church Planting |
| • Interpersonal Relationship Skills | • Growing Healthy Churches |
| • Creating Effective Change | • Stewardship |
| • Pastoral Care/Shepherding | • Leadership: Masterplanning, Vision Casting |
| • Evangelism | |

B. Self-Understanding

Present a written analysis of your self-understanding using assessment tools such as GHC IV, IDAK, DISC, Ministry Competency Profile Guidelines, or a Gifts inventory. Identify strengths, non-strengths, spiritual

gifts, natural leadership style, work preferences, and related issues. Outline a strategy to bring strength and adequacy to your person and ministry. Present your finding to an approved counselor (or superintendent) and report results to your mentor.

Note:

It is the responsibility of the ordinand to initiate meetings with his/her mentor. Do Not Wait for the mentor to contact you!

PLANNING SCHEDULE FOR THE ORDINATION/CONSECRATION EXAM

Once you near completion of the requirements for Ordination or Consecration, the final step is to plan for the oral examination and review of your work by the License, Ordination and Consecration Council (LO&CC). You and your mentor should discuss your readiness and agree on a detailed plan for completion.

Plan your schedule backwards from the month you want to be interviewed and follow the timetable below. For example, if you wish your oral examination to be in August, you must submit a letter of intent and the elders a letter of request in March, and so on. These letters should be sent to the District Office, to the attention of "Candidate Development." Once these letters are received, the rest of the machinery will be put to work for you. The elders of your church must also complete the Elders Evaluation Form which is found in the *Mentor's Handbook*. Your mentor should arrange with the elders for the completion of this report.

It is essential that you meet the dates for submitting your written work. Your position papers will be distributed to various members of the LO&CC for their review prior to your oral exam. The balance of the work, along with a completed Mentor's checklist, must be in your file ***no later than six weeks before his/her scheduled interview.*** In the example below (an August exam) this would mean a completion of everything by the end of June.

The final part of preparation will entail work with your mentor to prepare for the exam itself. Both you and your mentor have a list of questions to help you know what to expect. You will be asked questions in four general areas: Personal Life, Doctrine, Ministry and Alliance Polity. Be prepared to explain your doctrinal beliefs, in your own words, supported by scripture that you have memorized. Also, be prepared to discuss topics covered in *The Manual of The Christian and Missionary Alliance*. Remember the LO&CC members are your friends and want to encourage an ordinand. At the same time, we expect you to be able to explain your positions concisely but with great clarity.

The LO&CC meets four times a year; February, May, September and November. The ordinand will be notified of the exact date, place and time for the interview.

REPORTS, POSITION PAPERS, AND SERMONS
Book Report Outline

Title of Book:

Author:

Summarize the major theme(s) of the book.

In what ways did the book stimulate your thinking?

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

Anything with which you disagreed or you did not understand?

Ordinand Name: _____ **Date:** _____

Guidelines for Papers

Format

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

Organization and Structure

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

Quotations

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

Bibliography

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

Footnotes

- If you chose to use them, be exact with your spacing, punctuation, etc. Do not indent footnotes; they must align with the left margin.
- Using Word, the menu is Insert, Reference, Footnote. Word automatically numbers.
- Footnotes can be used to make statements that are tangent to the main body of the paper, but are insightful.
- Footnotes are used when an idea or words of another are used in the paper. Cite all ideas which are derived from research. When using exact words from a source, use quotation marks and footnote them.

Sources

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

Grading

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

Example Format on Next Page

Jane Doe
Sanctification Position Paper
August 10, 20--

Table of Contents

1.

Outline

1.

Christ our Sanctifier

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

This is the first main point

[SECOND PAGE]

. . . the essay continues Note that the header is flush right at the top of the page . .

. just like on the first page

[LAST PAGE]

Bibliography

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

ELDERS EVALUATION FORM

The South Pacific District of The Christian and Missionary Alliance

Ordination for men and Consecration for women is the public recognition and affirmation by The Christian and Missionary Alliance of the call from God, distinct from human vocational choice, for a lifetime of ministry and service. This call is exercised through God-given and Holy Spirit empowered giftedness, for an effective witness about Jesus Christ and proclamation of biblical truth for the purpose of reconciling people to God and equipping God's people to fulfill the Great Commission to "make disciples of all nations." (*Manual of The Christian and Missionary Alliance*, 2009 edition, Sections E4, E5)

The process leading up to ordination includes the successful completion of the following:

- Formal biblical and theological training, or alternative study program
- Reading of required books, preparation of required position papers and completion of assigned projects
- A minimum of two years of acceptable full-time ministry
- Supervision by a mentor assigned by the District License, Ordination and Consecration Council (LO&CC)
- An oral examination over personal life, ministry and doctrine

The occasion for setting men and women apart for such ministry is the church's affirmation of the ordinand's faithful completion of all of the requirements.

An ordinand's ordination or consecration shall normally be recommended by the local church elders to the District Superintendent who shall request the ordinand's ordination or consecration to the LO&CC.

It is beneficial for the LO&CC to have the observations and evaluations of local church leadership. The elders should complete this form as a group, and **include a motion to recommend ordination or consecration (or not) in their formal minutes.**

Elders' Evaluation for Ordination/Consecration

(To be completed by each Elder)

South Pacific District's Licensing, Ordination, and Consecration Council would request your careful assistance in responding to the following questionnaire. Your response to these questions will greatly assist the council in its evaluation of the candidate as he/she completes their requirements for ordination. Please include your comments as indicated. You may or may not sign the form. Please fold, scotch tape, and return to the secretary of the Board, who will in turn forward, unopened, all evaluations to the superintendent.

1. NAME _____
2. His/her service commenced in your church _____

(day)
(month)
(year)
3. Please put a check in the box that best indicates the worker's performance in the following:

- A. Relationship with the Congregation
- B. Relationship with the Community
- C. Content of Preaching/Teaching Material
- D. Delivery of Sermon or Lesson
- E. Administrative Ability
- F. Counseling Ability
- G. Family Relationships
- H. Demonstrates Spirit-filled Life
- I. Self-starter and Well Disciplined
- J. Demonstrates a Teachable Spirit

	Excellent	Good	Fair	Poor
A. Relationship with the Congregation				
B. Relationship with the Community				
C. Content of Preaching/Teaching Material				
D. Delivery of Sermon or Lesson				
E. Administrative Ability				
F. Counseling Ability				
G. Family Relationships				
H. Demonstrates Spirit-filled Life				
I. Self-starter and Well Disciplined				
J. Demonstrates a Teachable Spirit				

Comments on A-J:

4. Do you believe that this person shows by his/her life and service that God has called him/her to ministry?
_____, _____, _____.
(yes) (no) (unsure)

5. Do you recommend that he/she be ordained to the ministry? _____, _____.
(yes) (no)

The Elders of _____ Church, in the city of _____
_____, met on _____
Month Day Year

We recommend/do not recommend (circle one) the ordination/consecration (circle one)

of _____ as recorded in our minutes of _____
Month Day Year

Signed: _____ Please print name: _____

Position:

MONTHLY REPORT FORM

For Men Working Toward Ordination

Please send a copy of this report to the District Office and to your Mentor *each month*. All of the information is for the current month.

NAME _____ MONTH _____ YEAR _____

1. Books and periodicals read:

2. Bible passages/topics used for preaching:

3. Visitation, counseling, other personal contacts:

4. Family relationships, ministries, achievements, etc:

5. Blessings, accomplishments and special events in the church:

6. Difficulties and needs in the church:

7. Specific matters for which those receiving this report should be praying for you:

ORDINATION/CONSECRATION COMPLETION SCHEDULE

<i>This work is expected to be completed in three years from date of initial licensing.</i>			
Books	Projected	Actual	
1. The Fourfold Gospel: A. B. Simpson			
2. A Basic Guide to Eschatology: Millard Erickson			
3. The Pursuit of God: A. W. Tozer			
4. All For Jesus: R. Niklaus/J. Sawin/S. Stoesz			
5. The Children’s Bread: Keith Bailey			
6. Wholly Sanctified - A. B. Simpson			
7. The Heart of the Gospel: A. B. Simpson, the Fourfold Gospel, and Late Nineteenth Century Evangelical Theology, Bernie A. Van De Walle			
8. Spiritual Leadership: O. J. Sanders			
9. The Treasure Principle: Randy Alcorn			
10. Power through Prayer: E. M. Bounds			
11. Master Plan of Evangelism: Robert Coleman			
12. “Statement on Sanctification,” Manual of the C&MA			
Position Papers	Projected	Actual	
1. Christ our Savior			
2. Christ our Sanctifier			
3. Christ our Healer			
4. Christ our Coming King			
5. Christ’s Body: The Church			
6. Completing Christ’s Mission			
Successful completion of the online Polity Course satisfies these requirements!			
Projects	Projected	Actual	
1. Attend New Official Workers Forum (Resonate) in Colorado Springs			
2. Polity Course (if required) to be completed in <i>first year</i>			
3. Eternal CPR Course – attend and complete requirements			
4. Missions Awareness – (see description under Required Projects)			
5. Sermon Reviewed Annually by Mentor			
6. Attend Church Planters Boot Camp			
7. Read through the Bible Twice			
8. The LO&CC will may assign additional projects when deemed profitable for the candidate			
Elder’s Evaluation:			
Oral Examination			

Name: _____

Signature: _____

Mentor: _____

Date: _____

QUESTIONS FOR ORDINATION/CONSECRATION

PERSONAL HISTORY

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

THE HOLY SCRIPTURES

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

THE TRINITY

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

THE PERSON OF GOD

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

THE PERSON OF CHRIST

23. What are some of the names of Christ given in Scripture?
24. Do you believe that Jesus is Lord? Why?

25. Is Christ eternal? (Does He have beginning or end? Was there a time when He was not?)
26. Give examples of the person of Christ in the Old Testament?
27. What biblical evidence is there that Christ was conscious of His divinity?
28. What is the Scriptural foundation for believing that Christ had both a divine nature and a human nature?
29. Why are both natures essential to the person of Christ?

THE PERSON OF THE HOLY SPIRIT

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

THE ATONEMENT

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

JUSTIFICATION and REGENERATION

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

SANCTIFICATION

45. Define sanctification.
46. What is the relationship between justification and sanctification?
47. What is the relationship between regeneration and sanctification?
48. In what way is progression connected with experiential sanctification?
49. In what way is the believer "dead to sin and alive to God?"
50. What is the practical significance of sanctification to the Christ-follower's lifestyle?
51. What is meant by positional sanctification and progressive sanctification, and how is "crisis" connected to the two?

52. What does the Scriptural phrase “dead to sin and alive to God” mean??
53. What is meant by the phrase "the indwelling Christ?"
54. What are scriptural evidences of a sanctified life?

HEALING

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

THE RETURN OF THE LORD

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

THE RESURRECTION

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

THE LOSTNESS OF MAN

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

THE DOCTRINE OF THE CHURCH

80. What is the Church?
81. What are some of the metaphors used in Scripture to describe the Church?
82. What is the Scriptural mission of the Church?
83. What is the purpose and function of the local church assembly?
84. What is the biblical basis for reproducing/growing the church?
85. What is the Scriptural procedure for church discipline?
86. What is the role of the pastor in church leadership?
87. What are the Scriptural qualifications and functions of elders/church leaders?

MISSION AND VISION

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

ALLIANCE CHURCH GOVERNMENT

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

CONSTITUTED AUTHORITY IN THE C&MA

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

PASTORAL MINISTRY AND PERSONAL RELATIONSHIPS

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

DOCTRINAL STATEMENT OF THE CHRISTIAN AND MISSIONARY ALLIANCE

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