

# MINISTRY TRAINING AND ORDINATION COMMISSION

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**Oversee and supervise ministerial training/education, student financial aid, doctrinal purity and certification for those pursuing credentials within the Allegheny Region.**

# THE MINISTRY TRAINING AND ORDINATION COMMISSION

## GENERAL PROGRAM

### I. THE PURPOSE OF THIS COMMISSION

1. The Biblical Foundation, II Timothy 3:17 and I Timothy 1:3-5 (*NKJV*): "The man of God (needs to be adequate), thoroughly equipped for every good work". "As I urged you...that you may charge some that they teach no other doctrine, nor give heed to fables and endless genealogies, which causes disputes rather than godly edification which is in faith. Now the purpose of this commandment is love from a pure heart, a good conscience, and from sincere faith".
2. The Statement of purpose:  
To oversee and supervise ministerial training/education, student financial aid, doctrinal purity and certification for those pursuing credentials within the Allegheny Region.

### II. RECRUITMENT

1. We will provide direction and counsel to all persons who are interested in a vocational ministerial service.
2. We will work with the Youth Advisors in the promotion of Christian Vocations.
3. We will review all pastoral candidates doctrinally and their compatibility to pastoral ministry according to the "Readiness for Ministry" document (see Supplemental Material, Section J) for recommendation to the Pastoral Guidance Commission.

### III. FINANCIAL AID

1. Candidates for Financial Aid must be an active member in good standing in a local Church of God in the Allegheny Region Conference for at least two (2) years immediately prior to entrance into this program; that is, the candidate must witness to a "born again" experience and be actively participating in the life of the church.
2. We will interview every ministerial student before they begin their formal training/education.
3. Students who are pursuing ordination may receive financial aid through a tuition grant. Grants are eligible for billed tuition costs, after scholarships and grants, toward the minimal hour's requirement of an acceptable ministry degree or diploma. All grants disbursements will be to the approved educational institution.
  - (a) All students must first explore and apply for available grants, scholarships, and student loans through the educational institution's financial aid department.
  - (b) WTS students may be available for a grant up to 75% of billed tuition and fees with exception of financial charges based on an account statement from WTS. This reimbursement will have a four (4) year time limit and be available as funds and budget permit.
  - (c) Students enrolled in the Pastoral Training Institute (PTI) may be available for a grant of up to 40% of billed tuition and fees, room and board with exception of financial charges based on an account statement from WTS. Exceptions to the four (4) year time limit may be considered due to special circumstances.
  - (d) Students to other seminaries approved by the commission may be available for a grant of up to 40% of billed tuition and fees with exception of financial charges based on an account statement from the approved institution. Exceptions to the four (4) year time limit may be considered due to special circumstances.

4. All grants are contingent upon this Commission's approval of an Application for Student Financial Aid, available finances and the terms of the "Letter of Agreement".
5. Submitting a Letter of Agreement and receiving a grant does not guarantee that Ministerial Credentials will be granted following the completion of the above mentioned degrees.
6. All students each prior to receiving a grant shall...
  - (a) Provide a signed "Letter of Agreement" (See Supplemental Material, Section J)
  - (b) Provide a copy of their grades from the previous semester.
  - (c) Provide a signed "Authorization for Release of Information".
  - (d) Meet annually with a representative of the Ministry Training and Ordination Commission.
7. Disbursement of grant funds is available upon satisfactory completion of each segment of the education program, i.e. semester, trimester, etc.
8. Students who meet the financial aid qualifications above may request additional financial support, which is above and beyond the normal financial aid noted in Item 3, by:
  - (a) Making their request known to the Ministry Training and Ordination Commission in writing.
  - (b) The local church that the applicant attends will then be contacted by the Commission. The intent of this is to give the local church an opportunity to express support and endorsement of the individual in training.
  - (c) If the local church is unable to assist financially then the Ministry Training and Ordination Commission will request that the Administrative Council grant approval for a conference-wide appeal for support on an individual basis. At this level the Ministry Training and Ordination Commission believes that the name of the individual requesting would become public with their approval.
9. Those who have been credentialed outside the Churches of God General Conference and holding an Allegheny Region Conference credential are eligible for financial assistance for courses required by the Ministry Training and Ordination Commission.

#### **IV. READINESS FOR MINISTRY**

This Commission endorses the General Conference's "Readiness for Ministry" document. (See CGGC Website). This document is designed for use:

1. As an entry level document for persons who might be contemplating the ministry and wants to explore what is involved.
2. As a guide for the Commission to use in examining a candidate for ministry.
3. As a comprehensive summary of the professional skills employed by a minister in effectively carrying out the responsibilities of ministry.
4. As a helpful guide for periodic self-evaluation for persons who have their credentials.

#### **V. EDUCATIONAL AND DOCTRINAL STANDARDS**

This Commission sets forth the Educational and Doctrinal Standards in the document: "Educational and Doctrinal Standards for Ministerial Credentials and Employment in the Allegheny Region Conference." (See Supplemental

Material, Section J).

## **VI. GUEST SPEAKERS**

This Commission is available to assist the local church to approve or disapprove the use of a guest minister, pulpit supply, or evangelist who is not a member of the Churches of God, General Conference, and is to speak for more than one service.

# MINISTRY TRAINING AND ORDINATION COMMISSION

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## **SUPPLEMENTAL MATERIAL**

Oversee and supervise ministerial training/education, student financial aid, doctrinal purity and certification for those pursuing credentials within the Allegheny Region.

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**EDUCATIONAL AND DOCTRINAL STANDARDS FOR  
MINISTERIAL CREDENTIALS AND EMPLOYMENT  
IN THE ALLEGHENY REGION CONFERENCE**

- I. All candidates seeking credentials are required to submit to an interview with the Ministry Training and Ordination Commission in which the following will be set forth.
  - a. The Candidate's Readiness for Ministry
  - b. The Candidate's goals
  - c. The Commission's requirements
  - d. The scheduling of a cooperative program to work out "a" through "c" above
  
- II. All candidates are required to complete the following information prior to the first interview:
  - a. Preliminary Application
  - b. Letter of Reference
  - c. Background Check Release (Background check includes, but is not limited to, credit check and criminal background check.)
  - d. Child Abuse Clearances
  
- III. All candidates for any position with the Conference are to have their own copy of We Believe and The Worship Manual of the Churches of God, General Conference.
  
- IV. The Allegheny Region Conference recognizes four (4) credentials for ministry:
  - a. Ordination
  - b. Annual License
  - c. Permanent License
  - d. Christian Workers License

**ALL CREDENTIALS**

Every person granted credentials for ministry by the Allegheny Region Conference must:

- 1) Be a believer in and a disciple of Jesus Christ.
- 2) Have been baptized as a believer and participate in the Lord's Supper and Feet washing.
- 3) Have received God's call to the ministry for which credentials will be granted.
- 4) Demonstrate the presence of the gifts of the Spirit and the fruit of the Spirit needed for ministry.
- 5) Demonstrate readiness for ministry appropriate to the credentials being issued as defined by the *Readiness for Ministry* document of the Churches of God, General Conference.
- 6) Be a member of a local congregation of the Churches of God for at least three years.
- 7) Cooperate with and be subject to the authority and standards of the Allegheny Region Conference and General Conference of the Churches of God. Failure to cooperate with and be subject to the Allegheny Region Conference or the General Conference may result in the recall of credentials following due process.
- 8) Demonstrate compatibility with and open support of the current official doctrinal statement of the Churches of God, General Conference.

**ORDINATION**

Ordination is the standard credential for ministry in the Churches of God. It signifies that the ordained person is fully qualified and authorized to perform all pastoral duties and offices. It is valid for the life of the ordained person unless surrendered or recalled following due process by the Allegheny Region Conference. Qualifications for all credentials shall be those set forth in the current General Conference Standards for Ministerial Credentials, as stated and explained in Article XII

of the Allegheny Region Conference Constitution.

- 1) Every person ordained by the Allegheny Region Conference of the Churches of God must:
  - A) Have completed an approved course of academic preparations described below, including courses on the polity, history and doctrine of the Churches of God, General Conference.
  - B) Having completed an approved course of academic preparations the candidate, before being ordained, must carry out an acceptable ministry under assignment by the Pastoral Oversight Commission for at least a one (1) year provisional period immediately prior to ordination. An Annual License shall be granted during this provisional period.
  - C) Be available for appointment, by the Pastoral Oversight Commission as a pastor or be placed in another ministry approved by the Allegheny Region Conference.
  - D) Have on file a completed ordination application form.
  - E) Have been recommended for ordination by the Ministry Training and Ordination Commission.
  - F) Have been approved for ordination by the Allegheny Region Conference in Session and ordained under the authority of that body in a special service provided for that purpose.
- 2) The standard academic preparation of ordination for persons of all ages is the completion of a ministry related master's degree, preferably at Winebrenner Seminary.
- 3) A person who is unable to complete the standard academic preparation described above (2), but who fulfills all other requirements for ordination, may petition the Ministry Training and Ordination Commission for permission to follow an alternative educational route. If approved a person may be ordained if:
  - A) The candidate is at least thirty (30) years old or has served five (5) years of satisfactory ministry and has completed one of the following courses of academic preparation under the care of the Ministry Training and Ordination Commission:
    - The PTI courses of Winebrenner Theological Seminary.
    - A Bachelor's Degree with a pre-ministerial major at a Bible college or Christian liberal arts college approved by the Ministry Training and Ordination Commission, provided additional courses on Churches of God polity, doctrine and history have been completed.

*In order to help determine whether or not a particular institution should be approved, that institution's pre-ministerial major should be measured against the following outline of essential courses:*

*Old Testament  
New Testament  
Interpretation  
Theology  
Church History survey  
Counseling  
Homiletics  
Pastoral Theology  
Spiritual Formation  
Evangelism & Missions  
Leadership  
Christian Worship  
Discipleship & Mentoring*

A person may enter one of these alternate routes only if:

- 1) The candidate has demonstrated special reasons for not being able to complete the standard academic requirements.



- 2) The candidate has requested and received permission to enter one of these alternate routes by the Ministry Training and Ordination Commission.
  - 3) The candidate is at least twenty-five (25) years old at the time of entrance.
- B) The Allegheny Region Conference of the Churches of God, General Conference is not obligated to recognize any credentials issued by another church group or denomination. It is the responsibility of the Ministry Training and Ordination Commission to see that the standards for ordination of the original body are in sufficient agreement with the standards of the Allegheny Region Conference to allow ordination to be recognized during the provisional period. This recognition is temporary (for the purpose of providing ministry during the three (3) year provisional period) and at the end of the provisional period ordination must be conferred in the Churches of God in order for ministry to continue. The candidate may continue to hold non-Churches of God credentials during the provisional period, but all non-Churches of God credentials must be returned to the conferring bodies before they can be ordained in the Churches of God.

It should be understood that in receiving a pastor for ministry under non-Churches of God credentials for the three (3) year provisional period, no guarantee is made that ordination in the Churches of God will be conferred at the end of that period.

- 4) Ordained ministers of the Churches of God shall be in one of three (3) categories of ministerial service:

- A) Assigned

Serving in a pastoral charge under appointment by the Allegheny Region Conference of the Churches of God or serving in a ministry approved by the Conference where credentials are held.

- B) Unassigned

Not serving in a ministry appointed or approved by the Allegheny Region Conference. An ordained minister can hold this status for no more than ten (10) years without special approval by the Allegheny Region Conference. If approval is not given ordination may be recalled by the Allegheny Region Conference Ad Council.

- C) Retired

Officially certified as disabled or retired.

- 5) Ordination credentials that have been surrendered or recalled may only be reinstated by the last Conference/Eldership in which ordination was held, according to procedures developed by that Conference/Eldership. Credentials for ministry of any kind cannot be granted by the Allegheny Region Conference to any person whose ordination has been surrendered or recalled, other than by the last Conference/Eldership in which ordination was held, without the approval of the General Conference Administrative Council.
- 6) The ordained person remains subject to the authority of the Allegheny Region Conference and of the General Conference. Ordination may be recalled at any time by the Allegheny Region Conference.

### ANNUAL LICENSE

The Annual License is a provisional credential that allows persons to enter ministry who have completed at least one third of the academic requirements of a Ministry Training and Ordination approved program for ordination, who have met all other requirements for credentials, and who have been recommended by the local church in which membership is held. The Annual License will be used for a provisional period prior to ordination as described in "ORDINATION - I. C." and in Article XII of the Allegheny Region Conference Constitution.

- 1) Initial issuance of an Annual License is contingent on appointment to a pastoral charge or placement in an approved ministry.

- 2) The Annual License is subject to annual review by the Ministry Training and Ordination Commission for a maximum of ten (10) years and must be renewed annually and may be withdrawn by the Allegheny Region Conference Administrative Council at any time. Renewal is contingent on acceptable ministry at the place of assignment and satisfactory continuation of the program of academic preparation. However, if the licentiate is no longer assigned, special consideration may be given.
- 3) Each licentiate is required to have an approved mentor for at least one (1) year.
- 4) The licentiate may administer the ordinances and unite persons in marriage.
- 5) Persons holding an Annual License shall not be eligible for election to Conference positions until they have served through two annual Conference Sessions, and they are not eligible to be a ministerial delegate to General Conference.

### **PERMANENT LICENSE**

The Permanent License is a credential that recognizes years of experience and faithful ministry while holding an Annual License.

- 1) Upon request the candidate may be considered for Permanent License if the candidate has served satisfactorily as a pastor for not less than ten (10) years, has reached the age of fifty-five (55) years, and is recommended by the Ministry Training and Ordination Commission and approved by the Allegheny Region Conference in Session.
- 2) The licentiate must be serving in a ministry approved by the ARC.
- 3) The Permanent license holder remains subject to the authority of the Allegheny Region Conference and of the General Conference. The credential may be recalled at any time by the Allegheny Region Conference.

### **CHRISTIAN WORKER LICENSE**

A Christian Worker License provides opportunity for ministry for persons who are called to provide limited pastoral duties in local churches and the community. A Christian Worker License is not necessary for a person to do lay ministry in their home church under the direction of their local pastor.

- 1) A Christian Worker License holder is required to have an approved mentor.
- 2) A person holding the Christian Worker License may administer the ordinances but are not permitted to unite persons in marriage.
- 3) A person holding a Christian Worker License is not eligible for election as a minister to Allegheny Region Conference positions or as a ministerial delegate to General Conference, but is eligible for election as a layperson.
- 4) The Christian Worker License is subject to annual review by the Ministry Training and Ordination Commission and must be renewed annually and may be withdrawn by the Allegheny Region Conference Administrative Council at any time.
- 5) A person holding a Christian Worker License is not eligible for appointment as a pastor.

## **CREDENTIAL CANDIDATES APPROVAL PROCESS**

- ◆ Contact/inquiry is made with conference office by the candidate sensing a call or by his/her pastor.
- ◆ Application packets will be sent to the candidate. (All forms must be returned prior to interview.)
- ◆ The application packet will include but not be limited to:
  - 1) Application
  - 2) Mentor Agreement with approved mentor.
    - a. Christian Worker License Candidates are required to be interviewed with their pastor present.
    - b. Candidates for Annual License or Ordination may be required to have their pastor present for the interview, determined on a case-by-case basis.
  - 3) Letter of recommendation from applicant's pastor or church council.
  - 4) PA Child Abuse Clearances.
  - 5) Background and credit check release forms.

*Upon receipt and positive review of the application packet, the candidate will be invited to the following interview process:*

- ◆ Ministry Training and Ordination will:
  1. Review application and recommendations.
  2. Interview candidate for doctrinal integrity and ministry readiness.
  3. Make one of the following recommendations to the Allegheny Region Conference Administrative Council:
    - a. Not approved for credentialing.
    - b. Approved for credentialing.

## READINESS FOR MINISTRY

The Readiness for Ministry document reflects on the Churches of God, General Conference Standard as a comprehensive guide in helping prepare for the various dimensions of ministry. It touches on spiritual, intellectual, professional, emotional and personal characteristics of ministerial life. The Readiness for Ministry document is designed for use:

- 1) As an entry level document for persons who might be contemplating the various dimensions of ministry and wants to explore what is involved in preparation.
- 2) As a guide for the Ministry Training and Ordination Commission to use in examining a candidate for ministry.
- 3) As a compendium of professional skills employed by a minister in effectively carrying out their responsibilities of ministry.

One of the key components in ministerial preparation is the care provided by the Ministry Training and Ordination Commission who will recommend to the Conference in Session the credentialing of a candidate. In Acts 13:1-3, a group of prophets and teachers in the Antioch congregation met together to worship and fast. They were a "care committee" to whom the Holy Spirit spoke and through whom the Holy Spirit called out Barnabas and Saul for ministry. These prophets and teachers confirmed for Barnabas and Saul the call of God and commissioned them for service.

The Churches of God believe that God calls persons to serve the church as pastors. This personal call is an essential requirement for anyone seeking ministerial credentials in the Churches of God.

The call by itself, however, is not enough. It must be followed by preparation and it must be confirmed by the church. The process of preparation and confirmation is taught by Scripture. For example, when Jesus called the twelve, He led them through an intensive period of training that lasted three years. The early church ordained elders by the laying on of hands, a practice which by its very nature indicated that the call required confirmation. Paul instructed Timothy that an elder "must not be a recent convert" (I Timothy 3:6 NIV), and warned him, "do not be hasty in the laying on of hands" (I Timothy 5:22 NIV). The church has a biblical mandate to measure the readiness for ministry of any person professing to have received God's call and seeking credentials for pastoral ministry.

Preparation for ministry should be guided by the Ministry Training and Ordination Commission. When a person senses a call and is ready to begin thinking seriously about the ministry, that person should meet with the commission. A long-term relationship is established, and the applicant is said to be "under the care" of this commission. Close communication between the applicant and the commission should be maintained throughout the preparation process.

Confirmation should be thought of as a process rather than a single action, and it should never be treated as an automatic result of the preparation process. As the applicant nears the completion of academic requirements, the Ministry Training and Ordination Commission shall begin the formal process of final evaluation to determine if the applicant is truly ready for service in the pastoral ministry. If recommended by this commission, final confirmation will come with the vote of the Allegheny Region Conference in Session and the conferring of credentials.

Readiness for ministry is a key issue in both preparation and confirmation. When is a person ready for ministry? It is helpful to think of readiness in terms of several basic dimensions of human experience:

- |                         |  |
|-------------------------|--|
| Spiritual Readiness:    | The applicant is a mature believer in Jesus Christ.  |
| Intellectual Readiness: | The applicant has the necessary knowledge to function in the pastoral ministry.                                  |
| Professional Readiness: | The applicant has the skill needed to carry out pastoral duties in the local church.                             |
| Emotional Readiness:    | The applicant is emotionally mature.   |
| Personal Readiness:     | The applicant's personal life is free of conflicts that may interfere with his or her effectiveness as a pastor. |

A person is ready for ministry when readiness in these areas is integrated into readiness as a whole person for the pastoral calling.

The list that follows is a detailed profile of a person who is ready for ministry. It amplifies and clarifies the general description above. The profile should be used in different ways at various points in the preparation and confirmation process.

### USES OF THE PROFILE

#### 1) APPLICATION

When a person meets with the Ministry Training and Ordination Commission to begin the process, the applicant shall be given a copy of the profile and this commission will review it with the applicant. The profile will help the applicant know what is expected of them and will also help focus the preparation process.

#### 2) PREPARATION

The Ministry Training and Ordination Commission shall be monitoring and evaluating the applicant throughout the preparation process. The profile can be used as a constant reference point in this ongoing evaluation. If problems are noted they can be addressed and steps taken to correct them. In this stage, the profile should be used as a diagnostic tool, rather than as a measure of final readiness.

#### 3) CONFIRMATION

The profile should be the foundation for the confirmation process. Some sections of the profile may be addressed directly with such methods as written examinations and formal interviews. Other sections will depend more on the judgment of those who have known the applicant through the preparation process. In some cases, special methods may be needed (for example, outside counseling or personality testing). It should be remembered that all pastors differ in their strengths and weaknesses. The profile describes an ideal candidate for ministry. No applicant will match it exactly. Serious deficiencies may mean that credentials should be delayed or even denied. In other cases, an applicant may be weak in certain areas, but able to function on a minimum level for ministry. In the end, the decisions regarding credentials will rest not on a checklist of specific characteristics, but on the measure of the applicant as a whole person.

#### 4) CONTINUING EDUCATION

It is not true that if someone is ready for ministry today that they will still be ready for ministry two or five or ten years in the future. A pastor must make a continuing effort to remain ready for the challenges of the pastoral vocation. Persons who have received their credentials will find the profile a helpful guide for periodic self-examination. Used in this way it will point out areas where further learning, growth or renewal is needed. The profile is comprehensive enough that it will provide goals for improvement through one's ministry.

A final use of the profile should be noted. It will prove helpful in planning curricula and courses of study designed to prepare persons for the pastoral ministry.

## **THE PROFILE**

The person who is ready for ministry:

### **SPIRITUAL LIFE**

- 1) Confesses faith in Jesus Christ.
  - A) Has made a commitment of faith in Jesus Christ as Lord and Savior.
  - B) Is able to describe and reflect on their personal journey of faith and gives evidence of a changed life through Christ.
  - C) Is not a recent convert.
  - D) Has been baptized as a believer and participates in the Lord's Supper and Feet washing.
- 2) Is committed to discipleship in their own life.
- 3) Practices a personal devotional life.
  - A) Maintains a regular schedule for private prayer.
  - B) Enriches their spiritual life with a variety of devotional materials.
  - C) Maintains a regular schedule for reading and reflecting on the Bible devotionally.
- 4) Maintains a mutual support relationship with a community of faith.
- 5) Recognizes and utilizes personal spiritual gifts.
- 6) Manifests continuing growth and transformation through Christ in all dimensions of life.

### **THE CALL**

- 7) Demonstrates a genuine call to the pastoral ministry as a vocation.
  - A) Is able to describe the process by which they became aware of the call and the reasons for believing it to be a divine call to the pastoral ministry.
  - B) Is confident that the candidate is sensing a call out of a sincere desire to serve God rather than ulterior motives (such as a desire to please others, a need to compensate for feelings of guilt, or the mistaken notion that ministry will be an easy occupation).
  - C) Has "counted the cost", has a realistic expectation of what the pastoral ministry will be like and is prepared to make the sacrifices and commitments that may be required.
- 8) Has a call that is confirmed by others.
  - A) If married, is supported by their spouse in the decision to enter the pastoral ministry.
  - B) Is supported by their pastor, who recognizes the candidate's call and sees in them the potential for effective pastoral service.
  - C) Has shown qualities of leadership in their local church as well as in other situations.
  - D) Is supported by their local church and Allegheny Region Conference.

### **PERSONALITY AND EMOTIONS**

- 9) Is committed to becoming a whole person as defined by Scripture and shows evidence of that commitment in their life.
  - A) Demonstrates the presence of the fruit of the Spirit in their attitudes and behavior, specifically: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22-23).
  - B) Is able to recognize areas of their own life that are still subject to the carnal nature and is working on surrendering those areas fully to the authority of Jesus (see Galatians 5:16-21; Colossians 3:5-10).

- C) Recognizes Jesus Christ as the model and example of a complete human person and regards faith in and faithfulness to Christ as the primary conditions for inner healing and personal wholeness.
- 10) Demonstrates the marks of emotional maturity.
- A) Accepts responsibility for their own actions.
  - B) Can be depended on to keep commitments and honor deadlines.
  - C) Is able to work on long-term goals without immediate gratification.
  - D) Is able to express their needs and feelings in direct and non-aggressive ways.
  - E) Is able to deal with disappointment without becoming discouraged and giving up.
- 11) Is able to manage anger in appropriate ways.
- A) Is able to receive criticism graciously and with an open mind.
  - B) Is able to deal with angry persons in loving and constructive ways.
  - C) Is willing to accept counsel from others.
  - D) Is willing to accept direction from and cooperate with persons in authority over them.
  - E) Is able to resolve their own anger in constructive, non-aggressive ways.
- 12) Demonstrates a positive self-image.
- A) Is able to articulate a realistic assessment of their own strengths and weaknesses.
  - B) Is able to relate socially to other persons.
  - C) Is able to maintain long-term loving relationships with significant friends and members of their immediate family.
  - D) Is able to express affection in appropriate ways.
  - E) Is able to express feelings of love, admiration, or praise to other persons without embarrassment.
  - F) Is able to receive praise and affirmation graciously.
  - G) Is not hindered or controlled by compulsive or obsessive behavior in ways that would interfere with ministry.
  - H) Is able to work and relate to others without the need for constant approval.
  - I) Is able to express disagreement or differences of opinion without apologizing or becoming belligerent.
- 13) Knows their own limits.
- A) Recognizes limits to their knowledge and ability.
  - B) Knows how to recognize when they are over-stressed and knows how to cope with stress.
  - C) Is able to identify areas where they need to grow.
  - D) Demonstrates a teachable spirit.
- 14) Is able to serve as well as lead.
- A) Recognizes ways in which they may be tempted to abuse the authority of the pastoral office.
  - B) Is willing to protect and care for persons who are emotionally weak and vulnerable.
  - C) Sees the need for accountability and is willing to be accountable to the local church, the Allegheny Region Conference and General Conference.
  - D) Understands that they will be expected to be an example to the people they will serve and accept this without resentment.
  - E) Is able to reflect on the meaning of Jesus' example in washing the feet of the disciples and is able to describe what this example means for their personal life and vocation.
  - F) Is able to serve others graciously (protecting the dignity of those served), discreetly (without notice by others), quietly (without pomp), and cheerfully (without complaint).

### **PERSONAL MATTERS**

- 15) Understands and is committed to the biblical standard of sexual morality.
- A) Has a healthy, positive attitude toward their own sexuality and, if married, is able to enjoy a fulfilling sexual relationship with their spouse.
  - B) Is committed to chastity outside of marriage.
  - C) Knows the power of sexual feelings and does not underestimate their vulnerability to temptation.
  - D) Is able to relate to persons of the opposite sex as persons rather than as objects of sexual desire.
  - E) Regards homosexual relations as a sin. If aware of homosexual tendencies in themselves, the candidate will abstain from active homosexual relations and seek appropriate counseling.

- 16) Is able to be faithful to their family.
- A) If married, values their marriage as the most important human relationship in their life and actively nurtures and cultivates it.
  - B) Has realistic expectations of the pressures that will be placed on their marriage and family by the pastoral ministry.
  - C) Is willing to set limits on work in order to be a faithful parent and marriage partner.
  - D) Is willing to protect the privacy and personal lives of their children.
- 17) Is physically able to perform the duties of the pastoral ministry.
- A) Abstains from tobacco, alcoholic beverages and illegal drugs.
  - B) Does not abuse and is not dependent on chemical substances of any kind, unless prescribed by a physician.
  - C) Practices moderation and good nutrition in their diet.
  - D) Receives regular physical checkups.
  - E) Values physical fitness and plans for regular physical exercise.
  - F) Understands the need to balance work, recreation and rest.
- 18) Is a good manager of their own finances.
- A) Demonstrates a spirit of contentment that does not depend on material possessions.
  - B) Is able to live within their means.
  - C) Knows that mismanagement of personal finances will damage their effectiveness for ministry.
  - D) Does not become indebted at levels they cannot manage and uses credit and credit cards with caution.
  - E) Will not raise the issue of compensation outside the channels established for that purpose.
  - F) Will not borrow money from nor enter into business partnerships with members of their congregation.
  - G) Practices good judgment in accepting gifts of cash or goods, and will return gifts that may compromise their integrity.
  - H) Pays all taxes as required by law, unless Christian conscience prohibits.
  - I) Realizes that pastoral compensation is a matter of public record and will not attempt to conceal any part of that compensation.
  - J) Will use caution handling any money received by the church and will never handle church monies without witnesses or proper record of the transaction involved.
  - K) Will not use church accounts for their personal purchases in order to avoid paying taxes.
- 19) Has a good reputation in the community outside the church and is involved in community affairs.

### DOCTRINE AND ACADEMIC PREPARATION

- 20) Has completed an approved program of preparation for pastoral ministry under the care of the Ministry Training and Ordination Commission.
- 21) Is able to explain and reflect on the basic dogmas of the Christian faith, including but not limited to:
- Creation
  - Revelation
  - God
    - A) The idea of God
    - B) The Trinity
    - C) The Father
    - D) The Son
    - E) The Holy Spirit
  - Incarnation
  - Atonement/Salvation
  - Resurrection/Second Coming
  - The Church
- 22) Is familiar with the current official statement of the doctrines of the Churches of God and is able to explain and reflect on those doctrines, especially those that are emphasized by the Churches of God including:
- |                   |                     |
|-------------------|---------------------|
| The Church of God | Presbyterial Polity |
| The New Birth     | Sanctification      |
| The Ordinances    | Free Moral Agency   |



- 23) Is familiar with the broad outline of Christian history, including non-western and non-Protestant expressions of Christianity, and is able to interpret the story of the Churches of God in the wider context of Protestantism and American Evangelicalism.
- 24) Is familiar with the history of the Churches of God, including the life and teachings of John Winebrenner and the development of Churches of God doctrine and tradition.
- 25) Is able and willing to teach, defend and promote the doctrines of the Churches of God as described in the current official doctrinal statement.

### PROFESSIONAL SKILLS

- 26) Is able to be a leader.
  - A) Is able to envision what the church can become under the guidance of the Holy Spirit and is able to bring that vision to reality.
  - B) Is able to plan work to meet long-range goals and is able to deal with immediate details and concerns without losing sight of those goals.
  - C) Is able to lead their church in developing goals, objectives and strategies for the future.
- 27) Is able to conceive, research, prepare and deliver original, biblically sound sermons that speak to real human needs and hold the interest of their audience.
- 28) Has a vision for and supports the total Christian Education program of the church.
  - A) Is able to give leadership to developing and implementing the education ministry of the church.
  - B) Is a competent teacher who is able to help people apply the Biblical message to their lives.
  - C) Is able to develop and lead special classes and courses in the local church, including Bible studies, membership classes, workshops and elective Sunday School classes.
  - D) Is able to prepare for and lead small group discussions.
  - E) Understands the importance of evaluation, planning and goal setting in the Christian Education program of the church and is able to guide the church in doing them.
  - F) Understands methods for recruiting, training and supporting teachers and is able to practice these in the local church.
  - G) Has a basic understanding of developmental tasks, readiness for learning and persistent life concerns.
  - H) Is able to describe their theology of Christian Education.
- 29) Is a competent counselor.
  - A) Is able to explain their preferred method of counseling.
  - B) Understands the principle of confidentiality and practices it.
  - C) Understands and practices good listening skills.
  - D) Understands the grief process and is prepared to support persons experiencing it.
  - E) Understands the purpose of, is familiar with resources for, and is able to provide premarital counseling.
  - F) Understands transference and projection, is aware of the dangers involved, and is able to cope with them.
  - G) Recognizes the limits of their counseling skills and knows when and where to make referrals.
  - H) Is aware of the legal issues involved in pastoral care and knows how to protect themselves, and the church, from accusations of malpractice.
- 30) Is able to lead people in effective stewardship.
  - A) Practices good stewardship in their own financial support for the church they serve.
  - B) Understands and is able to explain the biblical principle of whole-life stewardship.
  - C) Understands and is able to explain biblical teachings on material possessions.
  - D) Understands and is able to explain biblical guidelines for the financial operations of the local church.
  - E) Understands the importance of the church budget and is able to help their church develop and administer effective budgets.
  - F) Understands the ethical guidelines regarding charitable donations and full financial accountability and is able and willing to lead the local church in practicing such guidelines.
  - G) Is able to develop and carry out a continuing program of stewardship education.
  - H) Is familiar with the budgets of both the Allegheny Region Conference and the General Conference and is able to interpret them to the congregation.

- 31) Is able to lead the church in worship.
- A) Understands the church year, recognizes its value for education and continuity, and is able to use it in ways that are appropriate for the culture and traditions of the local church.
  - B) Is able to plan and lead a unified order of worship that integrates music, written resources, Scripture lessons and sermons around a common theme.
  - C) Is able to speak, pray, and read Scripture in public with a clear, natural voice and practices standard grammar and diction.
  - D) Understands the special emphasis placed by the Churches of God on worship as the gathering of the community of faith around the Lord's Table and the Word of God.
  - E) Is able to prepare and lead a funeral, wedding and the presentation of infants for the Lord's blessing.
  - F) Is able to prepare and lead services for the observance of the ordinances.
- 32) Is a competent administrator.
- A) Is familiar with principles of time management and is able to manage their time effectively.
  - B) Is familiar with the official record book of the Churches of God and is able to be responsible for the keeping of accurate church records.
  - C) Is able to prepare an agenda and preside at meetings.
  - D) Understands the importance of long-range planning and is able to develop such plans and maintain a church calendar.
  - E) Understands the importance of delegation, is familiar with methods for delegation, and is able and willing to practice such methods in the local church.
  - F) Is familiar with and able to use various forms related to church administration, including transfers, withdrawals, and certificates of marriage, baptism, membership and presentation of children for the Lord's blessing.
  - G) Is able to write effective letters, memos, reports and other communications in clear, standard English.
  - H) Is able to organize and prepare a printed order of worship (bulletin) for regular and special services.
- 33) Is able to build a sense of community in the local church.
- A) Understands the concept of the church as the Family of God and is able to teach this concept to the people.
  - B) Is able to model Christian love and fellowship in their relationships with people in the local church.
  - C) Demonstrates an attitude of caring and is able to cultivate that attitude in the local church.
  - D) Is familiar with resources for developing a sense of community in the local church.
  - E) Is able to teach and demonstrate good conflict resolution skills.
- 34) Has a vision for church growth.
- A) Is familiar with the insights, research and principles of the church growth movement and is able to explain and apply them in the local church.
  - B) Understands the difference between maintenance ministry and growth ministry.
  - C) Understands the importance of small groups for church growth and is able to develop small groups in the local church.
  - D) Is able to develop plans and programs for welcoming and assimilating new people.
  - E) Is able to cope with resistance to church growth in ways that will not make people feel threatened or defensive.
  - F) Understands the importance of friendship evangelism, bridges and networks in reaching and cultivating prospects.
  - G) Is able to describe their philosophy of evangelism and outreach.
  - H) Is able to lead individuals to a decision of faith in Jesus Christ.
  - I) Is able to teach others how to be effective witnesses for Christ.
- 35) Is able to lead the church in understanding and accepting the mission of the church to the global community.
- A) Is able to interpret and build support for the trans-cultural missions of the Churches of God.
  - B) Is able to help people understand the biblical principles of love, justice, and responsibility for their neighbor as a foundation for Christian social responsibility
  - C) Is able to lead people in understanding and practicing faithful stewardship of God's creation.
- 36) Is willing to take advantage of opportunities for continuing education.

### **LOYALTY TO THE CHURCHES OF GOD**

- 37) Is a member in good standing of a local congregation of the Churches of God.
- 38) Is familiar with and supportive of the doctrines, ministries and programs of the Churches of God on both the Allegheny Region Conference and General Conference levels.
- 39) Is familiar with the polity of the Churches of God and is willing to be subject to the authority of the Allegheny Region Conference and the General Conference.
- 40) Considers service to the Allegheny Region Conference and General Conference to be an extension of their ministry to the local church.
- 41) Participates in Allegheny Region Conference and General Conference projects and programs.
- 42) Is willing to surrender immediately any ministerial credentials issued by the Churches of God when ordered to do so by the Allegheny Region Conference or the General Conference.
- 43) Is willing and able to file annual statistical reports and provide other information required by the Allegheny Region Conference or General Conference and to comply with stated formats and deadlines.
- 44) Will accept and participate in a relationship with a mentor when assigned by the Allegheny Region Conference.

## **MENTOR PROGRAM**

### **MINISTRY TRAINING AND ORDINATION COMMISSION**

#### **PURPOSE:**

The reason for the Mentor Program is to provide each newly designated Annual License Holder and Christian Worker License Holder with a pastoral advisor who has more experience to give guidance, be a resource person and be a link with the church at large.

#### **EXPECTATIONS OF THE MENTOR:**

1. Serve as a catalyst/sounding board for the annual licentiate pastor to reflect on his ministry, and offer encouragement, advice and constructive criticism.
2. Provide spiritual care and nurture (How is it with your soul since we last met?)
3. Serve as a prayer partner.
4. Hold the newly designated Annual License Holder or Christian Worker License Holder accountable in effective stewardship of time, spiritual growth, emotional health, etc.
5. Maintain regular contact. At least one contact each month and preferably face-to-face quarterly.
6. Keep the Ministry Training and Ordination apprised of progress and any concerns on a quarterly basis.

#### **QUALIFICATIONS OF MENTOR:**

A mentor shall be:

- An ordained Church of God pastor.
- An advocate of the Allegheny Region Conference and the General Conference of the Churches of God.
- Willing to serve as a Mentor and invest time in the licentiate.
- Possess giftedness for mentoring.

#### **GUIDELINES:**

- A pastor may only mentor two licentiates at a time.
- A mentor and licentiate shall be compatible with each other. If possible, mentor and licentiate shall be of the same gender.
- A mentor is not expected to provide funds for the licentiate. The Ministry Training and Ordination Commission shall be contacted for any needs.
- A mentor is not to come between a licentiate and congregation/ministry. He may advise the licentiate regarding ways to handle a concern or conflict.
- If a mentor moves out of the ARC a new mentor shall be appointed.
- If the licentiate discontinues or changes such certification the mentor will be released from this obligation.
- Suggested meeting schedule could be as follows:
  - 1 meeting per month ~~face-to-face~~ quarterly
  - One contact per month
  - Submit report form to Ministry Training and Ordination Chairperson on a quarterly basis
  - Minimum mentoring assignment for 1 year

## ARC Mentoring Covenant

This Covenant is established as a voluntary partnership with the exclusive purpose of entering into a friendship based upon trust, transparency, respect, and prayer. It is designed to provide a rewarding experience for both the mentor and mentee. It is intended to be a one-year contract with an evaluation every three months and will end by amicable agreement.

### Frequency and Duration of the Relationship

1. We will meet at least once every \_\_\_\_\_ weeks. Once agreed, meeting times should not be cancelled unless it is absolutely unavoidable. The date and time of the next meeting will be established at the end of each meeting.
2. Each meeting will last a minimum of \_\_\_\_\_ minutes and a maximum of \_\_\_\_\_ minutes.
3. In between meetings, we will only contact each other via telephone or email if the situation is so critical that it cannot wait until the next scheduled meeting.

### Expectations of the Relationship

1. The mentor agrees to be honest and provide constructive feedback to the mentee.
2. As a mentee, what I want my mentor to offer me is:

\_\_\_\_\_

\_\_\_\_\_

3. As a mentor, what I want from my mentee is:

\_\_\_\_\_

\_\_\_\_\_

### Confidentiality in the Relationship

We agree to keep the content of these meetings confidential, unless both agree that disclosure may occur.

### Termination of Relationship

We agree to a no fault conclusion of the mentoring relationship if for any reason it seems appropriate.

\_\_\_\_\_

Mentor

\_\_\_\_\_

Date

\_\_\_\_\_

Mentee

\_\_\_\_\_

Date

# ARC Mentoring Report Form

Mentor	Preferred Contact Info
Mentee	Preferred Contact Info

Quarterly Report			
	Spring (March-May)		Summer (June-August)
	Autumn (September-November)		Winter (December-February)
Number of sessions this quarter?			

Y	N	Mentor
		Have you witnessed Spiritual Growth?
		Has your mentee been seeking suggestions?
		Has your mentee been accountable for stewardship of time, talents, resources and emotional health?
		Would additional assistance be helpful? If, so how or what?
		Have there been difficulties in mentoring this quarter?
		If so, have the issues been resolved?
		Comments:

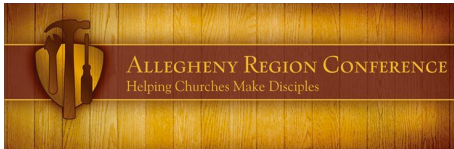
Y	N	Mentee
		Have you witnessed Spiritual Growth?
		Have your questions been answered?
		What would be a helpful focus of mentoring for the next quarter?
		Would additional assistance be helpful? If, so how or what?
		Have there been difficulties in mentoring this quarter?
		If so, have the issues been resolved?
		Comments:

We have reviewed and discussed this form:

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Mentor \_\_\_\_\_ Mentee \_\_\_\_\_ Date \_\_\_\_\_

Please return completed form to: MTO Secretary



For Office Use Only: Date Received _____
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**LETTER OF AGREEMENT  
Between**

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**and the  
Allegheny Region Conference  
Ministry Training & Ordination Commission**

**THE MINISTERIAL STUDENT CONSIDERED FOR FINANCIAL AID:**

1. Must be an active member in good standing in a local Church of God in the Allegheny Region Conference for at least two (2) years immediately prior to entering into this Agreement; that is, the ministerial student must witness to a "born again" experience and be actively participating in the life of the church.
2. Must be able to describe the process by which they became aware of the call and the reasons for believing it to be a divine call to vocational Christian service. The call must be out of a sincere desire to serve God rather than ulterior motives (such as a desire to please others, a need to compensate for feelings of guilt, or the mistaken notion that ministry will be an easy occupation).
3. Must have "counted the cost"; that is, has a realistic expectation of what ministerial service will be like and is prepared to make the sacrifice and commitments that may be required.
4. Must be officially enrolled as a student in Winebrenner Theological Seminary (WTS), the Bachelor of Arts Religious Studies at the University of Findlay, Winebrenner Pastoral Training Institute (P.T.I.), or a Seminary approved by the Commission.
5. Must be interviewed by the Ministry Training and Ordination Commission.
6. Those who have been credentialed outside the Churches of God General Conference and holding an Allegheny Region Conference credential are eligible for financial assistance for courses required by the Ministry Training and Ordination Commission.

**THE MINISTRY TRAINING & ORDINATION COMMISSION:**

The Ministry Training & Ordination Commission shall receive under its care persons called to pastoral ministry and guide them through the necessary process of preparation to the attainment of ordination, so that these persons may serve as Pastors in the Allegheny Region Conference or in the Churches of God, General Conference.

**FINANCIAL AID:**

1. Students who are pursuing ordination may receive financial aid through a tuition grant. Grants are available for billed tuition costs, after scholarships and grants, toward the minimal hour's requirement of an acceptable ministry degree or diploma. All grants disbursements will be to the approved educational institution.
  - (a) All students must first explore and apply for available grants, scholarships, and student loans through the educational institution's financial aid department.

- (b) WTS students may be available for a grant up to 75% of billed tuition and fees with exception of financial charges based on an account statement from WTS. This reimbursement will have a four (4) year time limit and be available as funds and budget permit. Exceptions to this time limit may be considered due to special circumstances.
- (c) Students enrolled in the Pastoral Training Institute (PTI) may be available for a grant of up to 40% of billed tuition and fees, room and board with exception of financial charges based on an account statement from WTS. Exceptions to the four (4) year time limit may be considered due to special circumstances.
- (d) Students to other seminaries approved by the commission may be available for a grant of up to 40% of billed tuition and fees with exception of financial charges based on an account statement from the approved institution. Exceptions to the four (4) year time limit may be considered due to special circumstances.

2. All grants are contingent upon this Commission's approval of an Application for Student Financial Aid, available finances and the terms of this "Letter of Agreement".

**TERMS OF FINANCIAL AID AGREEMENT:**

- 1. Disbursement of grant funds is available upon satisfactory completion of each segment of the education program, i.e. semester, trimester, etc.
- 2. Submitting a Letter of Agreement and receiving a grant does not guarantee that Ministerial Credentials will be granted following the completion of the above mentioned degrees.
- 3. All students prior to receiving each grant shall...
  - (a) Provide a signed "Letter of Agreement"
  - (b) Provide a copy of their grades from the previous semester.
  - (c) Provide a signed "Authorization for Release of Information".
  - (d) Meet annually with a representative of the Ministry Training and Ordination Commission.

**MINISTERIAL STUDENT'S STATEMENT:**

- 1. I, the undersigned, hereby certify that I am a full-time/part-time (circle correct one) student enrolled at (give name and address) \_\_\_\_\_  
for the \_\_\_\_\_ Semester of the 20\_\_\_\_ -20\_\_\_\_ academic year.
- 2. I have read, understand and agree to all of the terms and conditions of this Letter of Agreement. I certify it is true and correct to the best of my knowledge, and I acknowledge this to be a legal binding Agreement between me (the undersigned) and the Allegheny Region Conference of the Churches of God, General Conference.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please complete and return this Letter of Agreement and Authorization for Release of Information along with a transcript of your grades for the previous semester(s) to:

Allegheny Region Conference Office  
 P. O. Box 756  
 Latrobe, PA. 15650





For Office Use Only:  
Date Received: \_\_\_\_\_  
Date sent to WTS: \_\_\_\_\_

**Authorization  
For  
Release of Information**

Permission is hereby given to the Allegheny Region Conference Ministry Training & Ordination Commission, the Allegheny Region Conference Director, and the approved educational institution to exchange information about:

Student's Name \_\_\_\_\_

Address \_\_\_\_\_

Student Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Spouse's Name (if applicable) \_\_\_\_\_

Information shared shall be limited to:

- |                            |                                   |
|----------------------------|-----------------------------------|
| Educational performance    | General attitude                  |
| Grade point average        | General behavior                  |
| Entrance test findings     | General Christian lifestyle       |
| Exit test findings         | Involvement in student activities |
| Circumstances of dismissal | Financial information             |

This authorization will remain in effect for 180 days or until withdrawn in writing. Information shared is only for use by the Ministry Training & Ordination Commission, the Allegheny Region Conference Director, and the approved educational institution and may not be made available to others who request it secondarily. Information shared shall be kept in strict confidence.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

Relationship to student \_\_\_\_\_