



MIDAMERICA DISTRICT OF THE C&MA

Church Ministry Worker Handbook

Revised March, 2016

Significance of Church Ministry Worker License:

Men and women receiving the Church's public recognition of the call from God and unique preparation for a lifetime of ministry for those not seeking to serve as an ordained or consecrated worker.

Church Ministry Worker Pathway

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MidAmerica District

1301 S. 119th Street · Omaha, Nebraska 68144 · (402) 330-1888

Dear Church Ministry Worker Candidate,

Welcome to the church ministry worker pathway of the MidAmerica District of The Christian and Missionary Alliance. We are praying that you will find this journey to be a significant part of exploring your call from God and preparing for a lifetime of vocational ministry.

A mentor has been assigned to partner with you in this developmental pathway. The relationship you build with him/her will be very helpful as you complete church ministry worker assignments and serve in licensed ministry. Be sure to keep in touch with him/her regularly.

This handbook provides information about the required assignments and tools that will help you to complete them effectively. If you would like to receive a printed copy of the handbook, please call the District Office (402-330-1888).

Books reports and completion dates are to be submitted to your mentor for grading and to the District Office for recording your progress. It is expected that the church ministry pathway will take 1-2 years. You are encouraged to make steady progress on assignments, using what you learn in practical ways in your ministry setting.

If you have questions, call the District Office. We would be happy to help you in any way that we can.

Rev. J. Wayne Spriggs, DMin
Interim District Superintendent

Pathway to Church Ministry Worker License

For those starting in 2016

Significance of Church Ministry Worker License: Men and Women Receiving the Church's Public Recognition of the Call from God and Unique Preparation for a Lifetime of Ministry for Those Not Seeking to Serve as an Ordained or Consecrated Worker

Name		Ministry Assignment	Mentor	License Date	Target Date
Read these books:	Date Submitted		Missions Awareness (complete one):		Date Completed
All for Jesus			C&MA college level course on missions		
The Fourfold Gospel			<i>Alliance Strategies in Mission</i> Course		
The Pursuit of God					
Children's Bread or Gospel of Healing					
Heart of the Gospel					
Wingspread					
Power through Prayer					
<i>Note: After reading each book, complete book report form and submit to mentor and District Office.</i>					
Other Assignments:	Date Completed	Notes:			
Polity Course		Complete the Alliance Polity course within prescribed pathway and time frame.			
College Transcripts		Submit documentation of 30 hours of formal Bible education.			
Resonate		Attend Resonate - an orientation on the denomination hosted by the National Office.			
Bible - (Version)		Read the Bible through twice in two different versions. Report the dates of completion and version of the Bible read to mentor and District Office.			
Bible - (Version)					
Evangelism Engagement		Complete evangelism engagement assignment as explained in the church ministry worker handbook.			
Discipleship Engagement		Complete discipleship engagement assignment as explained in the church ministry worker handbook.			
In-Service Training		Serve in licensed ministry for 1 year and complete in-service training assignment as explained in the handbook.			
Personal Growth Plan		Submit a written personal growth plan to the mentor and District Office.			
Lifelong Learning		Mentor and District Office will assist the worker to explore lifelong learning and self understanding tools.			
Final Step:					
Oral Interview		Committee will interview candidate on Christ-centered character, empowered ministry, spiritual leadership, healthy living, biblical foundations, and Alliance alignment. (See sample questions in handbook.)			

Requirements for Licensing as a Church Ministry Worker

1. Target Dates for Assignment Completion

- A. Plan and record the target dates for completing CMWL assignments on the form provided (see page 9 of this handbook).

2. Required Reading

- A. The candidate shall read through the entire Bible twice, using two different versions.
- B. The candidate shall read all of the books on the official reading list for the Church Ministry Worker.
 - *All for Jesus*—Robert L. Niklaus, John S. Sawin, and Samuel J. Stoesz
 - *The Fourfold Gospel*—A. B. Simpson
 - *The Pursuit of God*—A. W. Tozer
 - *Children's Bread*—Keith Bailey or *The Gospel of Healing*—A. B. Simpson
 - *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
 - *Wingspread*—A. W. Tozer
- C. After reading each book the candidate shall complete a book report on the form provided and submit it to mentor (see pages 10-12 for book report form and grading rubric information).
- D. Other books may be assigned by mentor.

3. Verification of Education

- A. A transcript of the candidate's academic credits shall be forwarded to the District Office.

4. Missions Awareness

Candidates may fulfill the Missions Awareness requirement in one of two ways:

- A. 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.
- B. Successfully complete the online *Alliance Strategies in Mission* course provided by the National Office.

5. Evangelism Engagement

Candidate will complete the evangelism engagement assignment as explained on page 13 of this handbook.

6. Discipleship Engagement

Candidate will complete the discipleship engagement assignment as explained on page 14 of this handbook.

7. Denominational Orientation

Candidates shall be required to attend Resonate (New Official Workers Forum) as a requirement for a Church Ministry Worker License.

8. In-Service Training

Candidate shall serve in licensed ministry for 1 year and complete the in-service training assignment as described on page 15 of this handbook.

9. Personal Growth Plan

Candidates for the Church Ministry Worker License shall submit a written, personal growth plan (5 pages) to the District Office and mentor which includes the following:

- A. Brief rationale for ministry as a licensed Church Ministry Worker
- B. Five key areas of life you plan to develop
- C. Key competencies you need to develop/acquire to grow in each area
- D. Resources needed to be able to develop these areas/competencies
- E. Potential mentors/coaches who can assist

10. Additional Recommended Projects

The following projects may be required at the discretion of the Licensing, Ordination, and Consecration Council, District Office, and/or mentor.

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 mentor. Listed below are some suggested topics for lifelong learners:

- Devotional/Spiritual Disciplines
- Lifelong Learning Models
- Preaching
- Leadership: Master planning, Vision Casting
- Interpersonal Relationship Skills
- Creating Effective Change
- Pastoral Care/Shepherding
- Evangelism
- Missions
- Church Planting
- Growing Healthy Churches
- Stewardship

B. Self-Understanding

Present a written analysis of self-understanding using assessment tools such as GHC IV, IDAK, DISC, SDI, 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 his person and ministry. Present findings to an approved counselor (or superintendent) and report results to mentor.

11. Oral Interview

The candidate shall satisfactorily complete an oral interview by the District Licensing, Ordination, and Consecration Council (see pages 16-21 of this handbook for questions).

TARGET DATES FOR ASSSIGNMENT COMPLETION	
Assignment	Target Date
Book: All for Jesus	
Book: The Fourfold Gospel	
Book: The Pursuit of God	
Book: Children's Bread or Gospel of Healing	
Book: Heart of the Gospel	
Book: Wingspread	
Book: Power Through Prayer	
Missions Awareness Assignment	
Polity Course	
Transcripts to District Office	
Resonate	
Read Bible 1st Time	
Read Bible 2nd Time	
Evangelism Engagement	
Discipleship Engagement	
In-service Training	
Personal Growth Plan	
Oral Interview	

The candidate and mentor have worked together to complete the above timetable for the completion of the process in a reasonable timeframe (suggested timeframe is 2 years). The signatures below indicate the commitment of both parties to make regular process on the assignments, knowing that the candidate's license depends on keeping this commitment.

Candidate:

Date:

Mentor:

Date:

Book Report Summary

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?

Name:

Date:

Book Report Grading Rubric

CATEGORY	25-22	21-18	17-15	14-0
Summary	The book was excellently summarized.	The book was clearly summarized.	The book was summarized.	Inadequate summary.
Thinking Stimulated	Engaged interaction/ appraisal rather than restatement is present.	Good interaction or appraisal rather than restatement is present.	Some interaction or appraisal.	Interaction inadequate.
Personal Impact	The content is directly applied to life and ministry.	The content is applied to life and ministry.	Content loosely applied to life and ministry.	Insufficient application.
Theological Interaction	Agreement, disagreement, or confusion clearly articulated.	Agreement, disagreement, or confusion articulated.	Agreement, disagreement, or confusion somewhat articulated.	Agreement, disagreement, or confusion inadequately articulated.
Total				

Additional Comments:

Graded by:

Date Graded:

The book report and completed rubric are to be submitted to the District Office.

Understanding Grading Rubrics

- Facilitating effective but efficient feedback to the candidates is the purpose of grading rubrics. The main point is to grow the candidate in life and ministry. Do understand that this growth is facilitated best within an intentional relationship. Still, it is *very* helpful to candidates to receive frank, timely, well-crafted feedback regarding their work. These tools are designed to help you do so.
- Each piece of work the candidate completes is turned in to the mentor and the mentor gives feedback on the work using the appropriate rubric. To do so, choose the appropriate rubric and fill it out (see example below). Comments throughout the paper are also welcome. This can all be done electronically via e-mail. It is recommended that all work be completed, graded, and filed electronically for efficiency.
- If the score is acceptable, then the work is submitted complete with the rubric by the mentor to the District Office where it is recorded in the candidate's file as completed.

An Example Completed

Book Title: Wholly Sanctified

Read by: Joe Candidate

CATEGORY	25-22	21-18	17-15	14-0	Score
Summary	The book was excellently summarized.	The book was clearly summarized.	The book was summarized.	Inadequate summary.	22
Thinking Stimulated	Engaged interaction/appraisal rather than restatement is present.	Good interaction or appraisal rather than restatement is present.	Some interaction or appraisal.	Interaction inadequate.	20
Personal Impact	The content is directly applied to life and ministry.	The content is applied to life and ministry.	Content loosely applied to life and ministry.	Insufficient application.	24
Theological Interaction	Agreement, disagreement, or confusion clearly articulated.	Agreement, disagreement, or confusion articulated.	Agreement, disagreement, or confusion somewhat articulated.	Agreement, disagreement, or confusion inadequately articulated.	17
				Total Score	83

Additional Comments: Mentor can enter comments for the candidate.

Evangelism Engagement Assignment

Purpose

To develop and implement an understanding of both the personal and corporate natures of evangelism and explore the creation of a culture of evangelism within the local church.

Desired Outcomes

1. The candidate will have understanding of both the gospel and the Scriptural mandates regarding evangelism.
2. The candidate will intentionally make demonstration and proclamation of the gospel a regular part of life and will invite accountability toward that end.
3. The candidate will explore the work of creating a gospel-sharing culture within the life of the local church.

Requirements

1. Participate in training and study regarding evangelism through one or more of the following:
 - a. Participate in an evangelism training class.
 - b. Attend an evangelism conference or training seminar (Growing a Healthy Church; LIVE 26; etc.).
 - c. Study an evangelism training book.
2. Engage in personal evangelism efforts – working with your mentor to grow as one who is actively seeking to both demonstrate and proclaim the gospel of Jesus
3. Write a 4-5 page paper discussing the following:
 - a. What have you learned in the training/reading regarding both personal and corporate evangelism (include your definition of the gospel and the Scriptural mandates regarding evangelism)?(1-2 pages)
 - b. What are you currently doing in your own personal evangelism efforts, and how will you seek to grow personally in evangelism in the future? (1 page)
 - c. How would you develop a culture of evangelism in the local church, and what are you currently doing in this effort? (2 pages)
4. Submit the paper to both the mentor and the District Office for follow up.

Disciple-Making Engagement Assignment

Purpose

To develop and implement an understanding of both the personal and corporate natures of disciple-making and explore the creation of a culture of discipleship within the local church.

Desired Outcomes

1. The candidate will understand the Scriptural mandates regarding disciple-making and the nature of disciple-making.
2. The candidate will engage in intentional disciple-making in his or her local setting.
3. The candidate will explore the work of creating a disciple-making culture within the life of the local church.

Requirements

1. Participate in training regarding discipleship through one or more of the following:
 - a. Participate in a discipleship training class.
 - b. Attend a disciple-making conference or training seminar (Growing a Healthy Church; LIVE 26; etc.)
 - c. Study a discipleship training book.
2. Engage in personal discipleship – work with your mentor to develop a pathway for personal discipleship efforts and actively participate in discipling others.
3. Write a 4-5 page paper discussing the following:
 - a. What have you learned in the training/reading regarding both personal and corporate disciple-making(include your understanding of the Scriptural mandates regarding disciple-making and the nature of disciple-making)?(1-2 pages)
 - b. What are you currently doing in your own personal disciple-making efforts, and how will you seek to grow personally in discipleship efforts in the future? (1 page)
 - c. How would you develop a culture of disciple-making in the local church, and what are you currently doing in this effort? (2 pages)
4. Submit the paper to both the mentor and the District Office for follow up.

In-Service Training Assignment

Purpose

The emerging leader will serve in a licensed, official worker ministry position for a minimum of one year prior to receiving the Church Ministry Worker License and will intentionally reflect on the experience.

Desired Outcomes

1. The candidate will gain real-life experience in ministry leadership.
2. The candidate will experience space to learn and grow in a nurturing environment where it is okay to make mistakes and receive grace and coaching toward greater maturity.
3. The candidate will develop clear understanding of ministry strengths and weakness.

Requirements

1. Fulfill one year of licensed ministry.
2. Write a 2-3 page paper discussing the following:
 - a. Describe the nature of your ministry experience.
 - b. Discuss your personal growth and learning (including your understanding of both your strengths and weaknesses in ministry leadership).
 - c. Share the next steps you feel you need to take in ministry around both your personal development and sense of calling from God regarding ministry.
3. Submit the paper to both the mentor and the District Office for follow up.

Sample Questions for the Church Ministry Worker Interview

Five Core Characteristics of an Alliance Worker

Testimony and Calling

- Please tell us the high points of your story in about 5–10 minutes, including your conversion and calling experiences.
- Why do you want to be licensed with The Christian and Missionary Alliance?
- Where do you see yourself in five years?

Christ-Centered Character

Formation – Integrity – Stewardship

Formation: The candidate shows evidence of being filled with the Holy Spirit and exhibits evidence of an ever-deepening walk with God. The candidate maintains regular and meaningful devotional patterns, spiritual disciplines, including a growing and consistent prayer life.

- Describe your current walk with Christ. Please tell us how your life is changing to become more like Jesus.
- How would people around you describe your relationship with Jesus? What evidence would they give to show that your walk with God is growing deeper?
- What pressures has God allowed into your life, and how do you see God's purpose in these pressures?
- Describe your devotional patterns. How have they developed or changed over the past few years? What works best for you? How frequently? What passages? How long? Do you memorize Scripture? Do you journal?
- What Scriptures has God used in shaping your life?

Integrity: The candidate shows evidence of a godly and exemplary lifestyle as prescribed in 1 Timothy 3:1–7. They pursue and practice personal holiness, integrity, and moral purity.

- How would people, those in the church as well as the non-churched, describe your reputation?
- Can you tell us about times where you acted unwisely? What have you learned from those circumstances?
- What are the areas in your life where you struggle with self-control? Do you have a temper? Any addictive behaviors?
- In the last six months, have you had regular and intentional exposure to pornography in any form? Have you ever had a relationship, physical or emotional, that would be considered inappropriate or immoral?

- What are the main values that define your life, and how well have you adhered to those values in daily living?
- What is accountability? Is it important to you? Why? Describe how you practice accountability in your life and ministry.

Stewardship: It appears the candidate uses his/her resources (time, money, and relationships) wisely.

- Describe how you manage your time. Do you procrastinate? Has poor time management ever gotten you in trouble?
- How do you manage your money? Do you pay bills on time? Do you tithe? Do you have any debt? Describe any debt you have and your plan to become debt-free.
- What are your expectations in relationships? Are you able to maintain proper boundaries in those relationships?
- How do you contribute to the growth of those with whom you have a significant relationship?

Empowered Ministry ***Calling – Gifting – Discipleship – Mission***

Calling: The candidate shows evidence they are being called by God into vocational ministry and others in the church are also confirming his/her calling.

- How would you describe the call of God on your life?
- How do you know that you belong in ministry?
- Have leaders in your church encouraged you to consider ministry?
- Is your family in support of this direction in your life?
- How has your training prepared you for effective ministry?
- Why choose a ministry in The Christian and Missionary Alliance?

Gifting: The candidate understands and use his/her gifts, talents, and passions for the advancement of the Kingdom.

- What activity in the church gives you great joy (preaching, teaching, leading, helping, etc.)?
- What talents have others observed in your life? What do you do well?
- What spiritual gifts would someone say you have?

Discipleship: The candidate can articulate, demonstrate, and mobilize others in a Christ-centered, discipling philosophy of ministry.

- Has someone ever actively discipled you? Are you currently discipling anyone?
- How would you lead a person from a new faith to maturity?

- What do you enjoy most about the church and what is the most difficult for you? Why?
- If we were to ask your partners in ministry what they appreciate about your ministry and what they would like to change, what would they say?

Missional: The candidate shows evidence of being engaged in the global mission of the church. He/she is interceding and building relationships with un-churched people and seems comfortable and active in sharing the gospel with those who are searching for faith.

- Do you make a practice of developing friendships with non-Christians? Give some examples.
- How do you best witness? When did you last witness to someone?
- Have you led anyone to Christ recently?
- What would you say if you were to present the gospel to someone? Give us a gospel presentation.
- How are you engaged in the global mission of the church? Give some examples. Do you contribute toward the Great Commission completion through the GCF?

Spiritual Leadership **Team – Effectiveness - Attitude**

Team: The candidate has learned to put the interests of the team above their personal interests and strives to contribute beyond the boundaries of their role. He/she is proactive in dealing with conflict in a constructive manner that leads towards reconciliation.

- Can you describe a time where you worked on a team that did not go well? What happened and what did you learn about yourself?
- How do you work through conflict? Have you ever handled it poorly? Is there a time when you handled it correctly? Is your tendency to avoid conflict or to address it head on?
- When do you feel it is appropriate to confront others? What are the guidelines for such a confrontation?

Effectiveness: The candidate demonstrates effective strategies for decision making. He/she practices effective organizational, communication, and mobilization skills.

- How would you initiate a high priority activity? What parts or stages of project management do you enjoy the most? What are the least favorite aspects?
- Are you a person who is excited or hesitant about change?
- Are you known as a person who gets things done? If you fail in accomplishing a project, what would be the most likely reason? (Organization, wrong decisions, not able to communicate, lack of follow through, not able to get others involved?)

- What leadership roles have you fulfilled? Did anyone follow you? Are you one who is normally behind the scenes or out in front?
- Do you tend to do something yourself and make sure it is done correctly or do you take the risk of enlisting others to do what you might be able to do better?

Attitude: The candidate demonstrates flexibility and the ability to manage stress and anxiety well. He/she responds well to authority and values positive, constructive feedback.

- How have you managed situations that did not meet your expectations? If unexpected events or circumstances take place, how does that affect your stress level? Would others describe you as inflexible or flexible?
- What are the things in life and ministry that bring stress and anxiety in your life? When you are stressed, how does that show itself in your life?
- Have you ever worked with a leader you did not respect? How did you deal with that relationship?
- What expectations do you have when you've done something well? How do you handle praise? How do you handle criticism? Do you have a tendency to be defensive?
- How would you define success?

Healthy Living

Physical – Emotional – Relational - Marriage/Family

Physical Health: The candidate maintains physical health as demonstrated by good habits in nutrition, physical fitness, and rest.

- How do you maintain good physical health? Why is this important to you?

Emotional Health: The candidate appears to have appropriately processed past traumatic/abusive experiences and exhibits appropriate emotional health. He/she shows awareness of how their emotions affect others around him/her.

- Has there ever been any abuse or painful experience in your life that might affect the way you serve?
- How have you handled hard times in your life in the past?
- Which attitudes, character traits or behavioral habits does God want to change in your life?
- Have you experienced a prolonged period of discouragement or depression?
- When do unmet expectations create disillusionment in what you're doing or a feeling of helplessness/lack of hope? How do you counteract feelings of discouragement or sadness?

Relational Health: The candidate relates well with others and maintains a positive and realistic outlook on life.

- What character traits in you potentially could create barriers between you and others?
- Would others describe you as a positive or a negative person? How has your outlook on life and ministry affected others around you?
- Which aspects of your life do you freely share with others?
- Would people describe you as approachable and hospitable? Are you a people person naturally, or is that something you work at?

Marriage/Family Health: The candidate appears to have and strong marriage, proven parenting skills, and a family that is committed to a ministry lifestyle.

- If married, how would you rate your marriage on a scale of 1-10? When has your marriage been stronger and why?
- What are the areas of your marriage that are most aligned with each other? What are the areas that are different? Where does the most conflict come from?
- If you could change anything about your spouse what would it be?
- How does everyone in the family feel about a ministry lifestyle?
- How would others describe your marriage relationship? If you have children, how would they describe your family? What positive and negative observations would they make?
- How would others describe how you manage your family? Would they say your children obey and respect you?

Biblical Foundations and Alliance Alignment

Scriptural Knowledge - Theological Understanding - Alliance Alignment

Scriptural Knowledge: The candidate demonstrates a good working knowledge of the Bible.

This section is assessed through the online Bible Knowledge Exam. All candidates must have an 80% score to be credentialed.

Theological Understanding: The candidate can clearly articulate an integrated theological understanding of the “Statement of Faith of The Christian and Missionary Alliance.” He/she is able to communicate the Word of God with *spiritual authority*.

Review the Doctrinal Questionnaire and ask questions that relate to weaknesses that are revealed in their answers. Please keep in mind this is not ordination, so limit questions to those in the Doctrinal Questionnaire.

- God - Explain your understanding of “one God” and “existing eternally in three persons.”

- Jesus - What do you understand by “true God and true man” as applied to Jesus? And outline briefly your concept of Christ’s atonement for sin, indicating your understanding of His “substitutional sacrifice.”
- Holy Spirit - Describe the ministry of the Holy Spirit to the believer and to the unbeliever.
- Scripture - What do you understand the following to mean in reference to the authority of Scripture as expressed in the “Statement of Faith of the C&MA?” “Inerrant”, “verbally inspired,” “only rule,” “faith and practice.”
- Salvation - What do you understand by the following terms? “Salvation,” “repentance,” “believe,” “regeneration,” “justification.” Is there salvation without personal faith in Jesus Christ? What of those who have not heard the gospel?
- Sanctification - Describe your support of the C&MA position on sanctification (positional, experiential, crisis, progressive, total)? What do you understand by “filled with the Holy Spirit,” “sanctified wholly,” “separated from sin,” “fully dedicated.” What, in your opinion, are evidences of a sanctified life?
- Divine Healing - What is the scriptural basis for the position that physical healing is provided in the redemptive work of Christ? Do you believe divine healing is the privilege of the believer today?
- Church and Ordinances - Why is it important to establish local churches? What is the role of the church in the proclamation of the gospel and edification of the believer?
- Eschatology - What does the term “bodily resurrection” mean? In connection with the return of Christ, define the following terms: “premillennial,” “amillennial,” “postmillennial.” Which position do you accept and why?

Alliance Alignment: The candidate understands and embraces the Fourfold Gospel of The Alliance, is willing to submit to constituted authority, and is committed to living out the Core Values of the C&MA.

- Can you share Scriptures that are foundational to spiritual questions people ask you? Are these Scriptures a part of your life?
- What Scriptures have made the greatest impact on your life?
- Describe the Fourfold Gospel of The Alliance.
- Which of the theological emphases or distinctives of the C&MA are you most enthused about?
- What is the mission/values/passion of the C&MA? How do they express themselves in your life and ministry?
- Describe your understanding of “constituted authority” and how that would apply to you.
- Simply explain your understanding of the governance and polity of The Alliance.