



MIDAMERICA DISTRICT OF THE C&MA

Mentor Handbook

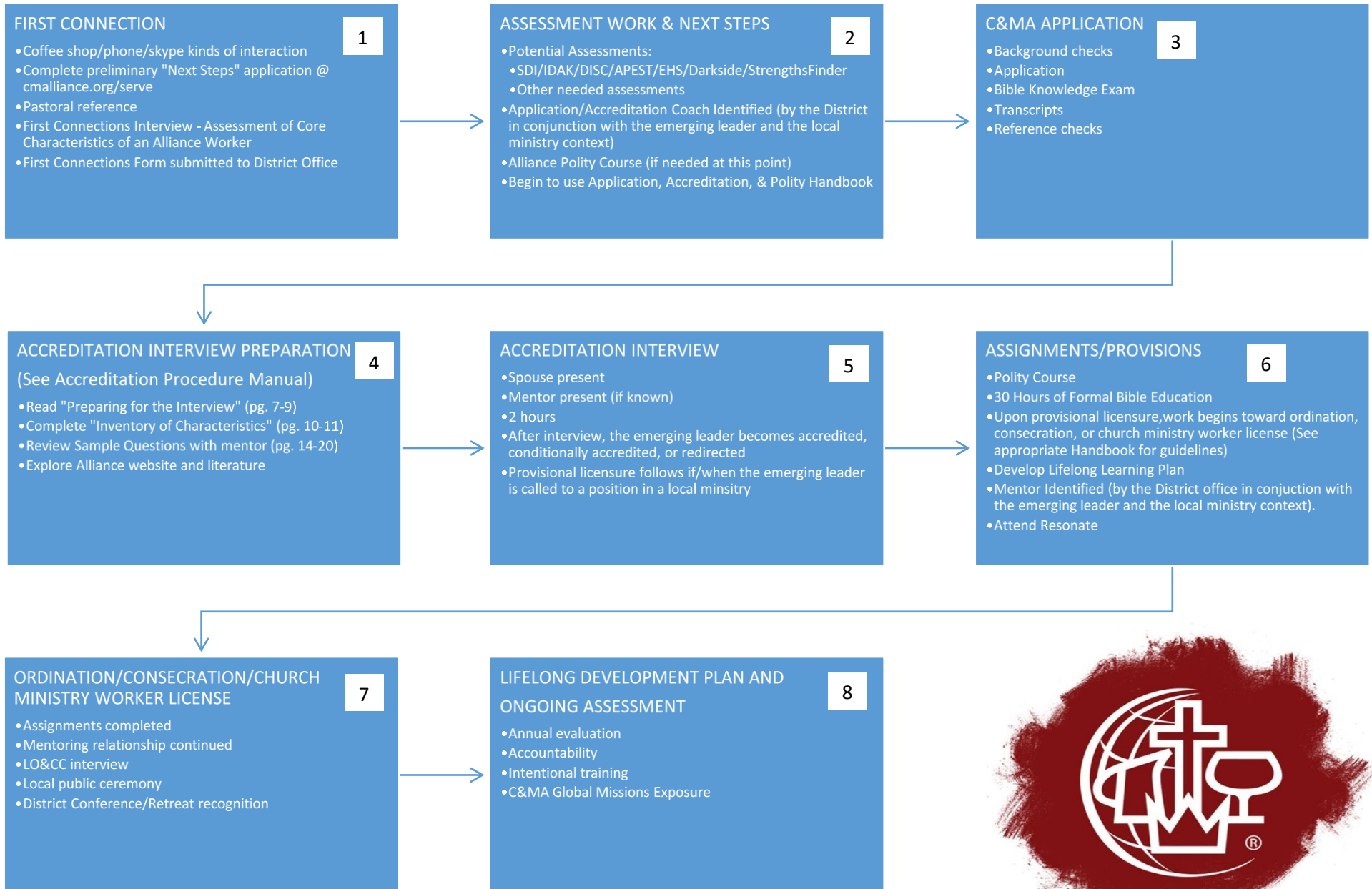
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MENTOR HANDBOOK

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MIDAMERICA DISTRICT LEADERSHIP DEVELOPMENT PATHWAY



MENTOR'S GUIDE TO EXPECTATIONS/OUTCOMES

Purpose of Mentoring:

Seasoned Kingdom leaders encouraging and equipping Emerging Leaders in a developmental journey toward ordained or consecrated ministry.

With the MidAmerica District's modular format for leaders in ordination and consecration, mentors play a central role in the success of the journey. Emerging Leaders are looking for relationships and access into the lives of men and women who have spiritual insights and ministry/life experiences more than they are looking for teaching and training. We recognize that most of these leaders have theological knowledge and required educational requirements, but many have never had someone invest in their lives as a mentor. This is the role you can fill as a mentor!

Desired Outcomes for Emerging Leaders in this Journey

1. Clarification of the call of God on the Emerging Leader's life
2. Holistic development of all Five Core Characteristics of an Alliance Worker
 - Christ-Centered Character
 - Empowered Ministry
 - Spiritual Leadership
 - Healthy Living
 - Biblical Foundation
3. Equipping for a lifetime of effective Kingdom ministry

Qualifications for Being a Mentor

1. Must be ordained or consecrated
2. Willingness to create margin in life to mentor
3. Have a passion for developing Kingdom leaders
4. Demonstrate personal competency in the Five Core Characteristics of an Alliance Worker (see page 61-62).
5. Commit to ongoing mentor training and development

General Expectations of a Mentor

1. Commit to mentor the Emerging Leader through the ordination/consecration pathway (usually 2-3 years), ensuring implementation of necessary steps/tools to address areas of development and growth (see page 7 for overview of the pathway).
2. Engage with the Emerging Leader twice monthly. Some meetings will be face-to-face; some meetings will be over the phone/video call. Make an effort to visit the leader in his/her home or ministry setting. Using the Emerging Leader and Mentor Discussion Guide may be helpful (see page 63).
3. Invite the Emerging Leader to visit your ministry context for an opportunity to observe leadership/ministerial skills, as well as methodology.

4. Report to the District Office **after each module** has been completed by submitting the **Module Completion Form**. Include observations on areas that have been strengthened and areas needing further development.
5. When **all modules** have been completed and the candidate is ready to schedule the ordination or consecration interview, submit the signed **All Modules Completed Form** to the District Office (see page 77).
6. Help the Emerging Leader prepare for ordination/consecration interview and attend the interview if possible.
7. Communicate with the District Office regarding needs that arise.
8. It is recommended that you meet with the church board (or other supervisors) of the Emerging Leader to explain the ordination/consecration pathway. This will help those in authority over the leader to recognize the time commitment involved and the benefits of this pathway of leadership development.
9. Become familiar with sections E3-E6 of the C&MA Manual - Uniform Policy on Licensing, Ordination, Consecration, and Certification and other sections of the manual as outlined in the resource website section on page 58.

Completion Deadline

Upon licensing the Emerging Leader is expected to immediately begin working on the ordination/consecration journey and finish within three years of the licensing date. The following is included in the Ordination and Consecration Handbooks:

If you need to complete the prerequisite 30 hours of formal Bible/ministry education, the start date for the ordination/consecration journey can be delayed until completion of the requirement. If this is the case for you, please contact the District Office with the following information:

- University or institution offering the 30 hours of Bible (must be accredited credit hours or Alliance/District approved course of study).
- Start and projected end date of course of study.


If personal/ministry circumstances prevent you from completing the requirements within three years, an extension of up to one year may be granted by the Licensing, Ordination, and Consecration Council (LO&CC). The request for this extension must come from the mentor and church governing board/advisory team/board of directors.

If the modules are not completed within the allotted time, the Emerging Leader's license may be suspended until ordination/consecration requirements, including the final interview, are completed.

Ordination/Consecration requirements may be adjusted based on the Emerging Leader's prior education and ministry experience. Requested waivers for any component of these modules must be presented to the District Superintendent. Include justification by the Emerging Leader and mentor.

Dates for Emerging Leader

- Mentor will help Emerging Leader to be aware of scheduling needs for the following requirements:
 - Resonate – new workers seminar hosted by National Office each year
 - MidAmerica District Alliance Orientation Retreat
 - Alliance Strategies in Missions course or compatible course
 - BASICS
 - Peacemakers Training
 - Ordination/consecration interview dates
 - Mission trip experience opportunities
 - Preaching/teaching workshop or seminar

	<h1>MIDAMERICA DISTRICT PATHWAY TO ORDINATION/CONSECRATION</h1>
MODULES: (4-month time limit on each)	
Module 1: Alliance Polity & Alignment	
Module 2: Christ-Centered Character	
Module 3: Empowered Ministry (Calling and Gifting)	
Module 4: Empowered Ministry (Discipleship and Mission)	
Module 5: Spiritual Leadership	
Module 6: Healthy Living	
Module 7: Scripture Knowledge and Theological Understanding	
Module 8: Life-long Learning Plan (After ordination/consecration interview)	
OTHER ASSIGNMENTS:	
Attend Resonate	
30 Hours of Formal Bible/Theology/Ministry Education	
Read through Bible 1	
Read through Bible 2	
Elder Evaluations	

Note: The module information included in the Mentor Handbook is from the Ordination Handbook; however, the Consecration Handbook is the same except pronoun specifics.

MODULE 1:

ALLIANCE

POLITY &

ALIGNMENT

MODULE 1: ALLIANCE POLITY AND ALIGNMENT

Timeframe – to be completed as courses are offered

General Information

Description

This module explores the foundational polity of The Christian and Missionary Alliance including core beliefs, values, mission, strategy, and structure, and helps you to embrace and implement Alliance DNA in your ministry context.

Expectations and Goals

- Ability to articulate the story of how the C&MA came into existence.
- Ability to explain and defend the core beliefs of the C&MA (including the Fourfold Gospel).
- Ability to implement core matters of the C&MA in your local ministry context and to better connect your local context to the broader mission of evangelization and discipleship both in the United States and abroad.

Module Requirements

Required Text to Be Read

1. **All for Jesus**, Niklaus, Sawain, Stoesz
2. **Fourfold Gospel**, A.B. Simpson (to be read prior to attending Alliance Orientation Retreat)
3. Begin reading through the Bible. You are required to read through the Bible in two different versions during your time in the ordination pathway.

Required Experiences

1. Attend the MidAmerica District Alliance Orientation Retreat offered periodically.
2. Attend Resonate - new workers seminar hosted by National Office each year.

Required Assignments

1. After attending the Orientation Retreat, complete the *Engaging with Alliance Orientation Retreat Follow-up Homework*.
2. After reading **Fourfold Gospel**, write a 4-part lesson to be used in teaching a group of new believers about the centrality of Jesus as seen through the **Fourfold Gospel**.
3. Skim the Manual of the C&MA paying close attention to A5 – Uniform Constitution (latest version can be found at www.cmalliance.org).

Mentor Notes

Interactions with the Emerging Leader

1. Discuss insights and applications regarding the readings and experiences listed above.
2. Review the assignments with the Emerging Leader.
3. Build an accountability pattern that allows you to hold the leader accountable for the plans laid out in the *Alliance Orientation Retreat Follow-up Homework*.
4. Study and discuss the Alliance view of constituted authority and how it is carried out across the denomination (see mentor resources for assistance).

Alliance Orientation



FOLLOW-UP HOMEWORK

SUBMIT TO THE DISTRICT OFFICE BY APRIL 3RD

- Your Name _____
- Please give brief answers that will be helpful for you. Bullet points are fine.
- Please submit a copy to the District Office and retain a copy for yourself, allowing this to become a bit of a roadmap for your own ministry and teaching.
- An electronic copy of the file should have been emailed to you. If you have not received it and would like to, please email kathy@madcma.org.
- Handwritten copies can be scanned and emailed to kathy@madcma.org.

ENGAGING WITH ALLIANCE ORIENTATION - *CHRIST OUR SAVIOR*

RATE YOUR LOCAL CONGREGATION'S GRASP OF *CHRIST OUR SAVIOR*

1 2 3 4 5 6 7 8 9 10

HOW HAVE YOU PREVIOUSLY HELPED TO PROCLAIM AND PROMOTE *CHRIST OUR SAVIOR*?

DESCRIBE HOW GRASPING *CHRIST OUR SAVIOR* MIGHT IMPACT THE LIFESTYLE OF THE AVERAGE PERSON IN THE CONGREGATION:

WHAT COULD YOU DO IN THE NEAR FUTURE TO BRING FOCUS TO *CHRIST OUR SAVIOR*?

ENGAGING WITH ALLIANCE ORIENTATION - *CHRIST OUR SANCTIFIER*

RATE YOUR LOCAL CONGREGATION'S GRASP OF *CHRIST OUR SANCTIFIER*

1 2 3 4 5 6 7 8 9 10

HOW HAVE YOU PREVIOUSLY HELPED TO PROCLAIM AND PROMOTE *CHRIST OUR SANCTIFIER*?

DESCRIBE HOW GRASPING *CHRIST OUR SANCTIFIER* MIGHT IMPACT THE LIFESTYLE OF THE AVERAGE PERSON IN THE CONGREGATION:

WHAT COULD YOU DO IN THE NEAR FUTURE TO BRING FOCUS TO *CHRIST OUR SANCTIFIER*?

ENGAGING WITH ALLIANCE ORIENTATION - *CHRIST OUR HEALER*

RATE YOUR LOCAL CONGREGATION'S GRASP OF *CHRIST OUR HEALER*

1 2 3 4 5 6 7 8 9 10

HOW HAVE YOU PREVIOUSLY HELPED TO PROCLAIM AND PROMOTE *CHRIST OUR HEALER*?

DESCRIBE HOW GRASPING *CHRIST OUR HEALER* MIGHT IMPACT THE LIFESTYLE OF THE AVERAGE PERSON IN THE CONGREGATION:

WHAT COULD YOU DO IN THE NEAR FUTURE TO BRING FOCUS TO *CHRIST OUR HEALER*?

ENGAGING WITH ALLIANCE ORIENTATION - *CHRIST OUR COMING KING*

RATE YOUR LOCAL CONGREGATION'S GRASP OF *CHRIST OUR COMING KING*

1 2 3 4 5 6 7 8 9 10

HOW HAVE YOU PREVIOUSLY HELPED TO PROCLAIM AND PROMOTE *CHRIST OUR COMING KING*?

DESCRIBE HOW GRASPING *CHRIST OUR COMING KING* MIGHT IMPACT THE LIFESTYLE OF THE AVERAGE PERSON IN THE CONGREGATION:

WHAT COULD YOU DO IN THE NEAR FUTURE TO BRING FOCUS TO *CHRIST OUR COMING KING*?

ENGAGING WITH ALLIANCE ORIENTATION – *THE ALLIANCE CORE VALUES*

RATE YOUR LOCAL CONGREGATION'S GRASP OF *THE ALLIANCE CORE VALUES*

1 2 3 4 5 6 7 8 9 10

WHICH OF *THE ALLIANCE CORE VALUES* SEEM TO CAPTURE YOUR HEART IN THE GREATEST WAY?

WHICH OF *THE ALLIANCE CORE VALUES* DO YOU NOT RESONATE WITH? WHY?

WHAT CHANGES NEED TO TAKE PLACE IN YOUR MINISTRY TO TURN AN "ASPIRED TO" *ALLIANCE CORE VALUE* INTO AN "ACTUAL" CORE VALUE IN YOUR SETTING?

WHAT ARE THE THREE NEXT STEPS YOU SHOULD TAKE IN THIS AREA?

ENGAGING WITH ALLIANCE ORIENTATION – *ALLIANCE MISSIONS*

RATE YOUR LOCAL CONGREGATION'S GRASP OF *ALLIANCE MISSIONS*

1 2 3 4 5 6 7 8 9 10

HOW HAVE YOU PREVIOUSLY HELPED TO PROCLAIM AND PROMOTE *ALLIANCE MISSIONS*?

HOW COULD YOU HELP YOUR CHURCH PRAY FOR *ALLIANCE MISSIONS* EFFORTS?

HOW COULD YOU HELP YOUR CHURCH SEND *ALLIANCE MISSIONARIES*?

HOW COULD YOU HELP YOUR CHURCH GO TO HELP *ALLIANCE MISSIONS*?

HOW COULD YOU HELP YOUR CHURCH GIVE TO *ALLIANCE MISSIONS (GCF IN PARTICULAR)*?

DESCRIBE HOW GRASPING *ALLIANCE MISSIONS* MIGHT IMPACT THE LIFESTYLE OF THE AVERAGE PERSON IN THE CONGREGATION:

ENGAGING WITH ALLIANCE ORIENTATION – *CHURCH PLANTING*

RATE YOUR LOCAL CONGREGATION'S INVOLVEMENT IN *CHURCH PLANTING*

1 2 3 4 5 6 7 8 9 10

HOW HAVE YOU PREVIOUSLY HELPED TO PROCLAIM AND PROMOTE *CHURCH PLANTING*?

NAME AND BRIEFLY DESCRIBE TWO LOCATIONS IN WHICH YOUR CHURCH COULD EXPLORE PLANTING A NEW CONGREGATION (the District Office would be glad to send you detailed demographics of the community; if desired, please indicate in your answer):

INDICATE THE THREE STEPS **YOU WILL TAKE** TO HELP YOUR CHURCH CONSIDER CHURCH PLANTING IN THE NEXT 2-3 YEARS:

DESCRIBE ANY OBSTACLES YOU THINK WILL HINDER YOUR CHURCH FROM PLANTING ANOTHER CHURCH AND GIVE ONE THOUGHT AS TO HOW YOU COULD OVERCOME THAT OBSTACLE:

MODULE 1: ALLIANCE POLITY & ALIGNMENT

MENTOR DETAILS

- 1. Discuss insights and applications regarding the reading assignments and experiences.**
 - Remind the leader that the pathway requires reading the Bible through two times in different versions. Encourage the leader to begin as soon as possible on this.
 - Review the two required readings before you engage with the Emerging Leader.
 - Be sure the Emerging Leader has checked with the District Office on the dates for the Alliance Orientation Retreat and Resonate. The Orientation Retreat is scheduled in the spring and/or fall each year on both sides of the district. Resonate (for newly licensed workers) is hosted by the National Office, usually in August of each year. Both experiences will expose the leader to Alliance DNA. Engage with the leader about the experience.
- 2. Review the assignments together with the Emerging Leader.**
 - The District Office will follow up with the leader on the Engaging with Alliance Orientation Retreat follow-up homework assignment (see pages 10-17).
 - Help the leader build a teaching unit based on the **Fourfold Gospel** and determine the best venue for this teaching.
- 3. Build an accountability pattern that allows you to hold the leader accountable for the plans laid out in the Engaging with Alliance Orientation Retreat follow-up homework.**
 - It is the desire that new leaders grasp the unique ministry of The Alliance early in the pathway.
- 4. Study and discuss The Alliance view of constituted authority and how it is carried out across the denomination.**
 - This can be confusing for someone new to The Alliance. This is introduced at the Orientation Retreat, but it is good to discuss with the leader the alignment of the local church, district, and national authority structures (see the Manual of the C&MA, referenced on page 58).



MIDAMERICA DISTRICT MODULE 1 COMPLETION FORM

EMERGING LEADER

MENTOR

REQUIRED ASSIGNMENTS	COMPLETED
Read <u>All for Jesus</u>	
Read <u>Fourfold Gospel</u>	
Attend Alliance Orientation Retreat; Complete follow-up homework	
Attend Resonate	
Prepare 4-part lesson to teach on Fourfold Gospel	
Skim C&MA Manual, especially A-5: Uniform Constitution	
Begin reading through the Bible to meet requirement of two entire readings	
Review and discuss reading and experiences	
Follow-up accountability on <i>Engaging Alliance Orientation Retreat Homework</i>	
Study and discuss The Alliance view of constituted authority	

MENTOR NOTES

Areas strengthened:

Areas needing further development:

Comments:

Signature of Mentor

Date

MODULE 2:

CHRIST- CENTERED CHARACTER

MODULE 2: CHRIST-CENTERED CHARACTER

Timeframe – 4-month time limit

General Information

Description

This module explores ongoing transformation into the image of Jesus. Fullness of life and ministry fruitfulness will be explored as direct results of deepened intimacy with Jesus.

Expectations and Goals

- Grow in intimacy with the Lord and dependence on the Holy Spirit.
- Develop ongoing spiritual disciplines.
- Develop practices that help you grow in Kingdom stewardship and personal integrity.

Module Requirements

Required Text to Be Read

1. **The Pursuit of God**, A.W. Tozer
2. **The Kingdom Life**, Alan Andrews & Dallas Willard or **River Dwellers**, Rob Reimer
3. **Broken Windows of the Soul**, Don Lichi

Required Assignments

1. Write your response to each of the 10 chapters in **The Pursuit of God**. How does the topic of each chapter impact your spiritual journey? Write one paragraph per chapter.
2. Define five challenges presented in **The Kingdom Life** or **River Dwellers**, your experience with the challenges, and any questions you would like to discuss with others.
3. Create an annual household budget and year-long ministry/personal calendar. Discuss this assignment with your mentor regarding stewardship of money, time, and ministry skills. Identify stewardship areas that need improved and determine a course of action.
4. Discuss **Broken Windows of the Soul** with your mentor. Explore the use of Covenant Eyes or other such software for technology.

Required Experiences

1. Plan and schedule a day for silence and solitude to pray and listen. Determine how to make this a regular part of your life rhythm and schedule dates on the calendar.
2. Establish an accountability relationship with someone you trust and determine what this relationship needs to consider in helping you with your spiritual integrity and formation.
3. Buy a journal. Begin the practice of recording significant moments with the Lord.

Mentor Notes

Interactions with the Emerging Leader

1. Discuss insights and applications regarding the assignments listed above. Is there evidence of an ongoing heart and mind transformation in the life of the leader?
2. Spend time with the leader and spouse discussing healthy balance regarding marriage, family, and ministry. How well does the Emerging Leader model a Christlike life outside of the ministry setting?

MODULE 2: CHRIST-CENTERED CHARACTER

MENTOR DETAILS

- 1. Discuss insights and applications regarding the assignments. Is there evidence of an ongoing heart and mind transformation in the life of the leader?**
 - Review both reading assignment reports. Ensure that the leader is engaging with the authors and the challenges presented.
 - Both **The Kingdom Life** and **River Dwellers** are oriented toward helping the leader grasp the ongoing spiritual formation taking place in the life of the believer. This cannot be an intellectual exercise. This module is placed early in the sequence so the mentor can help the leader begin to live the life of continual formation.
 - If possible, arrange a cohort time with other Emerging Leaders to dialogue over the “take-aways” from **The Kingdom Life or River Dwellers**. The cohort may be with other Emerging Leaders in your church setting or regional cohorts coordinated through the District Office. Prepare questions that will challenge the Emerging Leader in spiritual formation areas such as: living in the power of the Holy Spirit, suffering and spiritual formation, and the relationship between the gospel and spiritual formation.
- 2. Spend time with the leader and spouse discussing healthy balance regarding marriage, family, and ministry. How well does the Emerging Leader model a Christlike life outside of the ministry setting?**
 - Spend time with the leader and spouse in the development of accountability regarding balance in life, and stewardship of time and money (including building a budget). Talk about examples from your ministry and family concerning maintaining a healthy balance of ministry, family, and time alone with God.
 - Talk with the leader about where Satan would most likely wage war against him. What are the most vulnerable areas to the evil one?
 - The mentor must address sexual sin with the Emerging Leader. It is unusual to find an Emerging Leader who has not wrestled with pornography or another sexual sin. Open dialogue is the beginning of finding help. If you find addictive behavior that is impacting the leader’s ministry, contact the District Office for help (there is a list of resources addressing sexual sin on page 55-56.)



MIDAMERICA DISTRICT MODULE 2 COMPLETION FORM

EMERGING LEADER

MENTOR

REQUIRED ASSIGNMENTS	COMPLETED
Read <u>The Pursuit of God</u> ; write one paragraph on each chapter	
Read <u>The Kingdom Life</u> or <u>River Dwellers</u> ; define five challenges	
Read <u>Broken Windows of the Soul</u> ; discuss with mentor	
Create an annual household budget	
Plan and schedule a day for silence and solitude	
Establish an accountability relationship	
Buy a journal and begin recording significant moments with the Lord	
Discuss reading and writing assignments with mentor	
Discuss healthy balance in marriage, family, and ministry with mentor	

MENTOR NOTES

Areas strengthened:

Areas needing further development:

Comments:

Signature of Mentor

Date

MODULE 3:

EMPOWERED

MINISTRY

CALLING AND

GIFTING

MODULE 3: EMPOWERED MINISTRY (CALLING AND GIFTING)

Timeframe – 4-month time limit

General Information

Description

This module will help you clarify your ministry calling and confirm the unique gifts, talents, and passions that will support and enhance this call.

Expectations and Goals

- Know and articulate vocational call to ministry.
- Gain greater understanding of the role of oversight and shepherding in the body of Christ.
- Understand how to deploy spiritual gifts, natural talents, and God-given passions in life and ministry settings.
- Explore training in preaching/teaching of God's Word.

Module Requirements

Required Text to Be Read

1. **Dangerous Calling**, Paul Tripp
2. **Church Elders: How to Shepherd God's People Like Jesus**, Jeramie Rinne

Required Experiences

1. Complete the SHAPE assessment (<https://www.freeshapetest.com/>) and lead others through this assessment to help in the deployment of the specifics of their SHAPE.
2. Work with mentor and District Office to determine other assessments which might be the most helpful or needed.
3. Attend Simeon's Trust Workshop or another preaching/teaching oriented training (consult mentor regarding options).

Required Assignments

1. Create a stand-alone preaching/teaching series on what Scripture teaches regarding the employment of spiritual gifts in the body of Christ. Address the role of the shepherds/elders as leaders in shepherding the body toward fruitful deployment of their gifts. Work with mentor to determine venue for sharing the teaching.
2. Write a 2-page paper that engages with Paul Tripp's advice and warnings to someone entering ministry. Why is clarity of calling so important?
3. In addition to the message in #1, submit one additional sermon/lecture/teaching you have shared in your ministry environment to your mentor for review.

Mentor Notes

Interactions with the Emerging Leader

1. Work with the District Office to identify the most appropriate assessment tools.
2. Help the leader confirm and clearly communicate his ministry call.
3. Discuss the above assignments and evaluate submitted preaching/teaching sessions (see page 24-25 for grading rubric).
4. Assist the leader in creating settings to help others identify and deploy elements of their SHAPE.
5. Help the leader find an appropriate seminar for training in preaching/teaching skills.

MODULE 3: EMPOWERED MINISTRY (CALLING AND GIFTING)

MENTOR DETAILS

- 1. Work with the District Office to identify the most appropriate assessment tools.**
 - The SHAPE assessment is one tool for the Emerging Leader to use. It will stimulate conversation around gifting, passions, etc. It would be good for the leader's gifts to be affirmed and then for him to help his team explore their individual gifts.
 - As you explore the need for further assessments, make any suggestions to the District Office and coordinate the assessment and debriefing (see list of assessment tools, page 60).
- 2. Help the leader confirm and clearly communicate his ministry call.**
 - Often, Emerging Leaders have difficulty telling others what God is doing in their lives and how God is calling. As you know, clarity of God's call becomes increasingly important when ministry gets hard. The leader (and spouse) must know that God has called them into vocational ministry.
- 3. Discuss the assignments and evaluate submitted sermons or teaching lessons.**
 - Work with the leader on the teaching series and arrange for an appropriate venue for it to be presented.
 - Listen, evaluate, and give feedback on two sermon or teaching opportunities (the grading rubrics are located on pages 69-70).
 - **Dangerous Calling**, Paul Tripp's book, naturally challenges and calls for dialogue concerning calling. Review the leader's paper on this subject.
- 4. Assist the leader in creating settings that help others identify and deploy their spiritual gifts, passions, and talents.**
 - The Emerging Leader must be able to help identify gifts and passions in others and lead in a way that empowers others to live out their giftings. This way of leadership will be a shared-style of leadership that elevates others rather than elevates himself. Help the leader explore this kind of leadership.
- 5. Help the leader find an appropriate seminar for training in preaching and/or teaching skills.**
 - A list of training resources is available on page 58.



MIDAMERICA DISTRICT MODULE 3 COMPLETION FORM

EMERGING LEADER

MENTOR

REQUIRED ASSIGNMENTS	COMPLETED
Read <u>Dangerous Calling</u> and write a 2-page paper	
Read <u>Church Elders: How to Shepherd God's People Like Jesus</u>	
Complete the SHAPE assessment and lead others through the assessment	
Work with mentor and District Office to determine need for other assessments	
Attend Simeon's Trust Workshop or alternative seminar	
Create a preaching/teaching series on spiritual gifts in the body of Christ	
Submit one additional sermon/lecture/teaching you have shared in ministry	
Discuss ministry call with mentor	
Discuss above assignments with mentor	
Discuss with mentor how to help others identify and deploy spiritual gifts	

MENTOR NOTES

Areas strengthened:

Areas needing further development:

Comments:

Signature of Mentor

Date

MODULE 4:

EMPOWERED

MINISTRY

Discipleship and Mission

MODULE 4: EMPOWERED MINISTRY (DISCIPLESHIP AND MISSION)

Timeframe – 4-month time limit

General Information

Description

This module will help you articulate and employ your own philosophy of evangelism and discipleship and will sharpen your understanding of mission engagement - both personal and corporate.

Expectations and Goals

- Discover and articulate a clear understanding of evangelism and discipleship.
- Develop a lifestyle of personal discipleship/evangelism and mobilize others to do the same.
- Engage with mission efforts in all four Acts 1:8 environments.

Module Requirements

Required Text to Be Read

1. Read **Figuring Foreigners Out**, Craig Storti
2. Other reading will be found in the courses/assignments below.

Required Experiences

1. Take a C&MA college-level missions course or participate in the **Alliance Strategies in Mission** course. A substitute option is to take the **Perspective on the World Christian Movement** course or a global missions course from a non-C&MA college and add on an Alliance missions assignment created by the MidAmerica District. Contact the District Office for details.
2. If possible, take a mission engagement trip to work in a cross-cultural Alliance ministry setting (stateside or overseas).
3. Spend at least one hour exploring church planting resources at <https://exponential.org/>.

Required Assignments

1. Complete the *Evangelism Engagement Assignment* on page 18.
2. Complete the *Discipleship Engagement Assignment* on page 19.
3. Write a 2-page review of your mission engagement experience. Discuss in your paper how the local church can partner with Alliance churches/workers in all four Acts 1:8 environments.

Mentor Notes

Interactions with the Emerging Leader

1. Review and refine the leader's philosophy of evangelism and discipleship.
2. Help the leader identify the four Acts 1:8 environments in his sphere of influence.
3. Help resource the leader's mission engagement experience. Work with the District Office to choose an appropriate Alliance mission engagement.
4. Help the leader grasp the centrality of Jesus and the gospel message. Confirm the leader's love for those who are far from Jesus.

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. Have an understanding of both the gospel and the Scriptural mandates regarding evangelism.
2. Intentionally make demonstration and proclamation of the gospel a regular part of life and invite accountability toward that end.
3. 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, conference or seminar as determined by your mentor.
 - b. Study an evangelism training book.
 - c. Evangelism class and book options to consider:
 - Easy online course: <https://www.rightnowmedia.org/Training/Course/View/133972>
 - <http://www.mycircletraining.com/>
 - Seminar through Sonlife: <https://leadthecause.org>
 - **Evangelism Handbook: Biblical, Spiritual, Intentional, Missional**, Alvin Reid and Thom S. Rainer
 - **The Master Plan of Evangelism**, Robert E. Coleman
 - **Reimagining Evangelism: Inviting Friends on a Spiritual Journey**, Rick Richardson
 - **Organic Outreach for Churches: Infusing Evangelistic Passion into Your Congregation**, Kevin G. Harney
 - **Evangelism: How the Whole Church Speaks of Jesus (9 Marks: Building Healthy Churches)**, J. Mack Stiles
 - **Telling the Truth**, D.A. Carson
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 3-4-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.

DISCIPLESHIP 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. Understand the Scriptural mandates regarding disciple-making and the nature of disciple-making.
2. Engage in intentional disciple-making in local setting.
3. 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, seminar, or conference (approved by mentor).
 - b. Study a discipleship training book.
 - c. Discipleship seminar and book options to consider:
 - **Real-Life Discipleship Training Manual: Equipping Disciples Who Make Disciples**, Jim Putman and Bill Krause
 - <https://www.lifeway.com/en/shop/disciples-path>
 - **Discipling: How to Help Others Follow Jesus (9 Marks: Building Healthy Churches)**, Mark Dever
 - **Multiply: Disciples Making Disciples**, Francis Chan and David Platt
 - Materials from 3DM - <https://3dmovements.com/>
 - **DiscipleShift: Five Steps That Help Your Church to Make Disciples Who Make Disciples** (Exponential Series), Jim Putman and Bobby Harrington
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 3-4-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.

MODULE 4: EMPOWERED MINISTRY (DISCIPLESHIP AND MISSION)

MENTOR DETAILS

- 1. Review and refine the leader's philosophy of evangelism and discipleship.**
 - Help the leader evaluate past views of evangelism and discipleship and apply his observations and applications to current ministry. Can the leader clearly communicate personal philosophies of evangelism and discipleship? Does the leader have a plan for deeper engagement in evangelism and discipleship? Can the leader describe and defend the relationship between evangelism and discipleship in his ministry setting? (See evangelism and discipleship engagement assignments on pages 30 and 31.)
- 2. Help the leader identify the four Acts 1:8 environments in his sphere of influence.**
 - What is the leader's sphere of influence in the neighborhood, workplace, or church setting? Help the leader think about and identify his Judea, Samaria, and the place God may be asking him to engage globally.
- 3. Help resource the leader's mission engagement experience. Work with the District Office to choose an appropriate Alliance Mission engagement.**
 - If in a church ministry setting, it is recommended that the church leadership sponsor the Emerging Leader to deploy on a mission engagement trip. The District Office is open to provide suggestions and may have some financial assistance resources. Investigate different Envision Site options.
 - Help the leader find an Alliance approved missions course of study (see mission courses resources on page 57).
- 4. Help the leader grasp the centrality of Jesus and His gospel message. Confirm the leader's love for those who are far from Jesus.**
 - As the mentor, do you have a good understanding of the Emerging Leader's heart for the lost? Is ministry more than a job or paycheck? Does the leader love Jesus and have a deep desire to share the love of Christ with others? Does the leader grasp the work of the Holy Spirit in his desire to evangelize and disciple others?



MIDAMERICA DISTRICT MODULE 4 COMPLETION FORM

EMERGING LEADER

MENTOR

REQUIRED ASSIGNMENTS	COMPLETED
Read <u>Figuring Foreigners Out</u>	
Take C&MA college level missions course or approved course to meet requirement	
Take a mission engagement trip	
Write a 2-page review of trip and engaging mission in all four Acts 1:8 environments	
Spend at least one hour exploring church planting resources	
Complete <i>Evangelism Engagement Assignment</i>	
Complete <i>Discipleship Engagement Assignment</i>	
Review and discuss evangelism/discipleship assignments with mentor	
Identify/discuss with mentor Acts 1:8 environments in your sphere of influence	
Discuss the centrality of Jesus and the gospel message with mentor	

MENTOR NOTES

Areas strengthened:

Areas needing further development:

Comments:

Signature of Mentor

Date

MODULE 5:

SPIRITUAL LEADERSHIP

MODULE 5: SPIRITUAL LEADERSHIP

Timeframe – 4-month time limit

General Information

Description

This module will help you understand the importance of effectively leading a ministry team toward health and maximized Kingdom impact.

Expectations and Goals

- Know how to build an effective, healthy team ministry.
- Understand key components of decision-making, conflict-resolution, and change management.
- Learn the importance of effective communication, listening, and inviting feedback.
- Understand the various views of Women in Ministry.

Module Requirements

Required Text to Be Read

1. **Leading a Team-Based Church**, George Cladis or **Sticky Teams**, Larry Osborne
2. **Center Church**, Timothy Keller
3. **Leading Change: Why Transformation Efforts Fail**, John Kotter
<https://hbr.org/1995/05/leading-change-why-transformation-efforts-fail-2>
4. **Women in Ministry-Four Views**, Edited by Bonnidell Clouse and Robert G. Clouse
5. Read the statement **Women in Ministry** on the Alliance website
(<https://www.cmalliance.org/about/beliefs/perspectives/women-in-ministry>)

Required Experiences

1. Request SDI assessment through the District Office (with leadership permission).
2. If engaged in church planting or future church planting, attend BASICS Training. If you're not a church planter, attend BASICS if desired.
3. Interview one man and one woman in leadership positions at Alliance churches, preferably those who have been ordained/consecrated. Ask them to share about their calling, journey in ministry, and any lessons they have learned.
4. Find and engage opportunities to sit in on leadership meetings in local churches.
5. Participate in Alliance Peacemakers Level I Training.

Required Assignments

1. If you attended BASICS training, share the BASICS roadmap with your mentor and discuss implementation.
2. Write a 4-page paper focused on the required readings. This paper must include the need for team leadership in ministry settings, challenges to team leadership, and an outline for your personal ministry leadership plan.
3. Write a 1-page paper stating your findings and personal beliefs on the topic of women in ministry. Discuss the process you went through to arrive at this decision.

Mentor Notes

Interactions with the Emerging Leader

1. Throughout your time with the leader, work through leadership strengths and weaknesses. What does this person need to develop before leading his own ministry?
2. Help the leader confirm and communicate his ministry call.
3. Help coordinate the SDI assessment and BASICS Training through the District Office.
4. Review assignments with the leader, addressing what is needed to become an effective leader of teams. Discuss plans for executing any necessary changes in his environment.
5. Carefully consider how the leader demonstrates the fruit of the Spirit in the midst of ministry. Address any perceived gaps.
6. Help the leader enroll in an Alliance Peacemakers Level I Training.

MODULE 5: SPIRITUAL LEADERSHIP

MENTOR DETAILS

- 1. Throughout your time with the leader, work through leadership strengths and weaknesses. What does this person need to develop before leading his own ministry?**
 - The first two required readings are excellent resources to help the Emerging Leader refine understanding of spiritual leadership in the ministry setting.
 - The Emerging Leader must grow in leadership skills. You and other men and women in the leader's ministry life must speak into the leader's strengths and weaknesses. Talk through what it means to lead a team.
 - Help the leader think through the similarities and differences of being a secular business leader and a ministry leader.
- 2. Help coordinate the SDI assessment and BASICS Training through the District Office.**
 - The SDI is an excellent tool to help equip leaders in relational awareness and conflict resolution.
 - BASICS is a requirement for every church planter, but can also be an excellent tool to help the other Kingdom leaders establish missional clarity and effective strategies for Kingdom advancement.
- 3. Review assignments with the leader addressing what is needed to become an effective leader of teams. Discuss plans for executing any necessary changes in his environment.**
 - Review paper on required readings.
 - Expose the leader to as many team experiences as possible. Have the leader sit in on governing board meetings and prayer times. Evaluate the leader's current team and his influence on making the team a success.
 - Observe him leading a meeting. Carefully watch how the leader serves others and places others above self in the team environment.
- 4. Carefully consider how the leader demonstrates the fruit of the Spirit in the midst of ministry. Address any perceived gaps.**
 - Is there evidence of the Spirit's work in the life of the leader? Do you recognize gaps in the fruit of the Spirit in the ministry and family life of the leader? Does the leader understand the completed work of the Spirit in the life of the believer? Talk about what it means to keep "in step" with the Spirit.
- 5. Help the leader enroll in an Alliance Peacemakers Level I Training**
 - See link on page 58 for more information.



MIDAMERICA DISTRICT MODULE 5 COMPLETION FORM

EMERGING LEADER

MENTOR

REQUIRED ASSIGNMENTS	COMPLETED
Read <u>Leading a Team-Based Church</u> or <u>Sticky Teams</u>	
Read <u>Center Church</u>	
Read <u>Leading Change: Why Transformation Efforts Fail</u>	
Read <u>Women in Ministry-Four Views</u>	
Read statement <u>Women in Ministry</u> from Alliance website	
Write a 4-page paper on above required readings	
Complete SDI assessment (with leadership permission)	
If engaged in church planting attend BASICS Training; if not, BASICS is optional.	
Interview one man and one woman in leadership positions	
Engage opportunities to sit in on leadership meetings in local churches	
Participate in Alliance Peacemakers Level I Training	
Discuss BASICS roadmap and implementation with mentor	
Discuss leadership strengths and weaknesses with mentor	
Discuss how leader demonstrates the fruit of the Spirit in ministry with mentor	
Write a 1-page paper on topic of women in ministry	

MENTOR NOTES

Areas strengthened:

Areas needing further development:

Comments:

Signature of Mentor:

Date:

MODULE 6:

HEALTHY LIVING

MODULE 6: HEALTHY LIVING

Timeframe – 4-month time limit

General Information

Description

This module will help you understand how to maintain a healthy lifestyle and strong relationships while navigating the demands of life and ministry.

Expectations and Goals

- Know the importance of maintaining physical and emotional health.
- Understand and pursue healthy relationships (restoring any that were previously broken).
- Understand the critical need to work at maintaining a healthy marriage and strong family life.

Module Requirements

Required Text to Be Read

1. **Emotionally Healthy Spirituality**, Peter Scazzero
2. **At Full Strength**, Denny Howard with Hugh White
3. If married: **The Meaning of Marriage**, Tim Keller
4. If single: **Redeeming Singleness**, Barry Danylak

Required Experiences

1. Complete the **Emotionally Healthy Spirituality** survey.
2. Create and utilize a wellness plan using the **PIESS** worksheet on page 20.
3. If married, plan a time with your mentoring couple (or another leadership couple in the ministry) to discuss marriage discoveries.
4. If single, write a synopsis of the unique role and opportunities for single men and women in today's Kingdom work.

Required Assignments

1. Write a 3-page paper in which you integrate your story and lessons learned from **Emotionally Healthy Spirituality**. Discuss new understandings and next steps regarding how you might experience greater healing and freedom in areas of pain and unhealth.
2. In relationship with your mentor, identify places of unprocessed pain or secret sins and create a pathway toward healing.

Mentor Notes

Interactions with the Emerging Leader

1. Re-read **Emotionally Healthy Spirituality** and spend time with the leader working through your own life experiences regarding maintaining healthy boundaries and balancing marriage, family, and ministry.
2. Spend time with the married Emerging Leader and his wife to determine marriage/family health.
3. Engage with the single Emerging Leader on the leader's synopsis of **Redeeming Singleness**.

P.I.E.S.S.

List the top three areas of growth in each area, followed by one “practice” that needs to be put into place to help grow in that area:

AREA OF GROWTH	PRACTICE
Physical 1. 2. 3.	
Intellectual/Mental 1. 2. 3.	
Emotional 1. 2. 3.	
Spiritual 1. 2. 3.	
Social 1. 2. 3.	

MODULE 6: HEALTHY LIVING

MENTOR DETAILS

- 1. Spend time with the leader and his wife to determine marriage/family health.**
 - This will require you and your spouse (if married) to engage with the couple. Men and women must not be launched into ministry with a marriage that is fragile or dysfunctional.
 - **The Meaning of Marriage** is a good book for a married couple to work through together. You may consider reading the book as well.
 - If you believe Christian counseling would help the leader in his personal life or in area of marriage/family, contact the District Office about this need.
- 2. Re-read Emotionally Healthy Spirituality and spend time with the leader working through your own life experiences regarding maintaining healthy boundaries and balancing marriage, family, and ministry.**
 - Hold the leader accountable to create a wellness plan.
 - Review the leader's healthy spirituality survey.
 - Review with the leader the "red flags" of things that identify burn out (see pages 64-67).
- 3. Engage with the single Emerging Leader on the leader's synopsis of Redeeming Singleness.**
 - Churches can tend to marginalize workers who are single, yet Scripture is clear in its teaching on the advantage of being available for full devotion to the Lord's work. How did Danylak encourage and challenge the single leader in his understanding of ministry?



MIDAMERICA DISTRICT MODULE 6 COMPLETION FORM

EMERGING LEADER

MENTOR

REQUIRED ASSIGNMENTS

COMPLETED

Read Emotionally Healthy Spirituality

Read At Full Sgrength

If married read The Meaning of Marriage

If single read Redeeming Singleness

Do the Emotionally Healthy Spirituality survey

Write a 3-page paper on your story and lessons from Emotionally Healthy Spirituality

Identify unprocessed pain or secret sin and pathway to healing with mentor

Create a wellness plan using PIESS worksheet

Discuss with mentoring couple marriage discoveries

Write a synopsis of the unique role/opportunities for singles in Kingdom work

Discuss health of leader's singleness or marriage with mentor

MENTOR NOTES

Areas strengthened:

Areas needing further development:

Comments:

Signature of Mentor

Date

MODULE 7:

SCRIPTURE KNOWLEDGE

MODULE 7: SCRIPTURE KNOWLEDGE AND THEOLOGICAL UNDERSTANDING

Timeframe – 4-month time limit

General Information

Description

This module explores the C&MA Statement of Faith and deeper matters of theology and Scripture.

Expectations and Goals

- Ability to explain and defend the C&MA Statement of Faith
- Preparation for the ordination exam

Module Requirements

Required Text to Be Read

1. **The Bible must be read through twice in two different versions throughout the ordination journey.**
2. **Basic Guide to Eschatology**, Millard Erickson
3. **Statement on Sanctification**, Manual of The Christian and Missionary Alliance, Section H8
4. **Power through Prayer**, E. M. Bounds
5. **The Gospel of Healing**, A. B. Simpson

Required Experiences

1. Watch and discuss the following video with mentor: [An Evening of Eschatology](#), Piper, Hamilton, Wilson, Storms.
2. Review ordination questions with mentor (pages 32-37).
3. Develop and lead a prayer gathering based on Scripture and the core elements of **Power through Prayer**. Work with your mentor to determine an appropriate venue.
4. If you have not had the opportunity to preach/teach on two occasions, prepare a sermon/lesson on sanctification.

Required Assignments

1. Write a 2-page response to **Basic Guide to Eschatology** and the *Evening of Eschatology* video and then discuss with a cohort and mentor.
2. Write a paper built around the C&MA statement of faith following the outline below. (Please see the theological position paper guidelines on pages 26-29.) Submit the paper to both the mentor and the District Office for follow-up.
 - Through the lens of Scripture, explain the tenet to the new Christ-followers.
 - Address the ways the tenet should impact the life of the Christ-follower.
 - Address the ways the tenet should inform one's approach to ministry and Kingdom advancement.
 - Mention any pieces of the tenet that challenge your thinking or theology, or that you feel a need to critique.

- Continued -

3. Ensure church elders submit their evaluation forms found on pages 22-23.
4. Complete the *In-service Training Assignment* found on page 21.

Mentor Notes

Interactions with the Emerging Leader

1. Discuss insights and applications regarding the readings listed above.
2. Grade the theological position paper using the grading rubric on pages 30-31.
3. Review the other experiences and assignments with the Emerging Leader.
4. Help the Emerging Leader prepare for the ordination interview.

Note: The following written assignments are to be submitted to the District Office (as well as to the mentor) to be reviewed by the Licensing, Ordination, and Consecration Counsel (LO&CC) before the ordination interview:

- *Evangelism Engagement Assignment* (page 18)
- *Discipleship Engagement Assignment* (page 19)
- Paper on the C&MA statement of faith (page 14-15)
- *In-Service Training Assignment* (page 21)

IN-SERVICE TRAINING ASSIGNMENT

Purpose

To serve in a licensed, official worker ministry position for a minimum of two years prior to ordination and intentionally reflect on the experience.

Desired Outcomes

1. Gain real-life experience in ministry leadership.
2. 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. Develop clear understanding of ministry strengths and weakness.

Requirements

1. Fulfill two years 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 understanding of both 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.

MODULE 7: SCRIPTURE KNOWLEDGE AND THEOLOGICAL UNDERSTANDING

MENTOR DETAILS

1. Discuss insights and applications regarding the reading listed above.

- **Basic Guide to Eschatology**, Millard Erickson cannot adequately be summarized in a 2-page paper, so ensure the paper is a response to the overall theological premises found in the reading. This response should be heavily supported by Scripture references.
- Most leaders wrestle with The Alliance view of sanctification. The “Statement on Sanctification” from the C&MA Manual is a great resource for spurring discussion (see page 58).

2. Grade the theological position paper.

- Review the guidelines for writing position papers (see pages 71-74).
- Use the grading rubric on pages 75-76.

3. Review the other experiences and assignments with the Emerging Leader.

- Work with the Emerging Leader on the prayer experience. Is prayer the first work in his ministry? Does the leader value prayer and can he model a life that is dependent on listening for God’s voice?
- Ensure the leader has had two opportunities to preach or teach during the ordination/consecration pathway. One opportunity was assigned in Module 3; coordinate another opportunity for the leader to teach on sanctification.
- The ordination/consecration questions must be reviewed. The LO&CC will look for Scriptural support for each answer. You may want to consider a cohort for this review if there are others preparing for the interview (see pages 81-85 for questions).
- Ensure that the church elders have submitted the evaluation forms (see pages 79-80).
- Review the *In-service Training Assignment* (see page 47).
- Paper on the C&MA statement of faith
- *Evangelism Engagement Assignment*
- *Discipleship Engagement Assignment*
- *In-Service Training Assignment*



MIDAMERICA DISTRICT MODULE 7 COMPLETION FORM

EMERGING LEADER

MENTOR

REQUIRED ASSIGNMENTS	COMPLETED
Complete reading of Bible in two different versions	
Read <u>Basic Guide to Eschatology</u>	
Read <u>Statement on Sanctification</u>	
Read <u>Power through Prayer</u>	
Read <u>The Gospel of Healing</u>	
Watch video: <u>An Evening of Eschatology</u> with mentor and discuss	
Review ordination/consecration questions with mentor	
Develop and lead prayer gathering based on <u>Power through Prayer</u>	
Prepare a preaching/teaching on sanctification if needed for 2nd opportunity	
Write 2-page response to <u>Basic Guide to Eschatology</u> and video	
Write a paper on C&MA statement of faith	
Ensure elders submit evaluations	
Complete <i>In-service Training Assignment</i>	

MENTOR NOTES

Areas strengthened:

Areas needing further development:

Comments:

Signature of Mentor:

Date:

MODULE 8:

LIFE-LONG

LEARNING

PLAN

MODULE 8: LIFE-LONG LEARNING PLAN

Timeframe – AFTER ORDINATION

General Information

Description

This module explores the building and execution of a life-long learning plan that will help you continue a sustained journey of wholistic health aimed at decades of joy-filled life and fruitful ministry.

Expectations and Goals

- Build a life-long learning plan.
- Implement healthy, sustainable rhythms of physical, intellectual, emotional, spiritual, and social aspects of life and ministry.
- Establish accountability regarding desired outcomes of the life-long learning plan.

Module Requirements

Required Text to Be Read

1. **Living Forward**, Michael Hyatt and Daniel Harkavy

Required Assignments

1. Utilize the **Living Forward Action Plan Guide** to develop a life-long learning plan.

Required Experiences

1. Share your plan and discuss with a mentor/peer at least monthly.
2. Invite accountability regarding your plan.
3. Annually review your plan.

Mentor Notes

Interactions with the Emerging Leader

1. Discuss his life-long learning plan and help establish a rhythm of healthy accountability to encourage him in his journey.

MODULE 8: LIFE-LONG LEARNING PLAN

MENTOR DETAILS

1. **Discuss the leader's life-long learning plan and help establish a rhythm of healthy accountability to encourage him in the journey.**
 - Review the leader's **Living Forward Action Plan Guide**. Engage with the leader on the importance to remain a life-long learner as he matures in ministry.
 - Review the leader's life rhythms. Are there any gaps that need to be re-visited? Does the leader have an established devotional life? Does he spend time listening to God? Has he demonstrated patterns of a healthy lifestyle that includes healthy spirituality?
 - Is the leader being actively discipled? How will he continue seeking out others to disciple him? Is the leader actively discipling others?



MIDAMERICA DISTRICT MODULE 8 COMPLETION FORM (After Ordination/Consecration)

EMERGING LEADER

MENTOR

REQUIRED ASSIGNMENTS

COMPLETED

Read Living Forward

Utilize the Living Forward Action Plan Guide to develop life-long learning plan

Share your plan and discuss with a mentor

Invite accountability regarding your plan

Annually review your plan

MENTOR NOTES

Areas strengthened:

Areas needing further development:

Comments:

Signature of Mentor

Date

MENTOR RESOURCES

REQUIRED BOOKS

Module 1

1. All for Jesus, Niklaus, Sawain, Stoesz
2. Fourfold Gospel, A.B. Simpson

Module 2

1. The Pursuit of God, A.W. Tozer
2. The Kingdom Life, Alan Andrews & Dallas Willard
3. River Dwellers, Rob Reimer
 - **Note:** Leader picks The Kingdom Life OR River Dwellers.
4. Broken Windows of the Soul, Don Lichi

Module 3

1. Dangerous Calling, Paul Tripp
2. Church Elders: How to Shepherd God's People Like Jesus, Jeramie Rinne

Module 4

1. Figuring Foreigners Out, Craig Storti

Module 5

1. Leading a Team-Based Church, George Cladis
2. Sticky Teams, Larry Osborne
 - **Note:** Leader picks Leading a Team-Based Church OR Sticky Teams.
3. Center Church, Timothy Keller
4. Leading Change: Why Transformation Efforts Fail, John Kotter
 - <http://www.lighthouseconsultants.co.uk/wp-content/uploads/2010/08/Kotter-Leading-Change-Why-transformation-efforts-fail.pdf>
5. Women in Ministry on the Alliance website
(<https://www.cmalliance.org/about/beliefs/perspectives/women-in-ministry>)

Module 6

1. Emotionally Healthy Spirituality, Peter Scazzero
 - <https://www.emotionallyhealthy.org/tools/ehs-toolbox/personal-assessment/>
2. At Full Strength, Denny Howard with Hugh White
3. The Meaning of Marriage, Tim Keller
4. Redeeming Singleness, Barry Danylak (for single leader)

Module 7

1. Basic Guide to Eschatology, Millard Erickson
2. Statement on Sanctification, Manual of The Christian and Missionary Alliance, Section H8
3. Power through Prayer, E.M. Bounds
4. The Gospel of Healing, A.B. Simpson

Module 8

1. Living Forward, Michael Hyatt and Daniel Harkavy
2. Living Forward Action Plan Guide, Michael Hyatt and Daniel Harkavy

OTHER HELPFUL BOOKS

Module 1

1. A. B. The Unlikely Founder of a Global Movement, David P. Jones

Module 2

1. Pure Desire Ministries Resources (puredesire.org)

Module 4

1. Foreign to Familiar, Sarah A. Lanier
2. Leading Across Cultures, James E. Plueddemann
3. The Ugly American, Eugene Burdick, William J. Lederer
4. Transforming Worldviews, Paul G. Hiebert

Module 5

1. Leading Congregational Change, Jim Herrington
2. Managing Transitions, William Bridges

Module 7

1. Wingspread, A. W. Tozer
2. Wholly Sanctified, A. B. Simpson
3. Heart of the Gospel, A.B. Simpson, Bernie A. Van De Walle

APPROVED MISSION COURSES

Completing one of the following will meet the missions experience requirement in Module 4:

1. C&MA college-level missions course
2. **Perspectives on the World Christian Movement** course **plus** The Alliance missions assignment created by the MidAmerica District. Perspective course locations can be found at <https://www.perspectives.org>.)
3. **Alliance Strategies in Mission Course** - a 10-week, online course at www.cmalliance.org/resources/church/strategies-in-mission.
4. If the leader has completed a college-level missions course in a non-Alliance institution, check with the District Superintendent concerning possible credit.

WEBSITES

Information

1. The Alliance website – www.cmalliance.org
 - Alliance Missions
2. C&MA Manual – <https://www.cmalliance.org/resources/publications/manual-cma.pdf>
 - A-2 - Statement of Faith
 - A-5 - Uniform Constitution
 - Sections E3-E6 – Uniform Policy on Licensing
 - Section H-8 - Statement on Sanctification

Conferences/Training

1. **Exponential Church Planting Resources** - <https://exponential.org/>
2. **An Evening of Eschatology** (video), Piper, Hamilton, Wilson, Storms
 - <https://www.youtube.com/watch?v=4S0TQ2dXnms>
3. **Alliance Peace Makers Seminar**
 - <https://www.cmalliance.org/ministries/peacemaking>
4. **Teaching Preaching Seminar**
 - **Simeons Trust** - <http://www.simeontrust.org/>
5. **Evangelism Classes**
 - **Right Now Media** – easy on-line course:
<https://www.righnowmedia.org/Training/Course/View/133972>
 - **My Circle Training** - <http://www.mycircletraining.com/>
 - **Sonlife** - <https://leadthecause.org>

Assessment Helps

ASSESSMENT TOOLS

- **SHAPE** – Assessment on spiritual gifts vs skills/passions. <https://www.freeshapetest.com/>
- **MMPI** - Instrument that explores personality traits and potential psychopathological abnormalities.
- **Firo-B** - Instrument that helps people understand their interpersonal needs, how those needs influence their communication style and behavior, and how to improve their personal relationships and professional performance.
- **360 Survey** - A system or process in which an individual receives confidential, anonymous feedback from the people around them. This typically includes the individual's supervisors, peers, and direct reports.
- **SDI** (Strength Deployment Inventory) - A tool based on Relationship Awareness Theory that is used to help identify and understand the motivation and behavior of an individual and to help with improving relationships and conflict resolution.
- **IDAK Max** - Instrument used to identify one's innate natural talents and to help explore personality traits and temperaments crucial for ministry leadership.
- **Church Planter's ISA** - Initial Screening Assessment that will help discover readiness for effective church planting and development of crucial gifts and abilities for planting.
- **DISC** - A behavior assessment tool which centers on four different behavioral traits: dominance, influence, steadiness and compliance.
- **APEST** - A survey that seeks to discern the presence of Ephesians 4 functions of leadership: Apostle, Prophet, Evangelist, Shepherd and Teacher.
- **Strengths Finder** - This assessment looks for an individual's natural talents that can be developed into strengths.
- **Spiritual Gift** - A discovery questionnaire that provides a personalized analysis of ways God may have divinely gifted you.
- **MBTI** - An introspective self-report questionnaire designed to indicate psychological preferences in how people perceive the world and make decisions.
- **Darkside Inventory** - A survey that helps identify the presence of Compulsive, Narcissistic, Paranoid, Codependent or Passive-Aggressive traits.
- **Spiritual Pathways Assessment** - A tool to discern the way someone most naturally connects with God and grows spiritually.
- **Enneagram Type Indicator** - A personality assessment intended to help the individual understand their personal/signature sin patterns and walk in transformation in Christ.
- **Emotionally Healthy Spirituality** - A tool created to help individuals, teams or churches get a sense of whether their discipleship has touched the emotional components of their lives and, if so, how much. Each stage of emotional maturity is described at the end of the assessment.
- **Apology Language** - An assessment helping individuals discover how they most readily receive and accept an apology.
- **Love Language** - An assessment helping individuals discover how they most clearly feel loved.
- **Change Assessment** - A tool measuring a congregation's readiness for change and identifies what obstacles are present regarding initiation of change.

CORE CHARACTERISTICS OF AN ALLIANCE WORKER

Christ-Centered Character - *Candidates show they have an ever-deepening walk with God that reveals itself as a godly lifestyle as described in 1 Timothy 3:1–7. They are wise stewards of their resources.*

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 and spiritual disciplines, including a growing and consistent prayer life.

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

Lifestyle: The candidate shows evidence of Christian beliefs, values, and attitudes in his/her daily life.

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

Empowered Ministry - *Discovering and confirming the candidate's gifting and calling leads to effective ministry where lives are transformed, communities are changed, and the world is impacted.*

Calling: The candidate shows evidence of being called by God into vocational ministry and others in the church are also confirming their calling.

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

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

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

Spiritual Leadership - *Leading with excellence requires candidates to serve their team through sacrifice, effective decision making, organization, and empowering others. They manage stress and anxiety well and resolve conflict in a manner that leads toward reconciliation.*

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. They are proactive in dealing with conflict in a constructive manner that leads toward reconciliation.

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

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.

Healthy Living - *Candidates maintain a healthy, balanced life. They appropriately process past pains and losses. They have a positive and realistic outlook on life and are aware how their emotions affect others. They have a strong marriage, proven parenting skills, and a family committed to a ministry lifestyle.*

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

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.

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

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

Biblical Foundation and Alliance Alignment - *Candidates demonstrate a working knowledge of the Bible and can articulate an integrated theology that is aligned with The Christian and Missionary Alliance. They are able to apply and communicate the Word of God with spiritual authority while living out the Core Values of the C&MA.*

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

Theological Understanding: The candidate can clearly articulate an integrated theological understanding of the “Statement of Faith of the C&MA.” The candidate is able to communicate the Word with spiritual authority.

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.

EMERGING LEADER AND MENTOR DISCUSSION GUIDE

1. In what ways have you pursued the development of your personal spiritual life this month?
2. How are you encouraged by your time of personal worship?
3. How have you invested spiritually in your spouse and children this month?
4. What areas of personal spiritual development present the most difficulty?
5. Did you tithe your total income to your church this month?
6. Were you able to pay all your bills this month?
7. Give an example of how you shared the gospel this month.
8. How have you continued to apply the plans you laid out in your Engaging Alliance Polity Homework?
9. How many people did you have into your home?
10. How often did you anoint with oil and pray for the sick?
11. What book(s) other than Ordination books did you read this month?
12. How many times did you meet with an accountability person or group?
13. Did you counsel or were you alone with a person of the opposite sex at any time? Has this happened more than twice with this person?
14. If married, has your spouse been able to assist in ministry this month?
15. How many days off did you have this month?
16. Is there any sickness or problems in your immediate family for whom/which we can pray?
17. In what ways could your mentor help you or your church?
18. If married, did you have a date with your spouse this month?

RED FLAG ISSUES FOR USE WITH EMERGING LEADERS

The following information on becoming aware of our own weaknesses, vulnerability and blind spots, and helping to see areas of concern in others was authored and provided by Dr. Keith Davis:

These Red flag issues may indicate susceptibility for emotional, spiritual, relational or physical burn-out, exhaustion or point to high levels of stress that could lead to unhealthy or unacceptable choices in the ministry setting.

Observation and/or recognition of these indicators is not a substitute for a professional evaluation, but may help the individual be proactive in pursuing the kind of help and support needed to continue in healthy ministry and life patterns.

Recognizing that some of these words/statements/issues are present does not necessarily mean the individual is in crisis or soon will be; however, these indicators would invite those who have supervisory oversight or a coaching/mentoring relationship to press in to have honest conversation with the individual about these areas. When we see a number of these issues present, it is likely the individual will need professional assistance (counseling, coaching, medical doctor, etc.) to determine the severity of the issues and help develop a pathway toward healing. **Self-awareness in these areas can help us as individuals recognize our weaknesses and guide us toward getting the resources and help we need.**

Verbal Cues:

Listen for **words and phrases** like: emotional exhaustion; energy depletion; feel like giving up; difficulty balancing competing time demands; fatigue; burnout; spiritually depleted—these are all terms that may come up in conversation, and although are common to ministry situations, could be indicators of a struggle that is becoming “too big.” **Personal reflection:** Are you sharing that you don’t enjoy ministry like before? Has ministry become much more of a “burden”? Are you looking on Craigslist for a new job!!?

Mood Changes:

Have there been significant mood changes in the individual—either greater struggle with depression or surges of energy that are unexplained? Are emotions being expressed in unusual ways for this individual? Is there anger at home, from the pulpit, with staff; more tears than would be normal for this person; a “whatever” or I don’t really care attitude; emotional withdrawal and isolation; loss of patience or greater expression of anxiety and worry? Does the individual speak of dark times or feelings of hopelessness and long-term discouragement? **Personal reflection:** Have you noticed any strange mood changes or emotional swings in yourself recently? Are other people reacting to you in ways that seem unusual?

Time Issues indicative of other potential concerns:

Are there a significant number of extra hours being spent in ministry activities, projects or in planning for new activities that involve other people especially those of the opposite sex? This does not need to be just the pastor and one other person to be a problem. People of the opposite sex who are passionate about certain aspects of ministry and who spend lots of time together are at great risk for infidelity (emotional and/or physical)—even when there are other people present! Does the pastor miss appointments, seem unable to account for blocks of time, or is sometimes seen or known to be in places others did not expect him to be? Too much counseling, especially

alone and with individuals of the opposite sex is a huge red flag. Is the individual coming home on time, when he says he will? Is the pastor spending inordinate amounts of time alone? **Personal reflection:** Are you purposely orchestrating your schedule to be often in the same place as another individual? Are you fantasizing about anyone other than your spouse? Are you being honest right now???

Home Issues:

Is there more frustration, anger, irritation, impatience being expressed at home? Are there unresolved issues in the home? Does the pastor seem to avoid being home and/or with his family? Does the pastor or staff member seem to have energy for everyone else except his family? Is he missing important family events and simply blaming the ministry or excusing himself because his ministry is more important? When at home is the individual constantly preoccupied, distracted, or withdrawn? **Personal reflection:** When you think about going home at the end of the day, what emotion are you experiencing?

Pastor's wife:

Does the pastor's wife feel left out, marginalized, uninvolved and ignored? Is she finding her value, identity and appreciation everywhere except in her relationship with her husband? Is she frustrated her husband is a pastor? Has the light gone out in her eyes? Is she tending to complain more about ministry and what it is doing to her husband, her kids or the family's overall well-being? Does she feel she needs to constantly defend her husband to others in the church, or does she feel overly responsible to keep his attitude and outlook moving in a positive direction? Does she still love and enjoy being a part of the church her husband shepherds, or would she rather be somewhere else? **Personal reflection:** What is the one thing you desperately wish could be different in your life? Does this have anything to do with frustration in connection with ministry?

Stressor Events:

Is there a "rising tide" of stressor events going on in the pastor's life, or with his wife, family or church? Things such as unexpected physical issues with a family member, death in the family or several unexpected deaths of church members (suicide among church family members is a huge stressor), sudden large and unexpected expenses (for the church or pastor and family personally), factions in the church, legal issues, long term financial pressures in the church—these types of situations can cause stress that the pastor is unprepared to handle well. Even welcome events (birth of a child, moving to another home, etc.) add to the stress and when there are too many events, life can become overwhelming and push an individual to seek relief in inappropriate ways. How is the pastor's overall physical health? Is he taking care of his own body or is he constantly dealing with draining physical difficulties that are not being appropriately addressed? **Personal reflection:** Are you constantly waiting (or wishing) for things to get back to "normal"? Are you often thinking: "When this thing changes or gets fixed or goes away, life will be great"?

Computer/Technology/other addictive behaviors:

Is the pastor spending more and more time in front of a computer or on his phone? Technological access can be addictive and as powerful as a drug for some individuals. What is he viewing? Does his wife or accountability partner have access to his viewing habits? Have there been repeated failures in the area of pornography? Another critical area is Facebook, Twitter, other social media sites or chat rooms where emotional connections can be made almost effortlessly that can quickly become damaging. Is he constantly checking his phone even during conversations with others, or in meetings and texting at what seems to be inappropriate times? Does his wife suspect he has

email accounts or other technology available she has not been invited to access? Other areas of addictive behavior include alcohol, drugs, food, gambling, shopping/spending, even work.

Personal reflection:

Has anyone suggested to you (or confronted you) about a suspected addiction and your reaction has been fierce denial or a more determined effort to hide or disguise this behavior?

Church Staff:

Is the pastor irritated with other staff? Is the staff comfortable with their relationship with the pastor? Has there been significant staff turnover, disloyalty among staff or is the staff fomenting factions within the church? Does the staff feel left out, exposed, uninformed? Are they often left trying to cover for the pastor not knowing where he is or not understanding what he is doing or able to explain why he acting as he is?

Personal reflection:

Do you ever feel like no one else is on the same page you are?

Soul Care/Self-care:

Is the pastor failing to take days off or vacations and neglecting to find ways to unwind? Is the pastor getting adequate exercise and sleep? When the body wears down the mind and emotions are much more easily overcome by temptation. Does this man do things he truly enjoys, is he having fun...does he give himself permission to have fun? Is the pastor connecting deeply with other male friends who understand the ministry pressures? Is anyone in his life asking him the deeper questions about his soul, and really listening to his heart? Without real accountability and authentic sharing, it becomes easier and easier to pretend, hide and dismiss our struggles and sins as acceptable. What does the pastor's personal spirituality look like? How self-aware is this individual?

Personal Reflection:

What is the most fun you have had in the past 30 days? What is the most significant thing you have heard from your Father God recently—that you have not used as sermon material?

Research shows the need for healthy sleep patterns, exercise, naps, vacations, sabbaticals and times of play. To keep a healthy work/life balance and to fully recover from a stressful life, regular, shorter vacations are often more beneficial especially if these times away involve relaxation, control (choosing how to spend one's time, etc.), mastery experiences (engaging interesting things one does fairly well) and real mental detachment from work and ministry.

Questions to ask yourself (and even better—have someone else ask you):

1. What's draining your soul? List 3 things it would be good for you to say "No" to or to do less of.
2. What fills your soul? What renews, restores and replenishes you spiritually, emotionally, mentally and physically? (If we don't know what fills us up, it is certain we are not being filled up!)
3. What is your dream, your passion...what does your heart want to do?
4. Right now, at this stage of life, what are the three best things happening in your marriage?

5. If there was one thing you dread or struggle with in terms of fear... what would that be?
6. Besides your Father God, who needs to be speaking into your life and have access to what is going on in your soul?

For questions, additional resources, coaching, or counseling, please contact:

Dr. R. Keith Davis
The Center for Biblical Counseling and Spiritual Resource
215 E. Fountain Blvd
Colorado Springs, CO 80903

Confidential text: 719-355-6803
Phone: 719-434-1472
www.CenterHope.net

PAPER GUIDELINES, RUBRICS, AND FORMS

PREACHING/TEACHING GRADING RUBRIC

Name:

Date and Place:

CATEGORY	10-9	8-7	6-5	4-0	Grade
Introduction	Audience is grabbed, main theme clear, Bible text is very apparent.	Audience is caught, main theme somewhat clear, Bible text is apparent.	Audience is here, main theme almost clear, Bible text is somewhat apparent.	Audience is wandering, main theme unclear, Bible text is unclear.	
Topic / Proposition	Key word and topic sentence very clear and very easily discernible.	Key word and topic sentence clear and easily discernible.	Key word and topic sentence somewhat discernible.	Key word and topic sentence un-discernible.	
Scripture	Text(s) are at the very center of the message. Main points are obviously derived from the text(s).	Text(s) are at the center of the message. Main points are derived from the text(s).	Text(s) are present in the message. Main points are somewhat derived from the text(s).	Text(s) are not the center of the message. Main points are not derived from the text(s).	
Application	The application was very clear and obviously derived from the text(s).	The application was clear and derived from the text(s).	The application was somewhat clear and maybe came from the text(s).	The application was not clear or loosely connected to the text(s).	
Illustrations	The points were illustrated with creative excellence.	The points were illustrated with creativity.	The points were illustrated.	The points were not illustrated.	
Mechanics	No grammatical errors. No umms, ahs, or other awkward hesitations.	Few grammatical errors, umms, ahs, or other awkward hesitations.	Many grammatical errors or umms, ahs, or other awkward hesitations.	Grammatical errors or umms, ahs, other awkward hesitations were very distracting.	
Delivery	Passion and flow is smooth, vocal variety was very helpful.	Passion and flow is fairly smooth, vocal variety was helpful.	Passion and flow is rough, vocal variety was lacking.	Passion and flow is lacking, vocal variety missing.	
Conclusion	The point is summed up clearly, concisely; and the challenge is clear.	The point is summed up concisely and there was a challenge.	The conclusion is unclear or there was little challenge.	The point is left hanging or no challenge.	
Overall	Evidence of integrity, creativity, and preparedness excellent.	Evidence of integrity, creativity, and preparedness very good.	Evidence of integrity, creativity, and preparedness good.	Evidence of integrity, creativity, and preparedness inadequate.	
Length of Presentation	Length was appropriate.	Somewhat long or short.	Long or short.	Very long or short.	
				Total Score	

Presentation Length:

Additional Comments

- **Strengths:**
- **Areas needing attention:**
- **Overall impression:**

Evaluated by:

The completed rubric is to be submitted to the District Office.

THEOLOGICAL POSITION PAPER GUIDELINES (MODULE 7)

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 for the paper. Cast vision for what the paper is about and why someone should want to read it.
- Be sure each tenant in the statement of faith is covered and that there is a natural flow and progression through these sections.

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 for 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 multiple sources. Really USE them rather than just inserting a quote or two. 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 demonstrate synthesis and evaluation—not simple restatement.

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 as an additional proofread.

Example Format on Next Page

John 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 John carefully articulates his position on sanctification. . . .

This is the first main point

[SECOND PAGE]

Doe 2

...the essay continues... . Note that the header is flush right at the top of the page . . . just like on the first page

[LAST PAGE]

Doe 30

Bibliography

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

GENERAL FEATURES OF GOOD WRITING

Styles, forms, audiences, and purposes of writing obviously differ from subject to subject; however, there are some general features that good writing holds in common. (Taken from The Elements of Teaching Writing, “What is Good Writing?” Gottschalk and Hjortshoj):

- The organization and flow of the writing sustains continuous reading from a *point of departure*, in a *clear direction*, toward a *destination*. The writing supports this continuous, directed movement, and does not let you down with disconnections, unexpected turns, or loops that force you to read back over previous sections.
- The writing is “voiced.” As a reader, you sense the presence of a writer writing, addressing you, taking responsibility for your understanding, and in effect, ushering you through the text. This sense of voice does not rely on first-and second-person address (“I” or “you”), but the writer often uses cues and transitions to maintain and direct attention.
- While this voice is typically a dispassionate voice of reason and explanation (not chatty or personal), the writer is also relaxed and engaged with the subject—not excessively formal or detached. The author is writing with a pleasing combination of authority and composure.
- The author uses this authority and composure to make difficult subjects easier for you (the reader) to understand, not to demonstrate the complexity and difficulty of his knowledge (a common mistake among student writers and scholars).

THEOLOGICAL POSITION PAPER GRADING RUBRIC

(100 points possible)

Paper Written by:

Title of Paper:

CATEGORY	10-9	8-7	6-5	4-0	Score
Comprehensive Treatment	Each statement is thoroughly and thoughtfully developed.	Each statement is adequately developed.	Each statement is somewhat developed.	Inadequate treatment of the subject.	
Sub-theme Development	Each listed theme is covered with excellence.	Each listed theme is covered adequately.	Most listed themes are covered adequately.	Inadequate sub-theme development.	
Theological Clarity	The candidate's theological perspective is very obvious.	The candidate's theological perspective is fairly obvious.	The candidate's theological perspective is unclear.	The candidate's theological perspective is lacking.	
Cogency	The paper presents a convincing argument.	The paper presents a well-developed argument.	The paper presents a weak argument.	The paper's argument falls apart.	
Scripture	Texts are very well utilized to support the thesis and argument.	Texts adequately support the thesis and argument.	Texts inadequately support the thesis and argument.	Texts fail to support the thesis and argument.	
Theological Soundness	Each statement admirably aligns with Alliance theology.	Each statement adequately aligns with Alliance theology.	Each statement differs somewhat with Alliance Theology.	Each statement differs significantly with Alliance theology.	
Applicability	The paper pointedly applies the subject to life and ministry.	The paper adequately applies the subject to life and ministry.	The paper lacks application to life and ministry.	Inadequate application.	
Research and Study	The paper was obviously well researched.	The paper was apparently well researched.	The paper was probably researched.	Research?	
Mechanics	MLA format perfect. No grammatical, spelling, or punctuation errors.	MLA format very good. Almost no grammatical, spelling, or punctuation errors.	MLA format adequate. A few grammatical, spelling, or punctuation errors.	MLA format lacking. Many grammatical, spelling, or punctuation errors.	
Organization	Table of Contents, Outline, and Bibliography are done with excellence. The paper is 22 pages in length.	Table of Contents, Outline, and Bibliography are done well. The paper is too short or too long.	Table of Contents, Outline, and Bibliography are present. The paper is very short or very long.	Table of Contents, Outline, and Bibliography are lacking. The paper is excessively short or long.	
					Total Score

Additional Comments

- **Strengths of the Paper:**

- **Areas for Improvement:**

- **Other Comments:**

The position paper and completed rubric are to be submitted to the District Office.

Graded by:

Date Graded:



MIDAMERICA DISTRICT ALL MODULES COMPLETED FORM

EMERGING LEADER

MENTOR

MODULES	COMPLETED
Module 1: Alliance Polity & Alignment	
Module 2: Christ-Centered Character	
Module 3: Empowered Ministry (Calling and Gifting)	
Module 4: Empowered Ministry (Discipleship and Mission)	
Module 5: Spiritual Leadership	
Module 6: Healthy Living	
Module 7: Scripture Knowledge and Theological Understanding	
Module 8: Life-long Learning Plan (After Ordination/Consecration)	

OTHER ASSIGNMENTS	COMPLETED
Attend Resonate	
30 Hours Formal Bible - Transcripts to the District Office	
Bible Reading 1 - (Version)	
Bible Reading 2 - (Version)	
Elder Evaluations	

NOTES:

Signature of Emerging Leader

Signature of Mentor

MENTOR'S MONTHLY INTERACTION FORM

(Optional)

Name of Emerging Leader _____ Date of Meeting _____

Place and occasion of meeting _____

Significant Subjects Discussed

Suggested Subjects to Be Covered

Personal Comments and Remarks

Suggestions to the Emerging Leader

Date of Report _____ Completed by _____

Mentor

ELDER EVALUATION FORM

(To be completed by each Elder/Advisory Team Member)

The MidAmerica District's Licensing, Ordination, and Consecration Council (LO&CC) appreciates your assistance in completing this questionnaire. Your responses will greatly assist the council in its evaluation of the candidate as he completes the requirements for ordination. Please include your comments; you may choose not to sign the form. Return the completed form to the secretary of the Board, who will in turn submit all evaluations to the District Office.

1. Name of candidate:

2. Date service began in your church:

3. Please mark the box that best indicates the worker's performance in the following areas:

	Excellent	Good	Fair	Poor
A. Relationship with the Congregation				
B. Relationship to the Community				
C. Content of Preaching/Teaching				
D. Delivery of Preaching/Teaching				
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				

Any comments are extremely helpful in helping the council determine this man's readiness for ordained ministry:

4. Do you believe that this person shows by his life and service that God has called him to ministry?

☐ Yes ☐ No ☐ Unsure

5. Do you recommend that he be ordained to the ministry?

☐ Yes ☐ No

Completed by:

Date Completed:

QUESTIONS FOR ORDINATION/CONSECRATION INTERVIEW

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 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 planting 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 the 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?

MIDAMERICA DISTRICT OFFICE

District Office is available to:

1. Help guide the mentor through the process as needed – PLEASE CALL ANYTIME!
2. Serve as a clearinghouse of resources, tools, and other helps
3. Help navigate Alliance websites, procedure, and manuals
4. Provide pathways for intentional coaching (see online Church Planters Report as an example)
5. Help review papers if there is a need for further exploration
6. Help with electronic access to things like the progress reports, grading rubrics, etc.



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