

Request for Certification

Office of Church Advance

Alliance Transitional Ministries Network



Alliance Transitional Ministries Network (ATMN) certifies pastors for transitional pastoral ministry in Alliance churches. The certification process has two parts. **Part One** provides the Office of Church Advance with information relating to your previous ministry experience and your sense of God’s call to this specialized pastoral ministry. Part One includes an attached *Release of Records, Agreement for Ministry and Mediation Agreement* which must be returned along with the initial questionnaire. **Part Two** is intended to verify the applicant’s aptitude for intentional transitional pastoral ministry. Both Parts One and Two must be completed and approved before the applicant will be certified.

PART ONE

Please complete each portion of the following questionnaire. Send the completed form along with a signed copy of the attached *Release of Records, Agreement for Ministry and Mediation Agreement* to the *Office of Church Advance, 8595 Explorer Drive, Colorado Springs, CO 80920* or email a copy to the following address: transitionalministry@cmalliance.org. **Please be sure to attach a copy of your resume to this Request form.**

Personal Information:

Name: Last First Middle Initial DOB: Mo/day/year

Address: #/ Apt. Street City State Zip Code

Home Telephone: Cell Phone: Email:

Church Membership:

Current Ministry License: Type District

When were you ordained? Date: District:
Mo/year

Spouse:

Name: Last First Middle Initial DOB: Mo/day/year

Is your spouse in sympathy with your desire to become involved in transitional ministry? Yes No
 If NO, please explain

Have you received training for transitional (interim) ministry? Yes No
 If YES, by whom were you trained?

Interim Pastor Ministries: Year: Are you under contract with IPM? Yes No
 VitalChurch Ministries: Year:
 Other: Year:

Have you have completed a leadership style or skill assessment? Yes No
If yes, what assessment tool did you use?

Based upon the assessment tool you used, what are your primary traits?

Have you received training in Peacemaking and conflict resolution? Yes No
If yes, at what level have you been trained?

Do you believe God is leading you to fulfill your pastoral call by serving in transitional ministry? Yes No

Have you previously served as an interim pastor? Yes No
If yes, please give the location and dates of service for up to 3 of your most recent transitional ministries:

What size congregation do you feel best qualified to serve as a transitional pastor?

What was the average attendance of the largest congregation you served as Senior Pastor?
Have you given leadership to multiple staff? Yes No
If yes, how many paid staff members did you supervise?

Are you able to be absent from home for extended periods of time? Yes No
How far away from your home are you willing travel?
Locally (Within 100 miles)
Regionally (Within 500 miles)
Nationally

Are you willing to commute to serve part-time from home? Yes No

Do you have any medical needs that would limit your ability to serve as a transitional pastor? Yes No
If yes, please explain:

Please describe other ministry experiences or training you believe may contribute to your skill as an intentional transitional pastor. If you need additional space, please attach a separate sheet.

Have you ever been convicted of a felony or misdemeanor (other than minor traffic violations)? Yes No
If yes, please indicate when this occurred and describe the circumstances.

Have you ever been the subject of disciplinary action in The Christian and Missionary Alliance or any other church body?
If yes, please provide the date of the events and describe the nature of the disciplinary action. Yes No

If you answered YES to the question above, have you been fully restored to licensed ministry in The Christian and Missionary Alliance? N/A Yes No

Do you agree to abide by the ATMN and Office of Church Advance policy that forbids transitional pastors from being considered as a candidate for long-term ministry in the church where they are serving as a transitional pastor?

Yes No

Please write a brief paragraph explaining why you are interested in transitional ministry.

Please sign the Request for Certification where indicated below. Complete the attached *Release of Records, Agreement for Ministry and Mediation Agreement* and send your completed Request to *Office of Church Advance, 8595 Explorer Drive, Colorado Springs, Colorado 80920*. You may also email a signed copy of the documents to: transitionalministry@cmalliance.org.

Signature

Date

Upon approval of Part One of the Request for Certification, you will be asked to complete Part Two of the Request.

For the Assistant Vice President, Office of Church Advance use Only

The information on the above form has been reviewed by me and the applicant is ____ Certified ____ Not Certified as a recognized Alliance Transitional Pastor.

Signature

Date: _____

Rev. Rosilio Roman
Assistant Vice President for Church Advance & Multicultural Ministries

RELEASE OF RECORDS, AGREEMENT FOR MINISTRY, and MEDIATION AGREEMENT



The statements below are legal acknowledgements that are required for all candidates applying to serve in ministry with The Christian & Missionary Alliance. Please review, sign, then return this document along with PART ONE of the Request for Certification for Alliance Transitional Ministries to the *Office of Church Advance*, 8595 Explorer Drive, Colorado Springs, CO, 80920.

I affirm that all the answers and information I have provided on this form are true and complete to the best of my knowledge.

I understand and agree that, if I am accepted for licensed ministry in The Christian and Missionary Alliance (C&MA), in one of its ecclesiastical entities (C&MA Entity) through appointment by a C&MA district entity (C&MA District), and if I have provided inaccurate information on this application form, or at any other step in the Request for Certification process, this may result in discontinuation of the process, withdrawal of any offer of ministry made to me, or discharge from ministry, and a refusal of the Certification Request, even if I did not know of the inaccuracy and regardless of when the inaccuracy is discovered. I understand and agree that this application form does not and cannot guarantee that the applicant will receive a call and be appointed for ministry with a C&MA Entity.

I understand and accept that licensed ministry that leads to employment with a C&MA Entity is both employment at will and subject to the ministerial exception. This means that if I am engaged to serve in licensed ministry with a C&MA Entity, the C&MA Entity is free to terminate my employment at any time, with or without advance notice, and for any reason, and similarly that I am free to resign from employment with the C&MA Entity at any time, with or without advance notice, and for any reason. I agree to comply with the appropriate procedures of the *Manual of The Christian and Missionary Alliance* in such instance.

BACKGROUND CHECK

I authorize the C&MA, its employees, agents and representatives including the C&MA through the Office of Church Advance (collectively C&MA Investigators) to conduct an investigation concerning my background, record, and suitability for service with a C&MA Entity. I specifically authorize the C&MA Investigators, as they deem appropriate, to contact all references, educational institutions, past employers, churches, organizations, and persons identified by me on this form or in the Request for Certification with ATMN process. I also authorize the C&MA Investigators to conduct, as they see fit, a criminal background investigation concerning me.

In consideration of the receipt and evaluation of this Request for Certification by the C&MA Office of Church Advance, I hereby release the C&MA Investigators and any person providing information to the C&MA Investigators in connection with a background investigation, both collectively and individually, from any and all liability for damages of whatever kind or nature that may result to me, my heirs, or my family, as a result of disclosure of information in accord with this authorization or efforts to investigate my background and my fitness to hold a ministry position with a C&MA Entity. I waive any rights that I have to inspect any information provided about me by any person, company, or organization identified by me on this application.

I understand and agree to submit to the Uniform Policy on Discipline, Restoration, and Appeal as outlined in the *Manual of The Christian and Missionary Alliance*.

I, the undersigned, waive my right to the privacy of all my personal records under Public Law 93-380 known as The Family Education Rights and Privacy Act for the single purpose of sharing my records with The Christian and Missionary Alliance, to whom I am applying for ministry in either the United States or overseas.

MEDIATION

The Bible commands us to make every effort to live at peace and to resolve disputes in private or within the Christian church (see Matthew 18:15–20; 1 Corinthians 6:1–8). I agree that any civil claim or dispute arising out of ministry with the C&MA shall be settled by biblically based mediation and, if necessary, legally binding arbitration under a Christian mediation or conciliation process in accordance with the Rules of Procedure promulgated by the Institute for Christian Conciliation or its successor. The venue for such mediation or conciliation process shall be Colorado Springs, Colorado, or such other location agreed upon by both parties. Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. The foregoing dispute resolution process shall be the sole remedy for any dispute or claim arising from or related to ministry with the C&MA that cannot otherwise be resolved through discussions and negotiations, and we each expressly waive our right to file a lawsuit in any civil court against the other party, with respect to any such dispute or claim, except to enforce an arbitration decision. The governing law applicable to any dispute shall be Colorado law and, as applicable, federal law.

I HAVE CAREFULLY READ THE FOREGOING STATEMENT AND RELEASE, AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS STATEMENT AND RELEASE OF MY OWN FREE ACT.

Signature: _____

Date: _____

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PART TWO

The following questions are intended to determine the applicant's aptitude for intentional transitional ministry. There are no right or wrong answers. You may answer in the space provided or you may use a separate document to do so. However, please respond to each of the following questions as completely and as candidly as possible.

1. Give two examples of situations in your adult life (in or out of the church) where you had to stand for your faith, a value, or a moral principle even though it cost you something.
 - a.

 - b.

2. Identify a personal relationship in your role as a volunteer or church leader that broke down or ended in conflict. Describe how you came to understand your contribution to the problem.

3. Describe the single most important lesson you learned from the experience you described in the previous question (#2). How has that helped you since then, to establish healthy relationships.

4. Stress over a period of time can produce discouragement. How do you avoid becoming discouraged and defeated in ministry?

5. Describe your most typical reaction when someone disagrees with you.

6. If your group or church leaders had a “this is how we do it” reaction to most new ideas, how would you go about trying to convince them to adopt a different ministry approach that you thought was more effective?

7. There are three parts of preaching: researching and studying the passage, writing the sermon, and delivering the sermon. Even if you enjoy all three, which *one* do you enjoy the *most*? Explain why.

8. In a few sentences, describe a church you pastored that had deep conflicts or serious barriers to health. Now, did you tend to expend your emotional energy solving the problems, or did you tend to expend your energy supporting the church through its problems? Please explain (there is no right or wrong answer).

9. One pastoral leader finds it naturally easy to recruit and supervise staff/ volunteers to meet the needs of the people. Another pastor leader finds it naturally easy to personally meet the needs of the people. As you review your pastoral experiences, which sentence best describes your leadership, and why?

10. Give an example of a time in your pastoral ministry when it was especially important to build rapport and to connect with people from an ethnic, cultural and/or linguistic background other than your own. Describe how you did that.

11. Which statement most accurately describes your leadership style when in charge of a group? Explain your choice:
 - a. I lead others most successfully by making steady progress toward our already shared goals.
 - b. I lead others most successfully by defining new goals and inspiring others to work with me to accomplish them.

12. Which is your typical reaction to most problems that come up in daily life?

- a. It wears me out trying to come up with solutions; I find that most problems others worry about work themselves out in the end.
- b. It challenges me to think deeply about solutions to problems; I do not wait to see if others will work them out.

13. When others share a problem and seek your advice or counsel, which is your most typical response?

- a. I naturally provide encouragement and support while they decide what to do.
- b. I naturally figure out the root issue early on and suggest recommendations as to what they should do.

14. On a scale of 1-4, indicate the degree to which each of the following statements best describes you.

- I am interested in other cultures and I enjoy meeting people from cultures. 1 2 3 4
- I try to change my behavior to make others more comfortable when I interact with people from a different cultural background. 1 2 3 4
- I am more careful about the way I speak and act when I am with people from another cultural background. 1 2 3 4
- I generally understand other cultures and cultural values. 1 2 3 4
- I plan carefully before I meet with someone with a different cultural background. 1 2 3 4
- I am confident that I can live in a different culture and adapt to that culture's way of doing things. 1 2 3 4