



# Supervisors Manual

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2018 Version

## HELP! I'M A SUPERVISOR... NOW WHAT?

We all want to believe that we have something to offer to a new colleague. It is a real privilege to be invited to supervise a young leader as they begin their journey. It can also be intimidating because so much in ministry is challenging to transfer. Many times we do things because we are led by the Holy Spirit to do them. At other times we don't even know *why* we are doing it. Sometimes hindsight shows us that it was God's leading; sometimes it teaches us that we did something because of fear, or past experience or because we were just angry and lashed out.

We may often be tempted to justify those actions by saying we were led by the Holy Spirit, shutting down the critic, but doing nothing for the kingdom—until we honestly can share that in a learning situation. Being a supervisor will give you the opportunity to share both the holy and unholy moments in your life and ministry.

The process of supervision for those entering pastoral ministry with Canadian Baptists of Ontario and Quebec has been established because we recognize a responsibility on behalf of our constituency to ensure a level of understanding and competence in ministry for all those we accredit. We also recognize that establishing strong relationships with colleagues and finding mentors is a central aspect of long-term health in ministry. Because of these important outcomes, satisfactory completion of a year of supervision is a requirement in our accreditation and ordination process. Our hope is that the relationship you establish in supervision will grow and continue beyond merely this requirement.

The purpose of this manual is not to dictate how to supervise but rather to give you some suggestions of what you could do with this year. Not all of the suggestions in this manual will work in every situation. You have the freedom to pick and choose on most suggestions, with the exception of a few requirements which will be clearly spelled out.

### *Part 1: What we are looking for in a supervisor?*

A supervisor needs to be a person who loves to develop leaders—someone who wants to share the secrets of leadership with the next generation. A supervisor is one who hates the fact that too many new leaders are dropping out after bad experiences in the church.

A good supervisor is honest with themselves about who they are and where they have been. They are not necessarily a person who is in a “successful” church. A good supervisor could be someone who has failed a lot in ministry but at each failure learned a different part of the puzzle.

We, at Canadian Baptists of Ontario and Quebec, are looking for people who are lifelong learners in their personal life, in their physical lives and in their ministries. We are looking for people who are able to contextualize ideas to fit their setting—those who will be able to help a new leader realize that what works at Willow Creek may not work in the same form in “Anytown,” Ontario or Quebec.

We are looking for people who love the church as Christ loved the church and wants to see new life come from new leadership at every level. We need people who are continually asking the tough questions about what they are doing and why they are doing what they are doing and how it needs to change to meet the changing needs of today.

You do not need to be a person who has all the answers. In fact, if you think that you have all the answers you are probably stuck. We do look for people who have lots of questions.

Leadership is character in process. We must be growing or we will stop leading. We would like to challenge you to enter the process of character development in a shared learning experience with a new (or perhaps new to CBOQ) pastor.

You will never do anything more important in your life and the rewards will come back over and over again as you see the candidate's ministry produce healthy churches.

### **A Word on the Candidates for Supervision.**

Candidates for Supervision may be at a wide range of points in their ministry life. For various reasons, they are entering this process to become part of this larger family of churches through CBOQ. Candidates may be:

- New graduates of a seminary, entering ministry for the first time
- Longer term ministers transferring from another denomination into CBOQ
- Longer term ministers who simply have not pursued accreditation or ordination to this point
- Individuals making a career change, coming into ministry from years of experience in another field.
- Individuals with a variety of educational backgrounds and training
- Solo pastors, senior or associate or assistant pastors, specialists in various fields of ministry, chaplains, counselors, serving in parachurch ministries...
- Serving alone or within a team of pastoral leaders
- Serving in small or large churches
- Serving in rural, suburban or urban settings

Because of this range of possibilities, you as a supervisor will decide, together with the candidate, what needs you will address, what topics and activities fit your situation, and how you will do all this. Each supervisory relationship will be unique and tailored to the context and people involved. Feel free to be creative in your approaches!

### **A. Basic Requirements in a Supervisor**

- Supervisors are accredited and in good standing with Canadian Baptists of Ontario and Quebec. They should be at the same level of accreditation (or higher) as the candidate is pursuing.
- All supervisors should have at least five years of ministry experience
- Someone who has a passion for helping new leaders along the way
- A person who is willing to examine one's own life, and who is willing to share the good, the bad and the ugly when it is appropriate
- This person also needs to be mature enough to know when not to share
- A leader who have been through real challenges, even perhaps have been hurt by the church they love, and still loves the church
- A leader who is disciplined in work habits
- A leader who knows one's own weaknesses and strengths and is not afraid to share them

- A leader who is constantly asking questions and growing
- A leader who is able to be a team player
- A leader who has a strong personal devotional life rooted in Scripture
- A leader who is sensitive to the Holy Spirit in one's own life and in the life of a candidate
- A leader who knows the marks of the Holy Spirit in a person life

## **B. Specific Expectations of the Supervisory Relationship**

- One year commitment to meeting regularly with the candidate. (Two for bi-vocational pastors). This period may be extended if deemed desirable by the candidate, the supervisor, and/or the Credentials Committee.
- Regular meetings with the candidate. This will generally be at least once per month. Circumstances of distance, schedules and need may be considered and a workable plan can be established.
- Set and pursue learning goals for the year. This manual provides suggested topics of discussion and activities, and the supervisor's report form will suggest issues which are of significance to the process.
- Workshop the candidate's Ordination Statement together (when appropriate).
- Provide the Supervisor's Report with any recommendations at the end of the supervisory period.

## **C. To whom you are responsible and why**

**Church:** You are not responsible directly to the local church. You are primarily the eyes, the ears and the voice of the Association and CBOQ trying to shape and speak into this person's ability to provide leadership in the Kingdom of Christ in the years to come.

**Candidate:** All your conversations are confidential. You share them with no one else. Of course, if there is something immoral or illegal going on in this person's life you must report it to the CBOQ and the police if need be. Beyond those limitations, you have a commitment to develop a relationship which protects and allows candor and openness.

**Association & Canadian Baptists of Ontario & Quebec:** You will give your assessment of the candidate's fitness for pastoral leadership, recommending if they should continue toward ordination or not. Beyond this, though, and perhaps more importantly, you are representing the larger family of churches of CBOQ, helping the candidate to sense the relationship we seek to have with him/her over time.

**God:** Ultimately you are walking with the candidate, sensing how the hand of God is at work in his/her life. Every step of this relationship must be taken through prayer. Pray that you share only what is relevant, pray for discernment of the skills, talents and work habits of the candidate.

## **D. The “Usual Process” for supervision**

- The Candidate has applied to CBOQ for accreditation. All pertinent documents, like Police Checks and references, are received.
- The Candidate has met with the Association Ministry Committee (or comparable group) and/or CBOQ.
- The CBOQ arranges for the supervisor/candidate pairing. This is the point at which you are asked to become supervisor.
- Supervisor and Candidate meet for a first time. In this meeting, decide together if the fit is good and that you will proceed together.
- Set up your plan for the year, including meeting times and learning agreement.
- Meet for the prescribed period. Complete learning goals, which include the preparation of the Ordination Statement, if this is applicable.
- Prepare the Supervisor’s Report and share it with the Candidate.
- When the Report is shared and agreed upon, send the Report to the CBOQ. It will then be passed along to the Credentials Committee.
- The Candidate will meet with the Credentials Committee. From this interview, the Credentials Committee will decide upon a recommendation. Under favourable circumstances, they will issue the “if and when” statement, advising the local congregation that they believe the individual to be fit and ready for ordination.
- The local congregation proceeds with convening an ordination examining council, in cooperation with the Association. As supervisor, you should plan to be part of these proceedings.

## **E. Do you have the time for this?**

- Will the ministry you are in right now be harmed in any way if you take on being a supervisor?
- Do you have the objectivity for this important ministry?
- Do you have the heart for this?
- Do you have the willingness to change yourself? Each one of us needs to grow and change. We need to examine our own life and determine what is it we are learning and yet need to learn. The following are some ways to step through a self examination.

Our hope is that everyone who becomes a supervisor will do so with a clear understanding of the expectations as well as a strong vision for what can be achieved through the process.

## **F. Making the tough decision**

Through the process of supervision, you are being asked to examine the following:

### **Attitude**

Does this person have the right attitude to serve in the body of Christ? Do they have a servant's heart and a rich enjoyment of life? Do they love people?

### **Relationships**

The ability to relate to others and communicate with them can affect marriage, parenting, occupation, friendships, and more. If people can get along, they can get ahead in just about any area of life.

## Leadership

Everything rises and falls on leadership.

If the people you are developing plan to work with others, they have to learn to lead them. If they don't, they'll be carrying the whole load themselves in everything they do.

## Personal and professional Skills

You may be surprised to see that we're listing this last. But the truth is that if thinking isn't positive and skills at working with people are missing, all the professional skills in the world are of little benefit. As you help people to grow, work from the inside out. It's not what happens to people that makes a difference; it is what happens in them.

The person who only "wants the credentials" is not a good candidate for leadership in God's Kingdom. Below you will find a table that shows the difference between people of character and those who only want Credentials.

Credentials	Character
Are transient	Is permanent
Turn the focus to rights	Keeps the focus on responsibilities
Add Value to only one person	Add value to many people
Look to past accomplishments	Builds a legacy for the future
Often evoke jealousy in others	Generates respect and integrity
Can only get you in the door	keeps you there

The need for integrity today is perhaps as great as it has ever been. Integrity is absolutely essential for anyone who desires to become a person of influence.

As the supervisor you have a responsibility to work on providing an example of:

- Consistency of Character
- Employing Honest Communication
- Valuing transparency
- Exemplifying humility
- Demonstrating your support of others
- Fulfilling your promises
- Embracing an attitude of service
- Encouraging two way participation with the people you influence

**Saying no!**

Do not be afraid to say this person is not ready to proceed with accreditation and ordination. You may save a lot of churches and the individual a lot of grief

**Saying Yes!**

Saying “yes” means that you have an ongoing interest and responsibility to ensure that they become all that they could be as leaders. Are you willing to mentor this new leader to success at your own personal cost?

## *Part 2: The time you spend together:*

### **Suggested tools, activities and topics for discussion in the supervisory relationship.**

As has been noted already, each supervision arrangement will be unique, based on the circumstances of the candidate and the supervisor. In crafting a learning agreement, take into account such issues as experience in ministry, specific job responsibilities, specific skill sets already present and those that need to be developed, how much ongoing support the candidate has in ministry, familiarity with CBOQ and Baptist life in general. Some supervisory relationships will need to be more directive. Others will be more collegial, on a more level playing field. Use your wisdom to determine what suits the setting. That being said, your responsibility as a supervisor is ultimately to be satisfied that you have adequately supported and evaluated the candidate through this process.

#### **A. Get acquainted!**

For most situations, you'll just need to learn basics about each other. This kind of sharing goes both ways. Share family information, work details, hobbies and interests, favourite books, movies, sports...

#### **B. Develop a Learning Agreement<sup>1</sup>**

Determine what things the candidate would like to get out of the supervisory relationship. Express the content you believe should be covered. Discuss approaches to accomplishing these outcomes.

Topics commonly addressed through a supervisory relationship include:

- Pastoral calling: How is this experienced?
- Personal and spiritual growth issues: How does one stay healthy and alive in ministry?
- Mission and Evangelism: how is this being lived out in the candidate's ministry?
- Worship: general understanding and approaches, specific acts of worship leadership
- Special services: funerals, weddings, baptisms, Lord's Supper, community services
- Visitation: approaches, skills, value; specific types of visitation
- Personal and family relations: ministerial ethics, the candidate's own marriage and family issues, approaches to counseling of various types
- Understanding the community context of the congregation: cultural, social, economic, justice, political issues and needs surrounding the congregation
- Relationship to the broader Christian community: to CBOQ, to ministry colleagues, to other congregations and other faith groups.
- Procedures leading to ordination, including preparation of the Ordination statement
- Discipleship ministries within the congregation, such as education, mentoring, small groups, age-group ministries, etc.

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<sup>1</sup> A sample template of a learning agreement is found in the appendices of this manual.

- Specific issues in the life of the candidate's congregation: opportunities, challenges, vision and goals.
- Personal and spiritual issues that strengthen or impede the candidate's life and ministry.

### **C. Work through the Personal Growth Plan**

The Personal Growth Plan is a tool that is available on our CBOQ website (baptist.ca). This is a required part of the New Pastors' Orientation for each candidate. Spend time together with the choices the candidate makes with regard to their ongoing personal, professional and spiritual development. If you have not done something like this yourself, this could be a good time to work through the plan yourself.

### **D. Perform a home visit**

- How is this person living?
- Is the home clean and could they model hospitality?
- Is the home also an office and are there things that they can do to make that home office more productive or more family friendly?
- Interview with the spouse and children.
- Does the spouse support their partner in ministry?
- Does the spouse feel like they have lost their partner to the church?
- Do the children think that their parent is more concerned with other children than with them?
- How does the spouse feel he/she is being treated by the church?
- What changes would the spouse like to make in their lives?
- What are the spouse's spiritual disciplines like or do they feel that they are so busy supporting their partner that they have no time for their own spiritual disciplines?

### **E. Share your story - listen to their story**

Who you are and how you got to be who you are needs to be shared with the candidate over the course of a year. Conversations with the candidate will bring back memories that will help the new pastor understand their present situation. Each supervisor has a wealth of experience and every candidate has a new situation every week.

Many of the problems that we create come from character flaws that we have either been unaware of or unwilling to deal with. Look for similar traits in the candidate. Point them out gently and firmly and help them develop a plan of action to deal with them before they become more rooted in their lives.

There are many things that you wished you had done in a particular situation. When your candidate has a similar situation share what went well and what went poorly and why. Share with them what you learned from the situation. Encourage them to not give up. Ministry is a long obedience in the same direction, which is often uphill.

It is important that you get to know the candidate by listening to his story. How they grew up, where and how they got along with family and friends. Their story will help you understand why they may or may not react in appropriate ways.

## **F. Vary your times together: Doing more than just talking**

- Read together,
  - A new book on preaching
  - A book on church growth
  - A book from the top ten best sellers
  - A book on marriage and the family.
- Pray together.
- Eat with them in your home and then in their home.
- Go to a conference with them.
- Do something fun with them like watch a football game, play golf, go for a run, go bowling etc.
- Invite them to your home.
- Meet with the candidate's spouse - is this spouse supportive?
- Visit the home - what does it tell you about the candidate?
- If the church has a history written both should read it and find out what threads are still carrying through to this day.
- Direct the candidate to the answers-teach him/her that the education has only begun.
- Let the candidate ask you why you do things the way you do and you ask him/her why they do it the way they do.
- How might you do a wedding or premarital counseling?
- How do you deal with marriage problems in your own life and life of church?
- How do you handle confidentiality issues?
- Listen to where the candidate's development is presently so that you will know where to direct them in the future.
- Invite the candidate to a wedding that you are doing and walk him/her through what you do and why you do it.

## **G. Questions to start discussions**

Did you have a honeymoon in this church? If so, is it over and how has it changed?

What do you like to do when you are not working?

Tell me about your family? How long have you been married? Where did you and your wife meet? What is the greatest challenge in your marriage?

What are the three strengths of the church you serve in? What are three weaknesses?

Who is the church boss? Have they identified most influential person in the congregation, the one who if they say no then it is no. Is the church boss in an elected position?

Is the church boss a positive influence or a negative one? Do you see yourself working closely with them? Why or why not?

How would you like this person to grow in the next year? How will you get him/her to grow?

What are the strengths of the church boss? What are their weaknesses? Can you work with this person? Why or why not?

Who is the potential next church boss? What qualities do you want to develop in this person's life and how will you go about doing it?

Describe the present reality of the church that you serve in.

Who is missing from the congregation? Why are they missing?

What is the dominate age group in the congregation?

What is the reputation of the church in the community?

Who was the last person to be baptized in the church? How long ago was that?

What have you done with inactive list in your church? Do you have plans to visit those who once were part of the church and now are no longer attending?

Tell me about the building that you meet in.

What are the church's strengths and weaknesses?

What is your work style? Do you like to get things done early or at the last minute? How is that style working out for you?

How does the way you work affect your spouse and children? What do you need to change?

Who is your best friend and when is the last time you talk with or meet with your best friend?

What would you do if you were not in ministry?

How do you know that you are called to ministry?

What are the strengths of your spouse? How do those strengths hinder or complement your ministry?

How long do you see yourself in this present congregation? Why?

If you could be anywhere else, where would you be? Why there?

How do you get along with your spouses' parents? Would you rather be with them or with your parents? Why?

Do you prefer the country or the city? What has influenced this preference?

Are you a self starter or do you need the pressure of a deadline to get going?

What is your favorite part of serving as a leader in the congregation you are in right now?

If you had more time what would you do with it?

If you could change one thing about the church you are in what would it be and why? How do you think that this change would make it a better congregation to worship Christ in?

What is your philosophy of worship? What is your greatest resource for worship in the congregation you serve?

Who are your key leaders and what do they do in the work world?

Who are the people that you would like to be leaders in the future?

If nothing changes in this congregation in the next ten years what will this church look like?

Is what I am doing or asking other people to do the right thing?

Is what I am doing or asking other people to do being done for the right reason?

Is what I am doing or asking other people to do being done by the right power, the power of the Holy Spirit, not by humanistic self-determination?

What is the unique thumb print for your church?

What is different about your church's corporate grace and collective soul?

What does your church do better than ten thousand others?

## H. Goal Setting

Spend time together with the issue of vision, mission and goals. Consider this from the perspective of the congregation, but also personally.

- Has he/she ever done goals setting for a year?
- If you have never set goals before learn with the candidate. If you are an old pro at it, help him/her discover the joy of making a plan.
- You are called to help the candidate navigate the course; help him/her find out where they're going and how to get there.
- Plan a one-day retreat to both work on your goals.
- Discuss the pro's and con's of setting goals in January to December, or of setting your goals based on the program year of Sept to June.

Where does the candidate need to **Go?**

What does the candidate need to **Know?**

How does the candidate need to **Grow?**

- You will be successful in setting goals when you have asked and answered these three questions and determined how you will measure them.

## I. Work Habits

Discuss the patterns that inform how the candidate spends his/her time. Share your own approaches and challenges in this area. Determine what kind of work habits the candidate has (or doesn't have). Some of the kinds of issues you may want to explore could include: Where does study fit within your time use, e.g. How many books do you read? How many weeks does the candidate plan ahead in preaching? Is the person "last minute" in preparation?

Consider some of the influences on work Habits.

1. Sometimes hard to concentrate when you are far from home and don't have a clear support group
2. Afraid of making mistakes or afraid of doing the wrong things fear is a huge crippler.
3. Unsure of who the enemy is.
4. Feeling trapped.
5. Signed up for the right reasons but did not think it would be this hard.
6. Changing family patterns (recent or pending marriage, new children, becoming empty nester) are huge pressure producers and will affect a person's work life.
7. Personal discipline habits.

## J. Visitation Program

Get them to visit older members to find out more about the history of the church. Many older members will understand the problem people.

Meet with the former pastor to get his impressions of the church and what he did well and what he did not do well. What issues keep popping up.

Set a goal to visit every family within the first 3 months of moving into a new church. Try to visit them at work once in the next year.

Do not meet singles in their homes but in public places. Never come to the meeting in the same car, come separately.

Teach them to visit those who no longer attend and find out why (they can learn a lot about the past history and conflicts and problem people by visiting those who are not attending).

Visit local merchants asking questions about the church

- *What kind of relationship do you have with the church?*
- *How has the church influenced your life?*
- *Do you know anyone from this church?*
- *What can the church do to help you and your family?*

Take them visiting in an old age home

- *Getting to know the staff*
- *Getting to know the people*

Take them cold contacting

- *I am the new pastor of (name your church) I am coming around to get to know the community. Could we talk for a few minutes? If not, that is ok?*
- *What are the needs of your family?*
- *What is the biggest concern that you have?*
- *What would improve your life more than anything else?*

## **K. Funeral Service**

Be sure the candidate has the resources needed to prepare and lead a funeral. This would include having *A Manual for Worship and Service*, and other similar tools. If you have specific tools you use, such as preparation sheets or questions you use with the family in preparation, share these with the candidate.

Invite them to watch you do a funeral. Take them to the visitation time.

Funeral preparation:-

Getting to know someone you have never met by listening during visitation.

- What was the deceased favorite thing to do?
- What is your funniest memory of them?
- Where did they work?
- Where were they born?
- How many children do they have?
- What is their favorite book or sport teams?

Get as much information as you can. The family will tell you how to preach the message that is personal and loving if you will listen.

## **L. Help them develop a plan for preparing a couple for marriage, and planning a marriage**

- What inventories or tools are available that will help a couple understand how their marriage is likely to unfold? These could include Prepare/Enrich, True Colours, the Taylor Johnson Temperament Analysis, the DISC profile, etc. (Help the candidate access any of the training that might be needed to use these tools.) Show the couple how complementary strengths are more important than the similarities that they have.
- Discuss how to deal with sexual adjustments in marriage for the few virgins that we encounter and for those who are already sexually active.

- How will you coach them in developing a budget and how to handle credit?
- Insist that they have a will drawn up and that you will not perform the marriage unless it is done.
- Have they dealt with issues of insurance?
- What is the nature of their Relationships with their parents before the marriage, and how will it change after the marriage?
- Planning the wedding itself. Be sure the candidate has the tools required to accomplish this. Share your own favourite resources.

## **M. “Pastoral Coaching”**

Most of the pastoral leaders in our congregations have not had the extensive training required to use the title “counselor” as it is generally used in our society. It is very important to not call yourself a counselor unless you have specific training and credentials in that area. We are biblical leaders and our role is very different. We fit more under the idea of a life coach than a trained counselor. This allows us to come from a Christian perspective without apology.

That being said, we regularly are called upon to offer pastoral advice and support to people going through a wide range of personal difficulties and transitions. In working with candidates, take time to consider several of these types of conversations. Specific case studies are often a good tool for discussing approaches and challenges in pastoral coaching.

Some areas of pastoral coaching to be considered with the candidate might include:

### **1. Grief Coaching**

- Visitation during the dying process
- Visitation after the funeral
- Reassurance that their progress is totally ok and that everyone goes through this differently than the next person
- Special attention needs to be paid to men who, if they lose a spouse, will replace rather than mourn. This will have an adverse impact on children and could set up a lot of tension. How will you deal with this problem? Think about it before you get there!

### **2. Crisis Coaching**

- Marriage break ups –what to do when they will not talk, or when they are willing to talk.
- Parenting problems – people often have different approaches to parenting or they can have a very difficult child. If one child is the problem it might be a symptom of more serious marriage problems and the child might be acting out to keep them united in the marriage.

- Sexual abuse problems. Your walking with them at this time is crucial. This is probably one of the most time-consuming coaching situations in which you can find yourself. Remember to involve the deacons and make sure there are others who are supporting the family.
- Major car accidents create crisis in families. Your presence at the hospital or in the home is very important.
- Loss of job, this is particularly hard on people who are 50-60s as they will struggle with getting another job especially if they are not highly skilled.
- You will be asked to help make decision on personal health, often related to medical procedures. How will you help the individual and their families through these decisions?

## **N. Support services for CBOQ pastors**

Be sure the candidate is aware of the resources available for pastoral leaders in the CBOQ.

Ongoing support is available through the CBOQ offices, specifically through contact with the Department of Leadership Development. We can provide advice, coaching, training resources, assistance with accreditation issues, recommendations on resources and even on occasion financial support. When in doubt, call the CBOQ offices!

We also offer seminars, conferences and assemblies which strengthen our pastoral leaders. Make sure the candidate is aware of the various regular events that are part of the life of CBOQ and its associations.

In cases where professional counseling support is needed, we have an excellent Employee Assistance Program (EAP). The EAP is a voluntary, confidential, short-term counseling and advisory service that connects you and your eligible family members to a network of dedicated professionals who are available to give you assistance 24 hours a day.

This network is made up of experienced counselors, psychologists, social workers and specialists. Shepell-fgi experts are ready and waiting to assist you with your special concern, anytime you need help.

There is no cost to you or your family. Your church pays for the EAP services provided by Shepell-fgi, through the CBOQ Benefits plan.

If long-term or specialized care is required, your professional advisor will help you with a referral to an affordable community resource. At this point, you would be responsible for any fees that your benefits plan or provincial health insurance would not cover. For those who have a financial need, contact the CBOQ for support.

**Is the service really confidential?** Yes. Absolutely! Shepell-fgi never shares information with anyone outside of its organization without an individual's informed, voluntary and written consent, with legal exceptions.

Day or night, 365 days a year, you can pick up the phone and call the toll-free line listed below.

Toll-free English language services: Canada-wide:

1-800-387-4765 TDD 1-800-363-6270 (hearing impaired)

Service en français:

Ligne sans frais au Canada: 1-800-363-3872

ATS: 1-800-361-5676 (personnes malentendantes)

## **N. Working on the Ordination statement**

Ensure that all CBOQ and Association requirements for ordination have been satisfied. Refer to the Accreditation Manual (Blue Book) Part IV.

Prepare an Ordination Statement in consultation with his/her Supervisor of the local church and the association (AMC) for presentation at the Ordination Examining Council.

This statement should include:

- (250 words) Their conversion and Christian experience
- (150 words) Their sense and direction of a Call to Christian Ministry
- (250 words) Evidence of their particular spiritual gifting and ministry skills
- Their theological interpretations and doctrinal statements which inform their ministry
- (1000 words) Philosophy of Ministry (may include such issues as: Discipleship, Evangelism, Equipping, Ecclesiology, Role of the pastor etc.)
- (250 words) Appreciation of Baptist Polity and Distinctives

It is suggested that the Candidate present their Ordination statement to the local church, either as an adult elective or discussion group, to gain feedback on the statement and clarify points, if needed.

Ensure that a copy of the Ordination Statement is given to the Pastor, CBOQ Credentials Committee and yourself (Supervisor), and sent to each church one month before the Ordination Examining Council date.

## **Appendices:**

1. Learning Agreement
2. Supervisor Report

## Sample Learning Agreement

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

We agree to meet every \_\_\_\_\_ for \_\_\_\_\_ (how long each time)

We agree to speak on the phone every \_\_\_\_\_

Regular Evaluation Times: \_\_\_\_\_

We agree to evaluate how we are doing in the relationship every \_\_\_\_\_

We plan to discuss the following key topics in our time together:

We agree to read together the following books:

We agree to see the following movies and discuss them in the next year:

We agree to watch the following TV shows and discuss them in the next year:

We agree that we will visit each other during our regular ministry responsibilities at least once in the next year.

We will share the following resources over the following year:

We will take time together to complete the goal setting material provided by the CBOQ on their web page within the first six months of our time together. We will find a place where we can go for a day and work on nothing else but this. Date and time to be mutually agreed upon.

We will agree to work on specific things as they arise such as funerals, marriages, crisis counseling, etc. This may require that either one of us or both of us will have to do some reading or retraining to accomplish this goal.

We will agree to a regular program of exercise that will help both of us to maintain the maximum physical and mental health in our ministry.

We agree to be accountability partners in the areas of spiritual formation, moral integrity, financial integrity, and to overall character development.

I, the supervisor, will help you prepare the Ordination Statement that will be due when you have completed your supervision if it is appropriate to do so.

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Supervisor

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Candidate for Accreditation

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Date

Form 7 – **SUPERVISORS REPORT**  
For candidate for accreditation

**CANDIDATE'S NAME:**

**CHURCH:**

**SUPERVISOR'S NAME:**

**SUPERVISOR'S POSITION:**

**SUPERVISOR'S EMAIL:**

**SUPERVISOR'S TEL:**

This worksheet, to be completed by the Supervisor and submitted to the Credentials Committee, is part of the personal file of the person mentioned above who is in discussion with his/her church concerning future ministry within the CBOQ.

Please write your assessment and evaluation of the candidate for each and every section of the worksheet. It is suggested that a minimum average of 200 words per section be applied. This form is available on-line for convenient use and editing.

**1. SPIRITUAL LIFE**

How is this person's faith in and walk with Jesus Christ demonstrated in his/her life, i.e. thoughts, actions, attitudes and personal behaviour? (e.g. the candidate's personal discipleship, prayer life, devotional practices, nurture of his/her personal spiritual growth, theological understanding and values, etc.)

**2. MINISTRY GIFTS AND SKILLS**

In what areas of his/her ministry have you seen this person excel and also name what areas this person needs to continue to grow and be nurtured? (e.g. the candidate's personal sense of calling, describing his/her specific gifts, talents and abilities, identifying his/ her understanding of congregational life, his/her leadership style and values, the practice of pastoral care, the general practical responsibilities of the ministry to which they have felt called etc.) In short, what does or will make them a good minister of the Gospel?

**3. INTER-PERSONAL RELATIONSHIPS**

Describe how you have witnessed this person's ability to relate to others in a healthy, positive and constructive manner. (e.g. communication skills, conflict management skills, personality characteristics, relational people-skills, attitudes towards others especially strangers or other faith groups and religions, role of women in the church etc.)

**4. PERSONAL SELF-CARE and FAMILY RELATIONSHIPS**

In what ways does this person engage in assuring that his/her own health and well-being and that of spouse and family is maintained at satisfactory, healthy and beneficial levels. (e.g. time management, appropriate time off, hobbies, quality times with family members, family issues they may need to work on, self—image, handling stress, creating boundaries, or their sense of morality, integrity, and his/her development of personal core values, etc.)

**5. BAPTIST LIFE AND THE CBOQ**

Describe how this person will thrive under the CBOQ banner, and our policies, practices and organizational values. (e.g. his/her reasons for seeking credentials in the CBOQ, their willingness to be involved in our organization’s life, their understanding of Baptist polity and values, their willingness to support the CBOQ and work with other Baptists, etc.)

**6. ADDITIONAL COMMENTS, CONCERNS AND/OR RECOMMENDATIONS**

I, \_\_\_\_\_ (name of supervisor) recommend that  
\_\_\_\_\_  
\_\_\_\_\_ (name of candidate) be accepted as a  
candidate for accredited ministry with the Canadian Baptists of Ontario and Quebec.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_