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PREAMBLE

A. THEOLOGICAL PRESUPPOSITIONS

We believe that every person who repents of sin and trusts in Jesus Christ as Saviour, becomes a member of the Body of Christ, called the Church. Romans 12:5; 1 Corinthians 12:3,37

We believe that every member of the Body of Christ is called and given gifts by the Holy Spirit of God to be a 'Minister' ('servant') -

1. To one another within the Church;
2. To the local community in which they live; and
3. To the world community at large. I Corinthians 12:7

We believe that God by His Holy Spirit, sets apart specific members of His Church:

1. To the special office and function of equipping members, God's people, for works of service (i.e. apostles, prophets, evangelists, pastors and teachers). Ephesians 4:11-13
2. To special and unique ministries on behalf of the Church Acts 13:2,3

We believe that individuals engaged in these special offices and ministries are to be given recognition and respect. I Thessalonians 5:12, 13; 1 Timothy 5:17; 2 Timothy 1:6; Hebrews 13:7

Having noted that we understand all believers to be ministers, in this document we will generally use the term “the Minister” to refer to those in vocational Christian ministry, whether in a local church or other contexts.

B. HISTORICAL CONTEXT

Ordination in the Baptist tradition is a time-honoured rite and experience. For over three centuries, Baptists have recognized in ordination three elements:

- a call of God to Christian service,
- affirmation of a local congregation of one's gifts for ministry,
- and recognition of ministry in the larger church, i.e. the Association, CBOQ, CBM, and national Unions.

Baptists have understood a “call” to involve a conviction and assurance of an individual that God has invited, perhaps urged, one to serve in a special way among the people of God. A call presupposes acceptance of Jesus Christ as Saviour and Lord and willingness to become His disciple.

Affirmation of gifts for ministry in one's local congregation is a significant stage in the process of validating the call to ministry. Candidates for ministry have usually had adequate opportunity to give evidence of their gifts and to interact with congregational leaders who can attest to the nature of the candidates' gifts and commitment to ministry.

Baptists have followed a New Testament pattern of ministerial recognition. This has typically involved examination by other ministers and church delegates in an Association Council called for that purpose. Upon acceptance by the Association Council a public service is held in which the laying on of hands takes place, and a certificate of ordination in the name of CBOQ is granted.
The 1931 BCOQ Assembly, affirming the practice of convention since its founding in 1888, approved the formulation of a Committee entitled, “Advisory Council on Ordination and Credentials”.

At that time this Advisory Committee had three major functions:

1. “Examination” at the request of the churches of those seeking ordination and the advising of the churches concerned of the advisability (or otherwise) of calling a Council to examine a prospective candidate with a view to ordination.
2. Examination of those coming from other countries or denominations.
3. Discipline.

Following upon this tradition and the request of the local church, CBOQ has established two committees that oversee, administer and facilitate the process of accreditation and ordination with CBOQ:

1. The Ministerial Resources Committee is charged by the CBOQ Board with the responsibility of reviewing the process and requirements for accreditation with CBOQ. This includes entry into accreditation, review, suspension and reinstatement.
2. The CBOQ Credentials Committee is a sub-committee of the Ministerial Resources Committee responsible to carry out the directives of the Ministerial Resources Committee in regards to the process of accreditation with CBOQ and ordination by a local CBOQ church in concert with other churches within the Association.

Furthermore each Association is requested to have an Association Ministry Committee that acts as a representative body of the Association in matters of accreditation and ordination.

C. SUMMARY UNDERSTANDING OF ORDINATION

“We understand Ordination to be recognition and commissioning by a local church, affirmed by the Association and Convention, of a person’s call from God, spiritual gifts, suitability and training for particular Christian ministries.”

While no single definition can adequately capture the diversity of meanings that Baptists attribute to the rite of ordination, the above definition does, nevertheless, touch upon three of our primary Baptist emphases:

1. Ordination Results from a Call of God.

First and foremost we believe that Ordination is the rite by which a local church recognizes and commissions a Christian believer whom God has called, equipped and trained for the work of Christian Ministry. Thus we believe that a candidate for Ordination must have experienced a personal sense of calling, which has resulted in a process of discipleship during which the candidate has been trained and equipped to fulfil his/her calling.
2. The Authority to Ordain Resides Within the Local Church.

Secondly, we believe that the authority to ordain resides within the local church. The recognition and commissioning of an ordinand to a particular form of Christian Ministry occurs on the initiative of the local church. Thus it is the local church that ordains. This has always remained foundational to our Baptist understanding of congregational autonomy.

3. The Desirability of Seeking the Affirmation of Other Churches.

Finally, it has been the tradition among English Baptists since the late 17th Century, and Canadian Baptists since the early 19th Century, to give to other churches within the ordaining church’s Association and Convention an active role in discerning the advisability of ordaining a given candidate.

We believe that it is in association with other churches that a local congregation seeks the Holy Spirit’s discernment prior to proceeding with ordination. It is through this co-operative process that other churches declare their willingness to recognize and affirm a candidate’s ordination as meeting the requirements expected of an Ordained Minister by member churches. Thus in Baptist tradition and practice, the act of Ordination is the responsibility of the local church. However, since a minister seldom spends his/her entire ministry in one church, it has been the practice for the local church to invite the churches in her Association to participate in the act of Ordination and thus give recognition to the fact that Ordination involves a wider ministry than just one church. To that end CBOQ is also involved through the Credentials Committee.

D. ACCREDITATION AND ORDINATION

The role of CBOQ and Associations in the ordination process has often been misunderstood to be an infringement upon the local church’s autonomy. Yet this is not the case. Any local church, having sought the wisdom and guidance of God, may ordain an individual within that particular church.

However this rite of Ordination into Christian ministry by a particular church is not to be confused with Accreditation.

Accreditation

Accreditation is the process of recognition of suitability for ministry within CBOQ. Accreditation is recognition of an individual’s attainment of professional status in areas of education, competency, experience and ministry suitability.

Accreditation begins with an individual’s recognition by the local church as a person who has been called to vocational service within the church or the wider Christian community (missionary, chaplain, counsellor, etc.). Accreditation is the process by which an individual passes through various stages of preparation for ministry during which time they are assessed and provided recognition by CBOQ, in areas of competency, experience and ministry suitability.

It is possible for an individual to be ordained by a local church and not accredited by CBOQ, as accreditation is a process of recognition of education, competencies, experience and ministry suitability within the wider context of CBOQ. Similarly it is possible for an individual to be accredited by CBOQ, but not yet ordained, depending on their accreditation status, and the wishes and desires of the local congregation.
E. **CULTURALLY SPECIFIC ORDINATION PROCEDURES**

While encouraging all churches in CBOQ to follow the procedure outlined in Part V for holding an Ordination Examination Council, CBOQ recognizes that our culturally specific churches may have different procedures, which they will want to implement in their particular examinations and ordinations. We respect and honour these variations and look forward to participating and celebrating God’s call on people from many tongues and nations in the proclamation of the Gospel of Jesus Christ.

F. **SUMMARY**

CBOQ informational manuals, policies and directives highlight that ordination belongs to the local church. It is the right and privilege of the local church to affirm a person’s call to ministry within that context. Therefore, it is incumbent upon the local church to utilize effective means of examination, affirmation and council in the recruitment, equipping and development of individuals who sense a call to vocational ministry. CBOQ can increase its support to local churches through effective resources and coaching that facilitates examination, affirmation and council at the local church level.

Furthermore, in 1931 the BCOQ agreed that committees, councils or advisory groups would be developed to work on behalf of local churches, in concert with other churches across the BCOQ, so that the ordination of a candidate can be “recognized” throughout CBOQ. This recognition involves the affirmation of the candidate at the Association Ministry Committee (AMC) and at the Credentials Committee. It is important that regional AMCs and the Credentials Committee continue to implement effective standards and procedures by which a candidate should be assessed and affirmed for ministry with CBOQ churches.

Formal and recognized ordination with CBOQ requires successful application and adherence to agreed upon conditions and procedures (ordination council, etc). Ordination by a local church in concert with agreed upon standards by other churches (at the Association level) is recognized by our Convention and therefore by the Baptist World Alliance, and the government of Canada.
Accreditation Process Flowchart

Individual “shows up”
Makes contact with someone
Get the person to fill out application for accreditation and send to CBOQ Church Life and Leadership (CL & L)
CL & L establishes file and begins communication
Assessment
CL & L informs individual of references, forms, etc. required

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with Pastoral Leaders Development Associate</td>
<td>Meet with Pastoral Leaders Development Associate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Encourage mentor/Personal Growth Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMC meeting</td>
<td>AMC meeting (Info to Credentials comm.)</td>
<td>AMC meeting (Info to Credentials comm.)</td>
<td>AMC meeting (Info to Credentials comm.)</td>
</tr>
<tr>
<td></td>
<td>New Pastors’ Orientation and relevant course work</td>
<td>New Pastors’ Orientation and relevant course work</td>
<td>New Pastors’ Orientation and relevant course work</td>
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<tr>
<td>When all info is in - Established as “Candidate” (Credentials committee informed)</td>
<td>When all info is in - Establishes as “Level 1” (Credentials committee informed)</td>
<td>When all info is in - Establishes as “Level 2” (Credentials committee informed)</td>
<td>When all info is in - Establishes as “Level 3” (Credentials committee informed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervision – set up, meet regularly / create ordination statement</td>
<td>Supervision – set up, meet regularly / create ordination statement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meet with AMC/Ord. Recommendation</td>
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<tr>
<td></td>
<td></td>
<td>Approved by Credentials Committee</td>
<td>Approved by Credentials Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recommendation by Credentials: Accreditation and/or Ordination</td>
<td>Recommendation by Credentials: Accreditation and/or Ordination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordination process unfolds as required</td>
<td>Ordination process unfolds as required</td>
</tr>
</tbody>
</table>

When any questions arise, don’t hesitate to contact CBOQ Church Life and Leadership, Jamila Bello, Administrative Assistant (416-620-2933) or Marc Potvin, Pastoral Leaders Development Associate (416-620-2939). We will make sure that all the people involved in the process know their responsibilities at any given time along the way.
PART I

ACCREDITATION

DESIGNATIONS
PART I

ACCREDITATION DESIGNATIONS

ACTIVE DESIGNATIONS

Accreditation in Process

Candidate for Ministry
Candidate for Ministry (Student)

Level One - Accredited Individual

Level Two - Accredited Individuals in Local Church Ministries
Level Two - Accredited Individuals in Local Church Ministries - Ordained *

Level Two (B) - Accredited Bi-Vocational Individuals in Local Church Ministries
Level Two (B) - Accredited Bi-Vocational Individuals in Local Church Ministries - Ordained *

Level Three - Accredited Individuals in Local Church Ministries
Level Three - Accredited Individuals in Local Church Ministries - Ordained

Level Three (B) - Accredited Bi-Vocational Individuals in Local Church Ministries
Level Three (B) - Accredited Bi-Vocational Individuals in Local Church Ministries - Ordained

Level Three (C) - Accredited Individuals in Other Ministry - Ordained
   (i.e. Chaplain, Counsellor, Missionary, Evangelist, CBOQ Executive staff, para-church and ministry educator)

Level Three (R) - Accredited Ordained Individual (Retired)

Non-Accredited (ordained) Individuals in Local Church Ministries

* Ordination may be granted by the local church at any time in the accreditation journey. However, normally the CBOQ Credentials Committee will not recommend nor recognize ordination until an individual is accredited as a Level Three Accredited Individuals. Exceptions will be considered for Level Two Accredited Individuals who are recommended for ordination by a local church.

ADMINISTRATIVE DESIGNATIONS (not listed in the Official List of accredited personnel)

Ordained but not presently serving with CBOQ
   This list includes all individuals who are ordained and have been accredited by CBOQ but are not presently serving in a CBOQ local church ministry or another ministry position within our geographic constituency.

Accredited Individuals (ordained or non-ordained) not in Vocational Ministry
   These are individuals who are not serving in a ministry position, but whose credentials are held by CBOQ (e.g. on Long Term Disability, or seeking placement).

Ordained but credentials with CBOQ presently suspended
   These are ordained individuals whose credentials are under suspension as a result of an action by the Ministerial Resources Committee.
Non-Ordained and credentials with CBOQ presently suspended

These are individuals (normally Level One or Level Two) whose credentials are under suspension because of an action by the Ministerial Resources Committee.

Official List

People will be officially recognized and listed in the CBOQ Official List as being accredited in any one of the above Accreditation Designations. The date will indicate the point at which the individual was first accredited with CBOQ in a vocational ministry position or ordained.

e.g.

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Level One - Accredited Individual</td>
<td>2006</td>
</tr>
<tr>
<td>Mary Smith</td>
<td>Level Three - Accredited Individuals in Local Church Ministries - Ordained</td>
<td>1990</td>
</tr>
<tr>
<td>Bill Smith</td>
<td>Level Three (C) - Accredited Individuals in Other Ministry - Ordained</td>
<td>1998</td>
</tr>
<tr>
<td>Jim Brown</td>
<td>Level Three (R) - Accredited Ordained Individual (Retired)</td>
<td>1969</td>
</tr>
</tbody>
</table>
PART II

LEVELS OF

AND

REQUIREMENTS FOR

ACCREDITATION
PART II
LEVELS OF AND REQUIREMENTS FOR ACCREDITATION WITH CBOQ

A. Understanding the Accreditation Levels

CBOQ has identified a number of different levels of accreditation within which an individual might qualify. These levels have been created to recognize the diversity of personnel who presently serve, or are preparing for service within our CBOQ churches and ministries. Through the creation of a variety of accreditation levels, CBOQ desires to be in relationship with as many ministry personnel as possible within our churches. Movement towards higher levels of accreditation occurs as an individual acquires professional status and recognition in areas of education, competency, vocational experience and ministry suitability. While some individuals may move consecutively through the various levels of accreditation, each applicant will be assessed towards recognition at the highest level possible, based on their present ministry context, ministry suitability, experience, education, and competency.

It is possible for an individual to be ordained by a local church and not accredited by CBOQ, as accreditation is a process of recognition of vocational service, ministry suitability and competency, theological education, and experience within the context of the local church or other Christian ministries. Similarly it is possible for an individual to be accredited by CBOQ, but not yet ordained, depending on their accreditation status, and the wishes and desires of the local congregation. CBOQ recommend that churches ordain individuals upon completion of Level Three Accreditation, though exceptions can be made.

LEVELS OF ACCREDITATION:

Candidate for Ministry or Candidate for Ministry (Student)
Candidate for Ministry is a step of recognition towards accreditation for individuals who desire to minister within the context of CBOQ, but are not yet serving vocationally within a CBOQ church or ministry. This recognition allows the individual entering CBOQ context for the first time, or for a student who is preparing for ministry to build a formal relationship with the Credentials Committee of CBOQ through the Church Life and Leadership Team and begins them on a journey towards full accreditation with CBOQ. As a recognized Candidate for Ministry an individual has the opportunity to build important relationships and networks within Association and Convention structures. Candidate for Ministry recognition also provides local church and Association affirmation of a student investing themselves in ministry training and preparation.

Level One: Accredited Individual
Level One accreditation is an entry level accreditation for individuals who are already employed by a CBOQ church or ministry organization. The purpose of this entry level is to provide a formal relationship between ministry personnel serving in CBOQ churches and CBOQ as an organization. Level One accreditation provides for a professional relationship with privileges and responsibilities on both the part of the individual and CBOQ. It is expected that the majority of personnel granted Level One accreditation be moving forward in their training and preparation towards Level Two or beyond at a later time.
Level Two: Accredited Individuals in Local Church Ministries
Level Two accreditation is the second step in a journey towards full accreditation rights and privileges with CBOQ and serves particularly as a provision for individuals serving in associate or specialized ministry positions within multi-staff churches or as a bi-vocational minister. Level Two accreditation allows for consideration of eligibility for a Registration to Perform Marriages, and in unique circumstances, Convention recognition of ordination. Those seeking full accreditation rights and privileges and Convention recognition of ordination are encouraged to continue towards Level Three accreditation.

Level Two (B): Accredited Bi-Vocational Individuals in Local Church Ministries
Level Two (B) accreditation acknowledges successful completion of a specialized preparation track for service as a “Bi-vocational minister” in a CBOQ church. Level Two (B) accreditation must be premised upon a special request of both the local church and Association. Level Two (B) accreditation is not immediately transferable upon departure from a local church ministry, thereby requiring a Level Two (B) minister to meet with and be accepted by the Association Ministry Committee (into which they are moving) and the Credentials Committee at the point of ministry transition. Level Two (B) accreditation allows for consideration of eligibility for a Registration to Perform Marriages, and in unique circumstances, Convention recognition of ordination. Those seeking full accreditation rights and privileges and Convention recognition of ordination are encouraged to continue towards Level Three accreditation.

Level Three: Accredited Individuals in Local Church Ministries
Level Three accreditation implies full rights and privileges as an ordained minister with CBOQ. Level Three accreditation is transferable between all CBOQ and Canadian Baptist Partnership Churches and the Baptist World Alliance. With Level Three accreditation, a local church is encouraged to officially recognize the person in a ministry position, conduct an Ordination Service, or recognize ordination through an Induction Service.

Level Three (B): Accredited Bi-Vocational Individuals in Local Church Ministries
Level Three (B) accreditation acknowledges successful completion of a specialized preparation track for service as a “Bi-vocational minister” in a CBOQ church. Level Three (B) accreditation implies full rights and privileges as an ordained minister with CBOQ, but must be premised upon a special request of both the local church and Association. Level Three (B) accreditation is not immediately transferable upon departure from a local church ministry, thereby requiring a Level Three (B) minister to meet with and be accepted by the Association Ministry Committee (into which they are moving) and the Credentials Committee at the point of ministry transition. With Level Three (B) accreditation, a local church is encouraged to officially recognize the person in a ministry position, perform an ordination service, or recognize ordination through an Induction Service.

Level Three (C): Accredited Individuals in Other Ministry - Ordained
(Chaplains, counsellors, missionaries, evangelists, CBOQ Executive staff, other Canadian Baptist staff, para-church staff, and ministry educators)
Level Three (C) accreditation implies full rights and privileges as an ordained minister with CBOQ. Level Three accreditation is transferable between all CBOQ and Canadian Baptist Partnership Churches. Level Three (C) acknowledges a variety of different ministry contexts within which ministry personnel may be called to serve. With Level Three (C) accreditation, a local CBOQ church is encouraged to officially recognize the person in a ministry position, conduct an Ordination Service, or recognize ordination and ministry calling through a special service.

Level Three (R): Accredited Ordained Individual (Retired)
Level Three (R) accreditation recognizes the faithful service of individuals who have retired from active ministry service. Level Three (R) accreditation implies full rights and privileges as an ordained minister with CBOQ. Level Three (R) requires ongoing membership in a CBOQ church, where possible, and
acknowledgement of the ethical responsibilities of retired personnel. Level Three (R) personnel qualify for eligibility for CBOQ retirement subsidies, grants and gifts.

**Non-Accredited Ordained Individuals in Local Church Ministries**
Non-Accredited Ordained Individuals in Local Church Ministries are those who have transferred into CBOQ from another denomination or Baptist Convention. This designation will be granted for a period of up to one year (renewable) as the individual satisfactorily meets the requirements of accreditation with CBOQ within one of the various Levels of Accreditation.

**B. LEVEL REQUIREMENTS**

**Candidate for Ministry or Candidate for Ministry (Student)**

Spiritual Standards for Accreditation with CBOQ shall be:
- the profession of faith in Jesus Christ as Saviour and Lord
- a lifestyle that exhibits profession of faith in actions, attitudes and behaviour
- believers baptism by immersion
- conviction of a call to Christian ministry through a CBOQ church or partner ministry
- recognition of this call by the CBOQ church of which the Individual is a member
- a statement of Christian experience, call and ministry gifts, as contained in the Application for Accreditation for Ministry.

Other requirements are:
- Completed Application for Accreditation for Vocational Ministry
- A member of a CBOQ church
- References:
  - Minister’s Reference (see Form 2)
  - Deacon’s/Church leaders’ Reference (see Form 3)
  - Academic Professor Reference (see Form 4)
  - Pastoral Leaders Development Associate Reference Form (see Form 5)
- Has met with and been recommended by the Association Ministry Committee (see Form 8)
- For Students - completed at least one full year (or part time equivalent) of intentional training towards vocational ministry (undergraduate or graduate studies)
- Has completed a plan for continuation of education and/or growth in ministry effectiveness.
- Ongoing volunteer/internship at a local church in a ministry leadership position no less than 5 hours per week
- Ongoing adherence to the CBOQ Statement of Ethical Pastoral Conduct and other Policies and Guide lines as found in the CBOQ Protocols for Discipline
- “Clear” Vulnerable Sector Police Check. Should the Police Check be returned as ‘Not Clear’, the executive of the Ministerial Resources Committee will review the situation and determine what action, if any, will be taken.
- Completed a Personal Growth Plan and fill out the Appendix E form in the Personal Growth Plan Handbook
- Recommendation to attend a CBOQ New Pastors’ Orientation Retreat for those who are coming from outside of a CBOQ context.

**NOTES for Level: Candidate for Ministry**
- Does not need to meet with Credentials Committee
- Recognition granted by the CBOQ Credentials Committee upon recommendation of the local church, local AMC, and CBOQ Church Life and Leadership.
- A recognized Candidate for Ministry – STUDENT will be eligible to apply for Leadership Development training grants and scholarships offered through CBOQ and any gifts that might be offered periodically to those preparing for ministry with CBOQ.
- A recognized Candidate for Ministry will be eligible for ongoing assistance by CBOQ Church Life and Leadership Team in the design of their journey towards vocational ministry and in the transition from school to ministry placement.
- A recognized Candidate for Ministry may post their resume on the “Pastors seeking placement” Web listing of CBOQ seeking part-time employment during their studies, or full-time employment following graduation.

**Level One Accredited Individual**

Spiritual Standards for Accreditation with CBOQ shall be:
- the profession of faith in Jesus Christ as Saviour and Lord
- a lifestyle that exhibits profession of faith in actions, attitudes and behaviour
- believers baptism by immersion
- conviction of a call to Christian ministry through a CBOQ church or partner ministry
- recognition of this call by CBOQ church of which the Individual is a member
- a statement of doctrinal beliefs which testifies to the life of faith and a quality of life
- a statement of Christian experience, call and ministry gifts, as contained in the Application for Accreditation for Ministry.
- Ongoing adherence to the CBOQ Statement of Ethical Pastoral Conduct and other policies and guidelines as found in the CBOQ Protocols for Discipline

Other requirements are:
- Completed Application for Accreditation for Vocational Ministry
- A member of a CBOQ church
- Officially called as a ministry leader in a CBOQ church/ministry.
- References (exempted if you have submitted these references in the previous level):
  - Minister’s Reference – if serving in an associate role (see Form 2)
  - Deacon’s/Church leaders’ Reference (see Form 3)
  -Pastoral Leaders Development Associate Reference Form (see Form 5)
- Has met with and been recommended by the Association Ministry Committee (see Form 8)
- “Clear” Vulnerable Sector Police Check. Should the Police Check be returned as ‘Not Clear’, the executive of the Ministerial Resources Committee will review the situation and determine what action, if any, will be taken.
- Attend the CBOQ New Pastors’ Orientation Retreat
- To complete a Personal Growth Plan and fill out the Appendix E form in the Personal Growth Plan Handbook
- We strongly encourage that all individuals in ministry participate in at least two years of mentoring by a colleague in ministry.

**NOTES for Level One Accredited Individual**
- Does not need to meet with CBOQ Credentials Committee
- Recognition granted by the CBOQ Credentials Committee upon recommendation of the local church, local AMC, and CBOQ Church Life and Leadership.
- Eligible upon Level One assignment by CBOQ Credentials Committee and official recognition by their local church (induction service) for qualification of the Clergy Residence Tax Benefit
- Eligible to apply for CBOQ Leadership Development grants and scholarships
- For those employed for 20 hours or more a week who qualify for CBOQ Pension and Benefits. Benefit coverage will be provided by CBOQ for a period of up to one year during a ministry transition period with CBOQ
- Not eligible for recognition as an ordained minister by CBOQ (even if ordained by local church or other organization)
- Not eligible for CBOQ submission of a Registration to Perform Marriages in Ontario (Quebec law is different)

**Level Two Accredited Individuals in Local Church Ministries**

Spiritual Standards for Accreditation with CBOQ shall be:
- the profession of faith in Jesus Christ as Saviour and Lord
- a lifestyle that exhibits profession of faith in actions, attitudes and behaviour
- believers baptism by immersion
- conviction of a call to Christian ministry through a CBOQ church or partner ministry
- recognition of this call by the CBOQ church of which the Individual is a member
- a statement of Christian experience, call and ministry gifts, as contained in the Application for Accreditation for Ministry. For those seeking ordination, an “ordination statement” will be required, as described in Part V. A. 4. b. (p. 51)
- Ongoing adherence to the CBOQ Statement of Ethical Pastoral Conduct and other policies and guidelines as found in the CBOQ Protocols for Discipline

Other requirements are:
- Completed Application for Accreditation for Vocational Ministry (or Application for Re-accreditation, Transfer of Accreditation or Updating of Ministry Information)
- A member of a CBOQ church
- Officially called as a ministry leader in a CBOQ church/ministry.
- Recognized by the local church in a ministry position
- References (exempted if you have submitted these references in the previous level):
  - Minister’s Reference – if serving in an associate role (see Form 2)
  - Deacon’s/Church leaders’ Reference (see Form 3)
  - Supervisor’s Report (see Form 7)
- Has met with and been recommended by the Association Ministry Committee
- Education:
  - Completed Three+ years of Undergraduate biblical study
  OR
  - Completed 1 year of Graduate biblical study and currently working on a “Continuation plan” (see Form 5 – complete it with the Pastoral Leaders Development Associate)
  OR
  - Completed an intentional bi-vocational training plan approved by the CBOQ Credentials Committee
- Transcripts of all relevant academic training to be provided
- “Clear” Vulnerable Sector Police Check. Should the Police Check be returned as ‘Not Clear’, the executive of the Ministerial Resources Committee will review the situation and determine what action, if any, will be taken.
- Attend the CBOQ New Pastors’ Orientation Retreat
- To complete a Personal Growth Plan and fill out the Appendix E form in the Personal Growth Plan Handbook
- Completing an intentional supervisory relationship (usually 1 year; 2 years for those participating in the bi-vocational training program towards ordination)
- We also strongly encourage that all individuals in ministry participate in at least two years of additional mentoring by a colleague in ministry,
- Has met with and been approved by the CBOQ Credentials Committee
NOTES for Level Two Accredited Individuals in Local Church Ministries

- Accreditation assigned by CBOQ Credentials Committee following successful completion of all requirements and a meeting with the Credentials Committee
- Eligible upon Level Two assignment by CBOQ Credentials Committee and official recognition by their local church (induction service) for qualification of the Clergy Residence Tax Benefit
- Eligible to apply for CBOQ Leadership Development grants and scholarships
- For those employed for 20 hours or more a week who qualify for CBOQ Pension and Benefits. Benefit coverage will be provided by CBOQ for a period of up to one year during a ministry transition period with CBOQ
- Not normally eligible for recognition as an ordained minister by CBOQ. However an appeal for recognition can be made to CBOQ Credentials Committee jointly by the Association and the local church.
- May be eligible for the CBOQ submission of a Registration to Perform Marriages in Ontario. Consideration will be made by the Credentials Committee with the following conditions:
  - A Level Two Individual is eligible for Registration to Perform Marriages in Ontario, where there is a clear need for the individual to have the registration, e.g. where the person is a solo pastor, or the ministry role commonly calls for the person to perform marriages. A request for the registration to be granted should be sent by the local congregation to the CBOQ Church Life and Leadership Team (See Appendix 1)
  - Level Two Registration to Perform Marriages will be reviewed every three years by the CBOQ Church Life and Leadership Team unless the Individual has successfully appealed for recognition of ordination, and has been ordained by their local church. (Quebec law is different – see Appendix 1.)

Level Two (B) - Accredited Bi-Vocational Individuals in Local Church Ministries

Standards and requirements for Level Two (B) are the same as those for Level Two with the following exceptions:

- Employed bi-vocationally at a CBOQ church
  - AND
- A Bi-Vocational minister must meet with the Association Ministry Committee and CBOQ Credentials Committee for reappraisal upon any change to the ministry role.

Level Three Accredited Individuals in Local Church Ministries

Spiritual Standards for Accreditation with CBOQ shall be:
- the profession of faith in Jesus Christ as Saviour and Lord
- a lifestyle that exhibits profession of faith in actions, attitudes and behaviour
- believers baptism by immersion
- conviction of a call to Christian ministry through a CBOQ church or partner ministry
- recognition of this call by the CBOQ church of which the Individual is a member
- a statement of Christian experience, call and ministry gifts, as contained in the Application for Accreditation for Ministry. For those seeking ordination, an “ordination statement” will be required, as described in Part V. A. 4. B (p.51).
- Ongoing adherence to the CBOQ Statement of Ethical Pastoral Conduct and other policies and guidelines as found in the CBOQ Protocols for Discipline

Other requirements are:
- Completed Application for Accreditation for Vocational Ministry (or Application for Re-
- A member of a CBOQ church
- Officially called as a ministry leader in a CBOQ church/ministry.
- References (exempted if you have submitted these references in the previous level):
  - Minister’s Reference – if serving in an associate role (see Form 2)
  - Deacon’s/Church leaders’ Reference (see Form 3)
  - Supervisor Report (see Form 7)
- Has met with and been recommended by the Association Ministry Committee as Level Three
- Education:
  - Normal education at this level is a Bachelor’s Degree and a Master of Divinity degree from an ATS accredited seminary (or completion of the Diploma of Ministry as offered at McMaster Divinity College)
    OR
  - A 2 year Master’s Degree in Biblical/theological studies (i.e. MA, MTS, MRE),
    OR
  - A 4 year undergraduate Degree in Biblical/theological studies (i.e. B.Th.) and Over 5 years of recognized success in ministry,
- Transcripts of all relevant academic training to be provided
- “Clear” Vulnerable Sector Police Check. Should the Police Check be returned as ‘Not Clear’, the executive of the Ministerial Resources Committee will review the situation and determine what action, if any, will be taken.
- Attend the CBOQ New Pastors’ Orientation Retreat
- To complete the Personal Growth Plan and fill out the Appendix E form in the Personal Growth Plan Handbook
- We also strongly encourage that all individuals in ministry participate in at least two years of additional mentoring by a colleague in ministry.
- Has met with and approved by the CBOQ Credentials Committee

NOTES for Level Three Accredited Individuals in Local Church Ministries
- Accreditation assigned by CBOQ Credentials Committee following successful completion of all requirements
- and approval by the Credentials Committee
- Eligible upon Level Three assignment by CBOQ Credentials Committee and official recognition by their local church (induction service) for qualification of the Clergy Residence Tax Benefit
- Eligible to apply for CBOQ Leadership Development grants and scholarships
- For those employed for 20 hours or more a week who qualify for CBOQ Pension and Benefits. Benefit coverage will be provided by CBOQ for a period of up to one year during a ministry transition period
- Eligible for recognition as an ordained minister by CBOQ upon completion of all Ordination requirements (found in Part IV)
- Eligible for CBOQ submission of a Registration to Perform Marriages in Ontario. (Quebec law is different – see Appendix 1.)
Level Three (B) - Accredited Bi-Vocational Individuals in Local Church Ministries

Spiritual Standards for Accreditation with CBOQ shall be:
- the profession of faith in Jesus Christ as Saviour and Lord
- a lifestyle that exhibits profession of faith in actions, attitudes and behaviour
- believers baptism by immersion
- conviction of a call to Christian ministry through a CBOQ church or partner ministry
- recognition of this call by the CBOQ church of which the Individual is a member
- a statement of Christian experience, call and ministry gifts, as contained in the Application for Accreditation for Ministry. For those seeking ordination, an “ordination statement” will be required, as described in Part V. A. 4. B (p.51).
- Ongoing adherence to the CBOQ Statement of Ethical Pastoral Conduct and other policies and guidelines as found in the CBOQ Protocols for Discipline

Other requirements are:
- Completed Application for Accreditation for Vocational Ministry (or Application for Re-accreditation, Transfer of Accreditation or Updating of Ministry Information)
- A member of a CBOQ church
- Employed bi-vocationally at a CBOQ church
- References (exempted if you have submitted these references in the previous level):
  - Minister’s Reference – if serving in an associate role (see Form 2)
  - Deacon’s/Church leaders’ Reference (see Form 3)
  - Supervisor Report (see Form 7)
- Has met with and been approved by the Association Ministry Committee as an Individual for Level Three (B) Accreditation as a Bi-vocational Individual
- Education:
  - Successful completion of a specialized program of study for Bi-Vocational ministry as assigned by the CBOQ Credentials committee, and an ONGOING intentional ministry supervision relationship, and 2 years of successful bi-vocational ministry,
- “Clear” Vulnerable Sector Police Check. Should the Police Check be returned as ‘Not Clear’, the executive of the Ministerial Resources Committee will review the situation and determine what action, if any, will be taken.
- Attend the CBOQ New Pastors’ Orientation Retreat
- To complete a Personal Growth Plan and fill out the Appendix E form in the Personal Growth Plan Handbook
- We also strongly encourage that all individuals in ministry participate in at least two years of additional mentoring by a colleague in ministry.
- Has met with and approved by the CBOQ Credentials Committee

NOTES for Level Three (B) Accredited Bi-Vocational Individuals in Local Church Ministries

- Accreditation assigned by CBOQ Credentials committee following successful completion of all requirements and a meeting with the committee
- A Bi-Vocational minister must meet with the Association Ministry Committee and CBOQ Credentials Committee for reappraisal upon any change to the ministry role.
- Eligible upon Level Three (B) assignment by CBOQ Credentials Committee and official recognition by their local church (induction service) for qualification of the Clergy Residence Tax Benefit
- Eligible to apply for CBOQ Leadership Development grants and scholarships
- For those employed for 20 hours or more a week who qualify for CBOQ Pension and Benefits. Benefit coverage will be provided by CBOQ for a period of up to one year during a ministry transition period with CBOQ
- Eligible for recognition as an ordained minister by CBOQ upon completion of all Ordination requirements (found in Part IV)
- Eligible for CBOQ submission of a Registration to Perform Marriages in Ontario. (Quebec law is different – see Appendix 1)

**Level Three (C) - Accredited Ordained Individuals in Other Ministry (Chaplains, Counsellors, Missionaries, Evangelists, CBOQ Executive staff, para-church and ministry educators)**

Spiritual Standards for Accreditation with CBOQ shall be:
- the profession of faith in Jesus Christ as Saviour and Lord
- a lifestyle that exhibits profession of faith in actions, attitudes and behaviour
- believers baptism by immersion
- conviction of a call to Christian ministry through a CBOQ church or partner ministry
- recognition of this call by the CBOQ church of which the Individual is a member
- a statement of Christian experience, call and ministry gifts, as contained in the Application for Accreditation for Ministry. For those seeking ordination, an “ordination statement” will be required, as described in Part V. A. 4. B (p.51).
- Ongoing adherence to the CBOQ Statement of Ethical Pastoral Conduct and other policies and guidelines as found in the CBOQ Protocols for Discipline

- Completed Application for Accreditation for Vocational Ministry (or Application for Re-accreditation, Transfer of Accreditation or Updating of Ministry Information)
- A member of a CBOQ church
- Officially called as a Chaplain, counsellor, missionary, evangelist, CBOQ Executive Staff, para-church staff worker or educator in a CBOQ church/ministry.
- References (exempted if you have submitted these references in the previous level):
  - Supervisor Report (see Form 7) or from a regulatory board or institution. For chaplains, please submit the most recent supervisor report.
    - Reference from the Board of Directors when applicable
  - Deacon’s/Church leaders’ Reference (see Form 3)
- Has met with and been recommended by the Association Ministry Committee as a Level Three (C) Accredited Individual in Other Ministry
- Education:
  - Normal education at this level is a Bachelor’s Degree and an M.Div. degree from an ATS accredited seminary (or completion of the Diploma in Ministry as offered at McMaster Divinity College), and specialized training as required for the work of Chaplaincy, Missionary, Administrator or Counsellor to be demonstrated to the Credentials Committee and completion of 1 year of intentional supervision in ministry
  - A 2-year Master’s Degree in Biblical/theological studies (i.e. M.A., M.T.S, M.R.E) and completion of 1 year of intentional supervision in ministry,
  - A four year undergraduate Degree in Biblical/theological studies (i.e. B.Th.) and Over 5 years of recognized success in ministry and completion of 1 year of intentional supervision in ministry
- Transcripts of all relevant academic training to be provided
- “Clear” Vulnerable Sector Police Check. Should the Police Check be returned as ‘Not Clear’, the executive of the Ministerial Resources Committee will review the situation and determine what action, if any, will be taken.
- Attend the CBOQ New Pastors’ Orientation Retreat
- We also strongly encourage that all individuals in ministry participate in at least two years of additional mentoring by a colleague in ministry.
- To complete a Personal Growth Plan and fill out the Appendix E form in the Personal Growth Plan Handbook
- Has met with and approved by the CBOQ Credentials Committee
- Demonstration that the individual has met and continues to meet any professional standards and accreditation as may be required by the specific ministry role, e.g. required licensing or professional memberships, required specialized training such as CAPPE, etc.

**NOTES for Level Three (C) Accredited Ordained Individuals in Other Ministry**
- Accreditation assigned by CBOQ Credentials committee following successful completion of all requirements and a meeting with the committee
- May be eligible upon Level Three assignment by CBOQ Credentials Committee and official recognition by their ministry organization for qualification of the Clergy Residence Tax Benefit (for those ministry positions that apply to government standards)
- Eligible to apply for CBOQ Leadership Development grants and scholarships
- For those employed for 20 hours or more a week who qualify for CBOQ Pension and Benefits. Benefit coverage will be provided by CBOQ for a period of up to one year during a ministry transition period with CBOQ
- Eligible for recognition as an ordained minister by CBOQ upon completion of all Ordination requirements (found in Part IV)
- Eligible for CBOQ submission of a Registration to Perform Marriages in Ontario (Quebec law is different – see Appendix 1)

**Military Chaplains**

In cases of Accredited Ministers who are serving as chaplains in the Canadian armed forces (or other national organizations, such as Corrections Canada) and who are therefore required to maintain credentials from one of the Canadian Baptist constituencies in Canada, an application can be made to their respective Executive Minister or ecclesiastical authority to have credentials remain with one church familiar with the individual. That church and its respective denomination from the Canadian Baptist family will be responsible to maintain appropriate accountability and, if necessary, carry out discipline according to their particular denominational protocol, or request that the denomination where the chaplain resides act on their behalf. This process is deemed to be managed and adjudicated by the Inter-Faith Committee of Military Chaplaincy Representative in conjunction with the Executive Ministers. Such chaplains have the ongoing expectation to connect regularly with a Canadian Baptist church near where they live when possible. When moving into another denomination’s region, the accrediting group will provide the receiving local group with basic information on the chaplain. That information should include a letter of good standing, a current Ministry Information Profile or its equivalent, and confirmation of the individual’s ordination. The receiving local group will work with the candidate through whatever process is required to secure a permanent marriage officiant registration in the relevant province for as long as they serve in that region. These Chaplains are invited to attend the New Pastors’ Orientation.

A candidate for chaplaincy or a member of the chaplain’s branch must be clergy in good standing with their respective denomination. That denomination in turn must be a member in good standing
of the Canadian Council of Churches and/or The Evangelical Fellowship of Canada. The affirmation of denominational endorsement must come through a recognized ecclesiastical authority which in our polity must be the Executive Minister, a Regional Minister, or a designated senior staff person within the denomination responsible for chaplain’s services. All those things being complete as well as the appropriate military endorsements and protocols, the faith representative for Baptists for the Inter-Faith Committee of Military Chaplaincy must also approve the candidate and present them to the larger Inter-Faith Committee of Military Chaplaincy group for endorsement and approval.

Level Three (R) – Accredited Ordained Individual (Retired)

Spiritual Standards for Accreditation with CBOQ shall be:
- the profession of faith in Jesus Christ as Saviour and Lord
- a lifestyle that exhibits profession of faith in actions, attitudes and behaviour
- believers baptism by immersion
- conviction of a call to Christian ministry through a CBOQ church or partner ministry
- recognition of this call by the CBOQ church of which the Individual is a member
- a statement of Christian experience, call and ministry gifts, as contained in the Application for Accreditation for Ministry.
- Ongoing adherence to the CBOQ Statement of Ethical Pastoral Conduct and other policies and guidelines as found in the CBOQ Protocols for Discipline

Other Requirements:
- A member of a CBOQ church (where this is geographically possible)
- Have begun to draw on their pension

Upon retirement, CBOQ ministers will receive a retirement information package which will include an invitation to consider new aspects of ministry within the CBOQ family, as well as a copy of the Statement of Ethical Pastoral Conduct and a special addendum to the covenant for retired ministers.

Retired ministers are also invited to meet with the Association Ministry Committee in the association that they choose to reside within. This meeting will allow the Association on behalf of CBOQ to thank the minister for their years of faithful ministry, and to conduct a “Retired Minister’s Future Ministry Form” (see Appendix 2) with the minister regarding their various experiences through the years with local churches, Associations and CBOQ. This meeting will also allow the Association to introduce to the retiree the various options for continued service within the wider body of CBOQ. Such ministry options may include interim ministry, pulpit supply, supervisor, regional pastoral presence, conflict management, official representation of CBOQ at regional events, etc.

NOTES for Level Three (R) Accredited Ordained Individual (Retired)
- Accreditation assigned by CBOQ Credentials Committee upon recommendation of CBOQ Church Life and Leadership
- May be eligible upon Level Three (R) assignment by CBOQ Credentials Committee and official recognition by their ministry organization for qualification of the Clergy Residence Tax Benefit (for those ministry positions that apply to government standards)
- Eligibility for a Registration to Perform Marriages in Ontario is retained (Quebec law is different – see Appendix 1).
PART III

TRANSFER

Of

ACCREDITATION

OR

CHANGE OF STATUS
Part III

A. Policy Regarding Those Transferring to CBOQ from another Denomination

An Ordained Individual who comes to CBOQ from another denomination, or from outside the sphere of Canadian Baptist Ministries and the Baptist World Alliance will be given an appropriate accreditation level. It is normally accompanied with specific requirements, which must be fulfilled before full recognition is granted.

The procedure is as follows:

1. Upon commencement of ministry responsibilities within a local CBOQ church, the individual should arrange with the local church for an induction service to occur. An induction service is an official recognition of the ordination of the individual by the local congregation. It is also expected that the individual will become a member of the local CBOQ congregation.

2. All individuals transferring into CBOQ must submit an Application for Accreditation to the CBOQ Credentials Committee as quickly as they are able to demonstrate confirmation of a call to a CBOQ church.

3. The Application for Accreditation should be accompanied by four further documents:
   a. A letter of Good Standing from their former Denomination or Accrediting body.
   b. A Certificate of Ordination from the Church or Denomination within which the individual was ordained.
   c. Verification of Employment by the local CBOQ congregation. (In cases where the ministry is separate from the local congregation but the congregation is requesting accreditation, the local congregation may provide a letter verifying the circumstances.)
   d. Evidence and Certification as to present levels of academic and theological training.

4. The Individual will be granted an accreditation level.

5. The Individual will normally be requested to:
   a. Be a member of a local CBOQ church for at least a full year.
   b. Meet with a Supervisor arranged by the CBOQ Credentials Committee for one full year from the date of arrangement.
   c. The Supervisor must send a final report to the CBOQ Credentials Committee following the year of supervision. This report will be placed in the Individual's Accreditation file.
   d. Meet with and be recommended by the Association Ministry Committee

10. Attend the New Pastors’ Orientation Retreat (held annually) along with all assignments spelled out in the retreat syllabus. Individuals who can demonstrate prior completion of equivalent Baptist History and Polity coursework will be exempted from those assignments.

11. Any other requirements as may be felt necessary by the Credentials Committee.

12. Should completion of requirements take more than one year, the Individual must request, by letter, an extension from the CBOQ Credentials Committee.

13. The Individual applying for Accreditation with CBOQ must surrender his/her credentials with the former denomination or organization before being granted formal accreditation with CBOQ.

14. The Individual will meet with the CBOQ Credentials Committee once all requirements are completed. A formal motion will be made acknowledging the official standing of the Individual within the Level of Accreditation that fits most appropriately as a “fully accredited and ordained Individual with Canadian Baptists of Ontario and Quebec with all the rights and privileges pertaining thereto” which will be sent to the individual and a copy retained in their file.
B. Policy Regarding Those Transferring to CBOQ from within Canadian Baptist Ministries or Baptist World Alliance

An Ordained Individual who comes to CBOQ from within the sphere of Canadian Baptist Ministries (CBM) or from a Baptist World Alliance (BWA) member is accepted with CBOQ through a statement of understanding between CBOQ, CBM and the BWA.

The Individual will be accepted with CBOQ upon acceptance of Application for Transfer of Accreditation with an appropriate level. This designation is normally given for up to a one year period during which the individual is expected to complete all steps towards full accreditation with CBOQ.

The procedure is as follows:

1. Upon commencement of ministry responsibilities within a local CBOQ church, the individual should arrange with the local church for an induction service to occur. An induction service is an official recognition of the ordination of the individual by the local congregation. It is also expected that the individual will become a member of the local CBOQ congregation.

2. Individuals transferring to CBOQ from within CBM or the BWA must submit an Application for Transfer of Accreditation to the CBOQ Credentials Committee as quickly as they are able to demonstrate confirmation of a call to a CBOQ church.

3. The Application for Transfer of Accreditation should be accompanied by four further documents:
   a. A letter of Good Standing from their former Convention or Union.
   b. A copy of a complete Criminal Records Check (includes search in the automated Criminal Records Retrieval System maintained by the RCMP) done within the past year.
   c. A copy of the Certificate of Ordination from the Church or Convention within which the individual was ordained.
   d. Verification of Employment by the local CBOQ congregation, such as a copy of an induction service, or a letter from the church board. (In cases where the ministry is separate from the local congregation but the congregation is requesting accreditation, the local congregation may provide a letter verifying the circumstances.)

4. Attend the New Pastors’ Orientation Retreat (held annually).

5. When all requirements are completed, the Credentials Committee will be informed. Upon their completion, a formal motion will be made acknowledging the official standing of the Individual within the Level of Accreditation that fits most appropriately as a “fully accredited and ordained Individual with Canadian Baptists of Ontario and Quebec with all the rights and privileges pertaining thereto.”

6. The Individual will be sent an official notice of this motion and their current standing with a copy of the same placed in his/her file.

Policy Regarding Changes in Accreditation Status

1. Standing with CBOQ

Any individual who seeks a change in Accreditation Status is advised to submit an Application for Accreditation for Pastoral Ministry, stating such a request, to the CBOQ Credentials Committee. It is the responsibility of the Individual to clearly understand and provide evidence of compliance to the criteria required for the level to which they are applying. Select one of the following:

   a) An application towards the designation Candidate for Ministry will be received by the CBOQ Credentials Committee, only upon the recommendations of the local church, AMC, and the Pastoral Leaders Development Associate.

   b) An application towards the designation Level One Accredited Individual will be received by the CBOQ Credentials Committee, only upon the recommendations of the local church, AMC and the Pastoral Leaders Development Associate.
c) An application towards the designation Level Two Accredited Individual will be received by the CBOQ Credentials only upon the recommendations of the local church and the AMC.

d) An application towards the designation Level Three Accredited Individual will be received by the CBOQ Credentials upon the recommendation of the local church and the AMC.

e) An application to move from one Level Three designation to another (i.e. from III. to III.B or III.C) will be received by the CBOQ Credentials Committee upon recommendation of the local church, AMC and Pastoral Leaders Development Associate.

2. Level Three (R) Accredited Ordained Individual (Retired) is assigned by the CBOQ Credentials Committee upon retirement of a Level Three Individual and the recommendation of CBOQ Church Life and Leadership. Any ordained individual leaving ministry with the CBOQ will have their official status changed to “Ordained but not presently serving with the CBOQ”.

3. Any individual recognized as “Ordained but not presently serving with the CBOQ”, who wishes to return to a CBOQ pastorate or other ministry within the CBOQ (chaplaincy, counseling, missionary, etc.) must submit Form 1A, a Re-accreditation Application for Pastoral Ministry to the CBOQ Credentials Committee, stating their reasons and demonstrating evidence of compliance with all criteria as listed in the latest version of this manual. All such requests will be dealt with on an individual basis and may require an interview with the Credentials Committee.

4. Any individual who steps out of vocational ministry as a result of illness or placement transition will be given a transitional period of time before their status will be changed to “Accredited Individuals not in pastoral ministry”. A person who is ill and placed on Long term disability (normally a period of 90 days after leaving their vocational post) will be placed in this category, as will individuals in transition who have not found placement one year after leaving their last vocational ministry placement. Upon re-instatement or successful transition into a new vocational placement, prior status will be immediately returned.

5. Any person accredited as a “Level Three Accredited Individuals (in pastorates, bi-vocational or other ministry) who retires from vocational ministry, will have their accreditation changed to that of “Accredited Ordained Individual (Retired)”. They shall retain their accreditation and their Registration to Perform Marriages in the Province of Ontario, as long as they remain a member in good standing of a CBOQ church.
PART IV

PROCEDURES TOWARD

ACCREDITATION

AND

ORDINATION
PART IV

Stages to Accreditation and Ordination in the
Canadian Baptists of Ontario and Quebec

The following is an outline of the stages and steps any Individual anticipating Accreditation in Canadian Baptists of Ontario and Quebec should follow.

It is advisable that Individuals maintain a personal record of their progress through the entire process. The Guidelines for Pursuing Accreditation will be a useful tool.

Any questions pertaining to these stages and steps may be directed to the CBOQ Credentials Committee or the CBOQ Church Life and Leadership Team.

STAGE 1 INDIVIDUAL INTERESTED IN PURSUING VOCATIONAL MINISTRY

✓ The Individual should seek God’s direction and guidance towards the possibility of vocational ministry. He/she should examine his/her heart and life, and seek the affirmation of mature Christians, including family members, friends and church leaders.

✓ The Individual or the Individual’s minister and/or church leadership should ensure that the Individual is a member in good standing of the local CBOQ church, and has been baptized by immersion.

✓ The Individual should already be active in volunteer service within the local church, and such service should be reviewed with church leadership to develop a personal growth plan towards ministry skill acquisition, and opportunities to learn and grow in a variety of ministry requirements and situations. Consistent and regular feedback should be provided. The Individual must continue to serve within a local church or Christian ministry for at least 5 hours per week.

✓ The Individual should begin to acquire training in Biblical, theological and practical ministry training. CBOQ tradition has often led Individuals to first acquire a B.A. or B.Sc. from a university, before beginning theological training at a seminary. The Individual is encouraged to careful consider their academic pathway with their minister or the CBOQ Church Life and Leadership Team.

Note: Leaders from the Individual’s local congregation may at this time direct the Individual to the CBOQ website where a copy of the CBOQ Accreditation, Ordination, and Induction Manual can be downloaded. This manual will assist the Individual in completion of all required steps leading to Accreditation and Ordination with CBOQ.

✓ Following recognition by the local church and at least a year of full time study (or part-time equivalent) the Individual should make an Application for Accreditation for Vocational Ministry to the CBOQ Credentials Committee, with the assistance and support of their minister and church leadership. Application will require the Individual to gain two further reference forms, and a meeting with the Pastoral Leaders Development Associate or an assigned designate. The application should include the following references:
REFERENCE 1: Minister’s Interview guidelines (Form 2)
REFERENCE 2: Church Leader’s Reference (Form 3)
REFERENCE 3: Academic Professor Reference (Form 4)
REFERENCE 4: Pastoral Leaders Development Associate Reference Form (Form 5)
- Certificate Of Recognition by the Local Church (Form 6)
- Vulnerable Sector Police Check within the calendar year

Note: Three copies of the Application and all References, along with the Certificate of Recognition and Vulnerable Sector Police Check should be made.
1. Individual keeps a copy for their personal file.
2. Individual forwards one to the chairperson of the local AMC.
3. Individual forwards one to CBOQ Church Life and Leadership to be placed in the Individual’s file.

☐ The Individual (or local church on the Individual’s behalf) should request a meeting between the Individual and the local AMC.

☐ The local AMC will meet with the Individual to hear the Individual’s present sense of call, and to assess the present suitability for ministry with CBOQ. The AMC will assess ministry competency, and provide encouragement and support towards ongoing ministry service, academic achievement and spiritual maturity. It is possible that the AMC may also suggest to the Individual a more intentional scrutiny of calling, ministry competency or spiritual maturity. Following that meeting the AMC will forward to the CBOQ Credentials Committee:
- REFERENCE 5: AMC Report (Form 8)

☐ The Application for Accreditation for Vocational Ministry to the Category: Candidate for Ministry will be assessed by CBOQ Church Life and Leadership. The Pastoral Leaders Development Associate will then either contact the Individual for further counsel or make a recommendation to the CBOQ Credentials Committee to accept or decline the Individual as a Candidate for Ministry.

☐ The CBOQ Credentials Committee will receive the recommendation of the Pastoral Leaders Development Associate. If the Pastoral Leaders Development Associate recommends that the Individual be declined, all documentation will be provided to an appointed sub-committee of the CBOQ Credentials Committee for review. The Credentials Committee retains the final authority to accept or decline an application for accreditation. The Committee will choose to accept or reject the recommendation of the Pastoral Leaders Development Associate. A letter will communicate the decision of the CBOQ Credentials Committee to the Individual.

Note: It is anticipated that during this stage, the person will become well informed, through his/her Minister, about the opportunities for ministry, the requirements for Ordination, the steps in training for ministry and the opportunities for training. It is further anticipated that during this stage, the person will receive loving, honest, straightforward advice, counsel and guidance from the spiritual leaders of his/her local church and his/her Minister about his/her present situation, qualifications and potential for ministry.
STAGE 2 CANDIDATE FOR MINISTRY (including STUDENT)

☑ Individual continues their volunteer service (at least 5 hours per week) alongside their theological and Biblical preparation. (Recommended – a B.A and then an M.Div. or another approved program of training in accord with the CBOQ Standards and Requirements for accreditation.)

☑ The local church, Association and CBOQ Church Life and Leadership Team will continue to support, encourage and pray for the Individual during this time of preparation. The Individual should continue to carefully assess calling, seeking the guidance of God, professors, friends and family, co-workers in ministry and their church leadership.

☑ The Individual should meet with the Association Ministry Committee (AMC) at least once during each year of training, and to inform the Committee of his/her progress and to seek their guidance as to ministry skill acquisition, spiritual maturing, discipleship and leadership development.

☑ The Individual will complete their education according to the CBOQ Standards and Requirements for Accreditation.

☑ An Individual recognized as a Candidate for Ministry may post a resume on the “Ministers Seeking Placement” list on the CBOQ website, seeking part time employment during schooling or full-time placement during the final semester or following completion of a degree. (No other Individuals entering vocational ministry have the opportunity to utilize this website resource.)

STAGE 3 PLACEMENT WITHIN A LOCAL CHURCH

It is understood that an Individual may begin ministry within a local church without the preparation stages listed above. In the case where an Individual is entering ministry in a CBOQ church without first having the recognition as a Candidate for Ministry, Stage 3 will be the beginning of the accreditation journey.

It is the responsibility of the Individual to assess their current level of accreditation with the Accreditation Standards of CBOQ. An Individual DOES NOT NEED to move through the Levels in a consecutive fashion, but can “jump” to the level of accreditation that is appropriate.

APPLICATION FOR ACCREDITATION AT LEVEL ONE

1.1 The Individual is placed in a vocational ministry position. He/she must be officially in a recognized ministry position, and be a member of the employing CBOQ church.

1.2 The Individual will complete (or update) an Application for Accreditation with CBOQ.

1.3 The Individual will submit the Application for Accreditation to the CBOQ Credentials Committee along with the following References and forms:

REFERENCE 1: Church Leaders’ Reference (Form 3)
REFERENCE 2: Minister’s Interview guidelines (Form 2) if serving as an associate.
REFERENCE 3: Pastoral Leaders Development Associate Reference Form (Form 5)
Certificate of Recognition by the local church (Form 6)
Vulnerable Sector Police Check (not more than one year old)

Note: Three copies of the Application and all References, along with the Certificate of Recognition and Vulnerable Sector Police Check should be made.
1. Individual keeps a copy for his/her personal file.
2. Individual forwards one to the chairperson of the local AMC.
3. Individual forwards one to CBOQ Church Life and Leadership to be placed in the Individual’s file.

1.4 The Individual (or local church on the Individual’s behalf) should request a meeting between the Individual and the local AMC.

1.5 The local AMC will meet with the Individual to hear the Individual’s present sense of call, and to assess the present understanding of the role within the local church being served, and the wider CBOQ. The local AMC should provide encouragement and advice about CBOQ. They should introduce the Individual to the resources, opportunities and ministries of the Association and CBOQ as a whole. Since it is highly likely that the Level One Individual does not have the normative education desired for vocational ministers with CBOQ, the AMC should gently pursue an educational plan for the Individual.

The AMC should also inform the Individual of the CBOQ New Pastors’ Orientation Retreat and provide information or access to information about registration.

The AMC will complete Form 8 and submit a copy to the CBOQ Credentials Committee.

REFERENCE 4: AMC Report (Form 8)

1.6 The Individual (or local church on the Individual’s behalf) should request a meeting between the Individual and the Pastoral Leaders Development Associate or an assigned designate.

1.7 The Individual will register for, complete all work related to, and attend the CBOQ New Pastors’ Orientation Retreat.

1.8 The Application for Accreditation to the Category “Level One Accredited Individual” will be assessed by the CBOQ Church Life and Leadership Team. The Pastoral Leaders Development Associate will then either contact the Individual for further counsel or make a recommendation to the CBOQ Credentials Committee to accept or decline the Individual as a Candidate for Ministry.

1.9 The CBOQ Credentials Committee will receive the recommendation of the Pastoral Leaders Development Associate. If the Pastoral Leaders Development Associate recommends that the Individual be declined, all documentation will be provided to an appointed sub-committee of the CBOQ Credentials Committee for review. The Credentials Committee retains the final authority to accept or decline an application for accreditation. The Committee will choose to accept or reject the recommendation of the Pastoral Leaders Development Associate. A letter will communicate the decision of the CBOQ Credentials Committee to the Individual.

1.10 In the case of recognition of Level One Accreditation, the CBOQ Credentials Committee will inform the Individual of the rights, privileges and responsibilities of Level One Accreditation, as well as the limitations and desirability to advance to higher levels of accreditation over time. In the case of a rejection of application for Level One Accreditation, the CBOQ Credentials Committee will appoint a sub-committee to meet with the Individual and representative of his/her church to review the decision and opportunities for re-submission.
APPLICATION FOR ACCREDITATION AT LEVEL TWO

2.1 The Individual is placed in a vocational ministry position. He/she must be officially called recognized ministry position, and be a member of the employing CBOQ church.

2.2 The Individual will complete (or update) an Application for Accreditation for Vocational Ministry with CBOQ.

2.3 The Individual will submit the Application for Accreditation for Vocational Ministry to the CBOQ Credentials Committee along with the following References and forms:
   - REFERENCE 1: Church Leaders’ Reference (Form 3)
   - REFERENCE 2: Minister’s Interview guidelines (Form 2) if serving as an associate.
   - Certificate of Recognition by the local church (Form 6)
   - Vulnerable Sector Police Check (not more than one year old)
   - TRANSCRIPTS (of all relevant academic training in completion of requirements for consideration as a Level Two Accredited Individuals).

Note: Three copies of the Application and all References, along with the Certificate of Recognition and Vulnerable Sector Police Check should be made.

1. Individual keeps a copy for his/her personal file.
2. Individual forwards one to the chairperson of the local AMC
3. Individual forwards one to CBOQ Church Life and Leadership to be placed in the Individual’s file.

2.4 The Individual (or local church on the Individual’s behalf) should request a meeting between the Individual and the local association (AMC).

2.5 The local AMC will meet with the Individual to hear the Individual’s present sense of call, and to Assess the present understanding of the role within the local church being served, and the wider CBOQ. The local AMC should provide encouragement and advice about CBOQ. They should assess the Individuals awareness of resources, opportunities and ministries of the Association and CBOQ as a whole. Since it is a Level Two designation is most commonly transitional while an Individual is completing education or other criteria, the AMC should discuss the Individual’s goals in education, and direct the Individual to the Pastoral Leaders Development Associate for further development of an official “continuation plan.”

In the case of a bi-vocational ministry placement, the AMC should review the bi-vocational training plan completed by the Individual and discuss the unique challenges and concerns of bi-vocational ministry.

The AMC should also inform the Individual of the CBOQ New Pastors’ Orientation Retreat if the Individual has not yet attended one, and provide information or access to information about registration. The AMC will complete Form 8 and submit a copy to the CBOQ Credentials Committee.

REFERENCE 3: Association Report (Form 8)

2.6 The Individual (or local church on the Individual’s behalf) should request a meeting between the Individual and the Pastoral Leaders Development Associate or his/her assigned designate to discuss educational requirements and an agreed upon continuation plan.

2.7 The Individual will register for, complete all work related to, and attend the annual CBOQ New Pastor’s Orientation Retreat.
2.8 The Individual will work in partnership with CBOQ Church Life and Leadership in the acquisition of a suitable supervisor with whom he/she will meet regularly for a period of one year. 
REFERENCE 4: Supervisor Report (Form 7)

Note: The Level Two Individual MUST COMPLETE the year of supervision before meeting with the CBOQ Credentials Committee. The Credentials Committee usually meet in April and October. Book an appointment with CBOQ Church Life and Leadership three months in advance.

2.9 The Individual should meet with the association again and update them before meeting with the CBOQ Credentials Committee. The association should send a report to the Credentials Committee after the interview.

2.10 The Individual may invite a member of the local church or Association Ministry Committee (or both) to be present in the interview with the CBOQ Credentials Committee.

2.11 The CBOQ Credentials Committee will appoint a sub-committee to meet with the Individual and to review relevant documentation. The Individual will be asked about educational endeavours, call to ministry, theological perspectives and understanding, spiritual practices and discipleship, self-assessment and affirmation of others regarding ministry suitability, and plans for future service in the local church or ministry setting.

2.12 The CBOQ Credentials Committee will receive the recommendation of sub-committee. The committee will be provided copies of relevant documentation regarding the Individual. The Credentials Committee retains the final authority to accept or decline an application for accreditation. The Committee will choose to accept or reject the recommendation of the sub-committee. The Individual will be informed immediately of the decision of the CBOQ Credentials Committee, and a formal letter will follow.

2.13 In the case of recognition of Level Two Accreditation, the CBOQ Credentials Committee will inform the Individual of the rights, privileges and responsibilities of Level Two Accreditation, as well as the limitations and desirability to advance to higher levels of accreditation over time. In the case of a rejection of application for Level Two Accreditation, the CBOQ Credentials Committee will appoint a sub-committee to meet with the Individual and representatives of the local church and Association to review the decision and opportunities for re-submission.

Note: In certain situations the local church may appeal to the CBOQ Credentials Committee to consider a request for permission to ordain the Individual, or to grant the Individual Registration to Perform Marriages in Ontario.

APPLICATION FOR ACCREDITATION AT LEVEL THREE

3.1 The Individual is placed in a vocational ministry position. The Individual must be officially called as a ministry leader in a CBOQ church/ministry and be a member of the employing CBOQ church.

3.2 The Individual will complete (or update) an Application for Accreditation with CBOQ.

3.3 The Individual will submit the Application for Accreditation to the CBOQ Credentials Committee along with the following References and forms:
REFERENCE 1: Church Leaders’ Reference (Form 3)
REFERENCE 2: Minister’s Interview guidelines (Form 2) if serving as an associate Certificate of Recognition by the local church (Form 6)
Vulnerable Sector Police Check (not more than one year old)
TRANSCRIPTS of all relevant academic training in completion of requirements for consideration as a Level Three Accredited Individuals

Note: Three copies of the Application and all References, along with the Certificate of Recognition and Vulnerable Sector Police Check should be made.

1. Individual keeps a copy for his/her personal file.
2. Individual forwards one to the chairperson of the local AMC.
3. Individual forwards one to CBOQ Church Life and Leadership to be placed in the Individual’s file.

3.4 The Individual will receive a formal letter from CBOQ to confirm your accreditation level and documents that are outstanding.

3.5 The individual should request a meeting between the Individual and the local Association. The AMC will then meet with the Individual to hear the Individual’s present sense of call, and to assess the present understanding of the role within the local church being served, and the wider CBOQ. The local AMC should provide encouragement and advice about CBOQ. They should assess the Individuals awareness of resources, opportunities and ministries of the Association and CBOQ as a whole.

In the case of a bi-vocational ministry placement, the AMC should review the bi-vocational training plan completed by the Individual and discuss the unique challenges and concerns of bi-vocational ministry.

The AMC should also inform the Individual of the CBOQ New Pastors’ Orientation Retreat if the Individual has not yet attended one and provide information or access to information about registration.

The AMC will complete Form 8 and submit a copy to the CBOQ Credentials Committee.

REFERENCE 3: Association Report (Form 8)

3.6 The Individual will register for, complete all work related to, and attend the annual CBOQ New Pastors’ Orientation Retreat. (Those who come from other Baptist Conventions and Unions, or those who have previously completed course work similar to the assignments required during the New Pastors’ Orientation Retreat generally will not be required to complete the assignments).

3.7 The Individual will work in partnership with the CBOQ Church Life and Leadership Team in obtaining a suitable supervisor with whom the Individual will meet regularly for a period of one year or more, depending on the needs of the individual. This requirement does not apply to those transferring credentials from another Canadian Baptist or Baptist World Alliance group, nor does it apply to those seeking to be re-accredited with CBOQ.

3.8 Submit the following form to the Credentials Committee by the Supervisor:

REFERENCE 4: Supervisor Report (Form 7)

3.9 Upon completion of all requirements the Individual will meet one final time with the Association. The committee will:
- Review the Individual’s developmental experiences during the time of supervision.
- Receive the Individual’s evaluation of the Individual’s preparation and ministry experiences thus far.
Inform the local church and the Credentials Committee either of its endorsement of any
decision to call an Ordination Council or of particular concerns and hesitancy to endorse
the Individual.
AMC will submit Letter of Endorsement (see Form 8) to the CBOQ Credentials
Committee.

STAGE 4 STEPS TOWARDS ORDINATION

4.1 Following the CBOQ Credentials Committee’s interview and Recognition of an Individual as a Level
Three Accredited Individual, the Committee will send a letter to both the Individual and the
Individual’s local church, recommending the Individual as eligible for ordination “if and when a church
sees fit” to ordain the Individual to the Christian Ministry.

4.2 After reception of the CBOQ Credentials Committee recommendation of the Individual as eligible for
ordination “if and when a church sees fit” to ordain the Individual to the Christian Ministry, the local
Church in which the Individual is ministering will be free to proceed towards a local church motion to
Ordain the Individual and to call an Ordination Examining Council.

Note: The Individual should make no plans for ordination until approved by the CBOQ Credentials
Committee.

Any date for an Ordination Service should be TENTATIVELY SET NO SOONER than FIVE
DAYS AFTER the Ordination Examining Council takes place, with the understanding that the
Ordination Examining Council may seek to delay such event upon successful examination of the
Ordinand.

Please see Part V in this manual “Ordination Examining Council”.

4.3 The ordaining Church writes a letter confirming receipt of the recommendation of the CBOQ
Credentials Committee and communicating to the committee the formal motion taken by the church
at a duly called church business meeting to proceed with ordination and therefore call an Ordination
Examining Council to consider the advisability of ordaining the Individual to the work of Christian
Ministry. The letter will include the date and time of the proposed Ordination Examining Council.

4.4 Individual circulates their ordination statement to the Ordination Examining Council members as well
as a copy to CBOQ Credentials Committee for the individual’s file. The statement will be retained in
the file for ten years.

4.5 Individual undertakes a final examination by the local church and representatives of the Association
Churches in an Ordination Examining Council duly called by the local church.

Note: A copy of the minutes of this Examining Council should be forwarded by the Council Clerk
to the CBOQ Credentials Committee.

4.5 CBOQ will issue a Certificate of Ordination for the occasion of the Ordination Service, and present
the Ordinand with a gift Bible.

4.6 The Individual is Ordained to Christian Ministry.
PART V

ORDINATION

EXAMINING

COUNCIL
PART V

GUIDELINES FOR THE FORMATION AND CONDUCT OF AN
ORDINATION EXAMINING COUNCIL

Note: It is the responsibility of the local Church to initiate the ordination process upon recommendation of the CBOQ Credentials Committee.

In the case of a Minister, an Ordination Examining Council is convened by the church where the individual serves.

In the case of a Chaplain, Missionary, CBOQ Resource Staff, etc. it is usually the church where the ordinand holds membership, which convenes the Examining Council.

Some Associations spell out in their Constitutions specific time stipulations between the final meeting of a Candidate with the Credentials Committee and the Ordination Examining Council.

A. RESPONSIBILITIES AND DUTIES OF:

1. The Ordaining Church (Prior to Convening an Examining Council)

   a. Following the receipt of a letter from the CBOQ Credentials Committee acknowledging the candidate’s completion of all accreditation requirements and a final meeting with the Association Ministry Committee, the local church may begin the ordination process by:

   i) making the following motion at a duly called Church Business Meeting.

   
   Moved by [Name]
   Seconded by [Name]
   
   That we (name of church) seek the ordination of (name of candidate) and therefore call an Ordination Examining Council to consider the advisability of ordaining him/her to the work of Christian Ministry.

   ii) writing a letter to the CBOQ Credentials Committee, following the acceptance of the above motion to acknowledge receipt of the CBOQ Credentials Committee recommendation of the candidate for ordination, pending the approval of the church and Association, through the process of an Ordination Council. The letter will inform the CBOQ Credentials Committee of the Date and Time of the Ordination Council.

Sample Letter to the Credentials Committee

<table>
<thead>
<tr>
<th>Church Name &amp; Address</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>To the Credentials Committee of Canadian Baptists of Ontario and Quebec</td>
<td></td>
</tr>
</tbody>
</table>
b. The Church Leadership needs to initiate the following motions at the next duly called Church Business Meeting.

Motion Authorizing the Clerk to send letters of invitation.

Moved by ________________
Seconded by ________________

That the church Clerk be authorized to send a letter to the churches of the (Association) inviting them to appoint their minister(s) and two delegates from each CBOQ Church, to attend an Ordination Examining Council to be held at (time) on (date) at (place), as well as inviting them to a Service of Ordination to be held at (time) on (date) at (place), should the Examination Council recommend the ordination of (candidate).

Motion to Nominate and Appoint five (5) delegates (may include Minister(s)) to the OEC.

Moved by ________________
Seconded by ________________

That (list of names) be appointed to be our delegates at the Ordination Examining Council of (candidate).

Note: Evening Meetings should not start earlier than 7:30 p.m.

Note: Any date for an Ordination Service should be TENTATIVELY SET NO SOONER than FIVE DAYS AFTER the Ordination Examining Council takes place, with the understanding that the Ordination Examining Council may seek to delay such event upon successful examination of the Ordinand.

c. Once these motions have been passed, an individual (or committee) should be appointed to oversee the planning of the Examining Council.

The candidate for ordination need not sit on this committee.

OR

Church Examination of the Candidate

At a duly called Church business meeting the local congregation conducts their own examination of the Candidate. Examination by the Church becomes a preliminary and preparatory experience for the final Ordination Examining Council.
Either the Minister or one of the spiritual leaders of the church chairs the Congregational Examination.

In the Congregational Examination:
- The report of the Supervisor is presented by the Supervisor
- The Ordination Statement is used as a basis for questions.

The congregation is given opportunity to:
- Ask questions related to the Ministry Statement
- Share words of appreciation, observation, encouragement, concern, admonition and guidance.

Concluding Motions

A motion by ballot is taken when the examination is concluded. The vote is:

Moved by ______________________ Seconded by ______________________
to call for a Final Ordination Examining Council in conjunction with
the ______________________ Association.

A Committee is appointed to complete the planning and preparation for the final OEC. A motion to nominate and appoint five delegates, as per item c above to the OEC.

2. The Church Clerk

a. Once authorized by the church, the Clerk will send out a letter of invitation for the purpose of convening the Examining Council. A copy of the candidate’s Ordination Statement should also be sent with the invitation.

This letter should be sent to:
- all other Churches within the Association
- the Association Moderator
- the Association Clerk
- CBOQ Credentials Committee

Note: This letter should be sent out at least a month prior to the date of the Ordination Examination Council

Sample Letter to Other Churches of the Association

<table>
<thead>
<tr>
<th>Church Name &amp; Address</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dear Friends in Christ,

(Church Name), after recommendation by the CBOQ Credentials Committee, has decided to call an Ordination Examining Council to consider the advisability of ordaining (candidate) to the work of the Christian Ministry.
b. The Church Clerk will also need to prepare a **Roll of Churches and Delegates**, where ministers and delegates will sign in (by **printing** their name) upon arrival on the evening of the Examining Council.

<table>
<thead>
<tr>
<th>CHURCH</th>
<th>MINISTER(S)</th>
<th>DELEGATES</th>
</tr>
</thead>
</table>

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Sincerely (Church Clerk)

"Ministers" in this case, refers to Ministers who are active members of the Church, or interim ministers currently serving in a local Association congregation. Proxy votes are not permissible.

---

You are therefore invited to appoint your Minister(s)* and two delegates to attend the Council to be held in this Church on (date), at (time).

Sincerely (Church Clerk)

*"Ministers" in this case, refers to Ministers who are active members of the Church, or interim ministers currently serving in a local Association congregation. Proxy votes are not permissible.

---

b. The Church Clerk will also need to prepare a **Roll of Churches and Delegates**, where ministers and delegates will sign in (by **printing** their name) upon arrival on the evening of the Examining Council.

c. In the opening moments of the Examining Council, the **Church Clerk** will serve as the Council Clerk, until the Council appoints a new Clerk.

d. During these opening moments the Church Clerk will be asked to read the following documents to the Council:

   i. The Letter received from CBOQ addressed to the Church.

   ii. The Church Minutes recording the motion to seek the ordination of the candidate.

   iii. The Church minutes recording the motion to authorize the Church Clerk to send out invitations to other Churches in the Association for the purpose of convening an OEC.

   iv. The Roll of the Churches and delegates.

3. **Those planning** the Ordination Examining Council

   Someone other than the Individual being ordained should be responsible for planning this aspect of the ordination process. It may be an individual, the Official Board, the Deacons, or a special committee.

   This person will need to:

   a. Confirm the availability of the - Association Moderator
      - Association Clerk

   b. Prepare the agenda for the Ordination Examining Council

   c. Prepare the order of proceedings for the Ordination Service.

   d. Select the Ordination Examining Council (OEC) worship music, and Scripture Reading in consultation with the candidate.

   e. Prepare enough copies of the Order of Proceedings and the candidate’s Statement for the Ministers and Delegates of the OEC.

   f. Brief the Moderator/Chairperson on required duties as Moderator of the OEC up until the new Moderator is appointed. (Usually this is the Moderator of the Association).
g. Brief the Church Clerk on duties during the Council.

h. Appoint a Church member to lead the opening devotional, Scripture Reading and Prayer.

i. In consultation with the candidate, appoint someone to officially introduce the candidate to the Council. This introduction should include relevant biographical and educational background.

j. Arrange for refreshments following the disbanding of the OEC.

k. Select Council delegates to make those motions, which need to be made by delegates of the ordaining church.

Motion 1 “That the Moderator and Clerk of the (Name) Association serve as a Moderator and Clerk of the Ordination Examining Council.”

Motion 2 “That special Visitors be invited to sit on the Council and participate but with the understanding that they will not participate in the final vote.”

Motion 3 “That the delegates of (ordaining church) accept this Examining Council consisting of those ministers and delegates of the (Name) Association, listed on the roll of Churches and Delegates.”

Motion 4 “That (list 2 to 3 names) serve as scrutineers for this Council.”

Motion 5 “That the candidate be given opportunity to present his/her Ordination statement in part or in full, in accordance with his/her preference.”

Motion 6 “That (candidate) be approved for ordination to the Christian Ministry by this Ordination Examining Council.”

(If the ballot vote is less than two-thirds majority the following motion should be used.)

“That Ordination should be deferred until the candidate has satisfied another Ordination Examining Council.”

Motion 7 “That an Organizing Committee consisting of the Moderator and the Clerk of the Association, (candidate), (list of names from the candidate’s church) serve as an Arrangements Committee for the Ordination of (candidate) which will take place at (place) at (time) on (date).”

Motion 8 “That the scrutineers be instructed to destroy all ballots.”

l. Prepare appropriate and adequate ballots and pencils. Motion 6 should be placed on the ballot followed by “yes_____” “no_____”.

m. Set up a sign-in table for the Church Clerk where delegates will receive an - Order of Proceedings
- The candidate’s Statement
- A ballot

n. Make a decision of the steps, which will be taken if there is not a quorum for the Examining Council.

4. **The Candidate**

a. Ensure that all CBOQ and Association requirements for ordination have been satisfied.

b. Prepare an **Ordination Statement** in consultation with the Supervisor and the AMC for presentation at the OEC.

This statement should include:

i. (250 words) The Individual’s conversion and Christian experience;

ii. (150 words) Sense and direction of a Call to Christian Ministry;

iii. (250 words) Evidence of the Individual’s particular spiritual gifting and ministry skills;

iv. The Individual’s theological interpretations and doctrinal statements which inform ministry;

v. (1000 words) Philosophy of Ministry (may include issues such as Discipleship, Evangelism, Equipping, Specific Ministry functions Ecclesiology, Role of the minister etc.)

vi. (250 words) Appreciation of Baptist Polity and Distinctives

It is suggested that the Candidate present the 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. See VII-2 (d) for guidelines.

c. Ensure that a copy of the Ordination Statement is given to the Minister, the CBOQ Credentials Committee and Supervisor, and sent to each church one month before the OEC date.

5. **The Council Moderator**

a. Serve as Moderator of the OEC once appointed by the Council.

b. Ensure that the OEC is conducted in accordance with Convention and Association specifications.

c. Ensure that all delegates are aware of their duties. This may be accomplished by reading to the delegates their duties as listed below.

d. Ensure that those motions listed on page 5 are brought properly before the OEC.

e. Announce the decision of the OEC including the number of those in favor of the motion and the number of those opposed, as well as ensuring that there is in fact a two-thirds majority to carry the motion.

f. Sit on the Arrangements Committee for the Ordination Service.
g. Participate in the capacity of Moderator at the Ordination Service.

6. **The Council Clerk**

   a. Serve as Council Clerk once appointed by the OEC.
   
   b. Maintain accurate minutes of the proceedings. Copies of these Minutes should be provided to the: - local church - the Association - CBOQ Credentials Committee

   c. Report on the results of the OEC at the Ordination Service.

7. **The Examining Council Delegate**

   a. Listen carefully to the candidate’s presentation.
   
   b. Through the Moderator, address any questions to the candidate regarding the presentation for the purpose of clarification or further information.
   
   c. Evaluate the sincerity of the candidate’s call to the Ministry of Jesus Christ as well as the ordained ministry as a person set apart for leadership in Christ’s Mission.
   
   d. Determine why the candidate feels called to the ordained ministry within the Baptist tradition.
   
   e. Determine whether the candidate’s doctrine, theology and ecclesiology are in keeping with Christian tradition and the Polity and Practice of Baptist Churches.
   
   f. Under the guidance of the Holy Spirit, discern the candidate’s suitability for Ordained Christian Ministry with CBOQ.

8. **Duties of the Ordination Service Arrangement Committee**

The Ordination Service Arrangement Committee will normally consist of the Candidate, the Council Moderator, the Council Clerk as well as a few members from the candidate’s church.

Although the Arrangement Committee is officially appointed by the OEC following the approval of the candidate, the actual work of this committee will have begun weeks earlier.

As soon as the church voted to convene an OEC, an Arrangement Committee consisting of the Candidate and a few church members should have begun the work of arranging the Ordination Service.

The following needs to be completed:

   a. The Candidate chooses a Guest Preacher to speak at the Ordination Service.
   
   b. Invitations are sent out.
   
   c. The Order of Service is prepared.
d. The CBOQ Representative, the Examining Council’s Moderator and Clerk are informed of their involvement in the Ordaining Service.

It is customary to invite the CBOQ Representative to offer the Ordination Prayer, the Right Hand of Fellowship, and the Certificate of Ordination on behalf of CBOQ.

It is traditionally the OEC Moderator who leads the Inquiry of both the Ordinand and the Congregation.

The role of the OEC Clerk is to present the introductory remarks and the report of the OEC.

e. The candidate chooses those individuals who will participate in the Laying on of Hands.

f. Make arrangements for refreshments following the ordination Service.

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B. ORDER OF PROCEEDINGS OF AN EXAMINING COUNCIL

Note:

This agenda is an outline of standard Ordination Council procedure, with suggestions for items to be included. However, it is the responsibility of each Association to determine the exact order they are comfortable with. Plans should be discussed with the Association Moderator if there should be no quorum.

The following steps should take place once the Ordination Examining Council is assembled:

1. The local Church previously appoints a representative to initially chair the Ordination Examining Council (OEC) until the election of a Moderator and Clerk of the Ordination Examining Council.

2. As Delegates arrive they should register in a book or record form provided by the local Church, where they indicate their name and the Church they represent. Invited individuals should also register their presence.

3. The church representative calls the OEC to order and ensures that there is a Quorum (representatives from at least one-third of all the member Churches of the Association).

   It is the responsibility of the Church, which has called for the OEC to determine the steps to be taken if there is not a quorum.

4. A Devotional Service should at this point occur. The Devotional service may include the reading of a passage of scripture, a prayer of invocation, and prayers for wisdom and discernment. Musical worship could also be integrated into this time.

5. The Church Clerk calls the roll of participating churches and invited individuals.

6. Letters of endorsement and recommendation are read from:
- the CBOQ Credentials Committee and
- the Association Ministry Committee.
- any other relevant documents, e.g. letter of endorsement from the ministry setting of a chaplain, para-church worker, or counsellor.

7. The following minutes of the local Church are read:

- The decision to seek Ordination of the Candidate.
- The authorization of the sending of invitations to attend the OEC are presented and read.

8. A Moderator and Clerk of the OEC are elected by motion and vote of the local Church.

In most cases the Moderator will chair the meeting.

The Clerk will keep minutes of the council meeting and shall file records of the Council’s action with the local Church, the Association, and the CBOQ Credentials Committee.

It is not imperative that the Moderator and Clerk of the Association serve as the Moderator and Clerk of the Examining Council. Those with more experience may be appointed.

Motion (Moved & Seconded by Delegates of the ordaining church)

“That (Name) and (Name) serve as Moderator and Clerk of the Ordination Examining Council.”

9. Recognition is made of invited persons and visitors. When the minister is serving outside the local church, this should include persons from the ministry setting.

They are invited to sit with the Council and ask questions but will not participate in the actual vote.

Motion (Moved & Seconded by Delegates of the ordaining church)

That special Visitors be invited to sit on the Council and participate but with the understanding that they will not participate in the final vote.

10. The local Church members indicate by motion and vote, their acceptance of the OEC.

Motion (Moved & Seconded by Delegates of the ordaining church)

“That the delegates of (ordaining church) accept this Examining Council consisting of those ministers and delegates of the (Name) Association, listed on the roll of Churches and Delegates.”

11. The elected Moderator shall assume the chair at this point.

12. Moderator instructs the Council:
- Who may participate
- Delegates allowed two questions each to encourage broad participation
- Who may vote
- The voting process

13. The Council decides by motion and vote whether to hear the Candidate’s Ordination statement as a whole or in sections.

Motion *(Moved & Seconded by Delegates of the ordaining church)*

“That the candidate be given opportunity to present his/her statement in part or in whole, in accordance with his/her preference.”

14. Appointment of Scrutineers

Motion *(Moved & Seconded by Delegates of the ordaining church)*

“That (list 4 to 5 names) serve as scrutineers for this Council.”

15. A representative of the local Church formally introduces the Candidate, and facilitates a time of prayer prior to the reading of the Ordination Statement.

16. The Candidate presents the Ordination statement including:
   i. The Candidate’s conversion and Christian experience;
   ii. The sense and direction of a Call to Christian Ministry;
   iii. Theological interpretations which inform ministry;
   iv. Evidence of particular spiritual gifting and ministry skills;
   v. Role of the minister
   vi. Difficulties and achievements in ministry to date
   vii. Vision for self and the church

17. Questioning takes place as previously decided on either the whole or the sections of the Ordination Statement.

18. The Candidate retires from the room along with any of the Candidate’s family present, both immediate and extended.

19. The Council deliberates, and spends time in prayerful consideration of the candidate.

20. The Moderator makes a request for a Vote.
   Two motions are possible depending on the outcome of the deliberations.

   If no obvious problems or concerns are raised in the time of deliberation regarding the Candidate’s qualifications, suitability and preparedness for Ordained Ministry, the following motion may be made.

   Motion (a)

   “That (candidate) be approved for ordination to the Christian Ministry by this Ordination Examining Council.”

A two thirds (2/3) majority of the ballots cast is necessary to carry the motion. Spoiled ballots and abstentions are not counted.
21. A vote is taken by secret ballot.

22. The Scrutineers gather the ballots and retire to count them.

23. The Scrutineers present the outcome of the vote to the Moderator.

24. The Moderator announces the outcome of the vote to the Council.

If Motion (a) is not carried by a two-thirds majority of the OEC then the following motion should be made.

Motion (b)  
“That Ordination should be deferred until the candidate has satisfied another ordination Examining Council.”

The Candidate and family members are invited to return.

25. The decision of the OEC is announced to the Candidate.

26. If the Candidate is approved, a motion should be made asking that an Arrangements Committee be appointed to prepare the Service of Ordination. This Committee should include the Ordinand, the local Church and an Association Representative.

Motion

“That an Organizing Committee consisting of the Moderator and the Clerk of the Association, (candidate), (list of names from the candidate’s church) serve as an Arrangements Committee for the Ordination of (candidate) which will take place at (place) at (time) on (date).”

27. The moderator calls for a motion to have the ballots destroyed.

Motion

“That the scrutineer(s) be instructed to destroy all ballots.”

28. The Moderator closes the Council with:

(a) A Closing Prayer
(b) A Benediction

29. The OEC is disbanded.
C. SAMPLE: ORDINATION EXAMINING COUNCIL

Welcome and Call to Order

Moderator or Member of Ordaining Church

Devotional:

Member of Ordaining Church

Song of Invocation
Scripture Reading
Prayer of Invocation
Prayer for Wisdom and Guidance

Calling of the Role of Churches and Delegates

Church Clerk

Presentation of the Credentials and Church Documents

Church Clerk
- Letter of recommendation from the CBOQ Credentials Committee
- Letter of recommendation by the Association Ministry Committee
- Minutes of the Church motion to seek ordination
- Minutes of the church motion to authorize the sending of invitations

Election of the Ordination Examining Council Moderator and Clerk
(Usually Association Moderator and Clerk)

Church Moderator

Motion

(Moved & Seconded by Delegates of the ordaining church)

“That (Name) and (Name) serve as Moderator and Clerk of the Ordination Examining Council.”

Recognition of invited Persons and Visitors
(To participate without vote)

Church Moderator

Motion

(Moved & Seconded by Delegates of the ordaining church)

That special Visitors be invited to sit on the Council and participate with the understanding that they will not participate in the final vote.

Acceptance of the Examining Council

Church Moderator

Motion

(Moved & Seconded by Delegates of the ordaining church)

That the delegates of (ordaining church) accept this Examining Council consisting of those ministers and delegates of the (Name) Association, listed on the roll of Churches and Delegates.”

Council Moderator chairs the meeting from this point on

Moderator’s Instructions to the Delegates

Decision by the Council to hear the Ordination Statement in whole or in part
(Usually in accordance with the Candidate’s preference)

Motion

(Moved & Seconded by Delegates of the ordaining church)

“That the candidate be given opportunity to present his/her Ordination Statement in part or in full, in accordance with his/her preference.”
Appointment of Scrutineers

Motion\(^{(\text{Moved & Seconded by Delegates of the Ordaining Church})}\)

“That (list 4 to 5 names) serve as scrutineers for this Council.”

Introduction of the Candidate\(^{(\text{Usually by a member of the ordaining Church})}\)

Time of Prayer for the Candidate\(^{(\text{Facilitated by a member of the ordaining Church})}\)

The Candidate’s Presentation

Question Period

Candidate Retires

Motion

Time of prayerful consideration and deliberation

Ballot Vote

Hymn

Announcement of the Council’s decision to the Council

Candidate is asked to return

Announcement of the Council’s decision to the Candidate

If vote is favourable a motion is made to appoint an Arrangements Committee for the Ordination Service.\(^{(\text{Include only if this has not already been done})}\)

Motion to destroy the ballots

Closing Prayer and Benediction

GUIDING PRINCIPLES FOR THE MODERATOR OF AN EXAMINING COUNCIL

The Moderator should:

1. have some theological background and understanding of theological issues to oversee theological issues, questions and discussion.

2. be experienced and familiar with effective meeting procedures and the prerogatives of the chair to ensure that the examination proceedings are thorough, fair and disciplined.

3. be familiar with the Ordination Examination procedure.

4. create an atmosphere of considerate but thoughtful dialogue and discussion of key theological perspectives.
5. seek to cover the range of relevant subjects; ensuring that the proceedings are not confined unduly to specific people or theological viewpoints or issues.

6. be objective in the treatment of the candidate and participants.

7. not allow situations where there is a clear lack of respect or consideration for other viewpoints to continue.

8. where necessary, be prepared to guide the meeting by exercising control, taking steps so that no one monopolizes the proceedings, or takes the questioning in one direction to the exclusion of other relevant areas.

GUIDING PRINCIPLES FOR PARTICIPANTS IN AN EXAMINING COUNCIL

Participants should:

1. recognize that participation is a privilege and prayerfully prepare to participate in the thoughtful, kind and considerate reflection of a candidate for ordination;

2. thoughtfully contribute in a constructive, insightful way to the proceedings;

3. participate, but not dominate the discussion (suggestion of two questions per participant);

4. be considerate of the views and responses of the candidate and other participants;

5. participate in the discussion, focusing on the subject areas they feel are important in determining the candidate’s qualifications for ordination and encouraging a candidate to provide thoughtful and clear theological perspectives; and,

6. evaluate the candidate’s qualifications, ministry statement and responses, paying specific attention to whether they are considering issues that are important to determining suitability for ordination. Consideration should be whether the candidate is qualified for leadership within the church, not whether the participant agrees with the candidate’s viewpoints.
PART VI

SERVICE

OF

ORDINATION
PART VI

GUIDELINES FOR THE FORMATION AND CONDUCT OF A SERVICE OF ORDINATION

See Also Canadian Baptist Ministries “A Manual for Worship and Service” Page 136-139

SUGGESTED ORDER AND CONTENTS OF A SERVICE OF ORDINATION

Prelude

Call to Worship  

Hymn of Approach

Prayer of Invocation

Introductory Statement  

We are assembled in the Name of the Lord Jesus Christ, at the request of this Church, and as representatives of the (Name) Association of Baptist Churches of Canadian Baptists of Ontario and Quebec, in order that we may appoint (Name of Ordinand) to the office and work of (Pastoral/Christian) Ministry.

(Name of Ordinand) has presented (himself/herself) to an Ordination Examining Council who heard (his/her) statement of Christian experience, call to ministry, views of Christian doctrine and (his/her) relationship to our denomination.

After examination and deliberation the Council has affirmed (his/her) call of God to fulfill the duties of a (minister/chaplain/missionary/counsellor/youth minister/other) in accordance with New Testament practice.

We invite you to join with us in this Service of Ordination.

Report of Examining Council  

On (date) Delegates from this Church and the (Name) Association, met together at (Name of Church) to consider the suitability of setting apart (Name of Ordinand) to the Christian Ministry.

(Number) delegates attended.

(Number) visitors were invited to participate without voting privileges. After careful deliberation, the following motion was moved, seconded and passed.

Read Motion in full.

We are gathered together today to respond to that motion.

Scripture Reading  

Hymn and or Special Music

Sermon  

Hymn and or Special Music
Presentation of Ordinand

Moderator’s Address to Ordinand

(Name of Ordinand), we have gladly heard of the Grace of God in your life, and of the desire of this Church to set you apart for the ministry of the Gospel of our Lord Jesus Christ as an ordained (minister/ chaplain/ missionary/ counsellor/ youth minister/ other).

We exhort you, therefore, to consider once more the sacredness of this Office to which you are to be set apart, that with sincerity of purpose, integrity and holiness of life, and humble dependence upon God, you may fulfill the same, remembering that our Lord Jesus Christ said: “If any want to become my followers, let them deny themselves and take up their cross and follow me.”

So also the Apostle Paul did say to young pastor Timothy: “In the Presence of God and of Jesus Christ,... I solemnly urge you: proclaim the Word; be persistent whether the time is favourable or unfavourable; convince; rebuke; and encourage, with utmost patience in teaching and do your best to present yourself to God as one approved by Him, a worker who has no need to be ashamed, rightly explaining the Word of Truth.”

And from the Apostle Peter we receive also this commission: “Tend the flock of God that is in your charge, exercising the oversight, not under compulsion but willingly, as God would have you do it, not for sordid gain, but eagerly. Do not lord it over those in your charge, but be examples to the flock.”

Moderator’s Inquiry of Ordinand

(Name of Ordinand), do you affirm your determination to give your life to the ministry of Jesus Christ, in accordance with the principles of ministry set forth in the Word of God?

Ordinand Responds

I will endeavour to do so, the Lord being my helper.

Moderator’s Inquiry of Congregation

Do you the members of this Church, acknowledge and affirm the gifts and abilities of (Name of Ordinand), to fulfill the ministry to which (he/she) has been called?

Are you prepared to set apart (Name of Ordinand) to this God honouring ministry?

Do you covenant together with (him/her) giving (him/her) all the honour and support due to (him/her) in the Lord?

If you are so willing will you signify your assent by standing before the Lord with (Name of Ordinand) in this moment of consecration and ordination?

(Members of the Ordaining Church stand)

In keeping with the New Testament practice, the setting apart of (Name of Ordinand) for the (Christian/Pastoral) Ministry will take place by the Laying on of Hands and a prayer of Ordination.
Would those duly assigned please come forward to participate in the Laying on of Hands.

At this point those selected in advance by the Ordinand will come forward.
The Ordinand will kneel while those selected lay their right hands upon his/her head, as the Prayer of Ordination is offered. It is meaningful to end with the Lord’s Prayer thus allowing all who are gathered to participate in this sacred act through unison prayer.

In recent years, it has become customary among Baptists to include laity (Deacons/Elders) as well, emphasizing our commitment to the doctrine of the Priesthood of all Believers. As a result those invited to participate in the Laying on of Hands may include: the Guest Preacher, CBOQ Representative, the Moderator, Deacons, representative members of the Church, other ordained ministers, a parent, a spouse, a mentor, a teacher, etc.

Note: That it is not wise to exceed 10 participants for reasons of space.

Laying on of Hands

Ordination Prayer
(Lord’s Prayer)

Hymn of Commitment

Moderator or CBOQ Representative

Right Hand of Fellowship

In the Name of the Lord Jesus Christ, on behalf of this Congregation of Believers, by the authority of the Ordination Examining Council, and on behalf of Canadian Baptists of Ontario and Quebec, I now extend to you the Right Hand of Fellowship into the Christian Ministry.

Receive this ministry of the Gospel and the care and cure of souls, which is both ours and yours.

Presentation of CBOQ Certificate of Ordination & Bible

Moderator or CBOQ Rep

Benediction

Newly Ordained Minister

Following the Service Ministers and Delegates may be invited to bring greetings during the refreshment and fellowship time.
PART VII

SERVICE OF INDUCTION
PART VII

GUIDELINES FOR THE FORMATION AND CONDUCT OF A SERVICE OF INDUCTION

See Also Canadian Baptist Ministries “A Manual for Worship and Service” Page 129-135

A. PURPOSES OF A SERVICE OF INDUCTION

Services of Induction may appropriately be held to celebrate one of three events.

1. The coming of a new Minister to serve among a particular congregation.

2. The change of ministry of an “Ordained Minister” from one function of ministry to another.

3. The commencement of a “Commissioned Worker” into a particular ministry.

B. THE COMING OF A NEW MINISTER TO SERVE AMONG A PARTICULAR CONGREGATION

The calling of a minister to serve in a church is one of the most significant events in the life of a congregation. The arrival of a new minister marks the turning of a new page not only in the church’s history, but also in its ministry as well. The formation of a Pastoral Search Committee, the re-evaluation of the Church’s ministry and vision, and the prayerful efforts to find the minister whom God has called, has finally reached its joyful fulfillment. After prayerful consideration, guided by the Holy Spirit, the congregation has overwhelmingly agreed to extend a call to the new minister, which has been accepted.

The Pastoral Search Committee can now breathe a sigh of relief, yet there is still work to be done. The new minister has arrived, but now he/she must be formally received into the life and ministry of the congregation in the presence of God through the rite of Induction. A service of thanksgiving, celebration and dedication is now in order. This provides the minister and the congregation to publicly affirm their commitment to one another in the presence of God and the community.

This is the Service of Induction. It seeks God’s blessing on the new relationship between minister and congregation. It celebrates God’s faithfulness in answering prayer. It rejoices in the hope of future ministries to the glory of God. As well, in the case of an ordained minister, it recognizes and affirms the minister’s ordination. It thus serves as a ratification of ordination.

This final task is not the minister’s, but rather the responsibility of the congregation. More specifically, it is the final task of the Pulpit Search Committee.

The planning of a Service of Worship to induct their minister-elect into the ministry of their church should be carried out as soon as possible, preferably within two months of the minister’s arrival.

Much work will be required in preparation for this Induction Service, and this work will need to begin almost immediately upon the minister’s arrival.
C. RESPONSIBILITIES AND DUTIES

The task of planning the Service of Induction for a new minister is normally the final responsibility of the Pastoral Search Committee although the service is usually planned in cooperation with the minister-elect, the deacons/elders, the Church Clerk, the Church Moderator, and the Association Moderator.

1. Duties of the Pastoral Search Committee
   a. Initiate preparations for the Induction Service
   b. In consultation with the Minister-elect and the Church leaders, bring together the various individuals and groups, which will be involved, in the service.
   c. Delegate tasks to various individuals.
   d. Present/introduce the minister-elect to the congregation at the Induction Service.

2. Duties of the Church Clerk
   a. Send out letters of invitation, at least one month prior to the date of the Service, to:
      - All churches in the Association
      - The participants in the Service
      - Guest Preacher
      - Association Moderator
      - CBOQ Representative, if any.
      - Association Clerk
      - Credentials Committee
      - The Executive Minister
      - Other churches and guests requested by the Minister-Elect

Sample Letter

<table>
<thead>
<tr>
<th>Church Name &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Dear Friends in Christ,</td>
</tr>
<tr>
<td>You are cordially invited to join us in celebrating the induction of our minister (Name), into the ministry of (Name of Church).</td>
</tr>
<tr>
<td>The Service of Induction will take place on (Date) at (Time).</td>
</tr>
<tr>
<td>We also invite you to join with us in a time of fellowship and refreshments following the Service of Worship and Commitment.</td>
</tr>
<tr>
<td>If you would like to bring official greetings on behalf of your Church, please let us know by whom, no later than (Date - 1 week prior to the service)</td>
</tr>
<tr>
<td>Sincerely,</td>
</tr>
<tr>
<td>Church Clerk (Include directions to the Church)</td>
</tr>
</tbody>
</table>

b. Record the event in the Church’s minutes and records for historical purposes.

c. Send a copy of the Induction Service to the Canadian Baptist Archives at McMaster Divinity College.

3. Duties of the Minister-Elect
Although the minister should not have to initiate the process for an Induction Service, he/she will nevertheless be actively involved in the planning of the service. In many congregations this is of necessity since the minister-elect is often the most experienced worship leader in the congregation. At the minimum the minister-elect should be invited to complete the following tasks.

Choose a date and time for the Service. (Within 2 months of arrival)

a. This date should be confirmed with CBOQ and the Association Moderator who will be involved in the Service.
b. Choose the Guest Preacher for the Service
c. Provide a list of special guests to be invited
d. Prepare the Statement of Commitment for the service
e. Offer the Benediction at the end of the Service
f. At times the minister-elect may have to initiate the process for an Induction Service, particularly when the Church leadership is unaware of the role they are to play in the process of Induction. In such cases the minister-elect may initiate the process by providing this booklet and material to the church’s leadership
g. If the minister-elect is the primary worship leader in the church, he/she will also need to help in shaping the Order of Worship and the Exchange of Commitments. In this case the minister will also have a role to play in selecting and informing the worship participants of their role in the Service of Worship.

4. Duties of the Worship Leader (perhaps the Minister-Elect)

a. Shape an Order of Service.
b. Select appropriate hymns
c. Provide the participants with an Order of Worship prior to the Service.
d. Contact the Guest Preacher to receive his/her input into the Service, as well as his/her sermon text and sermon title.
e. Oversee the preparation of the Induction Service Bulletin/Calendar
f. Write the “Exchange of Commitment”

5. Duties of the Association Moderator

a. It is the custom to invite the Association Moderator to lead the minister-elect and congregation in their “Exchange of Commitments”.

This emphasizes the fact that not only is the minister-elect being welcomed into the local church, but also into the wider Baptist community of the Association.

b. As soon as a date for the Induction is set, the Moderator should be informed to confirm his/her availability to participate in the Service. The Moderator should receive a copy of the Order of Worship and the “Exchange of Commitments” at least one week prior to the date of the Service.

c. Lead in the Act of induction on behalf of the Church and the Association.
D. SERVICE OF INDUCTION

OPTION #1   A Suggested Order of Proceedings for an Induction/Commissioning Service of a Minister into a Church Congregation.

See Also Canadian Baptist Ministries “A Manual for Worship and Service” Page 130

Prelude

Welcome                     Worship leader

Call to Worship              Worship leader

Prayer of Induction          Worship leader

Hymn                        Worship leader

First Scripture Reading      Church member

Special Music

Presentation of the Minister Chair, Pastoral Search Committee

Exchange of Commitments     Association Moderator

Moderator: We are met together in the name of Jesus Christ, our Lord, the Head of the Church, to commission (Title and Name of Minister) into the ministry of (Name of Church).

(Minister stands)

Moderator: (Name of Minister), it is our belief that the calling into the Christian ministry and to particular service within it is both of God and the Church. It is inward leading and outward calling answering to one another. Are you persuaded that you are truly called to this particular ministry, too seek to fulfill the purposes of God among the people of (Name of Church).

Minister: I am so persuaded.

Moderator: People of (Name of Church), are you persuaded that (Name of Minister) is the person whom God has brought at this time and into this place to be a minister among you and a leader in your ministry? Will you please indicate your positive response by standing?

Members of (Name of Church) stand.

Moderator: Because you, (Name of Minister) and you the people of (Name of Church) are the ones who are entering into covenant together through the giving of yourselves to shared ministry, I invite you at
this time to exchange commitments with one another in the presence of God and these witnesses.

Congregation: We, the people of (Name of Church), believe that you (Minister-Elect) are the person intended by God to be a minister among us, and to share in our ministry together. It is in this belief that we now affirm our invitation to you.

Minister-Elect: I believe that you are the people of God among whom I am called of God to live, to serve as minister, and to lead into shared ministry. It is in this belief that I now affirm my acceptance of your invitation. In accepting your invitation, I offer to you this commitment.

With God’s help and to the best of my abilities, I will seek to be a faithful minister among you.

I will share with you those gifts, which God has entrusted to me.

I shall strive to lead you, teach you and equip you for ministry.

I shall preach God’s Word faithfully in your midst.

I shall offer to God our prayers and administer Christ’s ordinances on your behalf.

I shall love you and have faith in you.

I shall become one among you as we strive to minister in Christ’s Name to this community and to the world which lies both within and outside our church walls.

I shall seek to lead by example with God as my strength, Jesus Christ as my Example, and the Holy Spirit as my Guide.

Congregation: Likewise we would extend to you this commitment.

We will, with God’s help, and to the best of our abilities, seek to be supportive of you in your ministry and work with you in our shared ministry.

We offer to you our support, our confidence, our encouragement, our patience, our trust, our giftedness, our wisdom, our love and our prayers.

We will have faith in you.

We will minister with you and to you for the sake of Jesus Christ, our Lord.

In accepting you as our Minister, we also claim your family as our family and commit ourselves to respect, love, care, and support them as we do you.

Moderator: We, who are here as friends, and as followers of the same Jesus Christ, bear witness to your responses and commitments to each other.

As an expression of our testimony, to declare our joy and confidence in your coming together for ministry, and to commit ourselves to supporting you in the Mission we share, we rise to stand with you.

(See other option following)
Act of Induction

(Name of Minister-Elect), in the Name of Jesus Christ our Lord, on behalf of the (Name) Association of Baptist Churches, and with the authority given to me by this congregation, I declare you to be the minister of this church.

The Lord bless you and keep you.
The Lord make His Face to shine upon you and be gracious unto you.
The Lord lift up His Countenance upon you and give you peace. Amen.

Since no one person or group of people, is sufficient for the commitments made today, let us call upon God in prayer.

(The Minister's spouse, the Deacons and invited Clergy are invited to come forward to lay hands on the minister)

(Minister alone or Minister and spouse kneel together)

Induction Prayer

Hymn of Commitment

Second Scripture Reading

Sermon

Prayer of Thanksgiving

Hymn of Response

Words of Greetings by Other Churches

Hymn of Faith

Benediction

E. OPTION #2: FORMAL QUESTIONS & ANSWERS TO MINISTER

Moderator: (Name of Minister-Elect), to the end that your faith and integrity of purpose may be apparent to all, will you now answer the following questions?

Moderator: Are you persuaded that you are truly called to this particular ministry, according to the Will of the Lord Jesus Christ and the custom of this Church?

Minister-Elect: I am.

Moderator: Are you motivated for ministry by a deep zeal for the glory of God, love to the Lord Jesus Christ, and a passionate concern for the lost and hurting people of God’s creation?

Minister-Elect: I am.
Moderator: Are you committed to the mission goals of (Name of Church) and are you prepared to give your support to the ministries in which it is engaged?

Minister-Elect: I am.

Moderator: Will you be faithful in caring for this congregation, in proclaiming the word of God, in discipling Christ’s people, in equipping the saints for ministry and in reaching out to the larger community?

Minister-Elect: I will. The Lord being my Helper.

Moderator: Will you pledge to live a life that models the kind of personal morality, spirituality, vitality and gracious joy that will contribute to the building up of the Body of Christ?

Minister-Elect: I will, with Christ as my strength and guide.

F. INDUCTION INTO A CHANGE OF MINISTRY

WHEN
When a change of ministry occurs and is affirmed by the local church and the Association Ministry Committee, the local Church should hold a special Induction Service, acknowledging, affirming and celebrating the person's entrance into the new function of ministry.

WHO
Examples of such a change may be when:
- A Youth Minister is led into a senior Pastoral ministry
- A Chaplain is led into a Local Church Ministry
- A Local Church Minister is led into Chaplaincy
- A Pastor is led into Educational Ministry
- A pastor is led into Missionary service
- A pastor is led into CBOQ Resource Staff ministry

WHERE
The Induction of an Ordained Minister or a Commissioned Worker into a new sphere of ministry may take place
a. in a regular Morning Worship Service
b. or in a specially called Celebration Service.

WHAT
An acknowledgment of the leading of God into this new sphere of ministry and service should be formally acknowledged.

The same exchange of commitments as that of an inducted Minister should take place between the individual and the supporting church.

The same prayer of acknowledgment, commitment and blessing should be prayed.
Dear Applicant,

Thank you for your interest in ministry with Canadian Baptists of Ontario and Quebec. This application form has been carefully created to allow the CBOQ Credentials Committee an opportunity to get to know you and to assist you in successfully navigate your journey towards accreditation within a local church or a ministry of Canadian Baptists.

Please take the time to read all the instructions carefully, and to fill out each section thoughtfully. It is important that your application be as current and as accurate as possible.

Important Instructions: Please read carefully

- The application must be *typewritten*. Hand written copies will not be accepted.
- All applicable questions must be answered on the application form.
- You can find this application from www.baptist.ca web site, but a *signed copy* must be mailed to the CBOQ office addressed to:
  CBOQ Credentials Committee
  5 International Blvd,
  Etobicoke, ON M9W 6H3

Revised December 2017
Form 1
Application for Accreditation for Vocational Ministry
with Canadian Baptists of Ontario and Quebec

Please indicate which level of Accreditation you are applying for in this application (if known):

☐ Candidate for Ministry (including student)
☐ Level One
☐ Level Two
☐ Level Three

Application Checklist (please check all boxes that are presently completed)

☐ You are a member in good standing of a CBOQ church.
☐ A completed and signed Application for Accreditation for Ministry.
☐ A copy of a complete Criminal Records Check (includes search in the automated Criminal Records Retrieval System maintained by the RCMP and vulnerable sector check) done within the past year.

☐ Submit the official Transcripts, and other documentation that pertain to your level to the CBOQ Credentials Committee. Please refer to the Accreditation and Ordination Manual Part II.

☐ Select one of the following categories that is applicable to you:

A. If you are applying for Accreditation as a Candidate For Ministry (Student) - a letter of verification of volunteer service (5 hours or more per week) by your supervisor at the local church or ministry. For more details please refer to the Accreditation and Ordination Manual Part II.

B. If you are applying for Level One accreditation – a letter of verification of employment at a CBOQ church in a recognized ministry leader position. Please refer to the Accreditation and Ordination Manual Part II.

C. If you are applying for Level Two accreditation please refer to the Accreditation Manual Part II.

D. If you are applying for Level Three accreditation please refer to the Accreditation Manual Part II.

E. If you are transferring your credentials from another denomination or province, please fill out Form 1A instead.
Form 1
Application for Accreditation for Vocational Ministry
with Canadian Baptists of Ontario and Quebec

E-mail address: jbello@baptist.ca
Mailing address: 5 International Blvd, Etobicoke, ON M9W 6H3

YOUR APPLICATION WILL BE COPIED TO ALL CBOQ CREDENTIALS COMMITTEE MEMBERS AND THE ASSOCIATION MINISTRY COMMITTEE.

This application is to be completed and signed by every individual seeking accreditation with Canadian Baptists of Ontario and Quebec.

1. GENERAL INFORMATION
   (a) Surname and Given Names (Please bold your preferred name)

   (b) Home Address and postal code

   (c) Home, Office, Cell phone numbers

   (d) E-mail Address

   (e) Are you eligible to work in Canada?

   (f) Primary language spoken, and/or written, and other languages spoken/written comfortably.

2. EDUCATION
   (a) List your secondary and post-secondary education.

      Current Studies/Degree Program/Institution/Dates:

      Previous Studies/Degrees/Institution(s)/Dates:

   (b) Other Educational Experiences (diplomas, certifications, etc.)
3. **BELIEVERS BAPTISM BY IMMERSION**
   Church ______  Date ______

4. **CHURCH MEMBERSHIP**
   (a) List your church memberships (in chronological order)
   Church _____  Member (From/To) _____

5. **PRIOR ORDINATION**
   If you are already ordained, please indicate:
   Church _____  Denomination _____  Date ______

6. **DISCLOSURE**
   (a) Have you ever been charged with, been found guilty of, been convicted of, or received an absolute discharge or a conditional discharge in respect of an offence under the *Criminal Code*, the *Narcotic Control Act*, the *Food and Drugs Act* or the *Controlled Drugs and Substances Act*? If yes, please explain. (Please attach a completed criminal records check which includes a vulnerable sector check done within the past year)

   (b) List and thoroughly describe any occurrences where your credentials have been either reviewed or suspended by any church/denomination or professional organization.

7. **WORK EXPERIENCE (include all paid positions, in ministry or elsewhere)**
   (a) **Present** Position or Employment

   Employer:

   Date started:
   Employment status (part-time (hours)/full-time):
   Work/Ministry Responsibilities:

   (b) List any **previous** work/employment
   Position/Company/Church  Dates (from/to)  Responsibilities
8. **VOLUNTEER EXPERIENCE** (include both church and other volunteer experiences)
   Position/Organization, dates (from/to), responsibilities, hours served per week.

9. **SEMINARY FIELD PLACEMENTS AND INTERNSHIPS**
   Position/Organization, dates (from/to), responsibilities, hours served, key skills learned.

10. **CHRISTIAN EXPERIENCE**
    Give an account of your spiritual history, including family of origin, spiritual experiences, conversion account, discipleship and key relationships and experiences within your Christian walk.

11. **CALL TO MINISTRY**
    Give all relevant background and your current understanding of your call to ministry. Provide examples of affirmation of ministry from experience, other people, etc.

12. **SPIRITUAL GIFTS**
    Please list your spiritual gifts and a brief understanding of each gift, and the role of spiritual gifts in your life. (3-5 preferred).

13. **PERSONAL DISCIPLESHIP/SPIRITUAL FORMATION**
    Briefly explain how you enrich and develop your own personal spiritual life, and what goals you have set for yourself in the coming year.

14. **BRIEFLY DESCRIBE HOW YOU SHARE THE MESSAGE OF CHRIST WITH SOMEONE.**

15. **PRIORITIES IN MINISTRY**
    As you understand it now, list the five major priorities in your ministry focus, in order of importance, and provide a brief explanation of each priority.
16. **STRENGTHS IN MINISTRY**
   Please share your strengths in ministry and how you believe these affirm your calling and will be utilized in a vocational ministry setting.

17. **MINISTRY FOCUS**
   Briefly outline any areas of special interest, emphasis or specialization in your ministry (i.e. youth ministry, chaplaincy, urban outreach, rural focus, evangelism, culturally specific focus, etc.)

18. **LEADERSHIP STYLE**
   Briefly describe your leadership style and your understanding of the role of leadership within the context of a local Baptist church, or your specific ministry setting, if it is not a local church.

19. **CBOQ AFFINITY**
   (a) Why are you a Baptist (other than that you grew up in a Baptist church/home)?

   (b) Briefly list and explain 4 key distinctives or polities of Baptist belief and practice.

   (c) What is your understanding of and attitude toward Canadian Baptists of Ontario and Quebec? Are you familiar with the CBOQ document, *This We Believe*, as a description of our overall shared positions? (To gain understanding you may wish to visit www.baptist.ca).

   (d) If approved as an accredited ministry leader, would you be supportive in your ministry of the life and spirit of CBOQ and its member churches and agencies, serving harmoniously within its practices and policies. Why or why not?

   (e) If coming from another denomination or church grouping not affiliated with Canadian Baptist Ministries, please answer the following. If not, proceed to 20.
      (i) Why do you want to minister with Canadian Baptists of Ontario and Quebec?

      (ii) What convictions led you to a Baptist persuasion?
Statement of Ethical Pastoral Conduct

Statement of Intent
The Statement of Ethical Pastoral Conduct has been created to provide a clear standard of conduct for those who are Accredited Ministry Leaders by CBOQ and serve in positions of leadership and influence within the Christian community. As followers of the Lord Jesus Christ, and leaders within the church we covenant with God and one another to abide to a high standard of morality and ethics within our lives and ministries.

Standard Principles and Expectations
All Ministry Leaders accredited by CBOQ are representatives of the wider Christian community and of CBOQ. As a visible role model and servant leader, I agree to:

Live as a follower of Jesus Christ in my actions, attitudes and behaviours, recognizing my daily need for Christ's grace and forgiveness in my life and in the lives of others (Mark 12: 30-31; Ephesians 2: 8-10; Col2: 6-7; 1 John 1: 8-10).

Honour the high calling to Christian ministry and leadership and endeavour to lead a godly and exemplary life (Ephesians 4: 11-12; Titus 1: 7-9).

Study with diligence and teach the scriptures with integrity, presenting the whole counsel of God’s word in matters of faith, doctrine, ethics and morality (2 Timothy 2: 15-16; 2 Timothy 3: 16-17; Hebrews 4: 12).

Endeavour to grow as a Ministry Leader to offer ongoing effectiveness in ministry and leadership (Philippians 2: 1-11).

Maintain strict confidentiality when asked or required, except in cases where disclosure is necessary to prevent harm to persons and/or is required by law. It is required by law to report to the proper authorities suspected or declared child abuse or neglect,¹ and elder abuse in a nursing home.² (Romans 13: 1)

Accept responsibility for my own spiritual, emotional, physical and mental health. I will seek the help of others when I discover, or it is pointed out to me the need for support, encouragement, counselling or exhortation, and similarly act with due care towards my family and friends (2 Corinthians 5: 17-6: 2).

Follow the directives of Galatians 6:1. If I become aware that one of my CBOQ Ministry Leader colleagues is “caught in sin”, I will consider to gently but courageously encourage him/her to confess sin and take the necessary steps of repentance and restoration. If the ministry colleague remains unrepentant or unchanged in regards to their sinful behaviour, I will consider the directives of Matthew 18: 15-17 about contacting church leaders of that minister’s congregation or the Executive Minister of CBOQ (and police if required by law) and inform them of the situation.

In the spirit of Galatians 6:1, if someone approaches me pointing out my sin, I will listen and consider their words. I will honestly reflect, confess if necessary, and consider allowing others to help me be restored in faith and practice, living out Proverbs 28:13.

Critical Expectations
All Ministry Leaders accredited by CBOQ are expected to uphold a high standard in terms of their conduct and lifestyle. Breach of a

¹ In Ontario, see http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx for more details on the requirements to report. In Quebec, refer to http://publications.msss.gouv.qc.ca/msss/fichiers/2016/16-838-02A.pdf
² In Ontario See http://www.elderabuseontario.com/what-is-elder-abuse/legislation-reporting/#4 for more details on requirements to report. In Quebec, see http://legisquebec.gouv.qc.ca/fr/ShowDoc/cs/1-6.3 for details concerning the law, chapter IV articles 21.
critical expectation may result in suspension of credentials and further disciplinary action. Detailed protocols in regards to discipline, reinstatement and restoration can be found in CBOQ Protocols for Discipline As a Ministry Leader accredited by CBOQ, I agree to:

Treat all people with dignity according to the Human Rights Code of Ontario\(^3\) and/or the Quebec Charter of Human Rights and Freedoms\(^4\). The Code and Charter prohibit actions that discriminate against a person. Examples of discrimination are gender, race, national origin, ethnicity, sexual orientation, age, marital status, physical impairment and disability. See the Code and Charter for the full list (Genesis 1: 27; Galatians 3: 26- 28).

Not engage in aggressive or abusive behaviour, physically or verbally (Ephesians 4: 25- 27).

Not to engage in or be found guilty in a court of law of criminal activity, such as violence, abuse, theft, fraud etc. (This is not to curtail the peaceful conscientious objection to potential government action.) (Ephesians 4: 17- 24).

Maintain healthy physical and emotional boundaries with those to whom I minister and with those I work alongside. This means there will be no comments or behaviours that would be construed as sexual or psychological harassment according to the Ontario Human Rights Code or the Quebec Labour Standards.\(^5\) (Colossians 3: 1- 17).

Honour healthy and appropriate physical and emotional boundaries (i.e. not becoming emotionally intimate with someone I am ministering to or with\(^6\)) understanding the power inherent in the role of a minister (Ephesians 5: 3- 5; James 3: 1).

Maintain a God-honouring and pure sexuality. I will not engage in extramarital, pre-marital, or same-sex sexual relationships or behaviour in keeping with This We Believe: Resources for Faith with Baptist Distinctives\(^7\) and the Resolution on Same-Sex Marriage\(^8\). I will avoid pornography\(^9\) (Mark 7: 21- 23; 1 Corinthians 6: 18- 20; Galatians 5:16- 26; 1 Thessalonians 4: 3- 8).

Seek to insure the spiritual integrity of events such as marriages, funerals, child dedications or other such services, practicing them in accordance with the patterns and practices established for CBOQ by its member congregations.

Understand and observe my responsibilities in regards to the protection of children and vulnerable persons within my care, the church I serve, and the community at large (Micah 6: 8; James 1: 27).

Conduct all personal and professional financial affairs ethically and responsibly (1 Timothy 6: 3- 10).

Refrain from illegal drug use and abuse of alcohol (drunkenness) and prescription drugs; and will seek

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\(^6\) Inappropriate emotional intimacy occurs when a person channels intimate emotional energy, time, and attention to someone other than their spouse. Examples of this are found when someone shares with someone of the opposite gender details of their intimate lives such as marital problems; makes comparisons of the person with one’s partner; often thinks of the person; keeps the intimacy of the relationship secret; fantasizes a love or sexual relationship with the person; looks for time to be alone with the person, etc.

\(^7\) [https://baptist.ca/wp-content/uploads/2016/09/This-We-Believe.pdf](https://baptist.ca/wp-content/uploads/2016/09/This-We-Believe.pdf)

\(^8\) [https://baptist.ca/wp-content/uploads/2012/03/au_cboq_resolution_on_same_sex_marriage.pdf](https://baptist.ca/wp-content/uploads/2012/03/au_cboq_resolution_on_same_sex_marriage.pdf)

\(^9\) Pornography is defined as the depiction of erotic behaviour in pictures (still and motion) and/or writings intending to produce sexual excitement.
immediate help for any addictive behaviours (drugs - legal or illegal, alcohol, gambling, pornography etc.) (Romans 13: 12- 14; 1 Corinthians 6: 18- 20)

Consistently seek to encourage congregation and congregants toward loyalty to and support of CBOQ, and to serve harmoniously within the patterns and practices established for the CBOQ by its member congregations.

Serve humbly and not abuse the inherent power of the ministry position. I will refrain from any form of conduct that exploits another for my own advantage or the advantage of any third person (1 Peter 4: 7-11).

Upon my retirement or resignation, I will seek to support the ministry of my successor(s) by refusing to interfere in the ministry of the church I formerly served. I will refrain from pastoral involvement (including opinion on the incumbent’s decisions) except upon the clear consent of my successor(s) and church board.
Review of Statement of Ethical Pastoral Conduct
This statement will be reviewed every three years by the Ministerial Resources Committee of CBOQ. Changes must be approved by the CBOQ Board of Directors.

20. ETHICS AND DISCIPLINE CHECKLIST


☐ Have you read and understood the Covenant of Ethical Pastoral Conduct?

☐ Have you read and understood the document This We Believe?

☐ Are there statements contained in the documents above which you cannot support? Please take as much space as required to explain:

☐ Do you understand that an individual whose ministry credentials are held by Canadian Baptists of Ontario and Quebec will be subject to discipline under the CBOQ Protocols for Discipline, Reinstatement and Restoration for cases of alleged professional misconduct if an allegation of professional misconduct is sustained?

21. REFERENCES

(1). The First Personal Reference
   Name:
   Phone:
   E-mail:

(2). The Second Personal Reference
   Name:
   Phone:
   E-mail:

22. WAIVER AND DECLARATION
I, the undersigned, recognizing that the information on the Reference Forms remains confidential between the referee and the CBOQ Credentials Committee, hereby voluntarily waive any right or privilege to inspect or challenge the content expressed by those whose names I provide. Furthermore, I declare that, to the best of my knowledge, all of the foregoing information is correct and true and I understand the professional implications of accreditation with Canadian Baptists of Ontario and Quebec.

________________________________________      __________________________
Signature of Applicant                           Date
Dear Applicant.

Thank you for your ministry within the Canadian Baptists of Ontario and Quebec. This application form has been carefully created to allow the CBOQ Credentials Committee an opportunity to get to know you and assist you to serve within a local church or ministry of the CBOQ.

Please take the time to read all the instructions carefully, and to fill out each section thoughtfully. It is important that your application be as current and as accurate as possible.

You do not need to have an appointment with the Credentials Committee. You will receive a letter to inform you of the committee’s decision.

Important Instructions: Please read carefully

- The application must be *typewritten*. Hand written copies will not be accepted.
- All applicable questions must be answered on the application form.
- You can find this application from our web site, www.baptist.ca, but *a signed copy must be mailed* to the CBOQ office addressed to:

  CBOQ Credentials Committee  
  5 International Blvd,  
  Etobicoke, ON M9W 6H3

Revised December 2017
Form 1A

Application for Re-accreditation, Transfer of Accreditation or Updating of Ministry Information within the Canadian Baptists of Ontario and Quebec

Applying for:

__Re-Accreditation__ - Please indicate which level of Re-accreditation you are applying for in this application:

- □ Level Three  □ Ordained
- □ Level Three (B) □ Ordained
- □ Level Three (C) □ Ordained
- □ Level Three (R) □ Ordained

__Transfer of Accreditation__:

- □ From another denomination
- □ From within Canadian Baptist Ministries or the Baptist World Alliance

__Updating Ministry Information__

Application Checklist (please check all boxes that are presently completed)

- □ You are a member in good standing of a CBOQ church.
- □ A completed and signed Application for Re-accreditation, Transfer, or update for Pastoral Ministry.
- □ A copy of a complete Criminal Records Check (includes search in the automated Criminal Records Retrieval System maintained by the RCMP and vulnerable sector check) done within the past year.
- □ A letter of recommendation from your local Association Ministry Committee. (Re-accreditation or Transfer from another denomination only.)
- □ A letter of Good standing from the former denomination (Transfer of accreditation only).
- □ A copy of a certificate of ordination (Transfer and Re-accreditation).
- □ Select one of the following categories that is applicable to you:
  
  F. If you are applying to reinstate or transfer your accreditation – Verification of employment at a CBOQ church in a recognized ministry position is required. Please refer to the Accreditation Manual Part II.

  G. If you are applying for Level Three – Retired accreditation for more guidance please refer to the Accreditation Manual Part II.
Application for Re-accreditation, Transfer of Accreditation or Updating of Ministry Information within the Canadian Baptists of Ontario and Quebec

E-mail address: jbello@baptist.ca
Mailing address: 5 International Blvd, Etobicoke, ON M9W 6H3

1. GENERAL INFORMATION
   (a) Surname and Given Names (please bold your preferred name)

   (b) Home Address and postal code

   (c) Home, Office, Cell phone numbers etc.

   (d) E-mail Address

   (e) Are you eligible to work in Canada?

   (f) Primary spoken and/or written language, and other languages spoken/written comfortably

2. EDUCATION
   Educational Experiences (diplomas, certifications, and from which accredited education institutions)

3. BELIEVERS BAPTISM BY IMMERSION
   Church                      Date

4. CHURCH MEMBERSHIP
   List your current church membership
   Church                      Member (From/To)

5. PRIOR ORDINATION
   If you are already ordained, please indicate:
   Church                      Denomination                      Date
6. **DISCLOSURE**
   (d) Have you ever been charged with, been found guilty of, been convicted of, or received an absolute discharge or a conditional discharge in respect of an offence under the *Criminal Code*, the *Narcotic Control Act*, the *Food and Drugs Act* or the *Controlled Drugs and Substances Act*? If yes, please explain. (Please attach a completed criminal records check including vulnerable sector check done within the past year)

   (e) List and thoroughly describe any occurrences where your credentials have been either reviewed or suspended by any church/denomination or professional organization.

7. **WORK EXPERIENCE**
   Present Position or Employment
   - Employer:
   - Date started:
   - Employment status (part-time (hours)/full-time):
   - Work/Ministry Responsibilities:

   Past Positions:

8. **SPIRITUAL GIFTS**
   Please list your spiritual gifts and a brief understanding of each gift, and the role of spiritual gifts in your life. (3-5 preferred).

9. **STRENGTHS IN MINISTRY**
   Please share your strengths in ministry and how you believe these affirm your calling and will be utilized.

10. **MINISTRY FOCUS**
    Briefly outline any areas of special interest, emphasis or specialization in your ministry (i.e. supervision, mentorship, youth ministry, chaplaincy, urban outreach, rural focus, evangelism, ethnic focus, etc.)
Statement of Ethical Pastoral Conduct

Statement of Intent
The Statement of Ethical Pastoral Conduct has been created to provide a clear standard of conduct for those who are Accredited Ministry Leaders by CBOQ and serve in positions of leadership and influence within the Christian community. As followers of the Lord Jesus Christ, and leaders within the church we covenant with God and one another to abide to a high standard of morality and ethics within our lives and ministries.

Standard Principles and Expectations
All Ministry Leaders accredited by CBOQ are representatives of the wider Christian community and of CBOQ. As a visible role model and servant leader, I agree to:

Live as a follower of Jesus Christ in my actions, attitudes and behaviours, recognizing my daily need for Christ’s grace and forgiveness in my life and in the lives of others (Mark 12: 30- 31; Ephesians 2: 8-10; Col2: 6-7; 1 John 1: 8- 10).

Honour the high calling to Christian ministry and leadership and endeavour to lead a godly and exemplary life (Ephesians 4: 11- 12; Titus 1: 7-9).

Study with diligence and teach the scriptures with integrity, presenting the whole counsel of God’s word in matters of faith, doctrine, ethics and morality (2 Timothy 2: 15- 16; 2 Timothy 3: 16- 17; Hebrews 4: 12).

Endeavour to grow as a Ministry Leader to offer ongoing effectiveness in ministry and leadership (Philippians 2: 1- 11).

Maintain strict confidentiality when asked or required, except in cases where disclosure is necessary to prevent harm to persons and/or is required by law. It is required by law to report to the proper authorities suspected or declared child abuse or neglect,10 and elder abuse in a nursing home.11 (Romans 13: 1)

Accept responsibility for my own spiritual, emotional, physical and mental health. I will seek the help of others when I discover, or it is pointed out to me the need for support, encouragement, counselling or exhortation, and similarly act with due care towards my family and friends (2 Corinthians 5: 17- 6: 2).

Follow the directives of Galatians 6:1. If I become aware that one of my CBOQ Ministry Leader colleagues is “caught in sin”, I will consider to gently but courageously encourage him/her to confess sin and take the necessary steps of repentance and restoration. If the ministry colleague remains unrepentant or unchanged in regards to their sinful behaviour, I will consider the directives of Matthew 18: 15- 17 about contacting church leaders of that minister’s congregation or the Executive Minister of CBOQ (and police if required by law) and inform them of the situation.

In the spirit of Galatians 6: 1, if someone approaches me pointing out my sin, I will listen and consider their words. I will honestly reflect, confess if necessary, and consider allowing others to help me be restored in faith and practice, living out Proverbs 28:13.

Critical Expectations

11 In Ontario See http://www.elderabuseontario.com/what-is-elder-abuse/legislation-reporting/#4 for more details on requirements to report. In Quebec, see http://legisquebec.gouv.qc.ca/fr/ShowDoc/cs/1-63 for details concerning the law, chapter IV articles 21.
**All Ministry Leaders accredited by CBOQ are expected to uphold a high standard in terms of their conduct and lifestyle.** Breach of a critical expectation may result in suspension of credentials and further disciplinary action. Detailed protocols in regards to discipline, reinstatement and restoration can be found in CBOQ Protocols for Discipline. As a Ministry Leader accredited by CBOQ, I agree to:

Treat all people with dignity according to the Human Rights Code of Ontario\(^\text{12}\) and/or the Quebec Charter of Human Rights and Freedoms\(^\text{13}\). The Code and Charter prohibit actions that discriminate against a person. Examples of discrimination are gender, race, national origin, ethnicity, sexual orientation, age, marital status, physical impairment and disability. See the Code and Charter for the full list (Genesis 1: 27; Galatians 3: 26-28).

Not engage in aggressive or abusive behaviour, physically or verbally (Ephesians 4: 25-27).

Not to engage in or be found guilty in a court of law of criminal activity, such as violence, abuse, theft, fraud etc.. (This is not to curtail the peaceful conscientious objection to potential government action.) (Ephesians 4: 17-24).

Maintain healthy physical and emotional boundaries with those to whom I minister and with those I work alongside. This means there will be no comments or behaviours that would be construed as sexual or psychological harassment according to the Ontario Human Rights Code or the Quebec Labour Standards.\(^\text{14}\) (Colossians 3: 1-17).

Honour healthy and appropriate physical and emotional boundaries (i.e. not becoming emotionally intimate with someone I am ministering to or with\(^\text{15}\)) understanding the power inherent in the role of a minister (Ephesians 5: 3-5; James 3: 1).

Maintain a God-honouring and pure sexuality. I will not engage in extramarital, pre-marital, or same-sex sexual relationships or behaviour in keeping with This We Believe: Resources for Faith with Baptist Distinctives\(^\text{16}\) and the Resolution on Same-Sex Marriage\(^\text{17}\). I will avoid pornography\(^\text{18}\) (Mark 7: 21-23; 1 Corinthians 6: 18-20; Galatians 5:16-26; 1 Thessalonians 4: 3-8).

Seek to insure the spiritual integrity of events such as marriages, funerals, child dedications or other such services, practicing them in accordance with the patterns and practices established for CBOQ by its member congregations.

Understand and observe my responsibilities in regards to the protection of children and vulnerable persons within my care, the church I serve, and the community at large (Micah 6: 8; James 1: 27).

Conduct all personal and professional financial affairs ethically and responsibly (1 Timothy 6: 3-10).


\(^{13}\) See [http://legisquebec.gouv.qc.ca/en/showdoc/cs/C-12?langCont=en#ga3_i-gbd1_i-h1](http://legisquebec.gouv.qc.ca/en/showdoc/cs/C-12?langCont=en#ga3_i-gbd1_i-h1), especially section 10.


\(^{15}\) Inappropriate emotional intimacy occurs when a person channels intimate emotional energy, time, and attention to someone other than their spouse. Examples of this are found when someone shares with someone of the opposite gender details of their intimate lives such as marital problems; makes comparisons of the person with one’s partner,; often thinks of the person; keeps the intimacy of the relationship secret; fantasizes a love or sexual relationship with the person; looks for time to be alone with the person, etc.

\(^{16}\) [https://baptist.ca/wp-content/uploads/2016/09/This-We-Believe.pdf](https://baptist.ca/wp-content/uploads/2016/09/This-We-Believe.pdf)

\(^{17}\) [https://baptist.ca/wp-content/uploads/2012/03/au_cboq_resolution_on_same_sex_marriage.pdf](https://baptist.ca/wp-content/uploads/2012/03/au_cboq_resolution_on_same_sex_marriage.pdf)

\(^{18}\) Pornography is defined as the depiction of erotic behaviour in pictures (still and motion) and/or writings intending to produce sexual excitement.
Refrain from illegal drug use and abuse of alcohol (drunkenness) and prescription drugs; and will seek immediate help for any addictive behaviours (drugs - legal or illegal, alcohol, gambling, pornography etc.) (Romans 13: 12- 14; 1 Corinthians 6: 18- 20)

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1. ETHICS AND DISCIPLINE CHECKLIST

   □ Have you read and understood the Covenant of Ethical Pastoral Conduct?

   □ Have you read and understood the document This We Believe?

   □ Are there statements contained in the documents above which you cannot support? Please take as much space as required to explain:

   □ Do you understand that an individual whose ministry credentials are held by Canadian Baptists of Ontario and Quebec will be subject to discipline under the CBOQ Protocols for Discipline, Reinstatement and Restoration for cases of alleged professional misconduct if an allegation of professional misconduct is sustained?

12. DECLARATION
I declare that, to the best of my knowledge, all of the foregoing information is correct and true and I understand the professional implications of accreditation with the Canadian Baptists of Ontario and Quebec.

______________________________  _________________________
Signature of Applicant  Date
**CREDENTIALS RECORD TRACKING FORM**

<table>
<thead>
<tr>
<th>Candidate For Min / Student</th>
<th>Level One</th>
<th>Level Two</th>
<th>Level Two (B)</th>
<th>Level Three</th>
<th>Level Three (B)</th>
<th>Level Three (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Church Membership:</td>
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<td></td>
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<tr>
<td>Position:</td>
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</tr>
</tbody>
</table>

**Employment:**

- Number of hours per week:
- Completed App + 2 personal references
- Baptism by immersion
- Pastors Reference (Form 2)
- Church Leader Reference (Form 3)
- Professor Reference (Form 4)
- Dir of Leadership & Dev Consent (Form 5)
- Certificate of Recognition (Form 6)
- Seminary Training
- Transcripts
- Police Check
- Personal Growth Plan
- New Pastors’ Orientation Retreat
- Supervisor report (Form 7)
- Date of Credentials Meeting
- AMC reports (Form 8)
- Date of AMC meetings
- Ordination date
- Marriage Permit number
- Exit Interview
- Future Ministry Interview

**Supervisor** ________________  **Date Assigned** ________________  **Date completed** ________________

**Other comments:**
INTERVIEW GUIDELINES

For local church minister interviewing an applicant for accreditation

The following is an outline of topics which we ask Ministers to cover in an initial interview with a prospective candidate for ministry.

We ask that this be summarized in a letter of reference, duplicated and given to the prospective candidate for ministry and to the CBOQ Credentials Committee. This Minister’s Reference will become part of the personal file of an individual who is in discussion with the local church concerning future ministry.

Evaluation is best completed with the following sub-categories for each question:
   a. strengths
   b. areas for growth
   c. areas of concern if applicable

In this Minister’s Reference we ask that you briefly outline:

1. Your evaluation of the candidate’s commitment and dedication to Jesus Christ
2. Your evaluation of the candidate’s spiritual maturity, personal character and moral standards and behaviour
3. Your evaluation of the candidate’s call to ministry
4. Your evaluation of the candidate’s ministry and Christian service to date
5. Your evaluation of the candidate’s Scriptural and theological knowledge & understanding
6. Your evaluation of the candidate’s spiritual giftedness
7. Your evaluation of the candidate’s relational skills
8. Your evaluation of the candidate’s present aptitude for ministry and ministry skill sets
9. Your understanding and evaluation of the candidate’s focus of ministry
10. Any other general areas of concern that should be addressed
CHURCH LEADERS’ INTERVIEW WORKSHEET
For interviewing an applicant for accreditation

APPLICANT’S NAME: ____________________________________________

CHURCH: ____________________________________________________

CHURCH LEADER NAME: _______________________________________

CHURCH LEADER POSITION: _____________________________________

CHURCH LEADER EMAIL: ________________________________________

CHURCH LEADER TEL: _________________________________________

This worksheet is part of the personal file of the person mentioned above who is in discussion with his/her church concerning future ministry. This worksheet is to be completed by the Church Leaders and discussed with the Minister of the church of which the above-mentioned person is a member. Together with the “Minister’s Interview” (Form 2), this report will become part of the candidate’s personal file.

Please write in the space provided for observations, concerns or comments.

<table>
<thead>
<tr>
<th>Spiritual Life</th>
<th>Yes</th>
<th>No</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Has this person accepted Jesus Christ as his/her personal Saviour?</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>2 Is this person confident in his/her relationship with Jesus Christ, and</td>
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<tr>
<td>able to articulate the same?</td>
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<td>3 How does this person understand discipleship, and does the applicant</td>
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<td>have a plan for intentional growth as a follower of Jesus?</td>
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<td>4 How is this person’s faith demonstrated in their thoughts, actions,</td>
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<td>attitudes and behaviours?</td>
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<td>Question</td>
<td>Yes</td>
<td>No</td>
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<td>5</td>
<td>What place does prayer have in the life of this person?</td>
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<td>6</td>
<td>Is this person able to identify and describe the presence and activity of the Holy Spirit in his/her life?</td>
<td></td>
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<td>7</td>
<td>Can this person identify and explain his/her spiritual gifts? Can they demonstrate the presence of the fruits of the spirit in his/her life?</td>
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<td>8</td>
<td>Does this person relate effectively with others of varying or no faith backgrounds? How has he/she done so?</td>
<td></td>
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<tr>
<td></td>
<td><strong>Inter-Personal Relationships</strong></td>
<td></td>
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<tr>
<td>9</td>
<td>Does this person demonstrate an ability to relate to people in a healthy and constructive manner?</td>
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<td>10</td>
<td>Does this person deal appropriately with conflict or serious disagreements?</td>
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<tr>
<td>11</td>
<td>Is this person openly affirming of the ministries of other members of the congregation and/or the ministry setting?</td>
<td></td>
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<tr>
<td>Ministry Focus</td>
<td>Yes</td>
<td>No</td>
<td>No Observed</td>
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<tr>
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<tr>
<td>12 Has this person been actively involved in the ministry of the local church or mission in his/her community and world? How?</td>
<td></td>
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<tr>
<td>13 Does this person demonstrate any sense of urgency regarding your community’s need to experience and be touched by Christ? How?</td>
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<tr>
<td>14 Is this person able to present the basic elements of the Gospel message?</td>
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<tr>
<td>15 Does this person have a clear sense of personal and kingdom vision? Can you identify a passion in his/her life? What are the central passions?</td>
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<tr>
<td>16 What key issues are central to this person’s ministry focus?</td>
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<tr>
<td>17 Has this person developed skills which qualify him/her for bi-vocational, or non-traditional ministry?</td>
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<tr>
<td>18 Is this person willing to consider bi-vocational or self-supporting ministry?</td>
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<tr>
<td>Ministry Gifts and Skills</td>
<td>Yes</td>
<td>No</td>
<td>Not Observed</td>
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<tr>
<td>19 Which gifts of ministry leadership does this person consistently display in his/her life?</td>
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<tr>
<td>20 What are the key ministry skills that are consistently displayed in this person’s life?</td>
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<tr>
<td>21 Has this person demonstrated effectiveness in communicating of God’s word? In what settings?</td>
<td></td>
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<tr>
<td>22 Has this person led specific ministries in the local congregation? In what roles and how effectively?</td>
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<tr>
<td>Family Relationships</td>
<td></td>
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<tr>
<td>23 Does this person show an appropriate regard for his/her spouse and/or family in the prioritizing of work, leisure, finances and Christian service?</td>
<td></td>
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<tr>
<td>24 Does this person have the emotional and spiritual support of his/her spouse and/or family in the prospect of a vocational ministry?</td>
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<tr>
<td>Education</td>
<td></td>
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<tr>
<td>25 What is the current level of educational attainment? Is this person willing to engage in further developmental and on-going education?</td>
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<tr>
<td>Morality</td>
<td>Yes</td>
<td>No</td>
<td>Not Observed</td>
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<td>26</td>
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<tr>
<td></td>
<td>Does this person demonstrate high standards of moral behaviour in the areas of sexual morality, marital fidelity, financial responsibility, honesty and integrity?</td>
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</table>

**Other Comments**

Signature: ____________________________

Date: ____________________________
Form 4 PROFESSOR INTERVIEW WORKSHEET
For applicant for accreditation

APPLICANT’S NAME: ________________________________

PROFESSOR’S NAME: ________________________________

PROFESSOR’S EMAIL: ________________________________

PROFESSOR’S TEL: ________________________________

This reference is part of the personal file of an applicant for accreditation for ministry with Canadian Baptists of Ontario and Quebec. We appreciate your time and thoughtfulness in the answers you provide.

You may choose to share your answers with the candidate, but the CBOQ Credentials Committee will treat this reference as confidential, and it will not be available to the candidate once forwarded to CBOQ.

Please write in the space provided for observations, concerns or comments.

<table>
<thead>
<tr>
<th>Spiritual Life</th>
<th>Yes</th>
<th>No</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Have you seen evidence that this person has accepted Jesus Christ as his/her personal Saviour? Comments:</td>
<td></td>
<td></td>
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<tr>
<td>2 Have you seen evidence that this person lives out their faith in thoughts, actions, attitudes and behaviours?</td>
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<tr>
<td>3 Have you seen evidence that this person understands what it means to follow Jesus Christ and is growing in his/her faith journey?</td>
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<tr>
<td>4 Have you seen evidence of spiritual giftedness and the presence of the fruits of the spirit in this person’s life? What gifts or fruit do you see?</td>
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<tr>
<td>5 Has this person demonstrated wisdom in their understanding of a Christian’s role in the world?</td>
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<tr>
<td></td>
<td>Inter-Personal Relationships</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>6</td>
<td>Has this person demonstrated an ability to relate to people in a healthy and constructive manner?</td>
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</tbody>
</table>

**Ministry Focus**

<table>
<thead>
<tr>
<th></th>
<th>Does this person demonstrate a sense of urgency regarding our world’s need to experience and be touched by Christ? How?</th>
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<tr>
<td>7</td>
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<thead>
<tr>
<th></th>
<th>Does this person indicate a clear area of focus in ministry? What key drivers are indicated?</th>
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<td>8</td>
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<thead>
<tr>
<th></th>
<th>Does this person reveal strengths in other educational pursuits other than vocational ministry?</th>
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<td>9</td>
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</table>

**Ministry Gifts and Skills**

<table>
<thead>
<tr>
<th></th>
<th>Does this person demonstrate the ministry aptitudes and skills of a vocational minister?</th>
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<tr>
<td>10</td>
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<tr>
<th></th>
<th>What are the key ministry skills that are consistently displayed in this person’s life?</th>
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<tbody>
<tr>
<td>11</td>
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</table>

**Education**

<table>
<thead>
<tr>
<th></th>
<th>Does this person demonstrate a teachable spirit and a desire to learn and grow as a student of God’s word and the church?</th>
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<tr>
<td>12</td>
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<thead>
<tr>
<th></th>
<th>Does this person demonstrate healthy and consistent work habits that allow him/her to produce quality work?</th>
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<tbody>
<tr>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Yes</td>
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<td>-------------------------------------------------------------------------</td>
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<tr>
<td>14. Does this person demonstrate an aptitude for learning in regards to theology, the Bible, and ministry practice?</td>
<td></td>
</tr>
<tr>
<td>15. Does this person demonstrate intelligent reflection of God’s Word, theological debate and ministry practice?</td>
<td></td>
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<tr>
<td>16. Does this person display competency in oral communication of God’s word – publicly, small group, one-on-one?</td>
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<tr>
<td>17. Does this person display competency in written communication of God’s word, theological reflection and ministry practice?</td>
<td></td>
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<tr>
<td>18. Does this person demonstrate leadership skills in the classroom or through extra curricular involvement?</td>
<td></td>
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<tr>
<td>19. What is the current level of educational attainment? Is this person willing to engage in further developmental and on-going education?</td>
<td></td>
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<tr>
<td><strong>Morality</strong></td>
<td></td>
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<tr>
<td>20. Does this person demonstrate high standards of moral behaviour in the areas of sexual morality, marital fidelity, financial responsibility, honesty and integrity?</td>
<td></td>
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<tr>
<td>Other Comments</td>
<td></td>
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</table>

Signature: __________________________

Date: __________________________

Position: __________________________

Institution: __________________________
FORM 5 – Pastoral Leaders Development Associate Reference Form

For applicant for accreditation

Applicant name: Date:

1. Evaluation of the candidate’s **spiritual maturity**

2. Evaluation of the candidate’s **personal character**

3. Evaluation of the candidate’s **moral standards and behaviour**

4. Evaluation of the candidate’s **Calling to Ministry**

5. Evaluation of the candidate’s **spiritual giftedness**

6. Evaluation of the candidate’s ministry and **Christian service** to date

7. Evaluation of the candidate’s **focus of ministry**

8. Evaluation of the candidate’s **present aptitude for ministry and ministry skill sets**

9. A **General Summary** of your perspective regarding the suitability of this candidate to proceed towards a vocation in Christian ministry.
CERTIFICATE OF RECOGNITION

This Certificate is granted to

(NAME)

Who is a member in good standing of

(Name of Church), (City), (Province)

After careful consideration of the applicant’s character and potential for Christian ministry as demonstrated by his/her giftedness, devotion to the Word of God and the desire to follow the Lord’s leading in his/her life, we affirm that he/she should proceed toward full accreditation and ordination with Canadian Baptists of Ontario and Quebec.

Presented this (Day) of (Month), (Year)

________________________________________  ______________________________________
MINISTER                                     DEACON
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 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: __________________________________________________________________________

FORM 8a – AMC INTERVIEW REFERENCE #1
CANDIDATE FOR MINISTRY
(for Individuals meeting with AMC for the first time)

This AMC Interview Worksheet is to be:
- filled out as thoroughly as possible
- discussed with the prospective Candidate for Ministry
- duplicated and one copy given to the prospective Candidate for his/her personal file and one copy sent to the CBOQ Credentials Committee

This Worksheet is to be part of the personal file of a person who is in discussion the AMC concerning future ministry. The Report is to be filled in by a member of the AMC. Answers to these questions should be gleaned from specific questions asked by the AMC members in the interview and general personal observations by the AMC members following the interview.

SUGGESTED QUESTIONS FOR THE INTERVIEW

Spiritual Life
1. Share with us briefly how you came to know Jesus Christ as your personal Saviour.
2. How do you understand discipleship, what does being a follower of Jesus Christ mean to you?
3. How do you demonstrate a lifestyle as a follower of Christ in your actions, attitudes and thoughts?
4. What do you do to nurture your relationship with Christ?

Calling
5. How have you come to understand the calling to Christian ministry?
6. How important is a sense of call in terms of ministry effectiveness?
7. Are there other vocations that you have considered or pursued? Would you be fulfilled working in a different vocation than full time ministry?

Interpersonal Relationships
8. Share about a time in your life when you were wronged. How did you respond?
9. Share about a time when you experienced deep conflict in your life? How did you respond to the conflict? Was the conflict resolved?
10. How do you think conflict most often occurs in the church or ministry setting? How will you handle such occurrences?

Ministry Gifts and Skills
11. Share with us about your involvement in the local church, and in the mission of the church as a whole.
12. Share with us how you have introduced others to Christ and nurtured them in the faith.
13. Share with us how you have demonstrated leadership in ministry.
14. Share with us your ministry passions and desires as a ministry leader.

Family Support
15. How does your family (parents, spouse and/or children) feel about your interest in pursuing vocational Christian ministry?

Education
16. What are some of the key things you are learning as a student right now?
17. What role do you think academic preparation plays in the ongoing effectiveness of the minister?
18. What are you learning about yourself as you continue in your studies?
19. Do you believe you have an aptitude as a student of God's word?
20. What is the extent of the formal education you have had up to this present moment?

Morality

21. How do you maintain a high standard in your sexual, moral, and ethical life?
22. Have you ever been guilty of any moral misconduct in the areas of sexual morality, financial responsibility or criminal behaviour?
FORM 8b – AMC INTERVIEW REFERENCE #2
CANDIDATE FOR MINISTRY (including Student)
(who have met with the AMC before)

This AMC Interview Worksheet is to be:
  a. filled out as thoroughly as possible
  b. discussed with the Applicant the suggested questions listed below
  c. duplicated and one copy given to the prospective Applicant for his/her personal file and one copy sent to the CBOQ Credentials Committee

This Worksheet is to be part of the personal file of a person who is in discussion the AMC concerning future ministry. The Report is to be filled in by a member of the AMC. Answers to these questions should be gleaned from specific questions asked by the AMC members in the interview and general personal observations by the AMC members following the interview.

SUGGESTED QUESTIONS FOR THE INTERVIEW

Spiritual Life
  1. How has your understanding of discipleship grown or changed since we last saw you?
  2. What are you presently doing to nurture your relationship with Christ?

Calling
  3. How is your sense of call growing or changing as you prepare for vocational ministry?

Interpersonal Relationships
  4. How has your understanding of conflict and conflict resolution changed or grown since the last time we saw you?

Ministry Gifts and Skills
  5. Share with us about your ongoing involvement in the local church, and/or in the mission of the church as a whole.
  6. Are you gaining new experience through your volunteer or ministry placement opportunities at the local church level?
  7. Share with us how you are growing as a leader in ministry.

Education
  8. What are some of the key things you are learning as a student right now?
  9. What role do you think academic preparation plays in the ongoing effectiveness of the minister?
 10. What are you learning about yourself as you continue in your studies?
 11. Do you believe you have an aptitude as a student of God’s word?

Morality
  12. How are you continuing to maintain a high standard in your sexual, moral, and ethical life?
FORM 8c – AMC INTERVIEW REFERENCE #1
LEVEL ONE & TWO APPLICANT
(who have not met with the AMC before)

This AMC Interview Worksheet is to be:
   a. filled out as thoroughly as possible
   b. discussed with the Applicant the following suggested questions
   c. duplicated and one copy given to the Applicant for his/her personal file and one copy sent to the CBOQ Credentials Committee

This Worksheet is to be part of the personal file of a person who is in discussion the AMC concerning future ministry. The Report is to be filled in by a member of the AMC. Answers to these questions should be gleaned from specific questions asked by the AMC members in the interview and general personal observations by the AMC members following the interview.

SUGGESTED QUESTIONS FOR THE INTERVIEW

Spiritual Life
   1. Share with us briefly how you came to know Jesus Christ as your personal Saviour.
   2. How do you understand discipleship, what does being a follower of Jesus mean to you?
   3. How do you demonstrate a lifestyle as a follower of Christ in your actions and attitudes?
   4. What do you do to nurture your relationship with Christ?

Calling
   5. How have you come to understand the calling to Christian ministry?
   6. How important is a sense of call in terms of ministry effectiveness?
   7. Are there other vocations that you have considered or pursued? Would you be fulfilled working in a different vocation than full time ministry?

Interpersonal Relationships
   8. Share about a time in your life when you were wronged. How did you respond?
   9. Share about a time when you experienced deep conflict in your life? How did you respond to the conflict? Was the conflict resolved?
   10. How do you think conflict most often occurs in the church or ministry setting? How will you handle such occurrences?

Ministry Gifts and Skills
   11. Share with us how you have introduced others to Christ and nurtured them in the faith.
   12. Share with us how you have demonstrated leadership in ministry (small groups, Bible Study, ministry teams, boards, etc.)
   13. Share with us your ministry passions and desires as a ministry leader.
Family Support
14. How does your family (parents, spouse and/or children) support you in ministry?

Education
15. What is the extent of the formal education you have had up to this present moment?

Morality
16. How do you maintain a high standard in your sexual, moral, and ethical life?
17. Have you ever been guilty of any moral misconduct in the areas of sexual morality, financial responsibility or criminal behaviour?
FORM 8d – AMC INTERVIEW REFERENCE #2
LEVEL ONE OR TWO APPLICANT
(who have met with the AMC before)

This AMC Interview Worksheet is to be:
a. filled out as thoroughly as possible
b. discussed with the Applicant the suggested questions listed below
c. duplicated and one copy given to the Applicant for his/her personal file and one copy sent to the CBOQ Credentials Committee

This Worksheet is to be part of the personal file of a person who is in discussion the AMC concerning future ministry. The Report is to be filled in by a member of the AMC. Answers to these questions should be gleaned from specific questions asked by the AMC members in the interview and general personal observations by the AMC members following the interview.

SUGGESTED QUESTIONS FOR THE INTERVIEW

Spiritual Life
1. How has your understanding of discipleship grown or changed since we last saw you?
2. What are you presently doing to nurture your relationship with Christ?

Calling
3. How is your sense of call growing or changing as you begin vocational ministry?

Interpersonal Relationships
4. How has your understanding of conflict and conflict resolution changed or grown since the last time we saw you?

Ministry Gifts and Skills
5. Share with us about your role in the local church, and/or in the mission of the church as a whole.
6. Share with us how you are growing as a leader in ministry (small groups, Bible Study, ministry teams, boards, etc.)

Education
7. What role do you think academic preparation plays in the ongoing effectiveness of the minister?
8. What are your plans for ongoing academic attainment and academic growth?
9. Do you believe you have an aptitude as a student of God’s word?
Morality
10. How are you continuing to maintain a high standard in your sexual, moral, and ethical life?

Theology
11. Briefly describe your understanding of God.
12. How would you describe the atonement and work of Jesus Christ?
13. How would you describe the impact of sin on a person’s life and destiny?
14. What role does the Holy Spirit play in the world? In the life of a Christian?
15. How would you describe the Bible?
16. How do you understand the purpose and ministry of the church?
17. How would you describe the role of the vocational minister in a Baptist Church?
18. What would you say are the key distinctives of Baptist Polity?
This AMC Interview Worksheet is to be:
   a. filled out as thoroughly as possible
   b. discussed with the prospective Applicant the questions listed below
   c. duplicated and one copy given to the prospective Applicant for his/her personal file and one copy sent to the CBOQ Credentials Committee

This Worksheet is to be part of the personal file of a person who is in discussion the AMC concerning future ministry. The Report is to be filled in by a member of the AMC. Answers to these questions should be gleaned from specific questions asked by the AMC members in the interview and general personal observations by the AMC members following the interview.

SUGGESTED QUESTIONS FOR THE INTERVIEW

Spiritual Life
   1. Share with us briefly how you came to know Jesus Christ as your personal Saviour.
   2. How do you understand discipleship, what does being a follower of Jesus mean to you?
   3. How do you demonstrate a lifestyle as a follower of Christ in your actions and attitudes?
   4. What do you do to nurture your relationship with Christ?

Calling
   5. How have you come to understand the calling to Christian ministry?
   6. How important is a sense of call in terms of ministry effectiveness?
   7. Are there other vocations that you have considered or pursued? Would you be fulfilled working in a different vocation than full time ministry?

Interpersonal Relationships
   8. Share about a time in your life when you were wronged. How did you respond?
   9. Share about a time when you experienced deep conflict in your life? How did you respond to the conflict? Was the conflict resolved?
   10. How do you think conflict most often occurs in the church or ministry setting? How will you handle such occurrences?

Ministry Gifts and Skills
   11. Share with us about past church experiences and your experience with the church as a whole.
   12. Share with us how you have introduced others to Christ, and nurtured them in the faith.
   13. Share with us how you have demonstrated leadership in ministry.
   14. Share with us your ministry passions and desires as a ministry leader.
Family Support
15. How does your family (parents, spouse and/or children) feel about your vocation as a minister?

Education
16. What are your plans for continuing education?
17. Have you met any/all specific requirements educationally for your ministry setting, e.g. is CAPPE training required? If you have not met all requirements, how are you planning to do this?

Morality
18. How do you maintain a high standard in your sexual, moral, and ethical life?
19. Have you ever been guilty of any moral misconduct in the areas of sexual morality, financial responsibility or criminal behaviour?

Theology
20. Have you begun to develop an ordination statement yet?
22. How would you describe the atonement and work of Jesus Christ?
23. How would you describe the impact of sin on a person’s life and destiny?
24. What role does the Holy Spirit play in the world? In the life of a Christian?
25. How would you describe the Bible?
26. How do you understand the purpose and ministry of the church?
27. How would you describe the role of the vocational minister in a Baptist Church?
28. What would you say are the key distinctives of Baptist Polity?
FORM 8f – AMC INTERVIEW REFERENCE #2
LEVEL THREE
(For those who have met with the AMC before)

This AMC Interview Worksheet is to be:
  a. filled out as thoroughly as possible
  b. discussed with the Applicant the suggested questions listed below
  c. duplicated and one copy given to the Applicant for his/her personal file and one copy sent to the
     CBOQ Credentials Committee

This Worksheet is to be part of the personal file of a person who is in discussion the AMC concerning future
ministry. The Report is to be filled in by a member of the AMC. Answers to these questions should be gleaned
from specific questions asked by the AMC members in the interview and general personal observations by the
AMC members following the interview.

SUGGESTED QUESTIONS FOR THE INTERVIEW

Spiritual Life
  1. How has your understanding of discipleship grown or changed since we last saw you?
  2. What are you presently doing to nurture your relationship with Christ?

Calling
  3. How is your sense of call growing or changing as you prepare for vocational ministry?

Interpersonal Relationships
  4. How has your understanding of conflict and conflict resolution changed or grown since the last time
     we saw you?

Ministry Gifts and Skills
  5. How is your ministry role being shaped presently?
  6. Share with us how you have demonstrated leadership, and are continuing to grow as a leader in
     ministry.

Education
  7. How is your continuing education plan coming along? What plans do you have for personal growth
     in the next while?
  8. Have you completed all/any of your outstanding educational requirements, e.g. specialized training for
     the ministry setting?
Morality
   9. How are you continuing to maintain a high standard in your sexual, moral, and ethical life?

Ministry Gifts and Skills
   10. Share with us how you have introduced others to Christ, and nurtured them in the faith.

Family Support
   11. How is your family doing? What impact is your vocational choice having on them?

Theology
   12. Have you begun to develop an ordination statement yet?
APPENDIX 1

Policy Regarding the Granting of a Registration to Perform Marriages

1. Only those officially accredited or granted special and particular recognition by the Credentials Committee will be granted the privilege of being registered to perform marriages in Ontario. The process varies between the provinces of Ontario and Quebec. While in Ontario the CBOQ Church Life and Leadership Team facilitate the receipt of registration, in Quebec, it is the Quebec Association of Baptist Churches that facilitate the registration.

2. Any individual who has had their credentials suspended by CBOQ will lose the privilege of being registered to perform marriages.

3. Any accredited individual who is moved into the category of “Ordained but not presently serving with CBOQ” will have their Registration to Perform Marriages in the Province of Ontario (or the corresponding privilege in Quebec) removed within 90 days of notification. Those in the category “Accredited Individual not in vocational ministry” (the category which includes individuals seeking placement in a ministry position) will have their status reviewed regularly to ascertain if the Registration is still required. If a decision is made to discontinue the Registration, the individual will be notified.

4. Receiving a “Registration to Perform Marriages in the Province of Ontario,” (or the corresponding privilege in Quebec) carries the assumed obligation of competency and/or training in the premarital counselling of couples for marriage. If the individual lacks these skills, training programs and methodologies are available. Premarital counselling training may include programs like the Taylor Johnson Temperament Analysis or the Prepare/Enrich inventories. Prepare and Enrich training is available through frequently scheduled one-day workshops or through a DVD self-training course. Further information can be accessed through http://www.empoweringcouples.ca/training.php. For other suggestions, contact the Pastoral Leaders Development Associate.

5. CBOQ recognize that the ability to perform marriages is an important function of any pastoral role and for the sake of the enhancement of the ministry of a local church. While in the past CBOQ registered un-ordained and unaccredited ministry leaders, it can no longer do so because of provincial regulations. Ministry leaders must be accredited level 2 or 3, ordained by CBOQ or have their ordination recognized by CBOQ in order to be registered for an Ontario Marriage License. This does not apply to Quebec as their provincial rules are different.
APPENDIX 2

Retired Minister's Future Ministry Form

The Retired Ministers of our family of churches are key resource for healthy and effective ministry with Canadian Baptists of Ontario and Quebec. As you are retiring, we would like to be able to continue to access your skills, gifts and passion to lead in our churches. Please fill in this form so we will know your interests in continuing ministry participation. If you express interest in supply preaching or interim ministry, we will place you on our listing of resources which is available to our congregations. If you wish to fill in this form electronically, it is available as the final page of the Accreditation, Ordination and Induction at http://baptist.ca/wp-content/uploads/2012/03/Accreditation-Ordination-and-Induction-Manual.pdf.

1. GENERAL INFORMATION
   (a) Surname and Given Names (Please bold your preferred name)
   (b) Home Address and postal code
   (c) Home, Office, Cell, Fax phone numbers
   (f) E-mail Address

2. INTEREST IN FUTURE MINISTRY OPPORTUNITIES
   Mark any/all of the following ministry roles which you would be interested in considering:

   □ Supply Preaching
     Are there specific requirements you would have? e.g. geographical limits, etc.

   □ Interim Pastorate
     Are there specific requirements you would have? e.g. geographical limits, time limits, etc.
     Please explain.

   □ Provide intentional, regular care/support to another pastoral leader, e.g. have 3-5 pastors with whom you would make regular contact to “check in” on their ministry.

   □ Supervisor to Ministers in Accreditation/Ordination process

   □ CBOQ Boards/Teams/Committees
     Specific Areas of interest/expertise:

   □ Resource person to churches for special needs/circumstances, e.g. conflict resolution, personnel issues, settlement process, evangelism training, small group training, etc.
     Specific areas of interest/expertise:

   □ Other areas of interest you would like to offer to our CBOQ family of churches? Please describe: