



# THE MANUAL OF ACCREDITATION AND ORDINATION

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Policies and Procedures



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## PREAMBLE

### A. INTRODUCTION

The Canadian Baptists of Ontario and Québec are a family of churches, transformed by Christ, revealing God's kingdom. To that end, CBOQ equips churches and leaders as they engage in their mission from God in their community.

It holds the following core values:

- Faith
- Community
- Mission
- Churches
- Cooperation
- Leadership
- Learning
- Prayer

As a recognised and incorporated religious body, CBOQ accredits and oversees those who have been called to vocational ministry. It is the mandate of the Church Life and Leadership Team of CBOQ (CLL) to equip and enhance the capacity of church leaders, to build and disciple thriving congregations. Thus, it administers the work of both the Ministry Resource Committee and Credentials Committee which, respectively, provide governance for accredited ministry leaders and ordination, and superintend the process of accreditation.

The following pages will describe the process and policies of accreditation and ordination in CBOQ.

### B. 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; I 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') -

- To one another within the Church;
- To the local community in which they live; and
- To the world. *I Corinthians 12:7*

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

- 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*
- 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; I 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 “Ministry Leader” to refer specifically to those in vocational Christian ministry, whether in a local church or other contexts.

## C. 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:

1. the call of God to Christian service,
2. the affirmation of a local congregation of one's gifts for ministry, and
3. the recognition of ministry in the larger church, i.e., the Association, CBOQ, CBAC, CBWC, UEBFC, CBM, and the Baptist World Alliance.

Baptists have understood “the 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 being 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 ministry leaders and church delegates in an Association Ordination Examining Council called for that purpose. Upon acceptance by the Association Ordination Examining 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 Baptist Convention of Ontario Québec 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, the Advisory Committee had three major functions:

1. Examination at the request of the churches of those seeking ordination, and the advising the church of the suitability (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 (AMC) that acts as a representative body of the Association in matters of accreditation and ordination.

#### D. SUMMARY UNDERSTANDING OF ORDINATION

**CBOQ understands 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:

##### **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.

##### **The Authority to Ordain Resides Within the Local Church.**

Second, 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.

##### **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.

## E. ACCREDITATION AND ORDINATION

CBOQ affirms the right of the local church to ordain, that is, the setting apart as a recognition and commissioning of a person's vocational ministry call from God. 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 is pleased to resource the local churches in that task through accreditation.

While a local church invites other churches in its Association to examine the theological suitability of a candidate and to confirm his/her call, it is the local church that ordains, not CBOQ. In doing so, the autonomy of the local church is preserved (See Acts 6: 1- 7).

CBOQ understands ordination as being different from accreditation. An ordination is a public recognition of a vocationally called individual. It confirms and declares a candidate's spiritual gifts, beliefs, suitability, and life-long calling to vocational Christian ministry. Ordination, from a CBOQ perspective, is to be a one-time event, much like believer's baptism is a one-time event in a believer's life.

In the act of ordination, both the congregation and the candidate confirm the vocational ministry call. A candidate promises "to give his/her life to the ministry of Jesus Christ in accordance to the principles of ministry as set forth in the Word of God."<sup>1</sup> This is a promise that is purposely general in nature. **The call is extended to a person for life, not explicitly for only one church or family of churches but to Christian Ministry in general. Therefore, a person retains his/her ordination regardless of their location or situation. CBOQ does not revoke an ordination.**

However, CBOQ recognises that there is no specific standard of accountability in the ordination in and of itself, save a commitment by the ordinand to serve God as His Minister. The standard of accountability belongs to the realm of Accreditation.

### Accreditation

While the local church ordains, CBOQ accredits its pastoral leaders. In other words, CBOQ, on behalf of its family of churches, ensures that a candidate has attained the proper level of education for the ministry he/she is called to perform, is competent in the skills required, possesses the suitable character to fulfil his/her calling, demonstrates CBOQ ministry leaders' core competencies, and that he/she agrees with CBOQ's beliefs and polity (See Acts 14:21-23).

In addition, the accreditation verifies that the candidate is willing to be held accountable for his/her practice of ministry (See James 3: 1). Holding credentials is a confirmation that one is currently in good standing with CBOQ, adhering to its guidelines, practices, and beliefs. Credentialed ministry leaders serve the kingdom of God with the sponsorship, support, and blessing of CBOQ.

CBOQ has several accreditation categories that will be described at length in the document. It is important to note that a person may be accredited without being ordained. The reverse is also true: an ordained person might not be accredited.

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<sup>1</sup> A Manual for Worship and Services Prepared for Canadian Baptist Churches, Canadian Baptist Ministries, 1998, p.138

Accreditation is tied to membership in a CBOQ church. Thus, when a ministry leader leaves a CBOQ church to either join or minister in a setting outside CBOQ (or approved by CBOQ), or ceases to be a ministry leader in any church or ministry, that person is no longer considered to be an active, accredited ministry leader of CBOQ. The exception is for ministry leaders who are retired. As long as their membership remains with a CBOQ church, they remain accredited.

Because ordination with CBOQ requires successful application and adherence to agreed upon conditions and procedures, it is recognised by our other Canadian Baptist family of Churches (Canadian Baptists of Western Canada (CBWC), Canadian Baptists of Atlantic Canada (CBAC) and l'Union des églises baptistes francophones du Canada (UÉBFC)), by our larger Baptist family (the Baptist World Alliance (BWA)), and by the Government of Canada.

#### F. CULTURALLY SPECIFIC ORDINATION PROCEDURES

While encouraging all churches in CBOQ to follow the procedure outlined in the Induction and Ordination Manual for holding an Ordination Examination Council, CBOQ recognizes that our Chinese Churches and those of the Amherstburg Association have different procedures. 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.



# PART I

## ACCREDITATION DESIGNATIONS

## ACCREDITATION DESIGNATIONS

### Official List

People will be officially recognized and listed in the CBOQ Official List as being accredited in any one of the following 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.

John Doe	Level One - Accredited Individual	2006
Mary Smith	Level Three - Accredited Individuals in Local Church Ministries - Ordained	1990
Bill Smith	Level Three (C) - Accredited Individuals in Other Ministry - Ordained	1998
Jim Brown	Level Three (R) - Accredited Ordained Individual (Retired)	1969

### All Levels of Accreditation

Ministry leaders must be members in good standing of a CBOQ church. The church must agree and request that their ministry leader be accredited and ordained. The Credentials Committee is responsible for the accreditation and the local church is responsible for the ordination. A candidate, to be fully accredited, must be ordained.

### Candidate

This level is for the ministry leader who has made an application for accreditation (and ordination, if applicable). The level is for all who make an initial application, including those who have been ordained by another body.

The ministry leader is in a vocational position in a local church or an outside, approved ministry. This level expires five (5) years after the initial application is made, unless the candidate has successfully been accredited and ordained or successfully been accredited and their ordination recognized.

### Candidate for Ministry (Student)

This level is for seminary students who intend to go into vocational ministry. It provides a formal relationship between student and CBOQ. It is the traditional entry point of the accreditation process and vocation “career” within CBOQ.

### Level One

This level is for a ministry leader who is currently serving in a church but does not have formal theological and Biblical training. This person is appointed by the church and recognized as a Pastor equivalent. It provides a formal relationship with CBOQ and ministry leader. It does not lead to ordination and is only valid for the period the person serves at the current church. It is not transferable from one setting to the next.

### Level Two<sup>2</sup>

This level is for a ministry leader who currently serving in a vocational position at a local church. The ministry leader must have completed a Bachelor level Theological or Biblical Studies degree. In unique circumstances, those who have completed the Leadership and Pastoral Training Program may be granted this level. This level can lead to ordination. Ministry leaders in level two will be strongly encouraged to further their theological training at the master level.

### Level Three

This level is for ministry leaders who are serving in a local church in a vocational position. The ministry leader must have a masters level Theological or Divinity degree. It leads to ordination and all the rights and privileges CBOQ offers to its accredited clergy.

### Level Three B

This level is for a ministry leader who are serving in a local church in a vocational position. The ministry leader must have a master level theological or divinity degree. It leads to ordination and all the rights and privileges CBOQ offers to its accredited clergy.

### Level Three C

This level is for ministry leaders who are not serving in a local church as pastors but serve in another vocational ministry capacity. He or she serves in a setting recognized and approved by CBOQ. This level includes chaplains, Christian counselors, professors/instructors at seminaries and Christian universities and Colleges, missionaries, CBOQ or CBM staff and para-church staff. The ministry leader will have at a minimum a master level theological, Biblical studies, or divinity degree.

### Level Three R

This level is for ministry leaders who are now retired from formal, active vocational ministry in a local church or other type of vocational ministry. The ministry leader retains all the rights and privileges given by CBOQ to its accredited and ordained clergy members.

### Accredited, Seeking Placement

This ministry leader is no longer in a vocational ministry leadership position but is within 12 months of having served in such a position. This level must be requested and approved by the Pastoral Leaders Development Associate (PLDA). This level requires that the ministry leader actively seek a new position and is valid for a maximum of 12 months. The ministry leader will retain the privileges of accreditation.

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<sup>2</sup> Includes bi-vocational ministry leaders

## NON-ACTIVE DESIGNATIONS

### All levels in Administrative Categories

Ministry leaders in these categories will not be listed on the annual CBOQ Clergy List. They are those who are no longer considered Accredited. Therefore, they cannot have the rights and privileges of accreditation. Exceptions can be made for a CBOQ -- Dormant ministry leader, upon the specific request of their CBOQ local church.

### Pastor, Not Accredited or Ordained

This ministry leader is serving in a church in a vocational position but is not ordained or accredited by CBOQ. He or she has not requested to be accredited. This ministry leader is considered a “Pastor” and will receive the leadership mailings. However, such ministry leader will not be eligible for ministry leaders’ grants or the seeking placement benefits.

Generally, she or he will not receive other benevolent or other types of financial assistance from CBOQ (such as spiritual direction or counseling).

### Pastor, Not Accredited, Ordination not Recognized

This ministry leader is serving in a church in a vocational position. She or he has been ordained by another body, but their ordination is not recognized by CBOQ. This ministry leader has not requested to be accredited by CBOQ or have their ordination recognized. He or she is considered a “pastor” and will receive the leadership mailings. However, such ministry leader will not be eligible for ministry leaders’ grants or the seeking placement benefits. Generally, she or he will not receive other benevolent or other types of financial or other assistance from CBOQ (such as spiritual direction or counseling).

### CBOQ – Dormant

This ministry leader is not in a vocational ministry leadership role currently. This category usually applies to a person who was at the Accredited, Seeking Placement level and the status of limitation has run its course. In order to be in this category, this ministry leader must continue to identify as CBOQ and remain active within its context. This includes participating in the life of a local CBOQ church through membership and service.

Should this person return to active vocational ministry, the accreditation process will be streamlined.

### Left CBOQ – Accreditation Transferred

This category identifies an accredited and ordained ministry leader who has left CBOQ for another ministry setting outside our family of churches. This person’s file will be retained as per our policy and practice. Should this person return to CBOQ and request accreditation, the process of accreditation may be simplified.

### Left CBOQ – Accreditation Dormant

This category identifies an accredited and ordained ministry leader who has left CBOQ for another ministry setting outside our family of churches and the accreditation was not transferred. This person’s file will be retained as per our policy and practice.

Should this person return to CBOQ and request accreditation, the process of accreditation may be simplified.

### Left CBOQ – No Accreditation

This category identifies a non-accredited ministry leader who has left CBOQ for another ministry setting outside our family of churches. This person may not have a file and CBOQ may not have any record of their ministry in one of our churches.

Should this person return to CBOQ and request accreditation, the process of accreditation will be as for anyone starting the process at the beginning.

### Retired – Not Accredited

This category is for a ministry leader who is not accredited and his or her ordination is not recognized by CBOQ and has now retired from formal, active vocational ministry in a local church or other type vocational ministry. The ministry leader will be invited to receive the retirees' newsletter. However, such person will generally not receive any benevolent or other types of financial assistance from CBOQ.



## PART II ACCREDITATION LEVELS AND REQUIREMENTS

## LEVELS OF AND REQUIREMENTS FOR ACCREDITATION WITH CBOQ

### Understanding the Accreditation Levels

CBOQ has identified several 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 recognizing 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 recommends that churches ordain individuals upon completion of Level Three Accreditation.

### A. 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 begin 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 in Local Church Ministries

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 most ministry leaders granted Level One accreditation be moving forward in their training and preparation towards Level Two or beyond.

### **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, in unique circumstances and only upon request of the local church and Association Ministry Committee, the privilege of ordination, and therefore eligibility for a Registration to Perform Marriages. Those seeking full accreditation rights and privileges as well as 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 (C): Accredited Individuals in Other Ministry - Ordained**

(Chaplains, counsellors, missionaries, evangelists, CBOQ 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) normally requires ongoing membership in a CBOQ church, 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 and have not yet been accredited. This designation will be granted for a period of up to one year (renewable).

## B. LEVEL REQUIREMENTS Core Competencies

CBOQ expects their accredited ministry leaders to have a minimum level of competencies and also a capability and desire to cultivate and mature the core competencies listed here.

The competencies include self-awareness, knowledge, skills, and spiritual insight. It is understood that those who are beginning in their vocational ministry will not have these competencies fully developed.

CBOQ seeks ministry leaders who are:

### Biblically and Theologically Integrated

**Goal:** To lead from a Biblically transformed life. (Romans 12: 1- 2)

CBOQ Ministry Leaders can:

- Define the meaning of the Gospel for themselves and others
- Acknowledge that there are different Biblical and theological interpretations
- Apply Biblical knowledge to everyday situation
- Respond to life's challenges in a manner consistent with their Christian beliefs
- Display their theology through their lifestyle and practice
- Organize their life according to Biblical principles
- Defend their theology and Biblical interpretation
- While presenting it in non-confrontational ways
- Demonstrate understanding of key components of conflict resolution from a Biblical point of view

### Emotionally and Spiritually Healthy

**Goal:** To lead and live out of an emotionally healthy spirituality framework, for sustainability and resiliency in life and ministry. (2 Corinthians 5: 16- 21)

CBOQ Ministry Leaders can:

- Recognise and cherish their call to vocational ministry
- Be attentive to the Holy Spirit's voice
- Distinguish emotional and spiritual boundaries between congregant and Pastor
- Compare healthy emotions and spirituality to their own life to recognise conflicting values and practices that may be present and affect their ministry
- Integrate their emotions into their outward behaviour
- Develop a healthy balance between:
  - Vocational ministry
  - Rest and Sabbath
  - Personal time with others, including family

### Collaboratively Engaged

**Goal:** To engage in vocational ministry with others, both lay and vocational leaders, within their Association, CBOQ and the wider kingdom. (1 Corinthians 12: 12- 14)

CBOQ Ministry Leaders can:

- Define the concept of the Body of Christ from a Scriptural perspective
- Identify spiritual gifts in themselves and others
- Demonstrate their own personal gifts through using them
- Organize people according to their gifts
- Influence unity within their ministry setting and the kingdom of God

- Demonstrate a willingness to interact with the local CBOQ Association, CBOQ, and other inter-denominational groups
- Develop a strong, cohesive discipling system within their ministry context
- Compare and understand other people's point of view to help resolve conflicts in ways that prevent or avoid the disintegration of unity in the body of Christ

### Missionally Minded

**Goal:** To approach vocational ministry and lead their ministry setting with the mindset of Jesus' Great Commission to the Church. (*Mathew 28: 18- 20*)

CBOQ Ministry Leaders can:

- Define the mission of the Church
- Explain the needs of the community where their ministry setting is located
- Listen to the congregants' understanding and fears concerning being missional
- Construct a framework for the mission of the ministry setting that responds to the needs (one or more) of the community and uses the gifts and capabilities of the ministry setting
- Compare the current practice of the ministry setting with the framework constructed above
- Create a realistic and feasible plan to teach and lead the ministry setting to become missional
- Display to the ministry setting a missional example exhibiting passion for the community and non-Christians
- Assist congregants in facing their fears in reaching out to the community
- Organize a mission experience for the ministry setting

### Constructively Leading

**Goal:** To lead others in a manner that builds others and does not destroy, that unites and does not pull apart. (*1 Peter 4: 7- 11*)

CBOQ Ministry Leaders can:

- Show knowledge and understanding of CBOQ history and polity
- Relate to CBOQ in a constructive manner
- Display competent leadership with Boards (Deacons, Elders, Councils, Leadership Teams, etc.)
- Illustrate knowledge of communication principles in preaching, relationships, and pastoral care
- Experiment in providing leadership and preaching
- Identify the best leadership methods to be used in a given context
- Initiate ministry innovation
- Analyze the needs of the ministry setting in matters of discipleship
- Appreciate others, along with their needs, brokenness, and opposition
- Answer questions freely without avoidance
- Evaluate how the ministry setting responds to their leadership, preaching and pastoral care
- Influence others for Christ through their example
- Design a discipleship plan that is realistic and feasible

### Continually Learning

**Goal:** To seek to grow one's Christian knowledge and practice of ministry without ceasing, in order to become more effective leaders. (*2 Peter 3: 17- 18*)

CBOQ Ministry Leaders can:

- Compare their own Christian faith and theology with current Biblical, theological and practical theological thought
- Listen to others' perspective on Biblical, theological, and practical theology interpretations

- Identify differences in theological and Biblical approaches
- Take part in formal learning seminars, lectures, or courses
- Measure the extent which they are prepared to agree with, experiment and incorporate new learning into their practice of ministry.
- Determine areas in their skills and knowledge that require updating and/or improvement
- Design a plan to remain knowledgeable and current on Biblical, theological, and practical theology thought as well as other areas that affect vocational ministry.
- Demonstrate visible growth in Biblical, theological, and practical theology knowledge and practice
- Build on successive learning, even through failures and disappointments, as they explore and experiment with ways to best minister in their context

### C. Standards

CBOQ expects their accredited ministry leaders to have a minimum level of standards. They are as follow:

#### Candidate for Ministry or Candidate for Ministry (Student)

Spiritual Standards for Accreditation with CBOQ shall be:

- The profession of faith in Jesus Christ as personal 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 approved 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 (Form 1).

Requirements are:

- Completed Application for Accreditation for Vocational Ministry (Form 1) and related requirements found in the Application
- A member of a CBOQ church
- Has met with and been recommended by the Association Ministry Committee
- 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 Guidelines
- Approved by the Credential Committee as Candidate for Ministry or Candidate for Ministry (Student)
- An accredited individual who has failed to uphold the policies and guidelines of CBOQ and/or has breached the Statement of Ethical Pastoral Conduct will be subject to discipline as explained in Discipline and Restoration Protocols: Protocols and Process for Complaints Received by CBOQ over Alleged Breaches of Ethical Pastoral Conduct. This may include withdrawal of credentials.
- Recommendation to attend the New CBOQ Pastors' Orientation Retreat (not compulsory)

NOTES for Level: Candidate for Ministry (Student)

- Does not need to meet with Credentials Committee
- Recognition granted by the CBOQ Credentials Committee upon recommendation of the local church, local AMC, and Pastoral Leaders Development Associate.
- A recognized Candidate for Ministry (Student) will be eligible to receive 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 the CBOQ Church Life and Leadership Team in the design of their journey towards vocational ministry, and in the transition from school to ministry placement.
- An individual approved as a Candidate for Ministry may post a resume on the “Ministry Leaders 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. (Non-accredited individuals entering vocational ministry do not have the opportunity to utilize this website resource.)

### Level One Accredited Individual 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 approved ministry
- Recognition of this call by 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 (Form 1).

Requirements are:

- Completed Application for Accreditation for Vocational Ministry (Form 1) and related requirements found in the Application
- A member of a CBOQ church
- Officially called as a ministry leader in a CBOQ church/ministry
- Has met with and been recommended by the Association Ministry Committee
- Attend the New CBOQ Pastors’ Orientation Retreat
- Register and attend a Canadian Baptist History and Polity Course from a Canadian Baptist Seminary (McMaster Divinity College, Acadia Divinity College, Carey Hall)
- Ongoing adherence to the CBOQ Statement of Ethical Pastoral Conduct and other policies and guidelines
- Approved by the Credential Committee as Level One
- An accredited individual who has failed to uphold the policies and guidelines of CBOQ and/or has breached the Statement of Ethical Pastoral Conduct will be subject to discipline as explained in Discipline and Restoration Protocols: Protocols and Process for Complaints Received by CBOQ over Alleged Breaches of Ethical Pastoral Conduct. This may include withdrawal of credentials.
- It is strongly encouraged 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 Pastoral Leaders Development Associate.
- Eligible for qualification of the Clergy Residence Tax Benefit

- Eligible to apply for CBOQ Leadership Development grants
- Eligible for CBOQ Pension and Benefits as long as paid for 20 hours a week or more. Benefit coverage may 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 (Québec law differs.)

### Level Two Accredited Individual 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 approved 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. (Form 1)
- For those seeking ordination, a Statement of Faith is required, consisting of:
  - Conversion and Christian experience (250 words)
  - Call to Vocational Ministry (250 words)
  - Concept of Ministry (250 words)
  - Personal Doctrine (1250 words) covering:
    - God as Father, Son, and Holy Spirit
    - The Bible (Holy Scriptures)
    - State and Fall of Humanity
    - Salvation and Regeneration
    - The Church (universal and local)
    - Evangelism (Mission)
    - Last Things (Eschatology)
  - Baptist Understanding (Distinctives) (300 words)
  - Relationship to CBOQ (150 words)
  - Ecumenism (Inter-Denominational Relationships) (50 words)

Requirements are:

- Completed Application for Accreditation for Vocational Ministry (or Application for Re-accreditation, Transfer of Accreditation or Updating of Ministry Information) (Form 1 or Form 1A) and related requirements found in the Application
- A member of a CBOQ church
- Officially called as a ministry leader in a CBOQ church/ministry
- Has met with and been recommended by the Association Ministry Committee
- Education:
  - Completed minimum of three years of Undergraduate Biblical study at a recognised Bible college or university
  - OR
  - Completed 1 year of Graduate Biblical study at an ATS seminary or recognised university and currently working on a “Continuation Plan”
  - OR

Completed an intentional training plan approved by the CBOQ Credentials Committee  
Attend the New CBOQ Pastors' Orientation Retreat

- Register and attend a Canadian Baptist History and Polity Course from a Canadian Baptist Seminary (McMaster Divinity College, Acadia Divinity College, Carey Hall)
- Completed an intentional supervisory relationship (usually 1 year towards ordination, 9 months for transfer of denomination and 18 months for church planters towards ordination) (Waved for transfers of accreditation from other Canadian Baptists family of churches)
- Ongoing adherence to the CBOQ Statement of Ethical Pastoral Conduct and other policies and guidelines
- Approved by the Credential Committee as Level Two
- An accredited individual who has failed to uphold the policies and guidelines of CBOQ and/or has breached the Statement of Ethical Pastoral Conduct will be subject to discipline as explained in Discipline and Restoration Protocols: Protocols and Process for Complaints Received by CBOQ over Alleged Breaches of Ethical Pastoral Conduct. This may include withdrawal of credentials. However, the ordination of a person will not be taken away.
- It is also strongly encouraged that all individuals in ministry participate in at least two years of additional mentoring by a colleague in ministry.

#### NOTES for Level Two Accredited Individuals in Local Church Ministries

- Must meet with CBOQ Credentials Committee following successful completion of all requirements
- Eligible for qualification of the Clergy Residence Tax Benefit
- Eligible to apply for CBOQ Leadership Development grants
- Eligible for CBOQ Pension and Benefits as long as paid for 20 or more hours a week. Benefit coverage may 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, the AMC and the local church can request ordination of the candidate.
- May be eligible for the CBOQ submission of a Registration to Perform Marriages in Ontario and Québec (if ordained as per marriage policy).

#### 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 approved 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 (Form 1)
- For those seeking ordination, a Statement of Faith is required, consisting of:
  - Conversion and Christian experience (250 words)
  - Call to Vocational Ministry (250 words)
  - Concept of Ministry (250 words)
  - Personal Doctrine of (1250 words)
    - God as Father, Son, and Holy Spirit
    - The Bible (Holy Scriptures)
    - State and Fall of Humanity

- Salvation and Regeneration
- The Church (Universal and Local)
- Evangelism (Mission)
- Last Things (Eschatology)
- Baptist Understanding (Distinctives) (300 words)
- Relationship to CBOQ (150 words)
- Ecumenism (Inter-Denominational Relationships) (50 words)

Requirements are:

- Completed Application for Accreditation for Vocational Ministry (or Application for Re-accreditation. Transfer of Accreditation or Updating of Ministry Information) (Form 1 or Form 1A) and related requirements found in the Application
- A member of a CBOQ church
- Officially called as a ministry leader in a CBOQ church
- Has met with and been recommended by the Association Ministry Committee as Level Three
- Education:
- Completed a Master of Divinity or a 2-year Master's degree in Biblical or theological studies from an ATS accredited seminary or recognised seminary or university
- OR
- Completion of the Diploma of Ministry as offered at McMaster Divinity College or equivalent from another ATS seminary
- OR
- A 4-year undergraduate degree in Biblical/theological studies (i.e. B.Th.) and over 5 years of recognized success in ministry
- Register and attend a Canadian Baptist History and Polity Course from a Canadian Baptist Seminary (McMaster Divinity College, Acadia Divinity College, Carey Hall)
- Completed an intentional supervisory relationship (usually 1 year towards ordination, 9 months for transfer of denomination and 18 months for church planters towards ordination) (Waived for transfers of accreditation from a Canadian Baptist family of churches)
- Attend the New CBOQ Pastors' Orientation Retreat
- Ongoing adherence to the CBOQ Statement of Ethical Pastoral Conduct and other policies and guidelines
- Approved by the Credential Committee as Level Three
- An accredited individual who has failed to uphold the policies and guidelines of CBOQ and/or has breached the Statement of Ethical Pastoral Conduct will be subject to discipline as explained in Discipline and Restoration Protocols: Protocols and Process for Complaints Received by CBOQ over Alleged Breaches of Ethical Pastoral Conduct. This may include withdrawal of credentials. However, the ordination of a person will not be taken away.
- It is also strongly encouraged that all individuals in ministry participate in at least two years of additional mentoring by a colleague in ministry.

NOTES for Level Three Accredited Individuals in Local Church Ministries

- Must meet with CBOQ Credentials Committee following successful completion of all requirements
- Eligible for qualification of the Clergy Residence Tax Benefit
- Eligible to apply for CBOQ Leadership Development grants
- Eligible for CBOQ Pension and Benefits as long as paid for 20 or more hours a week. Benefit coverage may 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 II)
- Eligible for CBOQ submission of a Registration to Perform Marriages in Ontario and Québec

### Level Three (C) - Accredited Ordained Individuals in Other Ministry

(Chaplains, Counsellors, Missionaries, Evangelists, CBOQ Executive staff, Parachurch 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 approved 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 (Form 1 or Form 1 A).
- For those seeking ordination, a Statement of Faith is required, consisting of:
  - Conversion and Christian experience (250 words)
  - Call to Vocational Ministry (250 words)
  - Concept of Ministry (250 words)
  - Personal Doctrine of (1250 words)
    - God as Father, Son, and Holy Spirit
    - The Bible (Holy Scriptures)
    - State and Fall of Humanity
    - Salvation and Regeneration
    - The Church (Universal and Local)
    - Evangelism (Mission)
    - Last Things (Eschatology)
  - Baptist Understanding (Distinctives) (300 words)
  - Relationship to CBOQ (150 words)
  - Ecumenism (Inter-Denominational Relationships) (50 words)

Requirements are:

- Completed Application for Accreditation for Vocational Ministry (or Application for Re-accreditation, Transfer of Accreditation or Updating of Ministry Information) (Form 1 or form 1A) and related requirements found in the Application
- A member of a CBOQ church
- Employed as a chaplain, counsellor, missionary, evangelist, CBOQ staff, para-church staff worker or educator at an approved ministry setting
- Has met with and been recommended by the Association Ministry Committee as a Level Three (C) Accredited Individual in Other Ministry
- Education:
  - Master of Divinity degree from an ATS accredited seminary (or completion of the Diploma in Ministry as offered at McMaster Divinity College or equivalent from an ATS Seminary), and specialized training as required for the ministry setting to be demonstrated to the Credentials Committee
  - OR
  - A 2-year master's degree in Biblical/theological studies (i.e. M.A., M.T.S, M.R.E) from an ATS

Seminary or recognized university and specialized training as required for the ministry setting,  
OR

A four-year undergraduate degree in Biblical/theological studies (i.e. B.Th.) and Over 5 years of recognized success in ministry and specialized training as required for the ministry setting  
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.

- Register and attend a Canadian Baptist History and Polity Course from a Canadian Baptist Seminary (McMaster Divinity College, Acadia Divinity College, Carey Hall)
- Completed an intentional supervisory relationship (usually 1 year towards ordination, 9 months for transfer of denomination)
- Attend the New CBOQ Pastors' Orientation Retreat
- Ongoing adherence to the CBOQ Statement of Ethical Pastoral Conduct and other policies and guidelines
- Approved by the Credential Committee as Level Three (C)
- An accredited individual who has failed to uphold the policies and guidelines of CBOQ and or has breached the Statement of Ethical Pastoral Conduct will be subject to discipline as explained in Discipline and Restoration Protocols: Protocols and Process for Complaints Received by CBOQ over Alleged Breaches of Ethical Pastoral Conduct. This may include withdrawal of credentials. However, the ordination of a person will not be taken away.
- It is strongly encouraged that all individuals in ministry participate in at least two years of additional mentoring by a colleague in ministry.

NOTES for Level Three (C) Accredited Ordained Individuals in Other Ministry

- Must meet with CBOQ Credentials committee following successful completion of all other requirements
- Eligible for qualification of the Clergy Residence Tax Benefit (if position meets the Government of Canada requirements)
- Eligible to apply for CBOQ Leadership Development grants
- Eligible for CBOQ Pension and Benefits as long as paid for 20 or more hours a week. Benefit coverage may 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 II)
- Eligible for CBOQ submission of a Registration to Perform Marriages in Ontario and Québec

### **Military Chaplains**

In cases of accredited ministry leaders who are serving as chaplains in the Canadian Armed Forces 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 to have their credentials remain with one church familiar with the individual.

That church from the Canadian Baptist family will be responsible to maintain appropriate accountability and, if necessary, carry out discipline according to their particular protocol, or request that the Canadian Baptist family of churches 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.

Military chaplains have the ongoing expectation to connect regularly with a Canadian Baptist church

near where they live when possible. When moving into another region, the accrediting family of churches will provide the receiving local family of churches with basic information on the chaplain.

This 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 family of churches 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 CBOQ Pastors' Orientation.

### 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 approved ministry
- Recognition of this call by a CBOQ church and prior ordination in a CBOQ church or recognition of Ordination by CBOQ's Credential Committee

Requirements are:

- A member of a CBOQ church (where this is geographically possible)
- Have begun to draw on their pension
- Ongoing adherence to the CBOQ Statement of Ethical Pastoral Conduct and other policies and guidelines
- An accredited individual who has failed to uphold the policies and guidelines of CBOQ and or has breached the Statement of Ethical Pastoral Conduct will be subject to discipline as explained in Discipline and Restoration Protocols: Protocols and Process for Complaints Received by CBOQ over Alleged Breaches of Ethical Pastoral Conduct. This may include withdrawal of credentials. However, the ordination of a person will not be taken away.

NOTES for Level Three (R) Accredited Ordained Individual (Retired)

- Does not need to meet with CBOQ Credentials Committee
- Recognition granted by the CBOQ Credentials Committee upon recommendation of the Pastoral Leaders Development Associate.
- May be eligible for qualification of the Clergy Residence Tax Benefit (if position meets the Government of Canada requirements)
- Eligibility for a Registration to Perform Marriages in Ontario and Québec is retained
- Upon retirement, CBOQ ministry leaders 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
- Retired ministry leaders are also invited to meet with the Association Ministry Committee in the Association that they choose to reside within. This meeting will allow the AMC to conduct a "Retired ministry leader's Future Ministry Form" (see Appendix 2) with the ministry leader to get to know the retired ministry leader and hear his/her various experiences 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.



PART III  
POLICIES REGARDING THE  
TRANSFER OF  
ACCREDITATION OR  
CHANGE OF STATUS

## A. Policy Regarding Those Transferring to CBOQ from another Denomination or Family of Churches

An Ordained individual who comes to CBOQ from another denomination or family of churches, that is from outside the sphere of Canadian Baptist Ministries and the Baptist World Alliance will be given a provisional accreditation level upon reception of their Application for re-Accreditation, Transfer of Accreditation or Updating of Information (Form 1A), and in accordance with the policies and standards of the levels of accreditation as found in Part II. The transfer is normally accompanied with specific requirements, which must be fulfilled before full recognition is granted. (See Part IV)

Upon commencement of ministry responsibilities within a local CBOQ church, the individual and the church should arrange for an induction service to occur. An induction service is an official recognition of the ministry leader's call to the local congregation. It is also expected that the individual will become a member of the local CBOQ congregation.

All individuals transferring into CBOQ should submit an Application for Accreditation to the CBOQ Credentials Committee (Form 1A) as quickly as they are able to.

A letter of good standing from the former family of churches, denomination or accrediting body is required for a transfer of accreditation. Normally, an individual who is not in good standing with their former accrediting body will not be accredited by CBOQ.

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.

A formal motion will be made by the Credentials Committee 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." A letter to confirm the motion will be sent to the individual and a copy retained in their file.

Part IV provides the procedure for transferring accreditation from another family of churches, denomination, or accrediting body.

An accredited individual who has failed to uphold the policies and guidelines of CBOQ and/or has breached the Statement of Ethical Pastoral Conduct will be subject to discipline as explained in Discipline and Restoration

Protocols: Protocols and Process for Complaints Received by CBOQ over Alleged Breaches of Ethical Pastoral Conduct. This may include withdrawal of credentials. However, the ordination of a person will not be taken away.

## 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 normally accepted with CBOQ through a statement of understanding between CBOQ, CBM and the BWA. Such an individual will be given provisional accreditation once the Application for Transfer of Accreditation (Form 1A) is received in accordance with the policies and standards of the levels of accreditation as found in Part II. The transfer is normally accompanied with specific requirements, which must be fulfilled before full recognition is granted (See Part IV).

Upon commencement of ministry responsibilities within a local CBOQ church, the individual and the church should arrange for an Induction Service to occur. An Induction Service is an official recognition of the ministry leader's call to the local congregation. It is also expected that the individual will become a member of the local CBOQ congregation.

All individuals transferring into CBOQ should submit an Application for Accreditation to the CBOQ Credentials Committee (Form 1A) as quickly as they are able to.

A letter of good standing from the former family of churches, is required for a transfer of accreditation. An individual who is not in good standing with their former accrediting body will not be accredited by CBOQ. The individual applying for accreditation with CBOQ must surrender his/her credentials with the former family of churches before being granted formal accreditation with CBOQ.

A formal motion will be made by the Credentials Committee 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." A letter to confirm the motion will be sent to the individual and a copy retained in their file.

An accredited individual who has failed to uphold the policies and guidelines of CBOQ and or has breached the Statement of Ethical Pastoral Conduct will be subject to discipline as explained in Discipline and Restoration Protocols: Protocols and Process for Complaints Received by CBOQ over Alleged Breaches of Ethical Pastoral Conduct. This may include withdrawal of credentials. However, the ordination of a person will not be taken away.

Part IV provides the procedure for transferring accreditation from another family of churches.

## C. Policy Regarding Changes in Accreditation Status

### **Changing Accreditation Level**

Any individual who seeks a change in accreditation level is advised to submit an Application for Re-accreditation, Transfer of Accreditation or Updating of Ministry Information (Form 1A), stating such 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 as follows:

- a) An application towards the designation Candidate for Ministry (Student) from 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 from Candidate for Ministry (Student) 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 from a lower level will be received by the CBOQ Credentials upon the recommendations of the local church and the AMC.
- d) An application towards the designation Level Three from a lower level will be received by the CBOQ Credentials upon the recommendation of the local church and the AMC.
- e) An application towards the designation Level Three (C) from a lower level will be received by the CBOQ Credentials Committee upon recommendation of the ministry setting and the AMC.
- f) An application towards the designation Level Three (C) from Level Three will be received by the CBOQ Credentials Committee upon recommendation of the ministry setting and the Pastoral Leadership Development Associate.
- g) 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 the Pastoral Leaders Development Associate.
- h) An accredited and ordained individual at Level Two or Level Three who steps out of vocational ministry for placement transition is assigned by the CBOQ Credentials Committee the “Accredited – Seeking Placement” level for up to 12 months upon recommendation of the Pastoral Leaders Development Associate

### **Changing to Administrative Level**

A person who is ill and placed on Long Term Disability (normally a period of 90 days after leaving their vocational post) and individuals who have completed 12 months in “Accredited, Seeking Placement” will be transferred to the administrative category “CBOQ – Accreditation Dormant.” Such transfer is automatic and does not require approval from the Credentials Committee.

Individuals who are transferred to this category will be notified by the Pastoral Leaders Development Associate.

Any accredited and ordained individual leaving ministry with the CBOQ in good standing will have their official status changed to “CBOQ – Accreditation Dormant” or “Left CBOQ – Accreditation Dormant.” Such transfer is automatic and does not require approval from the Credentials Committee. Individuals who are transferred to this category will be notified by the Pastoral Leaders Development Associate.

### **Changing from Administrative Level to Active Accreditation**

Any individual recognized as “CBOQ – Accreditation Dormant,” or “Left CBOQ— Accreditation Dormant” 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 for accreditation within CBOQ. All such requests will be dealt with on an individual basis and may require an interview with the Credentials Committee.

### **Discipline and Restoration**

An accredited individual who has failed to uphold the policies and guidelines of CBOQ and/or has breached the Statement of Ethical Pastoral Conduct will be subject to discipline as explained in Discipline and Restoration Protocols: Protocols and Process for Complaints Received by CBOQ over Alleged Breaches of Ethical Pastoral Conduct.

The appropriate protocol will be followed, and the MRC Executive will decide the outcome. When a person's accreditation is lifted or suspended, the individual's accreditation will be in abeyance until all steps towards restoration have been completed. Should an individual have his/her credentials withdrawn, their accreditation will be permanently in abeyance. However, the ordination of a person will not be taken away.



## PART IV

# APPLICATION PROCEDURES TOWARD ACCREDITATION, ORDINATION AND TRANSFERS OF ACCREDITATION

## Accreditation Process Flowchart

- Individual seeks information regarding accreditation and or ordination
- Person to fill out Form 1 or Form 1A send to CBOQ Church Life and Leadership (CLL)
- CLL establishes file and makes contact with AMC □
- AMC send its assessment Form 8
- CLL informs individual of references, forms, etc. required

Candidate	Level 1	Level 2	Level 3
AMC meeting	AMC meeting (Info to Credentials comm.)	AMC meeting (Info to Credentials comm.)	AMC meeting (Info to Credentials comm.)
Meet with Pastoral Leaders Development Associate	Meet with Pastoral Leaders Development Associate		
	Encourage mentor/ Personal Growth Plan		
	New CBOQ Pastors' Orientation*	New CBOQ Pastors' Orientation*	New CBOQ Pastors' Orientation *
When all info is in - Established as "Candidate" (Credentials committee informed)	When all info is in - Established as "Level 1" (Credentials committee informed)		
		Supervision – set up, meet regularly / create ordination statement	Supervision – set up, meet regularly/ create ordination statement
		Meet with AMC/ Recommendation	Meet with AMC/ Ord. Recommendation
		Approved by Credentials Committee	Approved by Credentials Committee
		Recommendation by Credentials: Accreditation and/or Ordination	Recommendation by Credentials: Accreditation and/or Ordination
		Ordination process unfolds if required	Ordination process unfolds as required

\*The New CBOQ Pastor's Orientation retreat can be taken at any stage of the process as it is only held once a year.

Should any questions arise, contact CBOQ Church Life and Leadership, Jenya Bakai Administrative Assistant [ybakai@baptist.ca](mailto:ybakai@baptist.ca) (416-620-2933) or Marc Potvin, Pastoral Leaders Development Associate [mpotvin@baptist.ca](mailto:mpotvin@baptist.ca) (416-620-2939).

## Application Procedures for Accreditation and Ordination in the Canadian Baptists of Ontario and Québec

The following is an outline of the steps an individual should follow when applying for accreditation and ordination in Canadian Baptists of Ontario and Québec.

**It is advisable that individuals maintain a personal record of their progress through the entire process.**

Any questions pertaining to these steps may be directed to the CBOQ Credentials Committee via the Pastoral Leaders Development Associate

Comment on serving within a local church without accreditation:

It is understood that an Individual may begin ministry within a local church without any current or previous accreditation. Such individuals should seek to become accredited and or ordained with CBOQ. The local church should insist on their ministry leader being accredited and ordained through CBOQ. It is the responsibility of the individual to assess their current level of accreditation with the Accreditation Standards of CBOQ.

### 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, church leaders and certainly their ministry leader (pastor).

The individual, the individual's ministry leader, 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 preferably be active in volunteer service within the local church. Such service should be reviewed with the church leadership to determine that he/she possesses the desirable core competencies for ministry leadership as established by CBOQ; to develop a personal growth plan towards ministry skill acquisition; and for 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 carefully consider their academic pathway with their ministry leader.

**Note:** The ministry leader (Pastor) from the individual's local congregation should at this time direct the individual to the CBOQ Church Life and Leadership Team

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 Candidate for Ministry (Student) (Form 1) to the Credentials Committee.

## APPLYING FOR CANDIDATE FOR MINISTRY (STUDENT)

An individual who has completed a year of studies towards vocational ministry should apply for accreditation as Candidate for Ministry (Student). The following are the steps to follow to apply for accreditation:

- Complete Form 1: Application for Accreditation for Vocational Ministry
- Upon reception of the Application, CBOQ will request a meeting between the individual and their Association Ministry Committee (AMC).
- The local AMC will meet with the individual to hear his/her present sense of call, and to assess his/her 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, core competency or spiritual maturity. Following that meeting the AMC will forward to the CBOQ Credentials Committee the AMC Report (Form 8)
- The following forms should also be sent as soon as possible, preferably with Form 1:
  - Ministry Leader's Interview (Form 2)
  - Church Leader's Reference (Form 3)
  - Academic Professor Reference (Form 4)
  - Certificate of Recognition by the Local Church (Form 6)
  - Vulnerable Sector Police Check within the calendar year
  - Pastoral Leaders Development Associate Reference Form (Form 5)
  - The Application for Accreditation for Vocational Ministry to the Category: Candidate for Ministry (Student) will be assessed by CBOQ Church Life and Leadership. The Pastoral Leaders Development Associate will then contact the individual to meet. (Form 5)
  - The Pastoral Leaders Development Associate will make a recommendation to the CBOQ Credentials Committee to accept or decline the individual as a Candidate for Ministry (Student)
- The individual should meet with the Association Ministry Committee (AMC) once during each year of training, and keep the Credentials Committee informed of his/her progress
- An individual recognized as a Candidate for Ministry may post a resume on the "Ministry Leaders 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.)
- 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 their calling, seeking the guidance of God, professors, friends, family, co-workers in ministry and their church leadership.

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 individual will receive loving, honest, straightforward advice, counsel, and guidance from the spiritual leaders of his/her local church and his/her ministry leader about his/her present situation, qualifications, and potential for ministry.

The individual should complete their education according to the CBOQ standards and requirements for Accreditation.

### APPLYING FOR ACCREDITATION LEVEL ONE

An individual who has been called to a vocational ministry leadership position in a local CBOQ church should apply for accreditation. For description of the standards and requirements of Level 1 please see Part The procedure is as follows:

- The individual is a member of the CBOQ church.
- The individual is officially called to a vocational ministry position by a CBOQ church. This individual has no formal seminary training in ministry.
- The individual will submit the Application for Accreditation to the CBOQ Credentials Committee (Form 1). Upon reception of the Application, CBOQ will request a meeting between the individual and their Association Ministry Committee
- The local AMC will meet with the individual to hear his/her present sense of call, and to assess his/her 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, core competency or spiritual maturity. Following that meeting, the AMC will forward to the CBOQ Credentials Committee the AMC Report (Form 8)
- The individual will be invited to attend the next New CBOQ Pastors' Orientation Retreat. This retreat is mandatory for accreditation.
- Unless previously taken, the individual must register for, and attend, the Baptist History and Polity Course of a Canadian Baptist family seminary (McMaster Divinity College, Acadia Divinity College, or Carey Hall). This is mandatory for accreditation.
- The following forms should also be sent as soon as possible, preferably with Form 1
  - Church Leaders' Reference (Form 3)
  - 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)
  - Pastoral Leaders Development Associate Reference Form (Form 5)
  - The Application for Accreditation for Vocational Ministry to the Category: Candidate for Ministry (Student) will be assessed by CBOQ Church Life and Leadership. The Pastoral Leaders Development Associate will then contact the individual to 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.

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 their desirability to see the individual 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 a representative of his/her church to review the decision and opportunities for re-submission.

## APPLYING FOR ACCREDITATION AT LEVEL TWO

(Without previous accreditation or ordination from another Christian body)

An individual who has been called to a vocational ministry leadership position in a local CBOQ church should apply for accreditation. For description of the standards and requirements of Level II please see Part The procedure is as follows:

- The individual is a member of the CBOQ church.
- The individual is officially called to a vocational ministry position by a CBOQ church. This individual has a minimum of a Bachelor's degree from a recognized Bible College or ATS seminary.
- The individual will submit the Application for Accreditation to the CBOQ Credentials Committee (Form 1)
- Upon reception of the Application, CBOQ will request a meeting between the individual and their Association Ministry Committee
- The local AMC will meet with the individual to hear his/her present sense of call, and to assess his/her 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, core competency or spiritual maturity. Following that meeting the AMC will forward to the CBOQ Credentials Committee the AMC Report (Form 8)
- The individual will be invited to attend the next New CBOQ Pastor Orientation Retreat. This retreat is mandatory for accreditation, ordination, and recognition of ordination.
- Unless previously taken, the individual must register for and attend the Baptist History and Polity Course of a Canadian Baptist family seminary (McMaster Divinity College, Acadia Divinity College, or Carey Hall). This is mandatory for accreditation, ordination, and recognition of ordination.
- The following forms should also be sent as soon as possible, preferably with Form 1
  - Church Leaders' Reference (Form 3)
  - 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 Level Two Accredited individuals.
- The individual will work in partnership with the Pastoral Leaders Development Associate in the acquisition of a suitable supervisor with whom he/she will meet regularly for a period of one year. At the end of the supervisory relationship, the supervisor will write a report for the Credentials Committee (Form 7). (More information on the supervisory relationship is found in the Supervision Towards Accreditation and Ordination Handbook.)

**Note:** The Level Two individual MUST COMPLETE the year of supervision before being invited to meet with the CBOQ Credentials Committee. (The Credentials Committee usually meet in April and October.)

If the church and AMC are recommending ordination, the individual will write a personal Statement of Faith to be used for the Ordination Examining Council. This should be done in the latter part of the supervisory relationship. The Statement of faith should include:

- Conversion and Christian Experience (250 words)
- Call to Vocational Ministry (250 words)
- Concept of Ministry (250 words)
- Personal Doctrine of (1250 words)
  - God as Father, Son, and Holy Spirit
  - The Bible (Holy Scriptures)
  - State and Fall of Humanity
  - Salvation and Regeneration
  - The Church (Universal and Local)
  - Evangelism (Mission)
  - Last Things (Eschatology)
- Baptist Understanding (Distinctives) (300 words)
- Relationship to CBOQ (150 words)
- Ecumenism (Inter-Denominational Relationships) (50 words)
- The individual should meet with the AMC a second time and update them before meeting with the CBOQ Credentials Committee. The AMC will send a report to the Credentials Committee after the interview.

**Note:** An invitation from the Credentials Committee will not be forthcoming unless the AMC has met with the individual a second time and sent its report.
- 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.

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 the affirmation of others regarding the individual's ministry suitability, and plans for future service in the local church or ministry setting.

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

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 their desirability to see the individual 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 still seek permission to ordain the individual. Such request must be made first to the AMC who will advise the Credentials Committee on the matter.

## APPLYING FOR ACCREDITATION AT LEVEL THREE and Three C

(Without previous accreditation or ordination from another Christian body)

An individual who has been called to a vocational ministry leadership position in a local CBOQ church or approved ministry setting should apply for accreditation. For description of the standards and requirements of Level III or III (C) please see Part II. The procedure is as follows:

- The individual is a member of the CBOQ church.
- The individual is officially called to a vocational ministry position by a CBOQ church. The individual must have a minimum of a master's degree from an ATS seminary or other recognized school.
- The individual will submit the Application for Accreditation to the CBOQ Credentials Committee (Form 1)
- Upon reception of the Application, CBOQ will request a meeting between the individual and their Association Ministry Committee
- The local AMC will meet with the individual to hear his/her present sense of call, and to assess his/her 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, core competency or spiritual maturity. Following that meeting the AMC will forward to the CBOQ Credentials Committee the AMC Report (Form 8)
- The individual will be invited to attend the next New CBOQ Pastors' Orientation Retreat. This retreat is mandatory for accreditation, ordination, and recognition of ordination.
- Unless previously taken, the individual must register for and attend the Baptist History and Polity Course of a Canadian Baptist family seminary (McMaster Divinity College, Acadia Divinity College, or Carey Hall). It is mandatory for accreditation, ordination, and recognition of ordination.
- The following forms should also be sent as soon as possible, preferably with Form 1
  - Church Leaders' Reference (Form 3)
  - 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
- The individual will work in partnership with the Pastoral Leaders Development Associate in obtaining a suitable supervisor with whom the Individual will meet regularly for a period of one year (or more in the case of church planters),
- At the end of the supervisory relationship, the supervisor will write a report for the Credentials Committee (Form 7). (More information on the supervisory relationship is found in the Supervision Towards Accreditation and Ordination Handbook.)  
**Note:** The Level Three individual MUST COMPLETE the year of supervision before being invited to meet with the CBOQ Credentials Committee. (The Credentials Committee usually meet in April and October.)
- Write a personal Statement of Faith to be used for the Ordination Examining Council. This should be done in the latter part of the supervisory relationship. The Statement of Faith should include:
  - Conversion and Christian Experience (250 words)
  - Call to Vocational Ministry (250 words)

- Concept of Ministry (250 words)
- Personal Doctrine of (1250 words)
  - God as Father, Son, and Holy Spirit
  - The Bible (Holy Scriptures)
  - State and Fall of Humanity
  - Salvation and Regeneration
  - The Church (Universal and Local)
  - Evangelism (Mission)
  - Last Things (Eschatology)
- Baptist Understanding (Distinctives) (300 words)
- Relationship to CBOQ (150 words)
- Ecumenism (Inter-Denominational Relationships) (50 words)
- The individual should meet with the AMC a second time and update them before meeting with the CBOQ Credentials Committee. The AMC will send a report to the Credentials Committee after the interview.
- **Note:** An invitation from the Credentials Committee will not be forthcoming unless the AMC has met with the individual a second time and sent its report.

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, as well as plans for future service in the local church or ministry setting.

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.

The CBOQ Credentials Committee will receive the recommendation of the 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 as soon as possible of the decision of the CBOQ Credentials Committee, and a formal letter will follow.

In the case of recognition of Level Three Accreditation, the CBOQ Credentials Committee will inform the individual of the rights, privileges, and responsibilities of Level Three Accreditation. In the case of a rejection of application for Level Three 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.

## APPLYING FOR A TRANSFER OF ACCREDITATION AND ORDINATION RECOGNITION

(Level 2, 3, and 3 C)

From time-to-time, Churches will call ministry leaders from other families of churches or denominations. When this happens, ministry leaders should seek to transfer their accreditation to and have their ordination recognized by CBOQ.

The following explains the procedures for such transfers:

- The individual is a member of the CBOQ church.
- The individual is officially called to a vocational ministry position by a CBOQ church.
- The individual completes the Application for Re Accreditation, Transfer of Accreditation or Update of Information (Form 1A)
- Upon reception of the Application, CBOQ will request a meeting between the individual and their Association Ministry Committee
- The local AMC will meet with the individual to hear his/her present sense of call, to provide encouragement and to provide support towards ongoing ministry service, academic achievement, and spiritual maturity. Following that meeting, the AMC will forward to the CBOQ Credentials Committee the AMC Report (Form 8). This is the only meeting with the AMC unless a second meeting is required for specific reasons.
- The individual will be invited to attend the next New CBOQ Pastors' Orientation Retreat. This retreat is mandatory for accreditation and recognition of ordination.
- Unless previously taken, the individual must register for and attend the Baptist History and Polity Course of a Canadian Baptist family seminary (McMaster Divinity College, Acadia Divinity College, or Carey Hall). It is mandatory for accreditation and recognition of ordination.
- The following forms should also be sent as soon as possible, preferably with Form 1
  - A letter from the previous denomination or family of churches stating when and where the individual was ordained, the list of churches he/she served with that family of churches and the denomination's official transfer of credentials to CBOQ.
  - Certificate of Recognition by the local church (Form 6) or a copy of the induction service bulletin
  - Vulnerable Sector Police Check (not more than one year old)
  - Transcripts of all relevant academic training
- The individual will work in partnership with the Pastoral Leaders Development Associate in obtaining a suitable supervisor with whom the individual will meet regularly for a period of nine months (or more in the case of church planters).
 

**Note:** Supervision will not be required when it is a transfer from a Canadian Baptist family of Churches (CBWC, UEBFC, CBAC).
- At the end of the supervisory relationship, the supervisor will write a report for the Credentials Committee (Form 7). (More information on the supervisory relationship is found in the Supervision Towards Accreditation and Ordination Handbook.)
 

**Note:** Individuals transferring their credentials MUST COMPLETE the year of supervision before being invited to meet with the CBOQ Credentials Committee. (The Credentials Committee usually meets in April and October.)

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, as well as plans for future service in the local church or ministry setting.

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.

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 as soon as possible of the decision of the CBOQ Credentials Committee, and a formal letter will follow.

In the case of recognition of a transfer of Accreditation, the CBOQ Credentials Committee will inform the individual of the rights, privileges, and responsibilities of the level he/she is entitled to be accredited. In the case of a rejection of application for a transfer of accreditation and/or recognition of ordination, 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:** Individuals who are transferring from a Canadian Baptist family of churches (CBWC, UEBFC, CBAC) do not need to meet with the Credentials Committee. Their names will be brought forward by the Pastoral Leaders Development Associate to the Committee for transfer once all required information has been received.

### INFORMATION FOR THOSE SEEKING ORDINATION

(Level 3, 3 (C) and by request of AMC and local church, Level 2)

Following the CBOQ Credentials Committee's interview and recognition of an individual as a Level Three (or Level Two when requested by the local church and approved by the AMC), the Credentials 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.

The following is the normal process that should be followed:

- 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. Please see The Manual for Ordination Examining Council, Ordination Service, and Induction Service for suggested procedures. **Note:** The individual and the church should make no plans for ordination until the Credentials Committee has met the individual, approved accreditation, and issued both the church and the individual an "if and when the local church sees fit to ordain" letter.
- 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.
- The ordaining local church writes a letter confirming receipt of the recommendation of the CBOQ Credentials Committee and communicates to the committee the formal motion taken by the church at a duly called church business meeting to proceed with calling 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.
- The individual will circulate his/her Statement of Faith 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.

- The Statement of Faith should include:
  - Conversion and Christian Experience (250 words)
  - Call to Vocational Ministry (250 words)
  - Concept of Ministry (250 words)
  - Personal Doctrine of (1250 words)
    - God as Father, Son, and Holy Spirit
    - The Bible (Holy Scriptures)
    - State and Fall of Humanity
    - Salvation and Regeneration
    - The Church (Universal and Local)
    - Evangelism (mission)
    - Last Things (Eschatology)
  - Baptist Understanding (Distinctives) (300 words)
  - Relationship to CBOQ (150 words)
  - Ecumenism (Inter-Denominational Relationships) (50 words)
- The individual will undertake 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.
- CBOQ will issue a Certificate of Ordination for the occasion of the Ordination Service and present the Ordinand with a gift Bible.
- At the end of the ordination service, the individual will then be ordained to Christian ministry and will be entitled to use the title Reverend (Rev.)!

It is important to note that an individual is normally ordained only once in a lifetime. While he/she may transfer his/her accreditation to another body or even step outside vocational ministry, the ordination will always remain with the person, no matter their location or situation.



## PART V

## FORMS



Form 1

## Application for Accreditation for Vocational Ministry with *Canadian Baptists of Ontario and Quebec*

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](http://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

## 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) 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 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: [ybakai@baptist.ca](mailto:ybakai@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 complete criminal records 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](http://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,<sup>3</sup> and elder abuse in a nursing home.<sup>4</sup> (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.

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<sup>3</sup> 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>

<sup>4</sup> 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/L-6.3> for details concerning the law, chapter IV articles 21.

## 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 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<sup>5</sup> and/or the Quebec Charter of Human Rights and Freedoms<sup>6</sup>. 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.<sup>7</sup> (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<sup>8</sup>) 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*<sup>9</sup> and the Resolution on Same-Sex Marriage<sup>10</sup>. I will avoid pornography<sup>11</sup> (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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<sup>5</sup> See <http://www.ohrc.on.ca/en/ontario-human-rights-code> for full details.

<sup>6</sup> See <http://legisquebec.gouv.qc.ca/en/showdoc/cs/C-12?langCont=en#ga:l i-gb:l i-h1>, especially section 10.

<sup>7</sup> For Ontario, see <http://www.ohrc.on.ca/en/policy-preventing-sexual-and-gender-based-harassment/2-identifying-sexual-harassment> and for what constitutes general harassment in the labour force see <https://www.ontario.ca/page/understand-law-workplace-violence-and-harassment#section-3>. For Quebec see, <https://www.cnt.gouv.qc.ca/en/in-case-of/psychological-harassment-at-work/labour-standards/section-8118/index.html> and to see how this act includes sexual harassment, see <https://www.cnt.gouv.qc.ca/en/in-case-of/psychological-harassment-at-work/foire-aux-questions-sur-le-harcèlement-psychologique-et-sexuel/index.html>

<sup>8</sup> 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.

<sup>9</sup> <https://baptist.ca/wp-content/uploads/2016/09/This-We-Believe.pdf>

<sup>10</sup> [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)

<sup>11</sup> 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 the CBOQ. Changes must be approved by the CBOQ Board of Directors.

## 20. ETHICS AND DISCIPLINE CHECKLIST

- Have you read the Regulations concerning the Ministry of Canadian Baptists of Ontario and Quebec as printed in the current CBOQ Protocols for Discipline, Reinstatement and Restoration and on the CBOQ website at <https://baptist.ca/wp-content/uploads/2018/10/discipline-protocol-revision-oct-9-2018-.pdf>
- 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.

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Signature of Applicant

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Date



Form 1A

## Form 1A

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

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](http://www.baptist.ca), but ***a signed copy must be mailed*** to the CBOQ office addressed to CBOQ office addressed to:  
CBOQ Credentials Committee  
5 International Blvd, Etobicoke, ON M9W 6H3

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) 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:
  - A. 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.
  - B. 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: [ybakai@baptist.ca](mailto:ybakai@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**

- (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 complete criminal records 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**

**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,<sup>12</sup> and elder abuse in a nursing home.<sup>13</sup> (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.

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<sup>12</sup> In Ontario, see <http://www.children.gov.on.ca/htdocs/English/childrensaidd/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>

<sup>13</sup> 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/L-6.3> for details concerning the law, chapter IV articles 21.

## Critical Expectations

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Treat all people with dignity according to the Human Rights Code of Ontario<sup>14</sup> and/or the Quebec Charter of Human Rights and Freedoms<sup>15</sup>. 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.<sup>16</sup> (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<sup>17</sup>) 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*<sup>18</sup> and the Resolution on Same-Sex Marriage<sup>19</sup>. I will avoid pornography<sup>20</sup> (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.

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<sup>14</sup> See <http://www.ohrc.on.ca/en/ontario-human-rights-code> for full details.

<sup>15</sup> See <http://legisquebec.gouv.qc.ca/en/showdoc/cs/C-12?langCont=en#ga:l i-gb:l i-h1>, especially section 10.

<sup>16</sup> For Ontario, see <http://www.ohrc.on.ca/en/policy-preventing-sexual-and-gender-based-harassment/2-identifying-sexual-harassment> and for what constitutes general harassment in the labour force see <https://www.ontario.ca/page/understand-law-workplace-violence-and-harassment#section-3>. For Quebec see, <https://www.cnt.gouv.qc.ca/en/in-case-of/psychological-harassment-at-work/labour-standards/section-8118/index.html> and to see how this act includes sexual harassment, see <https://www.cnt.gouv.qc.ca/en/in-case-of/psychological-harassment-at-work/foire-aux-questions-sur-le-harcèlement-psychologique-et-sexuel/index.html>

<sup>17</sup> 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.

<sup>18</sup> <https://baptist.ca/wp-content/uploads/2016/09/This-We-Believe.pdf>

<sup>19</sup> [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)

<sup>20</sup> Pornography is defined as the depiction of erotic behaviour in pictures (still and motion) and/or writings intending to produce sexual excitement.

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 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 the CBOQ. Changes must be approved by the CBOQ Board of Directors.

**11. ETHICS AND DISCIPLINE CHECKLIST**

- Are you familiar with the Regulations Concerning the Ministry of the Canadian Baptists of Ontario and Quebec as printed in the current CBOQ Protocols for Discipline, Reinstatement and Restoration and on the CBOQ website at <https://baptist.ca/churches/church-pastors-new/accreditation-and-standards/>
- 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. 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.

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Signature of Applicant

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Date

## Form 2

### 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

Form 3

## CHURCH LEADERS' INTERVIEW WORKSHEET

For interviewing an applicant for accreditation

APPLICANT'S NAME:

\_\_\_\_\_

CHURCH: \_\_\_\_\_

CHURCH LEADER NAME: \_\_\_\_\_

CHURCH LEADER NAME: \_\_\_\_\_

CHURCH LEADER EMAIL: \_\_\_\_\_

CHURCH LEADER PHONE: \_\_\_\_\_

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.

	<b>Spiritual Life</b>	<b>Yes</b>	<b>No</b>	<b>Not Observed</b>
1	Has this person accepted Jesus Christ as his/her personal Saviour? <i>Comments:</i>			
2	Is this person confident in his/her relationship with Jesus Christ, and able to articulate the same?			
3	How does this person understand discipleship, and does the applicant have a plan for intentional growth as a follower of Jesus?			
	<b>Spiritual Life</b>	<b>Yes</b>	<b>No</b>	<b>Not Observed</b>

4	How is this person's faith demonstrated in their thoughts, actions, attitudes and behaviours?			
5	What place does prayer have in the life of this person?			
6	Is this person able to identify and describe the presence and activity of the Holy Spirit in his/her life?			
7	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?			
8	Does this person relate effectively with others of varying or no faith backgrounds? How has he/she done so?			
	<b>Inter-Personal Relationships</b>			
9	Does this person demonstrate an ability to relate to people in a healthy and constructive manner?			
10	Does this person deal appropriately with conflict or serious disagreements?			
	<b>Inter-Personal Relationships</b>	<b>Yes</b>	<b>No</b>	<b>Not Observed</b>
11	Is this person openly affirming of the ministries of other members of the congregation and/or the ministry setting?			
	<b>Ministry Focus</b>			
12	Has this person been actively involved in the ministry of the local church or mission in his/her community and world? How?			

13	Does this person demonstrate any sense of urgency regarding your community's need to experience and be touched by Christ? How?			
14	Is this person able to present the basic elements of the Gospel message?			
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?			
16	What key issues are central to this person's ministry focus?			
17	Has this person developed skills which qualify him/her for bi-vocational, or non-traditional ministry?			
	<b>Ministry Focus</b>	<b>Yes</b>	<b>No</b>	<b>Not Observed</b>
18	Is this person willing to consider bi-vocational or self-supporting ministry?			
	<b>Ministry Gifts and Skills</b>			
19	Which gifts of ministry leadership does this person consistently display in his/her life?			
20	What are the key ministry skills that are consistently displayed in this person's life?			
21	Has this person demonstrated effectiveness in communicating of God's word? In what settings?			

22	Has this person led specific ministries in the local congregation? In what roles and how effectively?			
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	<b>Family Relationships</b>			
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?			
24	Does this person have the emotional and spiritual support of his/her spouse and/or family in the prospect of a vocational ministry?			
	<b>Education</b>			
25	What is the current level of educational attainment? Is this person willing to engage in further developmental and on-going education?			
	<b>Morality</b>			
26	Does this person demonstrate high standards of moral behaviour in the areas of sexual morality, marital fidelity, financial responsibility, honesty and integrity?			
	<b>Other Comments:</b>			

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.

	<b>Spiritual Life</b>	Yes	No	Not Observed
1	Have you seen evidence that this person has accepted Jesus Christ as his/her personal Saviour? Comments:			
2	Have you seen evidence that this person lives out their faith in thoughts, actions, attitudes and behaviours?			
3	Have you seen evidence that this person understands what it means to follow Jesus Christ and is growing in his/her faith journey?			

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?			
	<b>Spiritual Life</b>	<b>Yes</b>	<b>No</b>	<b>Not Observed</b>
5	Has this person demonstrated wisdom in their understanding of a Christian's role in the world?			
	<b>Inter-Personal Relationships</b>			
6	Has this person demonstrated an ability to relate to people in a healthy and constructive manner?			
	<b>Ministry Focus</b>			
7	Does this person demonstrate a sense of urgency regarding our world's need to experience and be touched by Christ? How?			
8	Does this person indicate a clear area of focus in ministry? What key drivers are indicated?			
9	Does this person reveal strengths in other educational pursuits other than vocational ministry?			
	<b>Ministry Gifts and Skills</b>			
10	Does this person demonstrate the ministry aptitudes and skills of a vocational minister?			
11	What are the key ministry skills that are consistently displayed in this person's life?			
	<b>Education</b>			
12	Does this person demonstrate a teachable spirit and a desire to learn and grow as a student of God's word and the church?			

13	Does this person demonstrate healthy and consistent work habits that allow him/her to produce quality work?	Yes	No	Not Observed
14	Does this person demonstrate an aptitude for learning in regard to theology, the Bible, and ministry practice?			
15	Does this person demonstrate intelligent reflection of God's Word, theological debate and ministry practice?			
16	Does this person display competency in oral communication of God's word – publicly, small group, one-on-one?			
17	Does this person display competency in written communication of God's word, theological reflection and ministry practice?			
18	Does this person demonstrate leadership skills in the classroom or through extracurricular involvement?			
19	What is the current level of educational attainment? Is this person willing to engage in further developmental and on-going education?			
	<b>Morality</b>			
20	Does this person demonstrate high standards of moral behaviour in the areas of sexual morality, marital fidelity, financial responsibility, honesty and integrity?			
	Other Comments			

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 vocation in Christian ministry.

Form 6

## 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 with Canadian Baptists of Ontario and Quebec.

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

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MINISTER

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DEACON



## Supervisors Reports

### **SUPERVISORS REPORT** For candidate for accreditation (revised 2018)

**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: \_\_\_\_\_

# SUPERVISORY COVENANT

(Submit a copy to CBOQ once completed and signed)

Name of Candidate \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

This Supervisory Covenant covers the period from \_\_\_\_\_ to \_\_\_\_\_.

Meetings will take place monthly on (days) \_\_\_\_\_ from (time) \_\_\_\_\_

to \_\_\_\_\_ at (place) \_\_\_\_\_.

When changes are necessary, we will arrange for greater frequency or a different day, time and place by mutual consent.

Objectives the candidate wishes to fulfil (list two or three):

Objectives the supervisor wishes to fulfil (list two or three):

- 
- 
- 

Topics for Discussion and areas of concerns we agree to explore (list six or more):

(Reminder: the core competencies are Biblically and Theologically Integrated, Emotionally and Spiritually Healthy, Collaboratively Engaged, Missionally Minded, Constructively Leading, Continually Learning.)

**Formal Agreement:**

- We agree to review this covenant quarterly and revise it if deemed necessary. We also agree that the relationship is to be candidate led, meaning the candidate is free to bring issues or topics of conversation that may not be included in this covenant.
- We pledge to hold the matters discussed in our meetings in strictest confidence, unless permission is asked and granted to share anything said by either the supervisor or candidate. We recognize that should anything be shared that must be divulged by law to the proper authorities, it will be done according to the law.
- We confirm that the candidate’s church leadership is aware that the candidate is in a supervisory relationship and that they know the identity of the supervisor.
- We commit to write the evaluation reports, discuss, and co-signed them- **one interim report** at the half-way point written by the supervisor; **final reports** at the end of the supervisory relationship written by both.
- We agree to discuss spiritual formation issues and to **make a devotional time and prayer for one another a part of our meetings.**
- As the supervisor, if applicable, I agree to read the candidate’s ordination statement and assist by giving constructive feedback.
- I agree to help prepare the candidate for meeting with the Credentials Committee and Ordination Examining Council.
- As the candidate, I agree to consult with the supervisor in the writing of the ordination statement, if applicable, and be open to feedback about these matters.
- We agree to try to work out any conflicts or tensions that may arise between us as set forth in page 29 and following. If we are unable to resolve our differences, we agree to call upon \_\_\_\_\_ to help us mediate the situation. However, if issue of safety arises, contact PLDA immediately.
- We agree to keep proper boundaries as supervisor and candidate in our relationship, respecting, being honest, and honouring each other.

Candidate (Signature) \_\_\_\_\_

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

Supervisor (Signature) \_\_\_\_\_

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

# INTERIM REPORT OF THE SUPERVISOR

(for submission at the half-way point of the supervisory relationship)

This Report will give the Pastoral Leaders Development Associate an understanding of the progress of the internship and will alert her/him to any midterm changes that may need to be made. The PLDA is keenly interested in seeing the relationship be as effective and valuable as possible for both.

## 1. Basic Information

Name of Supervisor: \_\_\_\_\_

E-Mail \_\_\_\_\_

Name of the Candidate \_\_\_\_\_

Period covering the report: \_\_\_\_\_ to \_\_\_\_\_

Describe the frequency and length of your meetings with the candidate (if others were present, please indicate who):

**2. Give your appraisal of the relationship to date** (In filling in this section, please be aware of the need to protect confidentiality.)

1. Describe your relationship with the candidate.
  
  
  
  
  
  
  
  
  
  
2. List some of the issues or topics that have been covered to date in your meetings.
  
  
  
  
  
  
  
  
  
  
3. How is the agenda set for your meetings?
  
  
  
  
  
  
  
  
  
  
4. Has the candidate raised issues that he/she is facing in his/her ministry? Give examples.
  
  
  
  
  
  
  
  
  
  
5. Have you and the candidate shared devotional times together and prayed for one another?
  - a. Describe how you have gone about this?
  
  
  
  
  
  
  
  
  
  
6. What issues do you and the candidate plan to cover in future sessions?

7. Do you have any hesitation or concerns at this point about the candidate?

Explain your answer:

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

Signature of supervisor \_\_\_\_\_

Date shared with candidate: \_\_\_\_\_

Signature of candidate \_\_\_\_\_

# FINAL REPORT OF THE SUPERVISOR

**(for submission at the end of the supervisory relationship)**

This Report will help the PLDA assist the Credentials Committee in making its decision concerning the accreditation of the candidate. It is recognized that the PLDA may, at his/her discretion, share some of the information in this report with the Credentials Committee and the candidate's Association Ministry Committee.

This report will become a permanent part of the candidate's file.

## 1. Basic Information

Name of Supervisor: \_\_\_\_\_

E-Mail \_\_\_\_\_

Name of the Candidate \_\_\_\_\_

Period of Internship: Started \_\_\_\_\_ Ended \_\_\_\_\_

Describe the frequency and length of your meetings with the candidate (if others were present, please indicate who).

## 2. Give Your Appraisal of the Candidate in the Following Areas

### **BIBLICALLY AND THEOLOGICALLY INTEGRATED**

How able is the candidate at defining and defending their biblical and theological understanding? (Give some examples)

How has the candidate reacted when he/she has encountered a different biblical and theological interpretation than his/her own?

How has the candidate has demonstrated understanding and ability in helping resolve conflicts from a biblical perspective? (Give some examples)

### **EMOTIONALLY AND SPIRITUALLY HEALTHY**

How is the candidate's faith in and walk with Jesus Christ demonstrated in his/her life?  
(Thoughts, actions, attitudes and personal behaviour)

How would you describe the candidate's understanding of their vocational call, and call to their ministry setting?

Describe how you have witnessed the candidate's ability to relate to others. Was it in a healthy, positive and constructive manner?) (Focus on communication skills, conflict management skills, attitudes towards others especially strangers or other faith groups and religions, role of women in the church etc.)

How have you seen the candidate demonstrate resilience to the demands of Christian ministry? (e.g. care of one's health, family relationships, hobbies, handling stress, creating boundaries)

### **COLLABORATIVELY ENGAGED**

What is the level of awareness and understanding of the candidate's own spiritual gifts and those of others?

What is the level of commitment of the candidate to work with others, especially in the local Association, ministerial and CBOQ as a whole?

How does the candidate approach discipleship?

### **MISSIONALLY MINDED**

What is the candidate's understanding of the mission of the church?

How does the Candidate see her/his role in helping the church to accomplish this mission?

In what ways has the candidate demonstrated a missional life?

### **CONSTRUCTIVELY LEADING**

How would you describe the candidate's knowledge and understanding of CBOQ history and polity? (Give some examples.)

What style of leadership would you say the candidate has, especially regarding the board and congregation?

What areas of the candidate's ministry would you say are his/her strength?

What areas of the candidate's ministry you sense need to grow and be nurture?

### **CONTINUALLY LEARNING**

Describe how the candidate receives guidance, suggestion and his/her openness to coaching.

How does the candidate learn from their mistakes and failures?

How does the candidate reflect on culture and community?

### **BAPTIST LIFE AND THE CBOQ**

Describe how you expect the candidate will thrive under the CBOQ banner, its policies, practices and organizational values. (e.g. willingness to be involved in CBOQ's life, understanding of Baptist polity and values, willingness to support the CBOQ and local Association, etc.)

### **ADDITIONAL COMMENTS, CONCERNS AND/OR RECOMMENDATIONS**

Please comment frankly on the candidate's suitability for ministry with CBOQ family of churches

\_\_\_\_\_I recommend that the candidate be accepted for accredited ministry with the Canadian Baptists of Ontario and Quebec.

\_\_\_\_\_I do not recommend the candidate be accepted for accredited ministry with the Canadian Baptist of Ontario and Quebec.

Signature of Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Candidate \_\_\_\_\_ Date: \_\_\_\_\_

# SELF-EVALUATION REPORT OF THE CANDIDATE

**(for submission at the end of the supervisory relationship)**

This Self-Evaluation Report will help the PLDA assist you in your future development. It is recognized that the PLDA may at his/her discretion share some of the information in this report with the Credentials Committee and the candidate's Association Ministry Committee.

This report will not become a permanent part of the candidate's file.

## 1. Basic Information

Name of Candidate: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name of the Church or Ministry \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Period of Internship: Started \_\_\_\_\_ Ended \_\_\_\_\_

Describe the frequency and length of your meetings with the supervisor (if others were present, please indicate who).

## 2. Appraise Yourself in the Following Core Competencies

### **BIBLICALLY AND THEOLOGICALLY INTEGRATED**

How do you integrate what you know about the Bible to your everyday life?

Describe, from a real example, how you respond biblically and theologically to a situation in your ministry setting.

How comfortable are you in explaining what you believe? Why do you say that?

### **EMOTIONALLY AND SPIRITUALLY HEALTHY**

How do you distinguish emotional and spiritual boundaries between you and those whom you serve?

What practices are important for you to stay spiritually healthy?

How do you balance your personal life, including health and wellness, and family life with the demands of Christian ministry?

### **COLLABORATIVELY ENGAGED**

How do you navigate theological differences with colleagues and congregation?

How do you see yourself influencing unity in your ministry setting and the community at large for the Kingdom of God?

How do you seek out and raise leaders?

### **MISSIONALLY MINDED**

What is your vision for the church (your own and the church at large)?

How do you go about connecting with your community? Give some real examples.

How do you encourage corporate worship to happen?

### **CONSTRUCTIVELY LEADING**

How is your leadership received at your ministry setting? What makes you say that?

How comfortable are you in experimenting with different ways of doing ministry? Give a real example to explain your answer.

How would you describe your relationship with your board (or its equivalent), your ministry setting, and your local Christian community?

## **CONTINUALLY LEARNING**

What areas of your ministry do you sense you need to grow? What skills or core competencies are your weakest?

How do you go about knowing the community and culture of your ministry setting?

What events, seminars, meetings have you participated in outside your immediate ministry setting?

## **BAPTIST LIFE AND THE CBOQ**

What is your opinion of your local association? What is its role?

What do you like about CBOQ?

What difficulties (if any) do you have with CBOQ?

What could CBOQ do better?

## **ADDITIONAL COMMENTS, CONCERNS AND/OR RECOMMENDATIONS**

**Response to the Internship Experience**

**(This section will not be shared with anyone. It is strictly for the PLDA use in order to improve the supervisory programme.)**

Was your supervisory relationship helpful? Please explain.

What would you have liked to see different? What could be done better?

Describe your relationship with your Supervisor:

How can the internship program be improved?

Additional Comments.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX 1

### Policy Regarding the Granting of a Registration to Perform Marriages

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. The process varies between the provinces of Ontario and Quebec; our Church Life and Leadership Department will facilitate receipt of the appropriate registration.

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

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.

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 Director of Leadership Development.

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. [Online form is available here.](#) 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.

#### GENERAL INFORMATION

Surname and Given Names (Please bold your preferred name)

Home Address and postal code

Home, Office, Cell, Fax phone numbers

(f) E-mail Address

#### 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: