

# 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



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*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:
	1. 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.
	2. 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.
	3. If you are applying for **Level Two** accreditation, please refer to the Accreditation Manual Part II.
	4. If you are applying for **Level Three** accreditation, please refer to the Accreditation Manual Part II.
	5. If you are transferring your credentials from another denomination or province, please fill out Form 1A instead.



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## E-mail address: 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.*

### GENERAL INFORMATION

* 1. Surname and Given Names (Please bold your preferred name)
	2. Home Address and postal code
	3. Home, Office, Cell phone numbers
	4. E-mail Address
	5. Are you eligible to work in Canada?
	6. Primary language spoken and/or written, and other languages spoken/written comfortably.

### EDUCATION

* 1. List your secondary and post-secondary education.

Current Studies/Degree Program/Institution/Dates:

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

* 1. Other Educational Experiences (diplomas, certifications, etc.)

### BELIEVERS BAPTISM BY IMMERSION

Church Date

### CHURCH MEMBERSHIP

* 1. List your church memberships (in chronological order) Church Member (From/To)

### PRIOR ORDINATION

If you are already ordained, please indicate:

Church Denomination Date

### DISCLOSURE

* 1. 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)

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

### WORK EXPERIENCE

* 1. **Present** Position or Employment Employer:

Date started:

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

* 1. List **previous** work/employment **(include all paid positions, in ministry or elsewhere)**

Position/Company/Church Dates (from/to) Responsibilities

### VOLUNTEER EXPERIENCE (include both church and other volunteer experiences)

Position/Organization, dates (from/to), responsibilities, hours served per week.

### SEMINARY FIELD PLACEMENTS AND INTERNSHIPS

Position/Organization, dates (from/to), responsibilities, hours served, key skills learned.

### 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.

### CALL TO MINSITRY

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

### 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).

### 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.

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

1. **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.

### 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.

### 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.)

### 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.

### CBOQ AFFINITY

* 1. Why are you a Baptist (other than that you grew up in a Baptist church/home)?
	2. Briefly list and explain 4 key distinctives or polities of Baptist belief and practice.
	3. 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).
	4. 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?
	5. If coming from another denomination or church grouping not affiliated with Canadian Baptist Ministries, please answer the following. If not, proceed to 20.
		1. Why do you want to minister with Canadian Baptists of Ontario and Quebec?
		2. What convictions led you to a Baptist persuasion?

**Statement of Ethical Pastoral Conduct**

**Statement of Intent**

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

**Standard Principles and Expectations**

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

Live as a follower of Jesus Christ in my actions, attitudes and behaviours, recognizing my

daily need for Christ’s grace and forgiveness in my life and in the lives of others (Mark 12: 30- 31; Ephesians 2: 8-10; Col2: 6-7; 1 John 1: 8- 10).

Honour the high calling to Christian ministry and leadership and endeavour to lead a

godly and exemplary life (Ephesians 4: 11- 12; Titus 1: 7-9).

Study with diligence and teach the scriptures with integrity, presenting the whole counsel

of God’s word in matters of faith, doctrine, ethics and morality (2 Timothy 2: 15- 16; 2 Timothy 3: 16- 17; Hebrews 4: 12).

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

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

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

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

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

**Critical Expectations**

*All Ministry Leaders accredited by CBOQ are expected to uphold a high standard in terms of their conduct and lifestyle. Breach of a critical expectation may result in suspension of credentials and further disciplinary action. Detailed protocols in regards to discipline, reinstatement and restoration can be found in CBOQ Protocols for Discipline As a Ministry Leader accredited by CBOQ, I agree to:*

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

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

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

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

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

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

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

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

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

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

### 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 (“Red Book”) and on the CBOQ website at

## <http://baptist.ca/wp-content/uploads/2012/03/Discipline-Protocols-2015.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 (“Red Book”) for cases of alleged professional misconduct if an allegation of professional misconduct is sustained?

### REFERENCES

1. The First Personal Reference Name:

Phone:

E-mail:

1. The Second Personal Reference Name:

Phone:

E-mail:

### 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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1. In Ontario, see <http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx> for more details on the requirements to report. In Quebec, refer to <http://publications.msss.gouv.qc.ca/msss/fichiers/2016/16-838-02A.pdf> [↑](#footnote-ref-1)
2. In Ontario See <http://www.elderabuseontario.com/what-is-elder-abuse/legislation-reporting/#4> for more details on requirements to report. In Quebec, see <http://legisquebec.gouv.qc.ca/fr/ShowDoc/cs/L-6.3> for details concerning the law, chapter IV articles 21. [↑](#footnote-ref-2)
3. See <http://www.ohrc.on.ca/en/ontario-human-rights-code> for full details. [↑](#footnote-ref-3)
4. See <http://legisquebec.gouv.qc.ca/en/showdoc/cs/C-12?langCont=en#ga:l_i-gb:l_i-h1>, especially section 10. [↑](#footnote-ref-4)
5. 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-harcelement-psychologique-et-sexuel/index.html> [↑](#footnote-ref-5)
6. Inappropriate emotional intimacy occurs when a person channels intimate emotional energy, time, and attention to someone other than their spouse. Examples of this are found when someone shares with someone of the opposite gender details of their intimate lives such as marital problems; makes comparisons of the person with one’s partner;, often thinks of the person; keeps the intimacy of the relationship secret; fantasizes a love or sexual relationship with the person; looks for time to be alone with the person, etc. [↑](#footnote-ref-6)
7. https://baptist.ca/wp-content/uploads/2016/09/This-We-Believe.pdf [↑](#footnote-ref-7)
8. https://baptist.ca/wp-content/uploads/2012/03/au\_cboq\_resolution\_on\_same\_sex\_marriage.pdf [↑](#footnote-ref-8)
9. Pornography is defined as the depiction of erotic behaviour in pictures (still and motion) and/or writings intending to produce sexual excitement. [↑](#footnote-ref-9)