

## Application Process for Alliance Ministry

*We are grateful that you sense the Lord calling you toward service with the C&MA. Thank you for requesting the application for ministry with the C&MA. The Candidate Development Office and/or your district office is glad to be working with you. If you have any questions, call, write, or e-mail us. We want to help you through the process.*

You may complete the application process in one of three ways:

1. **Online at [www.called2serve.org](http://www.called2serve.org). (preferred)**
2. **Download forms from [www.called2serve.org/forms](http://www.called2serve.org/forms).**
3. **Paper forms available from CDO or a district office. Please call 1-877-2theCMA (284-3262), option 2.**

### A. APPLICATION CORRESPONDENCE AND RECORDS

1. Begin a personal file folder for yourself.
2. Make a copy for yourself of all original application materials that you submit to the Candidate Development Office or the district with which you are working.
3. Date and sign all written communications.
4. Submit all original application materials as they are completed to the Candidate Development Office or the district with which you are working.

### B. APPLICATION FORMS

1. Please sign, date, and send the **Release of Records and Mediation Agreement** to the Candidate Development office or the district with which you are working. Please complete and send this form **before** beginning the application.
2. Complete all forms and evaluations **at least one month prior** to your Accreditation Interview.
3. If filling out hard copy forms, please type or print legibly in ink. (These documents will become part of your permanent file.) If filling out forms online, you may go back and edit them.
4. Carefully follow all directions for completing any surveys or evaluation instruments.
5. The Candidate Development staff will periodically provide notification of the status of your file for those working through the Candidate Development Office.
6. When all material has been submitted and received, your file will be reviewed in preparation for scheduling an Accreditation Interview.
7. Please contact your regional representative or your district office with any questions or clarifications. All International Ministries applicants must apply through the Candidate Development Office. National Church Ministries applicants may apply through their district office or through a regional representative of the Candidate Development Office.

### C. ACCREDITATION INTERVIEW REQUEST

1. The Accreditation Interview is expected to last approximately two and one-half hours and is explained in the following section (D).
2. For National Church Ministries applicants, spouses and fiancés(e) are expected to attend and be part of the Accreditation Interview.
3. For International Ministries applicants, spouses and fiancés(e) are expected to complete the application process and go through the Accreditation Interview.
4. **For students:**
  - (a) The fall or spring of your senior year is preferred for the formal Accreditation Interview. (Informal interviews are recommended during your freshman, sophomore, and junior years to acquaint you with the process and begin a working relationship with The Christian and Missionary Alliance through the Candidate Development Office or district staff.)
  - (b) Schedule your Accreditation Interview through the regional representative in your area or through your local district office.
5. **For nonstudents:**
  - (a) Watch for notification of when your regional representative will be in your area, or be in contact with your district office.
  - (b) Schedule your Accreditation Interview directly with your regional representative or through your district office. (Informal interviews are encouraged whenever possible.)

## D. THE ACCREDITATION INTERVIEW

*The Accreditation Interview is our best way to know an applicant personally and professionally. Be prepared to discuss the following areas of your preparation and readiness for ministry. These are representative questions only and may not constitute the exact line of questions in the interview.*

1. **SPIRITUAL FORMATION:** How do you describe the spiritual developments in your life? How would you rate your passion for God? What is your method for discerning the will of God? When do you best sense and know the presence of God in your life? How do you respond to the “lost” in this world? What differences in your life today are apparent compared to a year ago?
2. **MOTIVATION FOR MINISTRY:** How do you know that God has called you to ministry? What is the scriptural basis? How is it evident in your life? What is your vision? How does your personal motivation for ministry align with the mission/vision/passion of the C&MA?
3. **MINISTRY COMPETENCY:** What do you do well in the church as you employ the special gifts God has given you? When do you have the greatest joy in the activities of ministry? Where do you need the most help? Where lies your greatest passion for ministry? What is your ideal church ministry?
4. **PERSONALITY:** How do you view yourself? In what ways do you exercise self-discipline? Do you have a tendency toward optimism or depression? How does integrity express itself in your life? How would you rate your sense of humor? How mobile and open to change are you? Do you like people? How have you handled hard times?
5. **INTERPERSONAL RELATIONSHIPS:** What positive qualities are found most frequently in your relationship with other people? How do you respond to authority? In what areas are you flexible? Inflexible? How do you confront people who are doing something objectionable to you? What happens when you are criticized? In what ways does your life demonstrate a servant's spirit?
6. **LIFESTYLE MATTERS:** Are you a good manager of your time? Have you ever been on probation in school or under civil authority? Did you experience any abuse as a child? What is the principle behind your abstaining from alcohol? How do you keep pure in matters of sexuality? How do the dangerous elements and edifying elements in the media impact your life?
7. **SCRIPTURE KNOWLEDGE:** What do you know about the major themes of Scripture? Can you share Scriptures that are foundational to spiritual questions people ask you? Are these Scriptures a part of your life? What Scriptures have made the greatest impact on your life? Are you passionate about the Word of God? Do you memorize Scripture? You may bring your Bible and refer to it during the interview. (The basis for this part of the interview is the doctrinal questionnaire which you will complete.)
8. **ALLIANCE THEOLOGY AND POLITY:** Which of the theological emphases or distinctives of the C&MA are you most enthused about? How would you explain sanctification to a non-Alliance friend in seminary? What Scriptures are the basis for our position on healing? What is your understanding of the missionary nature of the church? What will be valuable to you and your church as you view the structure of accountability in Alliance church leadership? Who has the final word? What is the mission/vision/passion of the C&MA? (The basis for this part of the interview is the doctrinal questionnaire which you will complete.)
9. **LEADERSHIP ATTRIBUTES:** What type of experience and skills do you have in the area of leadership? What is your interest and passion? Is anyone following you?
10. **DEMEANOR:** Impressions are made by each individual according to their presentation, attitude, and communication styles. These elements will be evaluated as part of your interview.

## E. ACCREDITATION DECISION

1. **A team decision.** To accredit, or not to accredit, is always a team decision. Most of the time it is clearly agreed upon by the applicant and the interviewer(s).
2. **Immediate communication.** If all file materials are in, a decision can normally be made and communicated immediately following the interview.
3. **Variety of responses:**
  - (a) **ACCREDITED.** Approved as a candidate for ministry in The Christian and Missionary Alliance. You will receive a formal letter of confirmation in the mail. Your file will be transferred to the appropriate division. Your profile will be updated and distributed to districts (as needed).
  - (b) **CONTINUE THE ACCREDITATION PROCESS.** File is not complete, references are not in, areas are cited for improvement, etc. Written communication as to specifics will follow. The interview will need to be completed at a later time, in person or by phone.
  - (c) **REDIRECTED.** A more fitting place of ministry is suggested outside of The Christian and Missionary Alliance. Written response and suggestions will follow. Your file will be maintained in the office for one year to assist with any further inquiries or concerns.

## F. CANDIDATE FOLLOW-UP

*Maintaining contact with the Candidate Development Office or your local district is important in keeping your records up-to-date. Please inform us of any changes in address, phone number, marital status, children, medical/health, etc.*

### 1. International Ministries candidates:

- (a) File is transferred to International Ministries (IM) and specifically to the director for Missionary Candidates for further care and guidance.
- (b) Candidates will receive *Orientation Materials* from IM after the file has been transferred.
- (c) Updated profiles will be distributed by National Church Ministries (NCM) to the districts when the career candidate is ready for home service. Missionary Associate candidates will work directly with the Missionary Candidate Office.
- (d) Career candidates will receive notice and further instruction regarding contacting the districts from National Church Ministries when they are ready for home service.
- (e) All requirements (e.g. education, at least two years of experience, etc.) must be satisfied before a candidate will be considered for appointment by the Board of Directors.
- (f) Once appointed, the appointee will begin the process of transition to his or her overseas assignment.

### 2. National Church Ministries candidates:

- (a) An updated profile will be distributed by National Church Ministries to the districts when the candidate is ready for placement.
- (b) Candidates will receive notice and further instruction regarding contacting the districts from National Church Ministries.
- (c) District superintendents, along with the regional representative, will assist in placement.
- (d) Licensing to a particular assignment will be processed by the district prior to placement.
- (e) Mentoring for ordination/consecration will follow licensing and placement.

## G. APPLICATION CHECKLIST

*In an effort to help you track your materials, the following checklist is provided.*

- THIS FORM (Application Process for Alliance Ministry)
- Release of Records and Mediation Agreement
- Application for Alliance Ministry including:
  - Doctrinal Questionnaire
  - Biographical Inventory
  - Transcript Request(s)
- Character Reference Forms (Five copies)
  - Pastor
  - Church Elder/Student Dean/Resident Director
  - Professor/Mentor
  - Past/Present Employer
  - Friend
- \*International Ministries Supplemental Form
- \*International Ministries Formal Agreement

\* for International Ministries applicants only.

