

**CREDENTIALING PROCEDURES
FOR THE
EVANGELICAL FREE CHURCH
OF CANADA**



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I. DESCRIPTION of the EFCC CREDENTIALING PROCESS

A. DEFINITIONS

1. **Evangelical Free Church of Canada** (hereafter referred to as **EFCC**): An association of autonomous, interdependent churches whose purpose statement is: *“To glorify God by serving in the birth and growth of healthy churches across Canada and around the world”*.
2. **Evangelical Free Church of Canada Mission** (hereafter referred to as **EFCCM**): A ministry of the EFCC that exists to serve in the birth and growth of healthy churches internationally.
3. **EFCC Organizational Positions**: Leadership and ministry positions within the National and International ministries of the Association.
4. **EFCC Districts and District Superintendents**: A regional networking of churches in autonomous districts whose governance is by a District Board and served by a District Superintendent.
5. **Ministerial Standing Committee** (hereafter referred to as **MSC**): An elected committee of the EFCC responsible for the credentialing of people for ministry.
6. **EFCC Approved Ministry**: A ministry given recognition by the MSC as a non-EFCC ministry whose statement of faith is in agreement with the EFCC statement of faith and whose ministry does not contradict the general ethos and distinctives of the EFCC.
7. **Credentialing**: Credentialing in the Evangelical Free Church of Canada is a partnership between the EFCC and an EFCC local church, the EFCCM or an EFCC-approved ministry in which the God-given gifts that a believer is exercising are affirmed. These gifts may be exercised in any number of ministry roles: senior pastor, local church staff or lay worker, para-church worker, missionary, chaplain, etc. Credentialing enables the local church, the EFCC, the EFCCM and other EFCC approved ministries to affirm the Christian character, testimony, calling and spiritual maturity of those who carry out ministry within the Evangelical Free Church of Canada. Credentialing affirms the presence of spiritual qualities as found in the New Testament (Acts 6:1-6; I Timothy 3; Hebrews 13:17; Ephesians 4:11-13; etc.). It is also a prerequisite for the EFCC supporting a minister’s legal standing with the local church, district, provincial and national jurisdictions. **NOTE**: The possession of an EFCC credential does not guarantee placement in an EFCC local church. Local churches collaborate with District Superintendent’s in placement, but each local church is autonomous and has the right to hire whoever they wish and grant them the authority to carry out whatever role the church chooses.
8. **Ministry Credential**: is the EFCC’s minimum standard affirming the holder’s character, calling, and compatibility with the EFCC’s ethos and belief.
9. **Ordination Credential**: is the EFCC’s highest standard affirming the holder’s character, calling, Biblical/theological competency, and compatibility with the EFCC’s ethos and belief.

B. DESIGNATIONS

There are two credentialing designations in the EFCC as follows:

1. MINISTRY CREDENTIAL

The Ministry Credential is designed to grant affirmation and the basis for legal status to ministry workers serving as EFCC pastors, chaplains, association leaders, EFCCM missionaries, and lay ministry workers in EFCC local churches or in an EFCC approved ministry (institutional chaplaincies, missions and para-church organizations). Men and women serving in such positions are expected to pursue Ministry Credentials. Ministry Credentials are issued once the requirements for Steps 1 and 2 are completed and is the minimum standard for a Ministry Worker to be in good standing in the EFCC. This Credential is valid as long as the bearer meets the general provisions set forth in the “Yearly Requirements” and remains a member in good standing of an EFCC local church. A candidate will have two (2) years from the time of hiring by a local church to complete the Ministry Credential.

2. ORDINATION CREDENTIAL

If desired by the local church and ministry worker, a male candidate can pursue an EFCC ordination credential.

Ordination Credentials are designed to grant affirmation and the basis for legal status to ministry workers serving as EFCC pastors, chaplains, association leaders, EFCCM missionaries, and lay ministry workers in EFCC local churches or in EFCC approved ministries. The Ordination Credential is issued once Steps 1 - 7 are completed. This Credential is valid as long as the bearer meets the general provisions set forth under the “Yearly Requirements” and remains a member in good standing of an EFCC local church.

Persons who retire may retain their Ordination Credential as long as they meet the requirements set forth under the “General Requirements for Credentialing” (Section II.A.) and complete the Yearly Requirements.

The specific requirements for a Transfer of Ordination Credential from another organization are specified in Section II.B.2.

II. EFCC CREDENTIALING PROCESS

A. GENERAL REQUIREMENTS FOR CREDENTIALING

1. For those serving in an EFCC local church, organizational leadership or with the EFCCM.

- a. The Candidate must be a member in good standing with an EFCC local church.
- b. The Candidate must subscribe, without reservation to the doctrinal statement of the EFCC.
- c. The Candidate must be engaged in, or have received a call to a ministry in an EFCC local church or with the EFCCM.
- d. The Candidate must show a cooperative spirit with the purposes and policies of the EFCC.
- e. The Candidate must demonstrate a lifestyle consistent with Biblical standards for Christian conduct.
- f. EFCCM missionaries can be exempt from the local church membership requirement (Section II.A.1.a.) but not the other requirements (Section II.A.1.b.c.d.e.). They are, however, encouraged to become members of an EFCC church.
- g. Retirees can be exempt from the ministry requirement (Section II.A.1.c.), but not from the other requirements (Section II.A.1.a.b.d.e.). Retirees may submit a written request for exemption from the membership requirement (Section II.A.1.a.) to the MSC if membership in an EFCC church is not geographically possible.
- h. Persons certified with the EFCC must recognize accountability to the EFCC through its MSC and its Conference. Persons who fail to meet any of the requirements in points a, b, c, d, or e will have their credentials suspended and placed in trust with the MSC of the EFCC.

2. For those serving with EFCC Approved Ministries.

- a. An EFCC approved ministry will be recognized as such by the MSC in cooperation with an appropriate EFCC District Superintendent on a case by case basis.
- b. A Candidate seeking to be credentialed in an EFCC approved ministry must either be a member in good standing of a local Evangelical Free Church or be able to demonstrate a relationship with the EFCC. Any exception to the membership / relationship requirement will be considered only after consultation with both the MSC and the appropriate District Board on a case by case basis.
- c. The Candidate must subscribe, without reservation, to the doctrinal statement of the EFCC.

- d. The Candidate must be engaged in, or have received a call to, an evangelical ministry that does not have a credentialing process.
- e. The Candidate must show a cooperative spirit with the purposes and policies of the EFCC.
- f. The Candidate must demonstrate a lifestyle consistent with Biblical standards of Christian Conduct.
- g. Persons credentialed with the EFCC to serve with an EFCC approved ministry must report annually on their ministry status to the MSC and supervising District Superintendents (or designates).
 - 1) Annually, the EFCC Home Office will send out a form asking for an update on any changes in ministry. In addition, the three documents (Covenant of Personal & Professional Ethics, EFCC 10 Articles Statement of Faith, EFCC Character and Calling document) will be sent, which will all need to be re-signed and returned to Home Office by March of each year.
 - 2) Home Office will forward a copy of the form to the supervising District Superintendent (or designate), who will then make recommendations to the MSC regarding the continuation or suspension of their credentials.
 - 3) Refusal to respond to this annual request will lead to the suspension and or removal of their credentials.

3. For those whose Credentialing is placed in trust.

- a. Those not actively involved in ministry (exception: retirees).
 - 1) Persons not actively involved in an EFCC local church, an EFCC organizational position, the EFCCM or an EFCC approved ministry for a period of three years will have their credentials placed in trust with the MSC.
 - 2) Reinstatement of Credentials: Upon returning to EFCC ministries, persons may apply to their District Superintendents to have their credentials reinstated. Pending satisfactory validation that all general (Section II.A.1 or II.A.2) and applicable specific requirements (Section II.B.) for credentialing are met, the District Superintendent will notify the MSC, who will reinstate the credentials.
- b. Those under disciplinary action.
 - 1) Persons who demonstrate lifestyles and/or teaching that is contrary to the *Covenant of Personal & Professional Ethics*, to the *EFCC 10 Articles Statement of Faith*, or to the *EFCC Character and Calling* will have their credentials placed in trust. The MSC will work in cooperation with local churches and the district credentialing teams to remove credentials and place them in trust with the EFCC.
 - 2) The appropriate district board will work in cooperation with the local church and the MSC, using the *EFCC Discipline, Restoration and Appeal for Credentialed Workers* document to determine a redemptive process leading towards restoration and possible reinstatement of the credentials.

B. SPECIFIC REQUIREMENTS FOR THE MINISTRY CREDENTIAL

1. New EFCC Pastors or Ministry Workers

Once the pastor or ministry worker has been approved by the local church, the EFCC leadership, or an EFCC approved ministry the District Superintendent (or designate) will communicate to the local church and/or the candidate the rationale and necessity for credentialing. Once the pastor or ministry worker is in place, the District Superintendent (or designate) will communicate to the candidate the necessary steps in the process, will provide needed materials and will work with the Candidate and the local church to complete the process.

The following steps are to be completed in order to receive the Ministry Credential:

STEP 1 GATHERING OF CREDENTIALING DOCUMENTS

The following items must be assembled and submitted to the District Superintendent:

- A. Letter from the candidate's church
The church will write a letter to the Ministerial Standing Committee requesting that the candidate be accepted into the credentialing process.
- B. Biographical paper
The Candidate will write a short biographical paper including:
 - 1. Conversion
 - 2. Call to ministry
 - 3. Commitment to the EFCC and willingness to support its ministries
- C. Signing of Documents
The Candidate must sign the following documents:
 - 1. The "EFCC Covenant of Personal & Professional Ethics" (Section III, Appendix C)
 - 2. The EFCC "Statement of Faith" (Section III, Appendix D)
 - 3. The "EFCC Character and Calling" document (Section III, Appendix E)
- D. Interaction Paper
The Candidate will write a 2-3 page paper interacting with the "EFCC Character and Calling" document. It is expected that the candidate will comment on the importance of the principles outlined in the document and how they will impact his/her personal life and ministry.
- E. Philosophy of Ministry Paper
The candidate will write a 2-3 page summary of his/her Philosophy of Ministry & Leadership Style, as well as a personal assessment of his/her own ministry gifts.
- F. Criminal Record Check
Criminal Record check document must be obtained from the local law enforcement agency and submitted at the beginning of every new ministry.

Once the District Superintendent has received all the above documents, he will arrange for an interview with the Candidate and the District Credentialing Team, who will review all the documents. If everything is in order and they affirm the Candidate, the District

Superintendent then forwards all the documentation to the EFCC Home Office with a letter of recommendation and any applicable notes. The documentation is kept in trust at Home Office until completion of Step 2.

STEP 2 THE CANDIDATE ATTENDS AN EFCC ORIENTATION SEMINAR AND COMPLETES REQUIRED READING

The Candidate must attend an EFCC Orientation Seminar before the end of the credentialing process. Home Office Staff will make note of the attendance and submit this to the MSC along with the other documents, once completed.

The Candidate must read the following books and submit a signed statement of completion to Home Office:

- Strand, Greg *Gospel Truths*
- Olson, Arnold T. *The Significance of Silence*
- Hanson, Calvin *Hardship to Harvest*
- Taylor, Bill *From Infancy to Adolescence*

Once Home Office Staff have received the signed statement of completion, they will pass all pertinent documents on to the MSC for approval.

STEP 3 THE CANDIDATE RECEIVES AN EFCC MINISTRY CREDENTIAL AND CONTINUES TO FULFILL YEARLY REQUIREMENTS

After all written materials have been approved by the MSC and all other requirements have been acceptably met, the MSC will inform the EFCC Home Office, who will then issue the Ministry Credential.

YEARLY REQUIREMENTS FOR MINISTRY CREDENTIAL

The following three requirements must be met each year for a person holding a Ministry Credential to remain in good standing:

- A. Re-sign the following three documents each year, and return to Home Office.
 - 1. The “EFCC Covenant of Personal & Professional Ethics” (Section III, Appendix C)
 - 2. The EFCC “Statement of Faith” (Section III, Appendix D)
 - 3. The “EFCC Character and Calling” document (Section III, Appendix E)

These documents will be sent out from Home Office in January of each year to every credential holder. The signed documents must be returned to Home Office by March 31st each year.

- B. Account for Ministry Connections (any one of the following):
 - 1. Meet with EFCC pastors at least two times per year
 - 2. Attend District Conference
 - 3. Attend the EFCC National Conference

- C. Report Continuing Education Activities (any one of the following):
 - 1. Take a Seminary or Bible School Course
 - 2. Attend an EFCC sponsored or approved seminar
 - 3. Read at least one book about Leadership, Spiritual Formation or Contemporary Ministry
 - 4. Other professional development. Explain: _____

2. Missionaries

Once the Candidate has been approved by the EFCCM, the Personnel Director will communicate to the Candidate the rationale and necessity for credentialing as well as the necessary steps in the process. He will also provide the needed materials and will work with the Candidate in meeting the requirements.

The following steps are to be completed in order to receive the Ministry Credential:

STEP 1 GATHERING OF CREDENTIALING DOCUMENTS

The Area Director (AD) writes a letter to the MSC requesting Ministry Credentialing. Requests for entry into the Ministry Credentialing process must be provided in writing to the Ministerial Standing Committee.

The following items must be assembled and submitted to the Personnel Director:

A. Biographical Sketch Essays

The Candidate will provide the following essays, completed as part of the EFCCM application process, for the MSC:

1. Call to Missionary Service
2. Personal Testimony
3. The Gospel and Salvation
4. Statement of Faith
5. Conviction of issues
6. Philosophy of Missionary Service

B. Signing of Documents

The Candidate must sign the following documents:

1. Personnel Agreement (Section III, Appendix F)
2. The EFCC "Statement of Faith" (Section III, Appendix D)
3. The "EFCC Character and Calling" document (Section III, Appendix E)

C. Criminal Record Check

Criminal Record check document must be obtained from the local law enforcement agency and submitted at the beginning of every new ministry.

Once the Personnel Director has received all the documents, he arranges for an interview with the candidate and reviews all the documents. If everything is in order and he affirms the Candidate, the Personnel Director then forwards all the documentation on to the EFCC Home Office with a letter of recommendation and any applicable notes. The documentation is then kept in trust at Home Office until completion of the next step.

STEP 2 THE CANDIDATE RECEIVES ORIENTATION TO THE EFCC (History & Overview) AND COMPLETES REQUIRED READING

The Candidate must receive orientation to the EFCC (in person during a regular EFCCM New Candidate Orientation and during a Webinar) before the end of the Credentialing Process. EFCCM staff will make note of the attendance and submit this date to the MSC along with the other documents, once completed.

The Candidate must read the following books and submit a signed statement of completion to Home Office:

- Hanson, Calvin *Hardship to Harvest*
- Taylor, Bill *From Infancy to Adolescence*
- Livermore, David *Serving with Eyes Wide Open*
- Elmer, Duane *Cross-Cultural Servanthood*
- Morton, Scott *Funding Your Ministry*

Once Home Office staff have received the signed statement of completion, they will pass all pertinent documents on to the MSC for approval.

STEP 3 THE CANDIDATE RECEIVES AN EFCC MINISTRY CREDENTIAL AND CONTINUES TO FULFILL YEARLY REQUIREMENTS

After all written materials have been approved by the MSC and all other requirements have been acceptably met, the MSC will inform the EFCC Home Office, who will then issue the Ministry Credential.

YEARLY REQUIREMENTS FOR MINISTRY CREDENTIAL

The following three requirements must be met each year for a missionary holding a Ministry Credential to remain in good standing:

- A. Re-sign the following three documents each year, and return to Home Office
 1. Personnel Agreement (Section III, Appendix F)
 2. The EFCC “Statement of Faith” (Section III, Appendix D)
 3. The “EFCC Character and Calling” document (Section III, Appendix E)

These documents will be sent out from Home Office in January of each year to every credential holder. The signed documents must be returned to Home Office by March 31st each year.

- B. Account for Ministry Connections (any one of the following):
 1. Complete the Annual KRA process with the Area Director
 2. Attend the EFCCM Area Conference
 3. Attend a District Conference
 4. Attend the EFCC National Conference

- C. Report Continuing Education Activities (any one of the following):
 1. Take a Seminary or Bible School Course
 2. Attend an EFCCM sponsored or approved seminar
 3. Read at least one book about Leadership, Spiritual Formation or Contemporary Ministry
 4. Other professional development. Explain: _____

C. SPECIFIC REQUIREMENTS FOR THE ORDINATION CREDENTIAL

1. First Time Ordination Candidate

Request for entry into the Ordination Credentialing Process must be provided in writing to the MSC and District Superintendent (DS) or AD (for missionary candidates). It also should come from the local church Board (with the blessing of the congregation). The letter is sent to the DS or AD, who reviews the letter, then forwards it on to Home Office for the MSC.

The following are the specific steps involved in continuing on to the Ordination Credential, whether the Candidate is a Pastor, Missionary or Ministry Worker:

STEP 4 THE MINISTERIAL STANDING COMMITTEE ASKS THE DISTRICT SUPERINTENDENT OR AREA DIRECTOR TO APPOINT A COACH FOR THE CANDIDATE

The MSC asks the DS or AD to appoint an appropriate coach, one who is already ordained with the Free Church, to come alongside the Candidate to help in the process. The expectations for the Candidate and Coach relationship would be:

- A. That they meet together at least four times.
- B. That they address issues needing attention from the first draft of the Ordination Paper (discussed below) prior to it being sent to the MSC and after its return, if it requires revisions.
- C. That they discuss ministry issues together.

STEP 5 CANDIDATE SUBMITS ORDINATION PAPER TO THE MSC

The Ordination Paper is to include:

- A. A double-spaced presentation of the Candidate's position on the EFCC Statement of Faith, providing scriptural support for each doctrine and highlighting its significance for life and ministry (see Section III, Appendix A, "Suggestions for Making Your Paper Readable" and Section III, Appendix B, "Suggestions for Writing on the Ten Articles").
- B. Interaction with Scripture on these culturally sensitive issues: sanctity of life with its implications, social drinking, human sexuality, and divorce & remarriage.

Once the paper is completed, it should be sent to Home Office, where it will be copied and forwarded on to all the members of the MSC.

NON-ENGLISH PAPERS

Given the multicultural nature of Canada and the EFCC Association, the MSC recognizes the need to provide credentials to ministers in languages other than English. These cases will be dealt with on an individual basis, maintaining two core values:

1. The standard of EFCC Credentialing excellence will be upheld.
2. Consideration will be given to accommodate special language needs. The Candidate, District Superintendent, and the MSC will mutually agree upon the process.

STEP 6 MSC APPROVES PAPER (after necessary revisions)

At the next meeting following the submission of written materials, the MSC will review the materials, making recommendations before the calling of an Ordination Council. Some papers may pass with only minor revisions. Some papers may require a more substantial re-write. If changes need to be made, the MSC will communicate these to the Candidate and request that an updated paper be submitted.

STEP 7 ORDINATION COUNCIL

Once the written ordination paper has been completely approved, the next step is to set a date for an Ordination Council for the Candidate. The following people are required to be in attendance for the Ordination Council:

- A. Three persons appointed by the local Church Board for a Pastoral Candidate or by the EFCCM Area Director for an EFCCM Missionary Candidate. A Candidate from an EFCC approved ministry will need to have three persons appointed by the appropriate district board.
- B. Three Evangelical Free Churches, each represented by one pastor (EFCC ordained) and one layperson.
- C. The District Superintendent. The District Superintendent, or someone he selects, shall moderate the council. The moderator shall appoint a secretary.
- D. The Candidate is encouraged to invite the congregation to attend the council; however, questioning and voting are limited to the council members listed in A., B., and C.
- E. Flexibility will be permitted in the selection of an Ordination Council to accommodate EFCC Approved Ministry Candidates who are not members of EFCC congregations.

The District Superintendent (or designate) will distribute copies of the candidate's Ordination Paper to each council member at least two weeks previous of the council date, along with a delineation of each member's responsibilities, the nature of the examination and the types of questions appropriate for the council meeting.

The recommended guidelines for running the Ordination Council are as follows:

The Moderator will call the meeting to order and review the procedure in bringing the Candidate to Council.

- A. The Candidate will be introduced, examined by members of the Council and given opportunity to supplement the written paper with comments about personal life, ministry or beliefs.
- B. Upon completion of the examination, the Council shall go into Executive Council. The local church representatives will be asked to communicate the reasons why the church feels the Candidate should be ordained, with an emphasis on the character and the ministry gifts of the Candidate. All other persons present will be given the opportunity to affirm the Candidate.
- C. Members of the Council will be polled as to their decision relative to the Candidate. A 75% vote of the council will be sufficient to recommend the Candidate to the MSC for ordination. The possible recommendations are:
 - 1) Recommend
 - 2) Recommend with the "following conditions to be fulfilled" ...
 - 3) Do not recommend

The Secretary of the Ordination Council will send a copy of the Minutes of the Council, as well as the recommendation adopted by the Council to the District Office to be forward to the EFCC Home Office.

STEP 8 CANDIDATE RECEIVES AN EFCC ORDINATION CREDENTIAL AND CONTINUES TO FULFILL YEARLY REQUIREMENTS

Upon the recommendation of the Ordination Council and after all written materials have been approved by the MSC and all other requirements have been acceptably met, the EFCC Home Office will issue the Ordination Credential.

2. Transfer of Ordination Candidate

Once the Pastor or Ministry Worker has been approved by the local church, the EFCC leadership, or an EFCC approved ministry the District Superintendent (or designate) will communicate to the local church and/or the Candidate the rationale and necessity for credentialing. Once the Pastor or Ministry Worker is in place, the District Superintendent (or designate) will communicate to the candidate the necessary steps in the process, will provide needed materials and will work with the candidate and the local church to complete the process.

The following steps are to be completed in order to receive the Ordination Credential:

STEP 1 GATHERING OF CREDENTIALING DOCUMENTS

The following items must be assembled and submitted to the District Superintendent:

- A. Letter of Request by the Candidate's local Church
Requests for entry into the Transfer of Ordination Credentialing Process must be provided in writing to the Ministerial Standing Committee. The local church board will take a motion to the congregation at a business meeting and, upon approval of the motion, write a letter requesting and recommending the candidate's transfer of ordination.
- B. Biographical paper
The Candidate will write a short biographical paper including:
 - a. Conversion
 - b. Call to ministry
 - c. Commitment to the EFCC and willingness to support its ministries
- C. Letter of Recommendation from Previous Denomination
A Candidate who is ordained with a denomination other than the EFCC will need to obtain a letter of recommendation from the previous denomination. The recommendation should include a statement concerning the Candidate's spiritual qualifications, Christian character, doctrine, and ministry effectiveness.
- D. Proof of Ordination
The Candidate must provide a copy of the Ordination Certificate they received from their previous denomination.
- E. Signing of Documents
The Candidate must sign the following documents:
 - 1. The "EFCC Covenant of Personal & Professional Ethics" (Section III, Appendix C)
 - 2. The EFCC "Statement of Faith" (Section III, Appendix D)
 - 3. The "EFCC Character and Calling" document (Section III, Appendix E)

F. Interaction Paper

The Candidate will write a 2-3 page paper interacting with the “EFCC Character and Calling” document. It is expected that the Candidate will comment on the importance of the principals outlined in the document and how they will impact his/her personal life and ministry.

G. Philosophy of Ministry Paper

The Candidate will write a 2-3 page summary of his/her Philosophy of Ministry & Leadership Style, as well as a personal assessment of his/her own ministry gifts.

H. Criminal Record Check

A Criminal Record Check document must be obtained from a local law enforcement agency and submitted at the beginning of every new ministry.

Once the District Superintendent has received all the documents, he will arrange for an interview with the Candidate and the District Credentialing Team. This takes the place of an Ordination Council. They will review all the documents as well as interview the Candidate to ensure he/she completely understands and accepts Free Church doctrine and distinctives. If everything is in order and they affirm the Candidate, the District Superintendent then forwards all the documentation to the EFCC Home Office with a letter of recommendation and any applicable notes. The documentation is then kept in trust at Home Office until completion of the next step.

STEP 2 THE CANDIDATE ATTENDS AN EFCC ORIENTATION SEMINAR AND COMPLETES REQUIRED READING

The candidate must attend an EFCC Orientation Seminar before the end of the credentialing process. Home Office Staff will make note of the attendance and submit this to the MSC along with the other documents, once completed.

The candidate must read the following books and submit a signed statement of completion to Home Office:

- Strand, Greg *Gospel Truths*
- Olson, Arnold T. *The Significance of Silence*
- Hanson, Calvin *Hardship to Harvest*
- Taylor, Bill *From Infancy to Adolescence*

Once Home Office Staff have received the signed statement of completion, they will forward all pertinent documents to the Ministerial Standing Committee for approval.

STEP 3 THE CANDIDATE RECEIVES AN EFCC ORDINATION CREDENTIAL AND CONTINUES TO FULFILL YEARLY REQUIREMENTS

After all written materials have been approved by the MSC and all other requirements have been acceptably met, the MSC will inform the EFCC Home Office, who will then issue the Transfer of Ordination Credential.

YEARLY REQUIREMENTS FOR ORDINATION CREDENTIAL

The following three requirements must be met each year for a person holding an Ordination Credential to remain in good standing:

- A. Re-sign the following three documents each year, and return to Home Office:
 - 1. The “EFCC Covenant of Personal & Professional Ethics” (Section III, Appendix C)
 - 2. The EFCC “Statement of Faith” (Section III, Appendix D)
 - 3. The “EFCC Character and Calling” document (Section III, Appendix E)

These documents will be sent from Home Office in January of each year to every credential holder.

- B. Account for Ministry Connections (any one of the following):
 - 1. Meet with EFCC pastors at least times times per year
 - 2. Attend District Conference
 - 3. Attend the EFCC National Conference
- C. Report Continuing Education Activities (any one of the following):
 - 5. Take a Seminary or Bible School Course
 - 6. Attend an EFCC sponsored or approved seminar
 - 7. Read at least one book about Leadership, Spiritual Formation or Contemporary Ministry
 - 8. Other professional development. Explain: _____

D. *POSTSCRIPT*

- 1. EFCC Conference: All ministry and Ordination Credentials issued during the previous twelve (12) months will be presented for affirmation at the EFCC Conference.
- 2. Exceptions: Any Request for an exception to these requirements may be submitted in writing to the MSC.

SUGGESTIONS FOR MAKING YOUR PAPER READABLE

The MSC has the opportunity and responsibility to read all papers submitted as part of the requirements for credentialing. We have noted three areas of deficiency common to many papers that make for an unreadable experience. As you produce your paper, please take these suggestions into account. Make sure your paper is compositionally sound!

The nuts and bolts of the paper may seem tedious, but they are the foundation for your reader's understanding. All papers should be double-spaced with a 12- point font. Grammar, sentence structure, punctuation and spelling should all be taken into account.

A good idea for everyone is to have someone read and edit your paper with these things in mind before you pass it on to this committee.

1. Make sure your paper is logically accurate!

It is easier than you think to jump to conclusions. There should be a logical flow to your paper where one idea results from another. Don't just throw in a concept or concern because you think it to be important or because you have an application you insist on making. Make sure it fits there. Make sure the conclusion you have drawn is warranted in light of the argument you have set forth.

2. Make sure your paper is scripturally grounded!

This committee needs to know not just *what* you believe but why you believe it. It is important that your beliefs are obviously grounded in the Word of God. That means that Scripture references should not be merely inserted in parenthesis at the end of the sentence. To be sure, there are times when you will do that as supportive material. However, there should also be times where you bring a central passage of scripture into the text of the paper to show why you believe what you have just said you believe.

Instead of: "Scripture is inspired by God (II Timothy 3:16-17; II Peter 1:19-21)."

Why not: "Inspiration refers to the reality that scripture has its source in God. Paul says it is 'God-breathed' and profitable for God's work in us (II Tim. 3:16- 17). Peter tells us something of the process in II Peter 1: 19-21.

SUGGESTIONS FOR WRITING ON THE TEN ARTICLES

Questions come to the MSC about what to include when writing about the Ten Articles of the EFCC Statement of Faith. We would first like to encourage you to look at this as an opportunity to review what you know and believe and an opportunity to fine-tune those beliefs by putting them to paper. To be Free Church leaders we must certainly understand the Free Church doctrinal statement, agree with it and be able to articulate it. You should not view this assignment with fear and dread but as part of your personal development as a leader who has been called by God to serve. Here are some suggestions for the task.

1. Speak first and foremost to the article itself.

Simply put, “What does the article say?” Don’t talk about the article or around the article but to the article.

Define words like “inspired” or “revelation” or “regeneration” or “justification.” (By the way, that isn’t an exhaustive list!)

Explain terms and concepts like “ultimate authority by which every realm of human knowledge and endeavour should be judged” or “eternally existing in a loving unity of three equally divine Persons” or “created in the image of God” or “eternal conscious punishment.” (That’s not exhaustive either!)

Bring your scriptural support into the body of the paper so that your defense of your position is grounded in the text of scripture. Don’t just put it in parenthesis or tack it on the end.

Bridge the article to the present. You need to show that you understand what difference the truth found in the article makes to how we live and lead. Don’t neglect the “so what?” Do whatever is necessary to demonstrate that you understand what the article says.

2. In addition, speak to these issues.

Under Article Two, deal with the formation and closing of the canon. How can we be sure that the Bible we have in our hands is trustworthy and authoritative today?

Under Article Four, explain “Jesus Christ, fully God and fully man”.

Under Article Six, explain the baptism and filling of the Holy Spirit and their implications.

Under Article Seven, provide relevant Biblical principles that address the concept of local church membership. In addition, speak to the issue of whether there are or should be any prerequisites for membership in the local church. Relate your beliefs to the Evangelical Free Church (hereafter referred to as EFC)’s historical position and distinctives.

Under Article Seven, identify and support your view as to the mode and timing of baptism and as to what is taking place in the Lord’s Supper. Relate your beliefs to the EFC’s historical position, character and calling.

3. Expand further with discretion.

Beyond the above basics, we are more concerned about what you write than how much you write. There may be further issues that you consider to be important enough to identify and discuss. By all means do so. However, consider whether they should be brought up in the paper or perhaps would be better dealt with at an interview or ordination council.

Covenant of Personal and Professional Ethics for Those Serving the Lord through the Ministries of the Evangelical Free Church of Canada

I believe that I have been called and equipped by Jesus Christ to serve Him and His Church and am presently serving the Lord through the ministries of the Evangelical Free Church of Canada. According to Scripture, those in leadership within the Church must live a life that is above reproach and meet the qualifications for such an office as outlined in the Word of God. I am committed to living my life under the Lordship of Christ, recognizing my responsibility to set an example of a lifestyle that is consistent with Scripture and sensitive to cultural dynamics.

I believe that God calls all believers to be people of integrity, that He enables us to live for Him by the power of the indwelling Holy Spirit, and that He extends grace in our weaknesses. Therefore, by God's grace and in complete dependence upon Him, I enter into this Covenant of Personal and Professional Ethics as a guideline for my life as I serve Him. I enter into this covenant with my Lord and Saviour, Jesus Christ, with the fellowship of the EFCC and with those whom I serve.

1. Personal and Spiritual Life

I understand that God has called me to a life of righteousness, godliness and growth in Christ-like character. In order to be what He wants me to be I accept the responsibility of exercising the spiritual disciplines necessary for growth, yielding every area of my life to the control of the Holy Spirit. As I bring my mind under His control I will choose to fill it only with things that are true, noble, right, pure, lovely and admirable. I will deal with sin by honest confession to God and those who have been affected by it. Fellowship with others is essential to growth, so I will avail myself of opportunities to be encouraged, instructed and built up by others in the things of the Lord. As a whole person, I will seek to keep physically, emotionally and mentally fit and will refrain from the abuse of alcohol, drugs or any other habit that would harm my ability to do all I do for the glory of God.

2. Family Life

I understand that my first responsibility before God is to love and care for the family He has entrusted to my care. I will be faithful to my spouse, guarding our relationship, investing in it and working humbly together to keep it healthy, growing and honouring to the Lord. The responsibility to love my children practically and to bring them up in the training and instruction of the Lord is a great privilege and among my highest callings. As I plan and maintain my schedule I will seek to keep my family as an important priority, and model for them by my attitudes, words and actions, a healthy and positive view of the Church.

1. Finances

I believe that God is the provider and owner of all things and calls me to handle what He has put in my hands faithfully as a steward. As He provides, I will be content as I live within my means. Although unforeseen circumstances may arise, I understand that my goal must be to so order my affairs that others can rely on me to meet my financial obligations and demonstrate obedience to Biblical principles of Christian stewardship. I will demonstrate wisdom and discretion in handling financial matters with integrity and will avoid any financial or business arrangements that would deter me from being effective in fulfilling my calling to ministry.

2. Sexual Life

God calls his people to live lives of sexual purity and commitment in which sexual intimacy is practiced only within the context of a marriage between a man and a woman. Out of respect for the obligation to live a life of sexual integrity as a model for my children, my spouse and my church, I will refrain from any pre-marital and extra-marital relationships as well as homosexual activities. Recognizing the danger of impure thoughts, I will avoid any sexual-oriented, pornographic or any other material that could tempt me to further sin.

I choose to treat others with respect and will not be involved in sexual abuse, harassment or assault of any kind, and accept my deep obligation to avoid acting in such a way that might tempt others to sexual sin.

3. Professional Life

I am called to be a servant of the Lord and His Church and count this to be a great honour and profound expression of His grace. In reliance on His help, I pledge to uphold this trust and never bring shame to His Name. I will be diligent in my duties, remembering that I am a steward who will give account to my Master. I will be Biblical in my preaching, presenting faithfully the whole counsel of God, speaking the truth in forthrightness and with love. I am determined that I will never abuse my position for personal benefit or pleasure.

I will always seek to be known as one who promotes peace and unity in the Church and will resist any effort of activities to divide it. I will not knowingly build the ministry in which I am involved to the detriment of other ministries. I will avoid speaking disparagingly of others in ministry. I have a special obligation to exercise sensitivity and care in relation to those who precede or succeed me in ministry. I will exercise sensitivity when I may be present in a place I have left and where another is serving. It shall, in these situations be my intention to strengthen the ministry of others, and work for the well-being and unity of the church. Similarly, in pursuing a call to a new ministry or considering termination of a present ministry, I shall understand the need for wisdom, discretion and honesty.

My calling obligates me to discretion and wisdom in relationships with others. I will avoid situations where being alone with a person of the opposite sex could in any way be misconstrued by anyone involved, directly or indirectly. If necessary I shall willingly limit my freedom where its use could hinder the reputation of my ministry.

Knowing that my effectiveness in ministry will often hinge on whether others can trust me fully, I will always seek to maintain confidentiality, except where my silence might endanger others.

I will respect my relationship to the Evangelical Free Church of Canada and will seek to support it through prayer, participation and promotion, always working in harmony with its doctrines, aims and objectives.

The following page is not for signing in this booklet but is part of the document which will be sent to you for your signature, and will be included in your file at Home Office.

CONCLUSION AND ACCEPTANCE:

(Choose A or B below)

A. Acceptance without Reservation

It is my desire to live according to this Covenant of Personal and Professional Ethics, and willingly and voluntarily agree that it shall be a condition of my credentialing with the Evangelical Free Church of Canada. I want those whom I serve in ministry to be aware of this Covenant. Because I am seeking with God's help to live a life befitting a servant of Jesus Christ, I desire that together with the fellowship of the EFCC and the Committee of Ministerial Standing, they graciously encourage me by exhortation and if necessary, loving discipline with a heart to restore.

signature

date

B. Acceptance with Reservation

It is my desire to live according to this Covenant of Personal and Professional Ethics, and willingly and voluntarily agree that it shall be a condition of my credentialing with the Evangelical Free Church of Canada, with the following reservation(s):

I want those whom I serve in ministry to be aware of this Covenant. Because I am seeking with God's help to live a life befitting a servant of Jesus Christ, I desire that together with the fellowship of the EFCC and the Committee of Ministerial Standing, they graciously encourage me by exhortation and if necessary, loving discipline with a heart to restore.

signature

date

[Covenant of Personal and Professional Ethics 2004]
[Credentialing Procedures EFCC Conference Approved 2014]

EFCC Statement of Faith

The Evangelical Free Church of Canada is an association of autonomous churches united in a common commitment to God's evangel--the gospel of Jesus Christ, who died and rose again to give us eternal life. To God's glory, the gospel is the power of God for the salvation of everyone who believes. Our essential theological convictions are vitally connected to this gospel.

God's gospel originates in and expresses the wondrous perfections of the eternal, triune God.

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

God's gospel is authoritatively revealed in the Scriptures.

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavour should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

God's gospel alone addresses our deepest need.

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

God's gospel is made known supremely in the Person of Jesus Christ.

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus – Israel's promised Messiah – was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

God's gospel is accomplished through the work of Christ.

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

God's gospel is applied by the power of the Holy Spirit.

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

God's gospel is now embodied in the new community called the church.

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

God's gospel compels us to Christ-like living and witness to the world.

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

God's gospel will be brought to fulfillment by the Lord Himself at the end of this age.

9. We believe in the personal, bodily and glorious return of our Lord Jesus Christ with His holy angels when He will bring His kingdom to fulfillment and exercise His role as Judge of all. This coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

God's gospel requires a response that has eternal consequences.

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

**Evangelical Free Church of Canada
OUR CHARACTER and CALLING**

OUR CHARACTER

The Kingdom of God is His eternal possession, and is present in part but not fullness in the world today. By God's decree, under His direction, and empowered by His grace, the universal Church is responsible for the care and expansion of that Kingdom. Every local church, denomination, and ministry organization is a part of that Kingdom and carries some responsibility in the work of the Kingdom. As a part of that Body of Christ the Evangelical Free Church of Canada (EFCC) desires to understand and fulfill its particular calling in the work of the Kingdom. The EFCC will seek to live out our calling to be a New Community in Christ, reflecting the fullness of His vision for the Kingdom of God "on earth as it is in heaven." We will do this by putting aside the prevailing values of our time and replacing them with the radical demands of the gospel of God's grace.

**OUR CALLING: *IN ESSENTIALS UNITY; IN NON-ESSENTIALS CHARITY;
IN ALL THINGS JESUS CHRIST.***

The calling and spirit of the EFCC is summed up well in this famous motto. We both define our call and express our aspirations for the twenty-first century through this quote.

IN ESSENTIALS UNITY...

- **Essential Truths:** We are called to embody and proclaim the essential truths of Christianity as articulated in the Word of God, expressed through the centuries in the great creeds of the church and defined for us in our Statement of Faith. We continue in the tradition of our EFCC forefathers who said; "Where stands it written?" These truths have led us to Jesus Christ who said "he is truth" and that the "truth would set us free."
- **Spiritual Unity:** This calling is to a spirit of unity in Jesus Christ, with an affirmation of the priesthood and ministry of all believers, congregational government in the local church where He is Head, meaningful involvement within our fellowship of churches, and cooperation with all who share our call to these essential truths.

IN NON-ESSENTIALS CHARITY...

- **Generosity of Spirit:** We are called to a generosity of spirit that frees us to embrace a wide variety of Christian brothers and sisters – "simply believers" – some with whom we will not agree in matters that are outside our Statement of Faith. Our spirit is one of warm welcome to all believers who share our commitment to our Statement of Faith and who seek to follow Jesus' command to love God and love our neighbour as ourselves.
- **Kingdom Minded:** This generous spirit encourages us to joyfully work with those outside our own denomination, those of "like precious faith" who endeavour to expand the kingdom of heaven.

IN ALL THINGS JESUS CHRIST

- **The Great Command and Great Commission:** We are called to a personal relationship with Jesus Christ, who is the Lord God. Through His grace and through His Spirit we seek to fulfill His command to love our neighbour by loving each and every person, especially the poor, the marginalized, and the oppressed. We seek to fulfill His great commission by making followers of Him from all people groups.
- **Godly Living:** From the practice and teachings of Jesus, from the present ministry of the Holy Spirit working within us, and from the pietistic model of our forefathers, has grown a spirit that hungers for a closer relationship with Jesus Christ that will transform our hearts, our heads, our hands, and will reveal itself in a Christ-inspired value system and a holy lifestyle.

EFCCM Personnel Agreement



Personnel Agreement

Office Use Only

Date Received:

Individuals serving with the Evangelical Free Church of Canada Mission, herein after referred to as the "EFCCM", will sign this binding agreement in order to serve under the authority of the EFCCM in Host Countries.

The purpose of this agreement is to provide an underlying philosophy of conduct for all Evangelical Free Church of Canada Missionaries in their Host Countries. Remembering that we are ambassadors for Christ, we will conduct ourselves at all times in an appropriate manner. Our purpose is to lead people to Christ and to strengthen and encourage believers. Therefore any conduct that detracts from this purpose must be avoided.

1. **COOPERATION:** I will cooperate fully with mission Leadership including the Personnel Director, Area Director, EFCCM Director, and whatever other Team Leader(s) or individual missionaries these Directors place over the work I am engaged in. When any decision is made that has a significant impact on my ministry, I can expect that my opinion will be sought, heard and taken into account by my leaders. I will abide by and do my utmost to carry out their decisions and assignments. I realize that official decisions cannot be ignored and disobeyed even if such decisions and assignments are not always fully to my liking or in full accord with my personal opinions. I acknowledge that I can be sent home at my own expense should I violate country laws or exhibit detrimental behaviour.
2. **UNITY:** I will endeavour to preserve unity among all believers, to settle disputes as quickly as possible, and to actively engage in and cooperate with conflict resolution and reconciliation when disputes occur.
3. **CULTURAL SENSITIVITY:** I will remember that I am a guest in a culture that is in many ways different from my own. I will avoid comparing my own culture with the host culture and remember that 'different' does not always mean 'inferior'. I will strive to treat the Host Culture with respect and consider the feelings of the national people.
4. **RESPECT FOR OTHERS:** I agree that every human being is a valuable person created by God in His image and thus possesses inherent dignity. I will choose to love and act with kindness and positive regard for the well-being of each person, and to practice respect for all people in all stages of life.
5. **DOCTRINE:** I accept the Statement of Faith of the Evangelical Free Church of Canada and I pledge that I will abide by it in my preaching, teaching, life, and conduct.
6. **HONESTY & INTEGRITY:** I will remember that cultures can be based on relationships, and that a person's word of honour is taken very seriously. People may pursue friendships for various reasons, and I must be careful to not lead a person to believe that I, or the EFCCM, will help them in any way that we are not able to fulfill. [We are not able to help people immigrate to another country and if we are asked we need to let them know clearly that we are not able to help.] Any significant gift that I would choose to give must be cleared by my Team Leader or Area Director.
7. **SEXUAL AND RELATIONAL PURITY:** I agree to respect the biblical teaching that sexual intimacy is to be practiced only within the context of marriage between one man and one woman and to keep my behaviour consistent with this teaching. I will be above reproach in my conduct and relationships. I will keep an appropriate distance in relationships with people of the opposite sex so as not to allow the false impression that there is a romantic interest. I will avoid being alone with a member of the opposite sex unless it is unavoidable because of ministry or travel.
8. **CHILD PROTECTION:** I agree to abide by the guidelines outlined in the EFCCM Child Protection Policies. I understand that cultural expectations may require me to go above and beyond the requirements of these documents. I also understand that the EFCCM has a practice of cooperation with local law enforcement should I be found guilty of an offence.
9. **NATIONAL CHURCH:** I will serve as a fellow worker in partnership with the national church. I will be constantly mindful that I am a guest in the country and that I am here to build the Church of Jesus Christ. To do this, I will work closely with the national men and women who have been given official positions by the national church. I will work with the same dedication whether the person under whom I work is a national or a missionary.
10. **POLITICS:** I will keep myself from becoming involved in the politics of the country.
11. **FINANCES:** I agree that all money donated through the EFCCM belongs to the EFCCM and I will disperse the funds of the Mission with due regard for the sacrificial manner in which my ministry partners have given.
12. **HANDBOOK:** I understand and am in agreement that I work under the policies outlined in the EFCCM Missionary Handbook or Short-Term Missions Manual (whichever applies to my missionary status).

I HAVE CAREFULLY READ AND AM IN WHOLEHEARTED AGREEMENT WITH THE EFCC STATEMENT OF FAITH. I PLEDGE THAT I WILL NOT MAKE ANY ADDITIONAL TEACHINGS CENTRAL TO MY LIFE AND MINISTRY IN A WAY THAT IS DIVISIVE OR ELEVATES THEM TO A LEVEL OF IMPORTANCE OR FOCUS GREATER THAN THESE CENTRAL GOSPEL TRUTHS.

(Participant Signature)

(Witness Signature)

(Participant Name – printed)

(Witness Name – printed)

EFCC Credentialing Process Flow Chart – New EFCC Pastor or Ministry Worker

A pastor or ministry worker is called by the church with the involvement of a District Superintendent. That pastor/ministry worker will have two years from the time of hiring by the church to complete the Ministry Credential. The following steps will be part of the hiring/application process:

Step 1 GATHERING OF CREDENTIALING DOCUMENTS

- a. The Local Church writes a letter requesting that the candidate be accepted into the credentialing process.
- b. Candidate writes a Biographical paper (conversion, call to ministry, commitment to the EFCC).
- c. Candidate signs the following documents:
 - i. Covenant of Personal & Professional Ethics
 - ii. EFCC 10 Articles Statement of Faith
 - iii. EFCC Character and Calling document
- d. Candidate writes paper interacting with the EFCC Character and Calling document
- e. Candidate writes Philosophy of Ministry/Leadership style/Ministry gifting paper
- f. Criminal Record check document obtained (at the beginning of every new ministry)



Documents submitted to District Superintendent



Candidate has Interview with the District Credentialing Committee



District Superintendent sends Documents on to the EFCC Home Office



Step 2 CANDIDATE ATTENDS AN EFCC ORIENTATION SEMINAR AND COMPLETES REQUIRED READING

A signed statement of completion of required reading is sent to Home Office.



Step 3 CANDIDATE RECEIVES AN EFCC MINISTRY CREDENTIAL AND CONTINUES TO FULFILL YEARLY REQUIREMENTS



If ordination is desired, the candidate's local church requests in writing to MSC that the candidate proceed to Ordination Credential.

The candidate begins writing a paper, interacting on the Statement of Faith.

Step 4 MSC ASKS THE DS TO APPOINT A COACH FOR THE CANDIDATE

- A. They connect at least 4 times
- B. Address issues needing attention from the first draft of Ordination Paper
- C. Discuss ministry issues



Step 5 CANDIDATE SUBMITS ORDINATION PAPER TO MSC

The paper is to include interaction on the EFCC Statement of Faith & culturally sensitive issues.



Step 6 MSC APPROVES PAPER (after necessary revisions)



Step 7 ORDINATION COUNCIL

Confirms Character, Orthodoxy and Gifting



Step 8 CANDIDATE RECEIVES AN EFCC ORDINATION CREDENTIAL AND CONTINUES TO FULFILL YEARLY REQUIREMENTS

EFCC Credentialing Process Flow Chart (continued)

YEARLY REQUIREMENTS (for both Ministry Credential and Ordination Credential)

1. Re-sign the three documents (from Step 1c.). These will be sent from Home Office in **January** each year.
2. Return documents by **March 31st** of each year
3. Account for Ministry Connections (any one of the following):
 - i. Meet with EFCC pastors at least 2 times/year
 - ii. Attend District Conference
 - iii. Attend the EFCC National Conference
4. Report Continuing Education Activities (any one of the following):
 - i. Take a Seminary or Bible School Course
 - ii. Attend an EFCC sponsored or approved seminar
 - iii. Read at least one book about Leadership, Spiritual Formation or Contemporary Ministry
 - iv. Other professional development. Explain: _____

EFCC Credentialing Process Flow Chart – Missionary

A Missionary is approved by the EFCC Mission.

Step 1 GATHERING OF CREDENTIALING DOCUMENTS

- a. Personnel Director writes a letter to the MSC requesting credentialing
- b. Candidate completes Biographical Sketch Essays (Call to Missionary Service, Personal Testimony, the Gospel and Salvation, Statement of Faith, Conviction of Issues, Philosophy of Missionary Service)
- c. Candidate signs the following documents:
 - i. Personnel Agreement
 - ii. EFCC 10 Articles Statement of Faith
 - iii. EFCC Character and Calling document
- d. Criminal Record check document obtained (at the beginning of every new ministry)



Documents submitted to Personnel Director/Interview process



Personnel Director forwards documents to the EFCC Home Office for the MSC



Step 2 CANDIDATE RECEIVES ORIENTATION TO THE EFCC (History & Overview) AND COMPLETES REQUIRED READING

A signed statement of completion of required reading is sent to Home Office for the MSC.



Step 3 CANDIDATE RECEIVES AN EFCC MINISTRY CREDENTIAL AND CONTINUES TO FULFILL YEARLY REQUIREMENTS

If ordination is desired, the candidate's local church requests in writing to the MSC that the candidate proceed to the Ordination Credential.

The candidate begins writing a paper, interacting with the EFCC Statement of Faith.

Step 4 MSC ASKS THE AREA SUPERVISOR TO APPOINT A COACH FOR THE CANDIDATE

- a. They connect at least 4 times
- b. Address issues needing attention from the paper
- c. Discuss ministry issues



Step 5 CANDIDATE SUBMITS ORDINATION PAPER TO MSC

Paper is to include interaction on: the EFCC Statement of Faith, Culturally Sensitive Issues, and Candidate's Philosophy of Ministry)



Step 6 MSC APPROVES PAPER (after any necessary revisions)



Step 7 ORDINATION COUNCIL Confirms Character, Orthodoxy and Gifting



Step 8 CANDIDATE RECEIVES AN EFCC ORDINATION CREDENTIAL AND CONTINUES TO FULFILL YEARLY REQUIREMENTS

EFCC Credentialing Process Flow Chart (continued)

YEARLY REQUIREMENTS (for both Ministry Credential and Ordination Credential)

1. Re-sign the three documents (from Step 1c.). These will be sent from Home Office in **January** each year.
2. Return documents by **March 31st** of each year.
3. Account for Ministry Connections (any one of the following):
 - i. Complete the Annual KRA process with the Area Director
 - ii. Attend the EFCCM Area Conference
 - iii. Attend the EFCC National Conference
 - iv. Attend a District Conference
4. Report Continuing Education Activities (any one of the following):
 - i. Take a Seminary or Bible School Course
 - ii. Attend an EFCCM sponsored or approved seminar
 - iii. Read at least one book about Leadership, Spiritual Formation or Contemporary Ministry
 - iv. Other professional development. Explain: _____

EFCC Credentialing Process Flow Chart – Transfer of Ordination

Step 1 GATHERING OF CREDENTIALING DOCUMENTS

- a. The Local Church writes a letter requesting that the candidate be accepted into the credentialing process
- b. Candidate writes a Biographical paper (conversion, call to ministry, commitment to the EFCC)
- c. Obtain a Letter of Recommendation from the previous denomination regarding his/her Christian character, doctrine and ministry effectiveness
- d. Provide a copy of the Ordination Certificate received from the previous denomination
- e. Candidate signs the following documents:
 - i. Covenant of Personal & Professional Ethics
 - ii. EFCC 10 Articles Statement of Faith
 - iii. EFCC Character and Calling document
- f. Candidate writes paper interacting with the EFCC Character and Calling document
- g. Candidate writes Philosophy of Ministry/Leadership style/Ministry gifting paper
- h. Criminal Record check document obtained (at the beginning of every new ministry)



Documents submitted to District Superintendent



Candidate has Interview with the District Credentialing Committee



District Superintendent sends Documents on to the EFCC Home Office



Step 2 CANDIDATE ATTENDS AN EFCC ORIENTATION SEMINAR AND COMPLETES REQUIRED READING

A signed statement of completion of required reading is sent to Home Office



Step 3 CANDIDATE RECEIVES AN EFCC ORDINATION CREDENTIAL AND CONTINUES TO FULFILL YEARLY REQUIREMENTS

EFCC Credentialing Process Flow Chart (continued)

YEARLY REQUIREMENTS (for both Ministry Credential and Ordination Credential)

1. Re-sign the three documents (from Step 1 d.). These will be sent from Home Office in **January** each year.
2. Return documents by **March 31st** of each year
3. Account for Ministry Connections (any one of the following):
 - i. Meet with EFCC pastors at least 2 times/year
 - ii. Attend District Conference
 - iii. Attend the EFCC National Conference
4. Report Continuing Education Activities (any one of the following):
 - i. Take a Seminary or Bible School Course
 - ii. Attend an EFCC sponsored or approved seminar
 - iii. Read at least one book about Leadership, Spiritual Formation or Contemporary Ministry
 - iv. Other professional development. Explain: _____

New EFCC Pastor or Ministry Worker Credentialing Process Checklist

Candidate's Name: _____

Church: _____

Ministry Position: _____

Date of first ministry in EFCC: _____

Ministry Credential ____ Ordination Credential ____

Credentialing Process

(details in *Credentialing Process for the EFCC* Booklet – pages 8–10)

Step 1 Gathering of Credentialing Documents Date Completed

A. Local Church letter requesting candidate be accepted into the Credentialing Process _____

B. Biographical Sketch _____

- _____ Conversion
- _____ Call To Ministry
- _____ Commitment to / support of EFCC

C. Candidate signs the following: _____

- _____ Covenant of Personal & Professional Ethics
- _____ EFCC 10 Articles Statement of Faith
- _____ EFCC Character and Calling document

D. Candidate writes paper interacting with the EFCC Character and Calling document _____

E. Candidate writes summary of Philosophy of Ministry/ Leadership Style/Ministry gifting _____

F. Criminal Record check document obtained _____

G. Documents submitted to District Superintendent _____

H. Interview with District Credentialing Committee _____

I. Documents forwarded to EFCC Home Office for MSC _____

Step 2 Orientation Seminar / Required Reading

A. Attendance at Orientation Seminar _____

B. Statement of readings completed & received at Home Office _____

Step 3 EFCC Ministry Credential issued by MSC _____

Local Church letter requesting candidate proceed to Ordination Process (details in *Credentialing Process for the EFCC* Booklet – pages 12 - 14)

Step 4 Appointment of Coach by DS _____

Step 5 Candidate submits Ordination Paper to MSC: _____

- Paper to include interaction on:
- _____ EFCC Statement of Faith
 - _____ Culturally sensitive issues
 - _____ Candidate's Philosophy of Ministry.

Step 6 MSC Approves paper (after any necessary revisions) _____

Step 7 Ordination Council _____

Step 8 EFCC Ordination Credential issued by MSC _____

Yearly Requirements (for both Ministry Credential and Ordination Credential)

Date: _____ Year: 2_____

_____ Signed & returned the three documents (from Step 1C.)

_____ Made Ministry Connections (any one of the following):

- _____ Met with EFCC pastors at least two times this year
- _____ Attended District Conference
- _____ Attended the EFCC National Conference

_____ Completed Continuing Education (any one of the following):

- _____ Took a Seminary or Bible School Course
Title: _____
- _____ Attended an EFCC-sponsored or –approved seminar
Title _____
- _____ Read at least one book on Leadership, Spiritual Formation or Contemporary Ministry
Title: _____
- _____ Other: _____

Missionary Credentialing Process Checklist

Candidate's Name: _____

Church: _____

Ministry Position: _____

Date of first ministry in EFCC: _____

Ministry Credential ____ Ordination Credential ____

Credentialing Process

(details in *Credentialing Process for the EFCC* Booklet – pages 10-12)

Step 1 Gathering of Credentialing Documents **Date Completed**

A. Personnel Director requests credentialing from MSC _____

B. Biographical Sketch Essays _____

- _____ Call To Missionary Service
- _____ Personal Testimony
- _____ The Gospel and Salvation
- _____ Statement of Faith
- _____ Conviction of Issues
- _____ Philosophy of Missionary Service

C. Candidate signs the following: _____

- _____ Personnel Agreement
- _____ EFCC 10 Articles Statement of Faith
- _____ EFCC Character and Calling document

D. Criminal Record Check document obtained _____

E. Documents submitted to the Personnel Director _____

F. Documents forwarded to EFCC Home Office for MSC _____

Step 2 Orientation / Required Reading

A. Orientation to EFCC (History & Overview) _____

B. Statement of readings completed _____

Step 3 EFCC Ministry Credential issued by MSC _____

Step 4 Appointment of Coach by Area Director _____

Local Church letter requesting candidate proceed to Ordination Process (see pages 12 - 14 for details)

Step 5 Candidate submits Ordination Paper to MSC: _____

- Paper to include interaction on:
- _____ EFCC Statement of Faith
 - _____ Culturally sensitive issues

Step 6 MSC Approves paper (after any necessary revisions) _____

Step 7 Ordination Council passed _____

Step 8 EFCC Ordination Credential issued by MSC _____

Yearly Requirements (for both Ministry Credential and Ordination Credential)

Date: _____ **Year:** 2_____

_____ **Signed & returned the three documents (from Step 1C.)**

_____ **Made Ministry Connections (any one of the following):**

- _____ Completed Annual KRA process with Area Director
- _____ Attended the EFCCM Area Conference
- _____ Attended a District Conference
- _____ Attended the EFCC National Conference

_____ **Completed Continuing Education (any one of the following):**

- _____ Took a Seminary or Bible School Course:
Title: _____
- _____ Attended an EFCCM sponsored or approved seminar
Title: _____
- _____ Read at least one book (on Leadership, Spiritual Formation or Contemporary Ministry):
Title _____
- _____ Other: _____

Transfer of Ordination Credentialing Process Checklist

Candidate's Name: _____

Church: _____

Ministry Position: _____

Previously Ordained with: _____

Ordination Credential (Transfer) ____

Credentialing Process

(details in *Credentialing Process for the EFCC* Booklet – pages 14-16)

Step 1 Gathering of Credentialing Documents Date Completed

- A. Local Church letter requesting candidate be accepted into the Credentialing Process _____
- B. Biographical Sketch _____
 - _____ Conversion
 - _____ Call To Ministry
 - _____ Commitment to / support of EFCC
- C. Letter of recommendation from previous denomination _____
- D. Copy of original Ordination Certificate _____
- E. Candidate signs the following: _____
 - _____ Covenant of Personal & Professional Ethics
 - _____ EFCC 10 Articles Statement of Faith
 - _____ EFCC Character and Calling document
- F. Candidate writes paper interacting with the EFCC Character and Calling document _____
- G. Candidate writes summary of Philosophy of Ministry/ Leadership Style/Ministry gifting _____
- H. Criminal Record check document obtained _____
- I. Documents submitted to District Superintendent _____
- J. Interview with District Credentialing Committee _____
- K. Documents forwarded to EFCC Home Office _____

Step 2 Orientation Seminar / Required Reading

- A. Attendance at Orientation Seminar _____
- B. Statement of readings completed - received at HO _____

Step 3 EFCC Ordination Credential issued by MSC _____



Yearly Requirements (for both Ministry Credential and Ordination Credential)

Date: _____ Year: 2 _____

_____ **Signed & returned the three documents (from Step 1D.)**

_____ **Made Ministry Connections (any one of the following):**

- _____ Met with EFCC pastors at least two times this year
- _____ Attended District Conference
- _____ Attended the EFCC National Conference

_____ **Completed Continuing Education (any one of the following):**

- _____ Took a Seminary or Bible School Course:
Title: _____
- _____ Attended an EFCC sponsored or approved seminar
Title: _____
- _____ Read at least one book (on Leadership, Spiritual Formation or Contemporary Ministry):
Title _____
- _____ Other: _____