

Coaches' Manual

CRC Churches International



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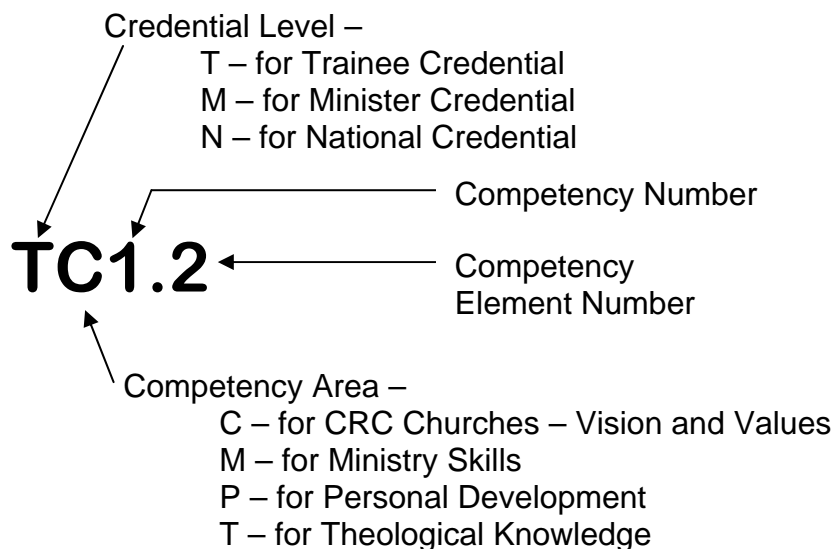
Credential Competencies

As a guide to the credentialing of ministers in the CRC Churches International – Australia, a set of Competencies have been established for each level of Credential.

These competencies are divided into four main areas – Personal Development, Ministry Skills, Theological Knowledge and CRC Churches Vision and Values.

Each of these competencies is then divided into elements with each element having performance criteria.

These competencies are identified by the following code.



What is a competency?

The most common experience of competency testing for most adults is a driving licence test. Here the emphasis is not on knowing something (road rules or driving a car) but on doing it. Knowledge is important, one could not pass the test without it but it is the application that is vital.

In the driving test an examiner accompanies the trainee driver through the actual experience of driving in a real life situation, checking various elements of driving skill and knowledge.

At the end of the test the examiner describes the driver as either **competent** or not. The **not yet competent** driver is not banned from learning to drive but encouraged to improve their competency before retesting.

A competent driver is then approved/licensed to drive on the roads of our community.

Competency in the Credentialing Process

Aspirants for ministry credentialing in the CRC will normally be required to demonstrate their calling and gifting by proving competency in the areas laid out.

Trainee Credential Level

Before a local church leadership can apply to the relevant credentialing authority in their state for a Trainee credential, they must endorse an applicant as competent in certain areas. These competencies require an applicant to have experienced and shown ability in numerous areas of service and leadership in the local church.

Minister Credential Level

When a Trainee Credential is approved the Applicant will have a Credential Coach appointed, with their agreement.

This Coach can be appointed from the same local church environment as the Applicant though it may be better at times to have someone outside the local church to provide a more detached view of the Applicant's performance.

The Coach may from time to time communicate with the Applicant's local church leadership and Covering Pastor.

Over the three years of progress toward a Local Credential application the Coach and Applicant will meet regularly – 10 times each year for 2 hours.

During these meetings the coach will discuss, encourage, resource and assess the Applicant on the competencies required for a Local Credential.

Every six months the Coach will also provide the Coach Supervisor of the relevant credentialing body with a report on the competencies achieved by the Applicant in that period.

As the competencies are, in part, associated with the Training Program, the order in which each competency is dealt with is a matter for negotiation between the Applicant and the Coach.

All competencies must normally be reached before a credential application can go forward, however this does not guarantee success of the application.

National Credential Level

Following the granting of a Local Ministers Credential the frequency of meetings between the Applicant and Coach changes as the Applicant takes more responsibility for the process. Meetings through the three years normally separating the approval of Local and National credentials will occur on a three monthly basis and last for approximately four hours. This will allow for greater depth of discussion and relationship.

Again the purpose of this relationship is for the Applicant to achieve competency in the prescribed areas. The Coach continues in their role of supporting the Applicant, ensuring their competency and providing six monthly reports to the relevant credentialing body.

All competencies must normally be reached before a credential application can go forward, however this does not guarantee success of the application.

Credential Coaches

Coaches are experienced ministers of the movement who have completed the Coach Training program.

Coaches commit themselves to the role of guiding a Applicant through the process of gaining the competencies required for the various levels of ministry credentials in the movement.

Good Coaches demonstrate certain behaviours – they are objective, they care, they challenge, they encourage and motivate, they listen, they strategise and they celebrate. (Empowering Leaders through Coaching, Ogne & Nebel. Direction Ministry Resources, page 1-1)

For Coaches responsible for church leadership roles (i.e. 'full time' or 'tent making' pastors) it would be unlikely for them to coach more than two Applicants at a time. Retired ministers may well be able to handle more than this, depending ministry responsibilities.

Responsibilities of the Applicant

Applicants who have been awarded their Trainee Ministers Credential should

- ❖ Familiarise themselves with the credentialing and coaching processes.
- ❖ Make contact with the Coach who has been appointed to them by the credentialing body in consultation with the Applicant's local church, arranging an initial meeting.

- ❖ Provide the Coach with a copy of the initial credential application and competency report prior to the initial meeting.
- ❖ Ensure that the required meetings are held.
- ❖ Determine with the Coach the pace of completion for competencies.
- ❖ Make certain that competency is achieved in all required areas.
- ❖ Complete and have signed by the Coach all competency review sheets.
- ❖ Remind the Coach when their reports should be sent to the Credentialing body.
- ❖ Discuss with their Covering Minister or the Coaching Supervisor of their credentialing body any concerns that they may have regarding the coaching process.

Responsibilities of the Coach

The Coach once assigned by the relevant State credentialing body should –

- ❖ Familiarise themselves with the credentialing and coaching processes.
- ❖ Arrange a meeting with the Applicant within a month of being contacted.
- ❖ Review the initial application and competency report prior to meeting with the Applicant.
- ❖ Be available for the required meetings and other contacts with the Applicant that assist them in reaching competency.
- ❖ Work with the Applicant to establish an order and pace for the completion of competencies.
- ❖ Sign the Competency Review Sheets when the Applicant meets competency in that area.
- ❖ Complete and send to the Coach Supervisor on time (beginning of February and August) the Coach's six-monthly report sheets.

Responsibilities of a Coach Supervisor

(Normally a member of the State Executive)

A Coach Supervisor is appointed by the relevant State credentialing body and is normally part of that body. They will be responsible for –

- ❖ Communication with, assisting and supervision of the Coaches operating on behalf of the credentialing body.
- ❖ Ensuring all coaches have completed the Coaches' training program.
- ❖ Distribution of all manuals to coaches and Applicants.
- ❖ The keeping of all records – competency review sheets, Coaches reports etc.
- ❖ Reporting to the credentialing body on the completing of competency requirements by ministry credential applicants.
- ❖ Discussing with Applicants, Coaches, Covering Ministers or Local Church Oversight any concerns over the coaching process and taking appropriate action.

Competencies Required for a Trainee Minister's Credential

Learning to Lead

The following competencies are normally required for the granting of a Trainee Minister's Credential; however competency in these areas will not be a guarantee of the awarding of a credential.

TC – Trainee/CRC Churches – Vision and Values

1. Demonstrate understanding of, and commitment to, ministerial ethics
2. Know and understand Local Church directions/values
3. Understand the Vision and Values of the CRC
4. Willingness to implement established policy
5. Experience of the total ministry life of the church

TM – Trainee/Ministry Skills

1. Demonstrate good relational skills
2. Demonstrate good personal time-management skills
3. Exhibit good decision-making skills
4. Lead a person to Christ and follow them up
5. Lead a believer through Water Baptism
6. Lead a person to Spirit Baptism
7. Operate voice gifts
8. Lead a small group effectively
9. Work in a team
10. Lead a discussion group
11. Lead worship in a service
12. Preach an effective sermon
13. Demonstrate good communication skills
14. Follow the Spirit's leading confidently

TP – Trainee/Personal Development

1. Exhibit a definite sense of the call of God in their life
2. Demonstrate marriage and family wellbeing
3. Establish personal devotional and study habits
4. Demonstrate personal balance and integrity
5. Model attributes of servanthood
6. Prayerfully apply God's Word to their life
7. Establish personal convictions about tithing and giving

TT – Trainee/Theological Knowledge

1. Articulate a knowledge of ministry gifts as it applies to them
2. Demonstrate basic hermeneutical skills
3. Exhibit basic doctrinal knowledge
4. Show evidence of basic biblical knowledge

Competencies Required for a Minister's Credential

Leading Others

The following competencies are normally required for the granting of a Minister's Credential; however competency in these areas will not be a guarantee of the awarding of a credential.

MC – CRC Churches – Vision and Values

1. Understand CRC ideology, documents, history and organisation
2. Demonstrate understanding of church governance
3. Connect as a Minister within the CRC
4. Show a good understanding of the importance of children's and youth ministries

MM – Ministry Skills

1. Teach and lead the church in stewardship
2. Preach expository sermons
3. Developing Spiritual Disciplines
4. Disciple new believers in the basic of the faith
5. Mentor/equip others
6. Build and lead a team
7. Minister effectively in alter calls
8. Understand and implement policy (Finance/Taxation/Employment/OHS/Duty of Care)
9. Operate a legal entity – complying with Government requirements
10. Research and evaluate cultural changes in community
11. Implement a directional/values statement
12. Train small-group leaders
13. Supervise a small-group network
14. Demonstrate knowledge of special services/celebrants requirements
15. Counsel effectively
16. Establish a care system
17. Establish and implement an evangelism strategy for the local church
18. Understand leadership development processes
19. Minister effectively in a Missions context
20. Resolve conflicts between members
21. Effectively plan and implement Sunday Services
22. Minister effectively to sick and demonised people
23. Establish group/department program/budget/structures
24. Operate Spiritual gifts (more than voice gifts)
25. Lead others with the Spirit's direction
26. Use ministry gifts to build the local church

MP – Personal Development

1. Develop knowledge of calling/gifting
2. Establish goals for personal/marriage/family development
3. Maintain personal life direction and balance
4. Establish relationship with an appropriate mentor
5. Be sought out as a mentor
6. Lead with a servant's heart

MT – Theological Knowledge

1. Write a group study on a key biblical and/or theological issue
2. Demonstrate reasonably advanced hermeneutical skills
3. Understand marriage and family interactions
4. Exhibit a good working knowledge of Scripture
5. Understand church history
6. Understand the role of ministry gifts in building the church.

Competencies Required for a National Minister's Credential

Leading Leaders

The following competencies are normally required for the granting of a National Minister's Credential; however competency in these areas will not be a guarantee of the awarding of a credential.

NC – CRC Churches – Vision and Values

1. Employ and propagate CRC values
2. Write, establish and utilise directional and value statements
3. Actively promote children's and youth ministries in the church



NM – Ministry Skills

1. Train others to nurture and disciple believers
2. Teach others to build and lead teams
3. Implement/delegate policy outworking (finance/tax/employment/OHS/duty of Care)
4. Establish a legal entity
5. Undertake pre-marriage counselling
6. Train mentors
7. Lead Leaders
8. Supervise and resource group/department leaders
9. Develop new evangelism and ministry strategies for changing community culture
10. Lead teams in ministering effectively in a Missions context
11. Resolve conflict between leaders
12. Develop and implement policy directions for Sunday services/church planting
13. Demonstrate familiarity with Church Governance (Eldership/Finance Committees)
14. Develop strategic planning (stewardship/land purchase/property development)
15. Develop a staff
16. Develop a church preaching diet
17. Inspire, develop and care for volunteers
18. Understand the place of IT and Media in the local church
19. Effectively use public relations and advertising in the local church
20. Demonstrate the supernatural working of the Holy Spirit through their ministry gifting
21. Plant churches
22. Identify, develop and release ministry gifts within the local church

NP – Personal Development

1. Develop their calling and gifting
2. Implement development strategies for personal, marriage and family growth
3. Maintain and atmosphere of personal growth and development
4. Practice sacrificial servanthood

NT – Theological Knowledge

1. Demonstrate advanced knowledge of Christian doctrine, church history and Scripture

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CRC Churches International



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Contents

Section 1	What is a Credential Coach	Page 15
Section 2	Coaching Style Relationships in the Bible	Page 18
Section 3	The Principle of Coaching	Page 21
Section 4	Four Ways To Gain Credibility In The Coaching Relationship	Page 22
Section 5	Commencing Coaching	Page-28
Section 6	The Coaching Framework	Page 29
Section 7	Balancing Grace And Truth	Page 31
Section 8	Interpersonal Skills for Coaching	Page 36
Appendix 1	The GROW acronym	Page-40
Appendix 2	Self care strategies in ministry	Page 41

Acknowledgements

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Sections 4 and 7 have been taken from Empowering Leaders Through Coaching, a self study guide by Steven L Ogne and Thomas P. Nebel and published by Direction Ministry Resources.

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Finally I would like to emphasise that this is a work in progress, if you like a living work.

The commencement of Credential Coaching in the CRC Churches International in Australia represents a large step forward in our approach to the development of ministers in our movement. Much will be learnt in the coming years as we implement this change and I hope later editions of this training manual will reflect our increase in knowledge and experience.

Pastor Grant Redman
May 2004.

Section 1: What is a Credential Coach?

A Credential Coach is a CRC minister appointed by an appropriate credentialing body to guide a person through the credentialing processes.

(For the purposes of this manual a person moving through the credentialing process will be referred to as a Applicant.)

They are responsible for

- ❖ Developing a genuine and supportive relationship with the Applicant.
- ❖ Understanding the credentialing process and the competencies required for each level of credentialing in the CRC Churches.
- ❖ Meeting with the Applicant on a regular basis,
 - Ten times a year for the three years between the Trainee and Local Credential.
 - Four times per year for the three years between the Local and National Credential.
- ❖ Ensuring that the Applicant has met the competency requirements of the credentialing process by
 - Discussing each competency with the Applicant.
 - If necessary guide, equip and resource the Applicant in the attainment of competency in each area.
 - Use the Competency Guides to ensure the Applicant is competent in each area.
 - Complete and sign off on each Competency Guide.
 - Complete and forward to the relevant credentialing body the Coaches Reports every six months.
- ❖ Maintaining open communication with the Coach Supervisor of the appropriate credentialing body.

Exercise One

Persons are Gifts

At least Jesus thought so, "Father, I want these whom you've given me to be with me ..."

I agree with Jesus and also want those whom the Father has given me to be where I am.

- ❖ Persons are gifts, which the Father sends to me wrapped!

Some are wrapped very beautifully:
They are very attractive when I first see them.
Some come in very ordinary wrapping paper.
Others have been mishandled in the mail.
Once in a while there is a "Special Delivery!"
Some persons are gifts which come very loosely wrapped;
Others very tightly.

- ❖ But the wrapping is not the gift!

It is easy to make this mistake....
It is amusing when babies do it.

- ❖ Sometimes the gift is very easy to open. Some times I need others to help.

Is it because they are afraid?
Does it hurt?
Maybe they have been opened before and thrown away?
Could it be the gift is not for me?

- ❖ I am a person, therefore I am a gift too!

A gift to myself, first of all. The Father gave myself to me.
Have I ever looked inside the wrapping? Afraid to?
Perhaps I've never accepted the gift that I am...
Could it be that there is something inside the wrappings other than what I think is there?
Maybe I've never seen the wonderful gift that I am!
Could the Father's gift be anything but beautiful?
I love the gifts that those who love me, give to me; why not this gift from the Father?

- ❖ And I am a gift to other persons!

Am I willing to be given by the Father to others?
A man, A woman for others!
Do others have to contend with the wrappings?
Never permitted to see the gift?

- ❖ Every meeting of persons is an exchange of gifts!

But a gift without a giver is not a gift; it is a thing devoid of relationship to a giver and a givee.

- ❖ Friendship is a relationship between two persons who see themselves as they truly are: gifts of the Father to each other for others, sisters and brothers!

A friend is a gift not just to me but to others through me.
When I keep my friend – possess him – I destroy his 'giftness'.
If I save His life for me, I lose it; if I lose it for others I save it.

Persons are gifts, gifts received and gifts given like the Son.

Friendship is the response of person – gifts to the Father Giver.

Friendship is 'koinonia'.

(Taken from "FAMILY LIFE GROWTH SEMINARS")

- ❖ Read and reflect on this piece of prose.
- ❖ Discuss with others, in a group of two or three people, the parts of this that impact you?
- ❖ Where are the challenges for you?

Section 2: Coaching Style Relationships in the Bible

It was a way of life in Bible times. It was the primary means of handing down skills and wisdom from one generation to the next. So it's not surprising that Scripture gives numerous examples of these kinds of relationships. The list below shows some of the more prominent. By studying the passages indicated, you can learn a lot.

In the Old Testament

Jethro and Moses (Exodus 18)	Jethro taught his son-in-law the invaluable lesson of delegation.
Moses and Joshua (Deut. 31:1-8; 34:9)	Moses prepared Joshua to lead Israel into Canaan.
Moses and Caleb (Num. 13; 14:6-9; 34:16-19; Joshua 14:6-15)	It appears that Moses groomed Caleb for leadership, and inspired in him unswerving faith in the promises of God.
Samuel and Saul (1 Sam. 9-15)	Samuel not only acclaims Saul as Israel's king, but tried to shape his character as well. Even when Saul rebelled against the Lord, Samuel kept challenging him to repent and return to God.
Samuel and David (1 Sam 16; 19:18-24)	Samuel anointed David as King and gave him refuge from Saul's murderous plots.
Jonathan and David (1 Sam 18:1-4; 19:1-7; 20:1-42)	An outstanding example of peer mentoring, Jonathan and David remained loyal to each other during the troubling days of Saul's declining reign.
Elijah and Elisha (1 Kings 19:16-21; 2 Kings 2:1-16; 3:11)	The prophet Elijah recruits his successor Elisha and apparently tutored him in the ways of the Lord while Elisha ministered to Elijah's needs.
Jehoiada and Joash (2 Chron 24:1-25)	The priest Jehoiada helped Joash – who came to the throne when he was only seven years old – learn to rule according to Godly principles. Unfortunately Joash turned away from the Lord after his mentor died.

In the New Testament

Barnabas and Saul/Paul
(Acts 4:36-37; 9:26-30; 11:22-30)

Barnabas opened the way for Saul to associate with the church after his dramatic Damascus Road conversion.

Barnabas and John Mark
(Acts 15:36-39; 2 Tim 4:11)

Barnabas was willing to part company with Paul in order to work with John Mark. Later, Paul came around to Barnabas' point of view, describing John Mark as "useful to me for ministry." John Mark is believed to have been the primary author of the gospel of Mark.

Priscilla and Aquila and Apollos
(Acts 18:1-3, 24-28)

Tentmakers Priscilla and Aquila served as spiritual tutors to Apollos at Ephesus. As a result, Apollos became one of the early church's most powerful spokesmen for the gospel.

Paul and Timothy
(Acts 16:1-3; Phil 2:19-23; 1 and 2 Timothy)

Paul invited Timothy to join him during one of Paul's missionary journeys. Timothy eventually became pastor of the dynamic church at Ephesus.

Paul and Titus
(2 Cor 7:6, 13-15; 8:17; Titus)

Paul, along with Barnabas, apparently won this Greek-speaking Gentile to the faith and recruited him as a travelling companion and co-worker. Titus became a pastor and according to tradition, the first bishop of the island of Crete.

(Taken from *As Iron Sharpens Iron* by Howard Hendricks and William Hendricks, published by Moody Press)

Exercise Two

Coaches in Your Past

The key to unlocking the future is often found in reflecting on the past. Identifying past coaches can provide encouragement.

This can also help to develop 'coaching eyes' for the future.

List people and leaders who have significantly influenced you.

Year	Name	Influence

Reflections

As you look at your past coaches, reflect on the following:

1. Do you recognise any patterns in your coaching?
2. What kinds/types of people seem to recur?
3. Did you realise at the time that coaching was occurring?
4. Has most of your coaching been intensive, occasional or passive?
5. What implications might these have for you in the future as a Coach?

Section 3: The Principle of Coaching

A comparison of the attitudes in the following scriptures will highlight the basic principle required for coaching.

Contrast

Phil 2:4 Don't think only about your own affairs, but be interested in others, too, and what they are doing.

With

Phil 2:21 All the others care only for themselves and not for what matters to Jesus Christ.

Then consider

Phil 2:5 Your attitude should be the same that Christ Jesus had. 6Though he was God, he did not demand and cling to his rights as God. 7He made himself nothing; he took the humble position of a slave and appeared in human form. 8And in human form he obediently humbled himself even further by dying a criminal's death on a cross. 9Because of this, God raised him up to the heights of heaven and gave him a name that is above every other name,

This passage unfolds the principle of ministry –

1. A coach is a person who doesn't look out for his or her own interests, but looks out for the interests of others.
2. A coach is a person who doesn't grasp at position, but is content to fulfil the role that God gives to him or her, not even desiring equality, but rather being prepared to be humble and take a position that is less than equal. That is the position of a servant.

A person who is a coach is a person who is prepared to be a 'servant leader'.

Jesus is the model of a servant leader.

Section 4: Four Ways To Gain Credibility In The Coaching Relationship

1. Position
2. Expertise
3. Spiritual Authority
4. Relational Authority

Position

The coach has direct line of authority or significant influence over the person being coached.

1. Source.
Positional authority is granted by people.
2. Asset.
Positional authority creates an opportunity for positive influence.
3. Liabilities.
 - a. Coaching by someone with positional authority is sometimes viewed as an obligation rather than perceived as valuable or helpful.
 - b. Appointments are often seen as a check-up rather than strategic encouragement.
4. A good coaching paradigm will help the supervisor.
 - a. Increase productivity and effectiveness.
 - b. Improve relationship with leaders.
 - c. Maintain a balance between denominational agenda and the leader's needs.
 - d. Value people higher than the program.
 - e. Increase ministry rather than management
 - f. Question – Are you perceived as helpful or just important?

5. A leader sometimes experiences confusion:
 - a. Between boss and friend.
 - b. Between results person and resource person.
 - c. Between accountability and vulnerability.
6. Learning to use positional authority.
 - a. Listen before you speak.
 - b. Remember that people are more important than programs.
 - c. Use your position to benefit your leaders.
 - d. Use your position to protect your leaders.
 - e. Do not use positional authority to control.

7. Conclusion.

Positional authority can create an opportunity for positive influence. But you cannot rely on positional authority alone to sustain a healthy coaching relationship. You must also be perceived as helpful, trustworthy and caring.

Expertise

The coach has recognized knowledge and/or experience in the field being coached.

1. Source - Expertise is learned by the coach.
2. Assets.
 - a. A coach with knowledge or experience is immediately perceived as helpful.
 - b. A coach with experience can relate to the feelings or emotions of the leader.
 - c. A coach with experience can point out potential pitfalls in advance.

- d. A coach with broad experience can provide exposure to multiple ministry models.
- e. A good coach will stay fresh and current in his or her expertise.

3. Liabilities.

- a. Watch out for advice giving. Do not be a 'know-it-all'.
- b. Do not jump to conclusions based on your own experience.
- c. Watch out for needless story telling. It wastes time and clouds the issues.
- d. Our coaching options should not be limited to our experience.

4. Developing your expertise.

- a. Read and study your ministry area as much as possible. This will give you credibility in the specific field.
- b. Read and study leadership as much as possible. This will give you credibility in any field.
- c. Practice your coaching skills.
- d. Reflect on your experience.
- e. Observe or experience a variety of models and methods.

5. Conclusion.

Coaches with expertise and knowledge are in high demand but without relationship they may not have enough authority to create lasting change.

Spiritual Authority

The coach is recognized for wisdom and spiritual discernment.

1. Source – Spiritual authority is given by God but recognized by others.
2. Assets.
 - a. Spiritual authority and a coaching gift can be applied to a great variety of coaching situations.
 - b. Spiritual discernment is most helpful with difficult coaching situations.
 - c. Prayer and spiritual power can overcome circumstances.
3. Liabilities.
 - a. Beware of spiritual pride.
 - b. Spiritual authority is not an excuse for lack of knowledge or preparation.
 - c. Lack of relationship will limit the receptivity to spiritual authority.
4. Increasing your spiritual authority.
 - a. Seek the Lord by practicing your spiritual disciplines.
 - b. Listen to God's agenda and point the way.
 - c. Always be prepared but never self-promoting.
 - d. Seek the Lord before making recommendations or decisions.
 - e. Speak less frequently than others, only as the Spirit leads.

5. Conclusion.

Spiritual authority can give you access to a variety of coaching opportunities, but responsible preparation and relationship building ensure that your wisdom will be received.

Relational Authority

The coach has taken time to develop a personal relationship and trust with the person being coached.

1. Source - Relational authority is granted by the leader and earned by the coach.
2. Assets.
 - a. Relational authority requires time for trust to develop.
 - b. Relational authority requires the vulnerability of the coach.
 - c. Relational authority will sustain a coaching relationship when other means of authority fail.
3. Liabilities.
 - a. Relational authority requires time for trust to develop.
 - b. Relational authority requires the vulnerability of the coach.
 - c. Relational authority requires more personal emotional investment in the relationship, which sometimes leads to disappointment.
4. Developing sincere relationships.
 - a. Take time with people.
 - b. Be more interested in them than they are in you.
 - c. Find common areas of passion and interest.
 - d. Be willing to be vulnerable with your needs and concerns.
 - e. Seek to meet their needs and agenda before your own.
5. Conclusion.

Relational authority is not required in every coaching opportunity in order to be helpful. It is useful in most long-term coaching relationships to increase significance for both coach and leader.

Exercise Three

Word Study

Word study: EQUIP – ‘katartizo’	
1 Cor 1:10	
Heb 10:5	
Luke 6:40	
Heb 13:21	
1 Peter 5:10	
Rom 9:22	
Matt 4:21	
Mark 1:19	
1 Thess 3:10	
Gal 6:1	
2 Cor 13:9	
Eph 4:12	
2 Tim 3:16 & 17	
Matt 21:16	
Read each of the verses listed, which contain the word “katartizo”, and note it’s use and shade of meaning in each of the verses.	

Section 5: Commencing Coaching

Like any aspect of life and ministry a good beginning is of great value.

In coaching a good beginning has immense impact upon the effectiveness of the relationship.

1. Expectations need to be discussed.
 - ❖ What is the extent of the coaching?
 - a. Generally confined to the credential competencies.
 - b. Some Applicants may however wish to broaden the scope of the coaching relationship. This needs to be clearly discussed and boundaries set.
 - ❖ What is the context of the relationship?
 - a. Each Applicant represents a world of relationships and activities, which we need to be aware of.
 - b. What of their ministry and leadership relationships. Have they a covering minister or a senior pastor, whom do they oversight?
 - ❖ Practical aspects – where, when, how, how long.
 - ❖ Relational issues – confidentiality, availability, extra time, couples.
 - ❖ Prayer – committing to pray for one another
2. Trust needs to be established
 - ❖ Applicant tells their story.
 - ❖ Coach tells their story.
3. Use of personal inventories
 - ❖ This is a good time for use of these methods of determining the outlook of the Applicant.
 - ❖ Personality, Spiritual Gift, Leadership etc. inventories can be used.
4. Spend time in prayer and sharing.
5. Review the competencies required of a Trainee Ministers Credential with them and ensure that the local church has reviewed these with the Applicant.

This may take several sessions to cover but it is essential to the whole process of coaching. Don't rush through this step as it builds the necessary foundation for a good coaching relationship. Above all remember coaching is an intentional RELATIONSHIP.

Section 6: The Coaching Framework

Each coaching appointment needs to contain the following elements –

1. Connect – with the Applicant and their world

- ❖ Personal life
- ❖ Family and Friends
- ❖ Ministry Relationships & Situations
- ❖ Coaching Relationship

2. Consider – with the Applicant their progress and future assignments

- ❖ Progress on previous competency assignments
- ❖ Problems or areas of need
- ❖ Next competency assignments
- ❖ Resources required or helpful
- ❖ Prioritise

3. Confirm – the accomplishments and next assignments

- ❖ Competencies completed
- ❖ Focus for next coaching appointment

4. Congratulate – the Applicant for progress

- ❖ Applicant of progress
- ❖ Ministry success
- ❖ Personal developments

Other Key Elements of Coaching

1. Preparation – before the appointment.

- ❖ Praying for the Applicant and the coaching appointment.
- ❖ Be personally prepared physically, mentally and spiritually.
- ❖ Reviewing notes of your previous meeting.
- ❖ Considering personal situations and need the Applicant may have.
- ❖ Considering ministry situations and needs the Applicant may have.
- ❖ Develop an outline for the approaching appointment.
- ❖ Prepare resources that may be needed by the Applicant.
- ❖ Prepare to listen and question effectively.
- ❖ Consider how you might congratulate the Applicant.
- ❖ Reflect on how you might build your coaching relationship.

2. Evaluation – after the coaching appointment.

- ❖ Was I properly prepared?
- ❖ Did I listen and question well?
- ❖ Did we pray together?
- ❖ What progress is being made and how did I congratulate the Applicant for that progress?
- ❖ What personal issues need attention?
- ❖ What ministry issues need attention?
- ❖ Which competencies did I sign off on?
- ❖ What competencies will be the focus of the next appointment?
- ❖ What resources have I given or recommended to the Applicant?
- ❖ What have I promised or given to the Applicant?
- ❖ Is there any follow up needed?
- ❖ What observations can I make?

It may take an hour or more to properly prepare for a coaching appointment without including prayer and the gathering of resources. A similar time allotment needs to be given for evaluation, the recording of a Applicant's progress and the plotting of future direction.

It is vital that this time be set aside ahead of the coaching appointment so that full attention can be given to both preparation and evaluation.

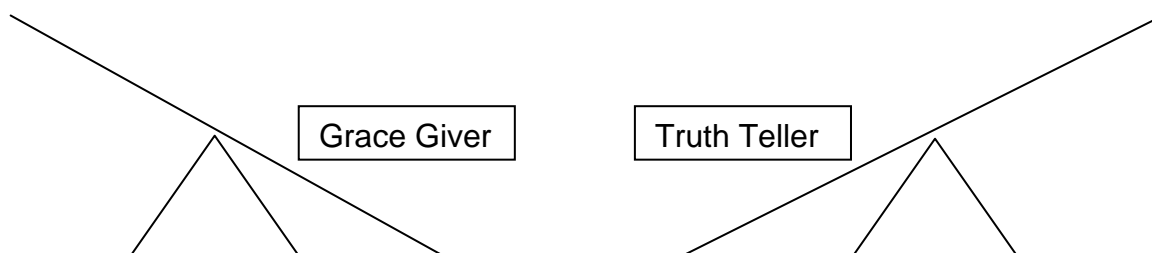
Section 7: Balancing Grace And Truth

1. Introduction.

“Just because a person cares about you, doesn’t mean they’ll do you any good.”

2. Understanding grace-giving and truth-telling.

- a. Coaches need to be grace-givers. Grace-giving is the art of empowering or encouraging someone in their ministry or their station in life.



- b. Coaches need to be truth-tellers. Truth-telling is the art of informing someone about their objective reality.

3. Discovering your personal tendencies.

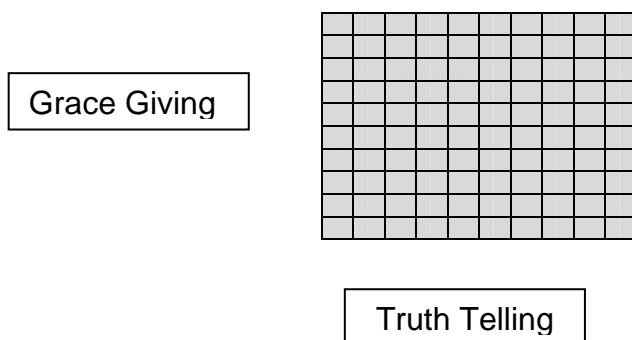
- a. We are usually not naturally good at both grace-giving and truth-telling.
- b. We often see grace-giving and truth-telling as mutually exclusive.

Grace-Givers	Truth-Tellers
Friend	Boss
Cheerleader	Supervisor
Nice words	Hard words
Suggests	Assigns
Listens	Tells
Process	Product

4. Seeing Jesus as the perfect synthesis of grace and truth.

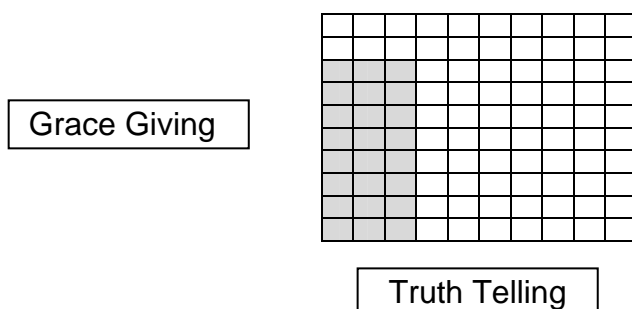
“The Word became flesh and made His dwelling among us. We have seen His glory, the glory of the One and Only, who came from the Father, full of grace and truth.” - John 1:14

Jesus scores a perfect “10” on grace-giving and truth-telling.



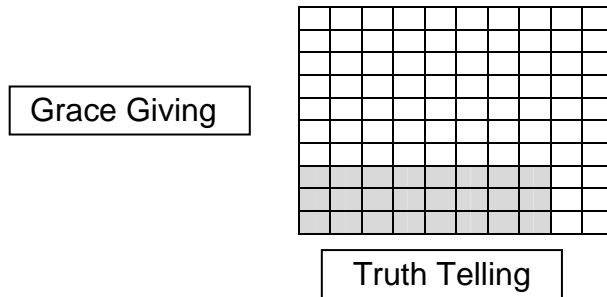
5. Expanding our grace-giving and truth-telling grids.

a. Helping the truth-telling deficient coach.



- Learn truth
- Learn to ask good, probing questions.
- Practice by role-playing.
- Observe truth-tellers in action.
- Prayerfully consider Jesus.

b. Helping the grace-giving deficient coach.



- Develop good listening skills
- Expose yourself to people-oriented resources.
- Ask for a lot of feedback.
- Force yourself to formulate 75% of your verbage in question form.
- Prayerfully consider Jesus.

Exercise Four

The Power of Encouragement

(Adapted with permission from Denise Needham)

THE POWER OF THE ENCOURAGER

Positivity gives birth to positivity.
Encouragement gives birth to encouragement.
Seeking the positive is often hard,
Revealed only with "time blessed thought",
Waiting, watching, intentional.
A smile, a touch, a look, a word.
It levers gently, carefully off the tongue,
Demanding awareness of other's feelings and how people function best.
It succeeds in soothing a troubled heart,
Being astutely guided by wisdom.
Generous, self-realised, joyous,
Compassionate, warm embracing,
Contemplating good.
The one who receives it feels accepted
The one who offers it reaps wholeness.
It energises and builds enthusiasm,
Embracing and liberating performance,
Motivating and empowering everyone it touches.
It is a hall-mark of true success,
Placing the human 'being' before the human 'doing'.
It's contagious!

THE POWER OF THE DISCOURAGER

Negativity gives birth to negativity.
Discouragement gives birth to discouragement.
It is so easy to be negative,
Springing quickly to mind,
Impatient, insular, brash.
A frown, withdrawal, a look, a word.
It jumps eagerly off the tongue,
Flowing carelessly out of stressed emotions and tired people.
It attempts to appease an angry and bruised heart
Being recklessly driven by foolishness.
Greedy, self-absorbed, sour,
Dispassionate, cold, rejecting,
Contemplating evil.
The one who receives it feels pain ...
The one who gives it reaps disintegration.
It drains energy and enthusiasm,
Disabling and stifling performance,
De-motivating and retarding everyone it touches.
It is a hall-mark of depression,
Placing human 'doing' above human 'being'.
It's contagious!

Some verses for meditation –

Proverbs 4:23	Above all else guard your heart for it is the wellspring of life.
Proverbs 10:11	The mouth of the righteous is a fountain of life, but violence overwhelms the mouth of the wicked.
Proverbs 17:22	A cheerful heart is good medicine but a crushed spirit dries up the bones.
Psalms 141:3	Set a guard over my mouth, O Lord; Keep watch over the door of my lips.

Personal Reflection

Think about a person who has encouraged you.

What was the situation at the time?

How did they encourage you?

Were they aware that they had encouraged you?

How did you feel after receiving the encouragement?

What changes has encouragement brought to your life?

Have you had encouragement from God lately?

How did it affect you?

How do you feel when you have sought to encourage another?

How do you actively encourage others?

Section 8: Interpersonal Skills for Coaching

1. Attending – active listening.

Attending to the verbal and non-verbal aspects of communication without judging or evaluating.

Objective: To encourage trust and self-disclosure and exploration by the Applicant.

2. Immediacy.

The ability to deal with what is happening between you and the Applicant.

There are two types of immediacy response:

- Relational immediacy – refers to the ability to review the history and present status of your relationship with Applicant in a concrete way.
- Here and now immediacy – refers to your ability to deal with a particular situation that is affecting the way in which you and the Applicant are relating right now.

Immediacy is a complex skill. It involves:

- Revealing how you are affected by the Applicant
- Sharing your hunches about his or her behaviour
- Challenging the Applicant to explore new ways of dealing with their situation

Objective: To engage in direct mutual talk between you and the Applicant with an aim of overcoming blocks to more effective involvement and to see more clearly both the productive and unproductive ways the Applicant tends to relate to others.

3. Restating

Saying in slightly different words what the Applicant has said to clarify its meaning.

Objective: To determine if the mentor has understood correctly the Applicant's statement.
To provide support and clarification.

4. Summarising

Pulling together the important elements of an interaction or session.

Objective: To avoid fragmentation and to give direction to a session.
To provide for continuity and meaning.

5. Reflective Feelings

Communicating understanding of the content of feelings. When Applicant's talk about their behaviours and experiences there is a need to respond to the feeling and emotion that arise from them.

Objective: To let the mentoree know that they are heard and understood beyond the level of words.

6. Clarifying

Grasping the essence of a message at both the feeling and thinking levels; simplifying Applicant's statements by focussing on the core of the message.

Objective: To help the Applicant sort out conflicting and confused feelings and thoughts.
To arrive at a meaningful understanding of what is being communicated.

7. Questioning

Asking 'open ended' questions that lead to the self-exploration of the what and how of behaviour.

Objective: To elicit further discussion
To get information
To stimulate thinking
To increase clarity and focus
To provide further self-exploration

8. Giving feedback

Expressing concrete and honest reaction based on observation of the behaviour of the Applicant

Objective: To offer an external view of how the person appears to others.
To increase the Applicant's self-awareness.

9. Suggesting

Offering advice and information, direction, and ideas for new behaviour.

Objective: To help Applicants develop alternative courses of thinking and action.

10. Disclosing oneself

Revealing one's reactions to here and now events in the session. The willingness to be vulnerable in the relationship.

Objective: To facilitate deeper levels of interaction
To create trust
To model ways of revealing oneself to others

11. Confronting

Challenging Applicants to look at discrepancies between their words and actions or body and verbal messages, pointing to conflicting information or messages.

Objective: To encourage honest self-investigation
To promote full use of potentials
To bring about awareness of self contradictions

Exercise Five

Turning Statements Into Questions

In order to avoid “autobiographical responses” as well as to develop your questioning skills, take the following statements and reframe them as questions. This can be done individually on paper, but it works very well in a group context. Participants take turns making statements, while group members reframe the statements into questions.

STATEMENTS

REFRAMED AS A QUESTION

“That’s unethical!”

“Are you sure you’re comfortable with that ethic?”
“How do you see that matching up with God’s Word?”

“That’s a stupid idea!”

“Do you have an example of where that’s worked in the past?”
“What might be some ways to improve on that idea?”

“You’re not following through.”

“That schedule is unrealistic.”

“Your interpersonal skills are weak.”

“You should advertise.”

“You’re neglecting your family.”

“God doesn’t act that way.”

“That attitude of yours stinks.”

“If you don’t improve the nursery,
you’ll start to lose families.”

“You’re lying to me.”

“Read that book before our next
coaching appointment.”

Appendix 1

The GROW acronym – John Whitmore.

Here is a simple tool that can help in establishing direction with a mentoree.

G

- ❖ What is the goal you are working toward?
- ❖ What are you trying to accomplish?

R

- ❖ What is the reality of the situation today?
- ❖ What have you been able to accomplish?

O

- ❖ What options do you have?
- ❖ Brainstorm the options.

W

- ❖ What will you do?
- ❖ What are your next steps?

Appendix 2

SELF CARE STRATEGIES IN MINISTRY

(from Clergy Self-Care: Finding a balance for effective ministry. Roy Oswald)

- ❖ Living in the tension – seek balance, not extremes: flexibility not rigidity.
- ❖ The spiritual uplift – practice the spiritual disciplines, keep spiritually fresh.
- ❖ Letting go techniques – understanding how stress affects your system; know and use the release valves.
- ❖ Time out – opt out regularly, daily, weekly, monthly, quarterly, annually.
- ❖ Support systems that work – establish or join an accountability group.
- ❖ Getting the body moving – establish a realistic exercise regimen.
- ❖ Monitoring your intake – cut down on sugar, salt, fat & processed food.
- ❖ The psychological tune-up – find and use a competent counsellor when necessary.
- ❖ Getting control of our time – put into practice all those time-saving strategies you already know.
- ❖ The value of assertiveness – say what you mean and mean what you say.
- ❖ The power of laughter – develop your sense of humour.
- ❖ Monitoring our ambitions – balance choices and moves with family, health and lifestyle imperatives.

Reflect on each of these points and give yourself a score out of ten.

(1 being poor and 10 excellent.)

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Coach Reports

CRC Churches International



Credential Coach

HALF YEARLY REPORT – (to be completed 1st Feb & 1st August)

Name of Trainee _____

Name of Coach _____

Date of Report _____

Please fill in the table found overleaf – recording the competencies reached over the past six months and those planned for the coming half year.

Other Comments:

Further Achievements:

Development Needed:

Areas of Concern:

Our Relationship:

As a coach I could be assisted by -

Signed _____

Dated _____

COMPLETED COMPETENCY CODES – Past Six Months														
Ministry Skills														
CRC Vision and Values														
Personal Development														
Theological Knowledge														

PLANNED COMPETENCY CODES – Next Six Months														
Ministry Skills														
CRC Vision and Values														
Personal Development														
Theological Knowledge														

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Trainee Minister's Competency Review Sheets

CRC Churches International



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Competency: TC1

Demonstrate understanding of, and commitment to, ministerial ethics

Elements:

TC1.1 Commitment to open and fair dealings with ministers from other churches

Performance Criteria:

Able to:

Answer questions about hypothetical situations

- ❖ What problems could occur in inter-church or combined church activities and how these could be overcome
- ❖ Transfer of members from one church to another
- ❖ Members of another church come to you for counselling
- ❖ Visiting another church as a guest speaker

TC1.2 Unwillingness to exploit vulnerable members of their church

Performance Criteria:

Able to:

Describe a range of situations in which members can be vulnerable.

Answer questions about the best course of action in several of these.

The Applicant has demonstrated competency in this area.

☐

Signed

Date

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

Competency: TC2
Know and understand Local Church direction / values

Elements:

TC2.1 Articulate their church's vision and mission statements.

Performance Criteria:

Able to:

Recite, or write the vision and mission statements and explain the value of such statements.

TC2.2 Outline their church's history.

Performance Criteria:

Able to:

Submit a brief summary of the church's history and answer questions about its development.

TC2.3 Express and outwork the core values of their local church.

Performance Criteria:

Able to:

Articulate core values, and describe how they are reflected in at least two ministry areas within the church.

The Applicant has demonstrated competency in this area.

☐

Signed

Date

Competency: TC3
Understand the Vision and Values of the CRC

Elements:

TC3.1 Articulate the vision of the CRC

Performance Criteria:

Able to:

Answer questions about the vision of the CRC, including the documents in which the vision can be found.

TC3.2 Promote the values of the CRC

Performance Criteria:

Able to:

Explain the importance of the values of the CRC and describe steps they have taken to promote them in their church.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

Competency: TC4
Willingness to implement established policy

Elements:

TC4.1 Articulate and understand the church's policies.

Performance Criteria:

Able to:
Answer questions about the church's policy in several key areas.

TC4.2 Implement established policies.

Performance Criteria:

Able to:
Submit a written account of how they have implemented church policy
in at least one real-life situation.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency: TC5
Experience of the total ministry life of the church

Elements:

TC5.1 Describe the various ministry departments within their church.

Performance Criteria:

Able to:
Submit an organisation chart or written description of their church's ministry structure.

TC5.2 Answer questions about the purpose and strategy of various departments.

Performance Criteria:

Able to:
Answer questions about the purpose and strategy of various departments.

TC5.3 Demonstrate personal experience within several departments.

Performance Criteria:

Able to:
Submit written evidence of their involvement on at least three departments.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<i>Competency: TM1</i> <i>Demonstrate good relational skills</i>

Elements:

TM1.1 Demonstrate ability to establish friendships.

Performance Criteria:

Able to:
Provide a self-analysis of their effectiveness in establishing friendships.

TM1.2 Relate well to superiors and subordinates.

Performance Criteria:

Able to:
Submit short letters from a superior and a subordinate commenting on their relationship to the applicant.

TM1.3 Effectively manage / resolve conflict.

Performance Criteria:

Able to:
Outline a brief plan for managing / resolving conflict in a church.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

Competency: TM2
Demonstrate good personal time-management skills

Elements:

TM2.1 Enunciate a personal list of priorities for use in time management.

Performance Criteria:

Able to:

Submit their personal list of priorities, and be prepared to discuss them.

TM2.2 Prioritise tasks and appointments.

Performance Criteria:

Able to:

Submit a sample "To Do" lists, planner and diary entries.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<i>Competency: TM3</i> <i>Exhibit good decision-making skills</i>
--

Elements:

TM3.1 Make informed decisions.

Performance Criteria:

Able to:
Outline a procedure for research prior to a decision.

TM3.2 Make decisions which are free from self-interest.

Performance Criteria:

Able to:
Outline a procedure or checklist they use to ensure their decisions are
in the interests of others before themselves.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

Competency: TM4
Lead a person to Christ and follow them up

Elements:

TM4.1 Present the gospel clearly.

Performance Criteria:

Able to:
Outline a simple gospel presentation to use with individuals.

TM4.2 Lead a person to Christ.

Performance Criteria:

Able to:
Submit a report of actually leading someone to Christ.

TM4.3 Effectively follow up a new Christian.

Performance Criteria:

Able to:
Describe the action they have taken in successfully following up a new believer.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<p><i>Competency: TM5</i> <i>Lead a person through Water Baptism</i></p>
--

Elements:

TM5.1 Outline the Biblical teaching on Baptism.

Performance Criteria:

Able to:
Outline a simple presentation to use with an enquirer.

M5.2 Design an appropriate Baptismal service

Performance Criteria:

Able to:
Submit an outline of a service or a segment, highlighting essential elements.

TM5.3 Baptise a candidate.

Performance Criteria:

Able to:
Submit a report of having baptised a candidate.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<i>Competency: TM6</i> <i>Lead a person to Spirit Baptism</i>
--

Elements:

TM6.1 Present the Baptism in Spirit clearly.

Performance Criteria:

Able to:
Outline a simple presentation for use with a seeker.

TM6.2 Effectively pray with a seeker.

Performance Criteria:

Able to:
Submit a report praying for someone who received the Baptism.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<i>Competency: TM7</i> <i>Operate Voice gifts</i>
--

Elements:

TM7.1 Demonstrate biblical understanding of the voice gifts.

Performance Criteria:

Able to:
Outline a simple presentation of the biblical teaching about the voice gifts.

TM7.2 Prophecy

Performance Criteria:

Able to:
Describe an incidence where they have operated this gift.

TM7.3 Give a message in tongues.

Performance Criteria:

Able to:
Describe an incidence where they have operated this gift.

TM7.4 Interpret tongues.

Performance Criteria:

Able to:
Describe an incidence where they have operated this gift.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<i>Competency: TM8</i> <i>Lead a small group effectively</i>

Elements:

TM8.1 Establish pastoral care in a small group.

Performance Criteria:

Able to:
Outline a practical pastoral care program for a small group.

TM8.2 Identify, appoint and disciple an assistant leader.

Performance Criteria:

Able to:
Draft a procedure for identifying, appointing and disciplining an assistant leader.

TM8.3 Identify the place of a small group within the local church.

Performance Criteria:

Able to:
Chart the church's organisational structure, showing the small group's place and relationship to the whole.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<i>Competency: TM 9</i> <i>Work in a team</i>
--

Elements:

TM9.1 Show support for other team members.

Performance Criteria:

Able to:

Articulate their philosophy of teamwork, and describe their supportive involvement in teams.

TM9.2 Demonstrate support for team decisions when their personal view has been overruled.

Performance Criteria:

Able to:

Report on a critical incident where their view was overruled, reflecting on their handling of the situation.

The Applicant has demonstrated competency in this area.

☐

Signed

Date

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<i>Competency: TM10</i> <i>Lead a discussion group</i>

Elements:

TM10.1 Prepare a Bible Study / discussion papers.

Performance Criteria:

Able to:
Submit a Bible Study they've developed.

TM10.2 Frame an open question.

Performance Criteria:

Able to:
Include several questions in this study.

TM10.3 Include all participants.

Performance Criteria:

Able to:
Outline a strategy for including reticent people.

TM10.4 Handle difficult people.

Performance Criteria:

Able to:
Outline a strategy for handling disruptive people.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<i>Competency: TM11</i> <i>Lead worship in a service</i>

Elements:

TM11.1 Select appropriate songs and other worship elements.

Performance Criteria:

Able to:

Submit a sample order of worship showing songs and other elements, with reasons for their selection.

TM11.2 Work with musicians and other support personnel.

Performance Criteria:

Able to:

Write a self-evaluation of their ability to work with creative people.

TM11.3 Lead a service effectively.

Performance Criteria:

Able to:

Write a brief paper reflecting on the effectiveness of a service they've led.

The Applicant has demonstrated competency in this area.

☐

Signed _____

Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<i>Competency: TM 12</i> <i>Preach an effective sermon</i>

Elements:

TM12.1 Prepare a sermon.

Performance Criteria:

Able to:

Submit a sermon transcript or detailed outline of a sermon they have prepared and preached.

TM12.2 Deliver a sermon to an audience.

Performance Criteria:

Able to:

Write a reflective self-evaluation of this sermon, including details of when and where it was preached and its effectiveness.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

Competency: TM13
Demonstrate good communication skills

Elements:

TM13.1 Communicate effectively via telephone.

Performance Criteria:

Able to:
Submit a critical incident report of a particularly difficult or effective telephone conversation.

TM13.2 Write effective correspondence.

Performance Criteria:

Able to:
Submit a letter, with name and addresses changed, which they have written to address a pastoral issue or to inform church members of a change which is to be implemented.

TM13.3 Prepare effective announcements.

Performance Criteria:

Able to:
Submit a copy of an announcement they've prepared for a newsletter or similar publication.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

Competency: TM14
Follow the Spirit's leading confidently

Elements:

TM14.1 Demonstrate a biblical understanding of Spiritual guidance

Performance Criteria:

Able to:

Outline a rationale for the leading of the Spirit, supported from the Scriptures.

TM14.2 Reflect on experiences of the Spirit's leading

Performance Criteria:

Able to:

Present a report of an instance where they are recognised and effectively responded to the Spirit's leading.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency: TP1
Exhibit a definite sense of the call of God in their life

Elements:

TP1.1 Substantiate their personal call and discuss its implications.

Performance Criteria:

Able to:

Articulate the process which led to their conviction of being called, and the ways in which they have considered the implications, being ready to answer questions in this area.

TP1.2 Demonstrate willingness to sacrificially respond to the call

Performance Criteria:

Able to:

Report on how they have counted the cost of ministry, how they have worked through this with their family and other stakeholders, and any ways in which they've already begun to make sacrifices.

The Applicant has demonstrated competency in this area.

☐

Signed

Date

Competency: TP2
Demonstrate marriage and family wellbeing

Elements:

TP2.1 Attest to a healthy and harmonious relationship with spouse.

(An applicant who is not married should substitute another significant person here, e.g. a parent, sibling or other person with whom they are in close a relationship.)

Performance Criteria:

Able to:
Articulate strengths and weaknesses in their spousal relationship, and invite their spouse to likewise.

TP2.2 Show effective parental relationship with children.

(An applicant with no children should substitute another person or persons for whom they have responsibility and a duty of care.)

Performance Criteria:

Able to:
Discuss their strategies for parenting and prioritising time with their children, and reflect on how effective they have been in this area to date.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<i>Competency: TP3</i> <i>Establish personal devotional and study habits</i>

Elements:

TP3.1 Regular and effective personal prayer / worship life.

Performance Criteria:

Able to:
Provide a reflective self-evaluation.

TP3.2. Established Bible reading / study habits.

Performance Criteria:

Able to:
Provide a reflective self-evaluation.

TP3.3 Accustomed to reading, viewing or listening to other devotional material.

Performance Criteria:

Able to:
Discuss material they've used in the past year.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency: TP4
Demonstrate personal balance and integrity

Elements:

TP4.1 Honour promises under pressure.

Performance Criteria:

Able to:

Submit a critical incident report of a time they resisted pressure to dishonour a promise.

TP4.2 Refrain from highly speculative statements.

Performance Criteria:

Able to:

Provide a self-evaluation and answer relevant questions.

TP4.3 Avoid extreme courses of action.

Performance Criteria:

Able to:

Present a critical report, or discuss the way they evaluate courses of action and make wise decisions.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<p><i>Competency: TP5</i> <i>Model attributes of servant hood</i></p>

Elements:

TP5.1 Show a willingness to serve others.

Performance Criteria:

Able to:

Discuss the extent to which they have served, and are willing to serve others in various circumstances.

TP5.2 Create opportunities to serve without being asked.

Performance Criteria:

Able to:

Report on a service initiative they have taken.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

Competency: TP6
Prayerfully applying God's Word in their lives

Elements:

TP6.1 Use Scripture to overcome temptation

Performance Criteria:

Able to:
Discuss their strategies for overcoming temptation.

TP6.2 Allow Scripture to inform and direct decision-making.

Performance Criteria:

Able to:
Report on how Scripture impacted their decision to seek a ministry credential.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency: TP7
Establish personal convictions about tithing and giving

Elements:

TP7.1 Outline their convictions about tithing and giving

Performance Criteria:

Able to:
Submit a brief written statement of their convictions about tithing and giving.

TP7.2 Support these convictions from Scripture.

Performance Criteria:

Able to:
Write brief comments on several Scriptures to support these convictions.

TP7.3 Demonstrate that they consistently apply these convictions.

Performance Criteria:

Able to:
Answer questions about their practice of tithing and giving.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

Competency: TT1
Articulate a knowledge of ministry gifts as it applies to them

Elements:

TT1.1 Outline biblical teaching concerning APEPT

Performance Criteria:

Able to:
Present a paper outlining the role of each ministry gift.

TT1.2 Analyse their gift mix

Performance Criteria:

Able to:
Discuss their own ministry in terms of APEPT

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<i>Competency: TT2</i> <i>Demonstrate basic hermeneutical skills</i>

Elements:

TT2.1 Exhibit familiarity with the principles of exegesis.

Performance Criteria:

Able to:
Discuss reasons for various exegetical rules.

TT2.2 Apply hermeneutic principles to passages from various biblical genres.

Performance Criteria:

Able to:
Provide two studies / sermon outlines interpreting Scripture passages
from different genres.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

<i>Competency: TT3</i> <i>Exhibit basic doctrinal knowledge</i>
--

Elements:

TT3.1 Familiar with basic Christian doctrine.

Performance Criteria:

Able to:

Submit certificate(s) showing successful completion of part one of VBS,
at Certificate III level, or equivalent.

TT3.2 Defend key doctrines against attack.

Performance Criteria:

Able to:

Verbally, or in writing, defend one key Christian doctrine against a
familiar opposing view.

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Trainee Minister's Credential

Competency: TT4
Show evidence of basic biblical knowledge.

Elements:

TT4.1 Familiar with content and background of Scripture.

Performance Criteria:

Able to:

Submit certificate(s) showing successful completion of part one of VBS,
at Certificate III level, or equivalent.

TT4.2 Familiar with basic Old Testament and New Testament content.

Performance Criteria:

Able to:

Present a brief overview of the gospel story as it is developed in the
Old and New Testaments and answer basic questions regarding the
content of various parts of the Bible.

The Applicant has demonstrated competency in this area.

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Signed

Date

Minister's Competency Review Sheets

CRC Churches International



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Competency: MC1

Understand CRC ideology, documents, history and organisation

Elements:

MC1.1 Recall important facts of CRC history

Performance Criteria:

Able to:

Present an oral outline of CRC History to their coach and answer any questions the coach raises

MC1.2 Espouse CRC ideology

Performance Criteria:

Able to:

Write a 750-1000 word paper explaining the CRC's core values and why they are important

MC1.3 Demonstrate familiarity with key CRC documents

Performance Criteria:

Able to:

Present written summaries, for discussion with their coach, of the CRC Charter, National, State and Local constitutions, the current Strategic Directions document and other official CRC Publications

Competency Review Sheets
Competencies Required for a Minister's Credential

MC1.4 Understand CRC organisational structures on a National, State and Local basis

Performance Criteria:

Able to:

Present a written paper of 500 words outlining the key CRC concepts of autonomous interdependent local churches, and legal and relational aspects of the way these are represented in State and National councils.

The Applicant has demonstrated competency in this area.

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Signed

Date

Competency: MC2
Demonstrate understanding of church governance

Elements:

MC2.1 Discuss the authority and role of Elders, Deacons and Pastors

Performance Criteria:

Able to:

Discuss from biblical, historical and contemporary perspectives, the three main church – governance models: Episcopal, Presbyterian and congregational

Outline the biblical teaching on the role of elders, deacons and pastors and discuss the way their local church has applied these principles

MC2.2 Explain the function of board members, department leaders, treasurers and other local church officers

Performance Criteria:

Able to:

Present a written paper of 1500 words covering MC2.2.1 – 3 below

- ❖ MC 2.2.1 Explain the function of board members, department leaders, treasurers and other officers in their local church, and compare with another CRC Church of a substantially different size
- ❖ MC 2.2.2 Discuss the methods they do and could use to train and develop people for local church office, including a summary of the training facilities available through the CRC
- ❖ MC 2.2.3 Propose a training plan for your local church to develop new and existing officers and leaders, showing how you would utilise training opportunities within and outside the CRC

Competency Review Sheets
Competencies Required for a Minister's Credential

MC2.3 Demonstrate ability to chair oversight, business and other leadership meetings in the local church

Performance Criteria:

Able to:

Present documentary evidence of their involvement in church governance meetings

Respond to a series of case scenarios, showing how they, as chair of the meeting, would resolve particular issues

MC2.4 Demonstrate sound knowledge of legal requirements of church governance, and the importance of compliance

Performance Criteria:

Able to:

Outline the incorporation requirements for churches within their State, and the associated responsibilities of elders and other church officers

Present a review of their local church's insurance cover and risk management strategy

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency: MC3
Connect as a Minister within the CRC

Elements:

MC3.1 Recognise the need for meaningful relationships and interaction with other CRC Ministers

Performance Criteria:

Able to:
Discuss the benefits they currently derive from their relationships with CRC Ministers

MC3.2 Attend appropriate State and National CRC functions

Performance Criteria:

Able to:
Demonstrate a commitment to attending State and National conferences regularly

MC3.3 Willing to enter into coaching and mentoring relationships

Performance Criteria:

Able to:
Discuss with their coach other mentoring relationships they have experienced or are currently in

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency: MC4

Show a good understanding of the importance of children's and youth ministries

Elements:

MC4.1 Endorse the value placed on children's and youth ministries by the CRC

Performance Criteria:

Able to:

Explain, orally, the importance of investing time and resources in these ministry areas

MC4.2 Show commitment to facilitating these ministries in the local church

Performance Criteria:

Able to:

Discuss the priority currently given to these ministries in their local church, and outline strategies for their enhancement

The Applicant has demonstrated competency in this area.

☐

Signed

Date

Competency: MM1
Teach and lead the church in stewardship

Elements:

MM1.1 Teach biblical principles of giving

Performance Criteria:

Able to:

Present a Bible study outline they have prepared and used, on the subject of giving

MM1.2 Effectively introduce a special offering

Performance Criteria:

Able to:

Submit a transcript of an offering talk they have presented

MM1.3 Conduct a significant fundraising campaign

Performance Criteria:

Able to:

Present a review of a church's fundraising campaign, and discuss the lessons learned

Competency Review Sheets
Competencies Required for a Minister's Credential

MM1.4 Model effective stewardship of time and talents, and teach others to serve God in this way

Performance Criteria:

Able to:

Discuss their commitment of time to church activities, and their ability to motivate volunteers

Discuss their time given to recreation and other personal and family pursuits

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

<i>Competency: MM2</i> <i>Preach expository sermons</i>
--

Elements:

MM2.1 Exegete biblical passages

Performance Criteria:

Able to:
Present exegetical outlines of three biblical passages assigned by their coach.

MM2.2 Prepare expository sermons

Performance Criteria:

Able to:
Submit two transcripts of two expository sermons they have prepared

MM2.3 Prepare an expository series

Performance Criteria:

Able to:
Submit outlines of a series of four expository sermons

MM2.4 Preach an expository sermon

Performance Criteria:

Able to:
Provide a video of an expository sermon they have preached, and discuss this with their coach

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

<i>Competency:MM3</i> <i>Developing Spiritual disciplines</i>
--

Elements:

MM3.1 Teach and lead a church in effective prayer ministry

Performance Criteria:

Able to:

Present a summary of their church's prayer activities over a one-year period, and discuss strategies for increased effectiveness

MM3.2 Encourage ongoing Christian education and devotional reading

Performance Criteria:

Able to:

Discuss the ways in which they have helped others set and pursue their educational and devotional goals

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency: MM4
Discipline new believers in the basics of the faith

Elements:

MM4.1 Teach basic Bible knowledge and biblical doctrine

Performance Criteria:

Able to:
Present an outline of a new-believers' course they have designed and produce

MM4.2 Train new believers in personal prayer

Performance Criteria:

Able to:
Discuss methods they have used to help new believers develop their prayer life

MM4.3 Assist new believers to develop Bible readings/study habits

Performance Criteria:

Able to:
Provide an outline of a program or tools they have used to help new believers become regular Bible readers and students

Competency Review Sheets
Competencies Required for a Minister's Credential

MM4.4 Encourage new believers to develop healthy relationships for fellowship

Performance Criteria:

Able to:

Discuss method they have used to help new believers to make Christian friends, find an appropriate mentors and link in to a small group for fellowship

MM4.5 Train believers to do the work of an evangelist

Performance Criteria:

Able to:

Report on their experience of leading a group in an evangelistic outreach

The Applicant has demonstrated competency in this area.

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Signed

Date

<i>Competency: MM5</i> <i>Mentor / Equip others</i>
--

Elements:

MM5.1 Help people to identify their Spiritual Gifts

Performance Criteria:

Able to:

Outline methods they have used to help people identify their gifts, and discuss further strategies they could employ

MM5.2 Encourage and train people to serve

Performance Criteria:

Able to:

Discuss the volunteer recruitment and training strategies in their church, and compare these with methods used successfully in another church

MM5.3 Establish and maintain mentoring relationships

Performance Criteria:

Able to:

Report on one or more people they are mentoring, and discuss their progress

Competency Review Sheets
Competencies Required for a Minister's Credential

MM5.4 Provide opportunities for others to minister, and reflect with them on their progress

Performance Criteria:

Able to:

Describe ways in which they have provided ministry opportunities for others, and the appraisal and reflection strategies they used

The Applicant has demonstrated competency in this area.

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Signed

Date

Competency: MM6
Build and lead a team

Elements:

MM6.1 Select and recruit suitable team members

Performance Criteria:

Able to:

Use Myers-Briggs or similar analyses in the selection and blending of team members

MM6.2 Impart vision to team members

Performance Criteria:

Able to:

Explain how they have recently imparted vision to a team, and demonstrate how that vision relates to the overall vision and direction of the church

MM6.3 Delegate tasks to team members

Performance Criteria:

Able to:

Explain the principles of delegation and how they have effectively implemented these principles

Competency Review Sheets
Competencies Required for a Minister's Credential

MM6.4 Maintain team morale

Performance Criteria:

Able to:

Discuss the importance of team morale, and identify ways they have actively fostered it, reflecting on ways this could be improved

The Applicant has demonstrated competency in this area.

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Signed

Date

Competency: MM7
Minister effectively in altar calls

Elements:

MM7.1 Discuss the reasons and various methods of encouraging people to respond to ministry

Performance Criteria:

Able to:
Write a 500 word paper discussing the reasons for and methods used in encouraging people to respond to ministry

MM7.2 Issue clear calls and inspire faith ethically

Performance Criteria:

Able to:
Provide a video or audio recordings of actual altar calls they have done, and discuss these with their coach

MM7.3 Maintain the safety and dignity of participants

Performance Criteria:

Able to:
Explain the application of Duty of Care in public personal ministry

The Applicant has demonstrated competency in this area.

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Signed _____ Date _____

Competency: MM8
Understand and implement policy (Finance/Taxation/Employment/OHS/Duty of Care)

Elements:

MM8.1 Grasp and implement fiscal policy and responsibilities

Performance Criteria:

Able to:

Discuss the fiscal policies and responsibilities which are applicable to their local church, and answer the coach's questions about their implementation

MM8.2 Grasp and implement employment and human resources policy

Performance Criteria:

Able to:

Submit a written employment and human resources policy for their local church

MM8.3 Demonstrate their commitment to Occupational Health & Safety

Performance Criteria:

Able to:

Discuss OHS and public safety requirements in their local church, with emphasis on their implementation for Sunday services

Competency Review Sheets
Competencies Required for a Minister's Credential

MM8.4 Understand and implement Duty of Care

Performance Criteria:

Able to:

Discuss Duty of Care, and answer the coach's questions about its implementation in their local church

The Applicant has demonstrated competency in this area.

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Signed

Date

Competency Review Sheets
Competencies Required for a Minister's Credential

Competency: MM9
Operate a legal entity, complying with Government requirements

Elements:

MM9.1 Evidence understanding of appropriate State law eg Associations
Incorporation Act

Performance Criteria:

Able to:
Answer oral question about the laws as it applies to the local church,
and explain the basic requirements in their State

MM9.2 Comply with this law as it applies to the church

Performance Criteria:

Able to:
Submit and discuss their local church's constitution, and answer
questions about compliance with its requirements

The Applicant has demonstrated competency in this area.

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Signed _____ Date _____

Competency: MM10
Research and evaluate cultural changes in the community

Elements:

MM10.1 Find reliable data indicating cultural change

Performance Criteria:

Able to:
Present a list of resources available to analyse cultural change in their community

MM10.2 Interpret cultural changes as they impact the church

Performance Criteria:

Able to:
Outline recent and/or possible future cultural changes in their community, and discuss the church's response

The Applicant has demonstrated competency in this area.

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Signed _____ Date _____

Competency: MM11
Implement a directional/values statement

Elements:

MM11.1 Explain the importance of and key elements of directional/values statements

Performance Criteria:

Able to:

Discuss the importance and key elements of:

- ❖ Directional/values statements in general
- ❖ The directional/values statements in their local church
- ❖ The current CRC directional/values statements

MM11.2 Communicate the directions and values in the local church setting

Performance Criteria:

Able to:

Outline a strategy for communicating local church and CRC directions and values to their local church

MM11.3 Devise strategies for implementation

Performance Criteria:

Able to:

Present a written outline of their strategy to implement directions and values in their church

Competency Review Sheets
Competencies Required for a Minister's Credential

MM11.4 Design reporting and evaluation procedures

Performance Criteria:

Able to:

Present a flow chart and forms designed to obtain feedback and to allow evaluation

The Applicant has demonstrated competency in this area.

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Signed _____ Date _____

<i>Competency: MM12</i> <i>Train small-group leaders</i>

Elements:

MM12.1 Select and recruit small-group leaders

Performance Criteria:

Able to:

Present a list of important qualities to look for in a small-group leader,
and questions used in interviewing potential leaders

MM12.2 Select and produce a suitable training program

Performance Criteria:

Able to:

Present, at least in outline, the training program

MM12.3 Implement the program

Performance Criteria:

Able to:

After implementing the program, present the evaluation, including a
summary of participant feedback

The Applicant has demonstrated competency in this area.

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Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Minister's Credential

<p><i>Competency: MM13</i> <i>Supervise a small-group network</i></p>

Elements:

MM13.1 Supervise a small-group program

Performance Criteria:

Able to:

Submit details of a small-group program they have supervised,
including the rationale for the program

MM13.2 Supervise performance review and in-service training of small-group
leaders

Performance Criteria:

Able to:

Outline performance criteria for small-group leaders, methods used to
identify their strengths and weaknesses, and in-service training offered

The Applicant has demonstrated competency in this area.

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Signed _____ Date _____

Competency: MM14

Demonstrate knowledge of special services/celebrants requirements

Elements:

MM14.1 Demonstrate familiarity with the required documents and legal requirements

Performance Criteria:

Able to:

Outline the requirements in their State for marriage and funeral celebrants

MM14.2 Design appropriate services for Christian and non Christian participants

Performance Criteria:

Able to:

Submit orders of service for a wedding and a funeral, and explain how these could be varied for non Christian participants

MM14.3 Understand the dynamics of consultation with service participants

Performance Criteria:

Able to:

Discuss the limits of variability in wedding, funeral, baptism and dedication services

Discuss strategies for counselling surrounding special services

The Applicant has demonstrated competency in this area.

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Signed

Date

<i>Competency: MM15</i> <i>Counsel Effectively</i>

Elements:

MM15.1 Demonstrate an awareness of the various Christian counselling models

Performance Criteria:

Able to:

Provide evidence of successful completion of the CRC ministry training module "Special Counselling Elective: People Matters" or its equivalent at Certificate III level

MM15.2 Articulate the need for counselling in a Christian environment

Performance Criteria:

Able to:

Discuss the range of situations in which counselling may be needed in a Christian life

MM15.3 Know when and to whom to refer counselees

Performance Criteria:

Able to:

Submit a referral list of counselling services in their local area, and discuss when counselees should be referred to these agencies

Competency Review Sheets
Competencies Required for a Minister's Credential

MM15.4 Understand duty of care issues in counselling

Performance Criteria:

Able to:

Explain the counsellor's duty of care to counselees, from moral, spiritual and legal perspectives

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

<p><i>Competency: MM16</i> <i>Establish a pastoral care system</i></p>
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Elements:

MM16.1 Develop a rationale for pastoral care in the church

Performance Criteria:

Able to:

Submit a 500 word rationale for pastoral care in the church

MM16.2 Understand the pastoral needs of different ages and sub groups

Performance Criteria:

Able to:

Discuss the pastoral needs of several different ages and sub groups

MM16.3 Identify pastoral carers within the church

Performance Criteria:

Able to:

List criteria which should be used to identify pastoral carers

MM16.4 Design a system to facilitate care

Performance Criteria:

Able to:

Submit a design for a pastoral care system showing such elements as identifying needs, matching needs with carers, feedback and follow-up procedures.

The Applicant has demonstrated competency in this area.

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Signed

Date

Competency: MM17

Establish and implement an evangelism strategy for the local church

Elements:

MM17.1 Understand the need for evangelism

Performance Criteria:

Able to:

Explain the biblical mandate for evangelism, especially as it relates to the local church

MM17.2 Research evangelistic models and resources

Performance Criteria:

Able to:

Present a folio of evangelistic resources and ideas they have discovered

MM17.3 Identify particular target groups within a community, and develop a strategy to reach them

Performance Criteria:

Able to:

Present a demographic analysis of their community identifying several socio-economic and sub-cultural groups, matching each with an evangelistic strategy

Competency Review Sheets
Competencies Required for a Minister's Credential

MM17.4 Equip and motivate the church to personal evangelism

Performance Criteria:

Able to:

Submit an outline of a personal evangelism training and motivational strategy they have implemented in their local church

The Applicant has demonstrated competency in this area.

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Signed

Date

Competency: MM18
Understand leadership development processes

Elements:

MM18.1 Evaluate current leadership models and practices

Performance Criteria:

Able to:

Present short written evaluations of leadership models presented in at least three of the standard leadership text (see text)

MM18.2 Analyse leadership strategies currently operating in their local church

Performance Criteria:

Able to:

Discuss current leadership strategies in their church, and possibilities for improvement

MM18.3 Evaluate personal experience in developing as a leader

Performance Criteria:

Able to:

Present a written evaluation of positive and negative experiences in their development as a leader, and discuss how this would influence their development of other leaders

The Applicant has demonstrated competency in this area.

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Signed

Date

Competency: MM19
Minister effectively in a Missions context

Elements:

MM19.1 Explain the biblical basis of mission

Performance Criteria:

Able to:

Present evidence of completing 4277 Special Intercultural Studies
Elective: Missions, or the equivalent, or write a 1,000 word paper
outlining the biblical basis of mission

MM19.2 Demonstrate an awareness of culture and different world views

Performance Criteria:

Able to:

Present evidence of completing 4277 Special Intercultural Studies
Elective: Missions, or the equivalent, or write a 1,000 word paper
outlining the basis and significance of culture and different world views

MM19.3 Explain the tenets of the major world religions

Performance Criteria:

Able to:

Present evidence of completing 4277 Special Intercultural Studies
Elective: Missions, or write an annotated outline the tenets of three
major world religions

Competency Review Sheets
Competencies Required for a Minister's Credential

MM19.4 Display the sensitivity in presenting the gospel cross-culturally

Performance Criteria:

Able to:

Present an outline of a gospel sermon they've prepared to people from either a polytheistic or non-Christian monotheistic background

MM19.5 Research "cultures" in their local regions

Performance Criteria:

Able to:

Present an analysis of ethnicity, religious, affiliation, economic status and education levels in their local region

The Applicant has demonstrated competency in this area.

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Signed

Date

Competency: MM20
Resolve conflicts between members

Elements:

MM20.1 Understand the basic nature of conflict

Performance Criteria:

Able to:

List four different areas of conflict between members, and their likely causes

MM20.2 Explain/teach the biblical basis for reconciliation

Performance Criteria:

Able to:

Outline an understanding of the key biblical passages and how they can be applied toward reconciliation in the above situations

MM20.3 Establish a process for disfellowshipping/ex-communicating non-reconciling members

Performance Criteria:

Able to:

Detail an understanding of the steps required to bring about the disfellowshipping members in a biblical and ethical manner

Competency Review Sheets
Competencies Required for a Minister's Credential

MM20.4 Use mediation principle effectively

Performance Criteria:

Able to:

Respond to a number of case studies of conflict, showing how mediation processes and techniques are applied

MM20.5 Set up a competent mediation team from among the members, excluding the Pastor/Elders

Performance Criteria:

Able to:

Outline the key qualities and attributes required in a mediation team and how they would express their accountability and work through due process

The Applicant has demonstrated competency in this area.

☐

Signed

Date

Competency: MM21
Effectively plan and implement Sunday Services

Elements:

MM21.1 Identify critical topics and issues that need to be developed cyclically, and assign a frequency to each (eg. Yearly, quarterly)

Performance Criteria:

Able to:

Develop a year's preaching menu for the main Sunday service of an average sized Australian church

MM21.2 Identify specific topics to address current needs within the church

Performance Criteria:

Able to:

Develop a survey sheet to assess the congregation's current needs and develop a programme in the light of this

MM21.3 Access resource material available to help plan preaching menus

Performance Criteria:

Able to:

Highlight the positives and negatives of at least three church-based resource programmes, three magazines or journals and three books that can facilitate their preaching menu

Competency Review Sheets
Competencies Required for a Minister's Credential

MM21.4 Have an effective philosophy of ministry for each of their services

Performance Criteria:

Able to:

Produce a document that describes clearly to the leadership of their church, the specific aim, objective and strategy for each service

MM21.5 Incorporate music and other resources compatible with a preaching theme

Performance Criteria:

Able to:

Present three orders of services (running sheets), showing songs, dramatic/visual and other elements matched to the sermon topic

The Applicant has demonstrated competency in this area.

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Signed

Date

Competency: MM22
Minister effectively to sick and demonised people

Elements:

MM22.1 Demonstrate understanding of principles of faith and authority

Performance Criteria:

Able to:

Having read and digested Leo Harris' key books, note the main scriptures that underpin faith and authority for this kind of ministry

MM22.2 Understand God's heart and will towards suffering

Performance Criteria:

Able to:

Summarise, in 500 words, the gospel records of Jesus' interaction with suffering people

MM22.3 Develop a victorious attitude over needs

Performance Criteria:

Able to:

Memorise ten key scriptures that reinforce the victory of the believer

Competency Review Sheets
Competencies Required for a Minister's Credential

MM22.4 Effectively pray for healing and deliverance

Performance Criteria:

Able to:

Demonstrate their capacity to pray with authority using the model of Jesus' and Paul's approach to the demonized and sick

Submit a critical incident report of an actual experience of ministry in healing and/or deliverance

The Applicant has demonstrated competency in this area.

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Signed

Date

Competency: MM23
Establish group/department program/budget/structures

Elements:

MM23.1 Explain the church's annual financial reports and management practices

Performance Criteria:

Able to:

Explain the key components of their church's financial report

MM23.2 Explain the principles of good financial management for a local church

Performance Criteria:

Able to:

Outline the minimum requirements for proper financial accountability for their church's finance

MM23.3 Establish and review the financial arrangements (Income and Expenses) for a major church event

Performance Criteria:

Able to: Draw up a budget for a church camp or similar event and compare it to the actual income and expenditure incurred

Competency Review Sheets
Competencies Required for a Minister's Credential

MM23.4 Apply the above principles to a church department

Performance Criteria:

Able to:

Draw up an annual budget for a major church department and compare it to the actual income and expenditure incurred over a financial year

The Applicant has demonstrated competency in this area.

☐

Signed

Date

Competency: MM24
Operate Spiritual gifts (more than voice gifts)

Elements:

MM24.1 Be aware of the diversity of spiritual gifts and the various scriptural references explaining them

Performance Criteria:

Able to:

List the key passages that outline the spiritual gifts and draw up a summary list of the different gifts outlined

MM24.2 Understand the context and appropriate expression for ministry gifts

Performance Criteria:

Able to:

On the above list, outline where and how each gift may be operated

MM24.3 Know how to engage and respond to the Holy Spirit's voice/leading

Performance Criteria:

Able to:

Describe three specific encounters they have had with the Holy Spirit

MM24.4 Be aware of surveys, books etc that address the diversity and scope of gifts

Performance Criteria:

Able to:

List five resources they could recommend to someone desirous of understanding spiritual gifts, eg. Books, surveys, questionnaires, tapes etc

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency: MM25
Lead others with the Spirit's direction

Elements:

MM25.1 Understand how to determine God's will

Performance Criteria:

Able to:

Outline the key spiritual principles that need to align to clarify and confirm God's will

MM25.2 Develop skills for communication of the prophetic

Performance Criteria:

Able to:

List and comment on many "do's and don't's" of prophetic ministry as expressed in the New Testament, in relation to leading others

OR

Journal an occasion on which they've stepped out in the prophetic gifting, associated with leading others, assessing the process and effectiveness of what occurred

MM25.3 Discern the Spirit's directing in their church

Performance Criteria:

Able to:

Outline several supernatural leadings during the last two years of their church's life

The Applicant has demonstrated competency in this area.

☐

Signed

Date

Competency: MM26
Use ministry gifts to build the local church

Elements:

MM26.1 Classify all church activities under the ministry gifts

Performance Criteria:

Able to:

List every department or activity of their church and apportion an appropriate ministry gift expression or expressions to it

MM26.2 Develop training for each ministry gift

Performance Criteria:

Able to:

List the appropriate skills and resources needed to develop in each ministry gift

Outline a training program to develop those skills in appropriately gifted people

MM26.3 Appreciate the potential for all ministry gifts to work together

Performance Criteria:

Able to:

Assess at least two multi-staff churches, outlining the ministry gifts expressed by each team

Competency Review Sheets
Competencies Required for a Minister's Credential

MM26.4 Assess the activity of the ministry gifts in the book of Acts

Performance Criteria:

Able to:

Outline the key characters in the book of Acts showing awareness of the ministry gift in which they operate

MM26.5 Identify their own gift mix, and those of others in their local church

Performance Criteria:

Able to:

Show reasons why they believe they express their particular gift mix, and those of other ministry team members in their church

The Applicant has demonstrated competency in this area.

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Signed _____ Date _____

Competency: MP1
Develop knowledge of calling/gifting

Elements:

MP1.1 Research significant biblical and historical models

Performance Criteria:

Able to:
Present a 750 word paper describing the calling and gifting of one biblical character, one leader from the Reformation period, and one significant contemporary minister

MP1.2 Apply principles observed in others to their own development

Performance Criteria:

Able to:
Discuss the call to ministry and gift expression they see in at least one pastor who has impacted them, showing how this has influenced their own development

MP1.3 Identify barriers to the fulfilment of calling and gifting

Performance Criteria:

Able to:
From their observations above, list barriers these people faced in the fulfilment of their ministry call and gifting, and discuss how these and other barriers could be overcome in their own life

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency: MP2
Establish goals for personal/marriage/family development

Elements:

MP2.1 Outline goals and a suitable plan for personal development over a 5 year period

Performance Criteria:

Able to:
Submit an outline of their 5 year personal development goals and plan

MP2.2 Demonstrate an understanding of the value of mutual involvement of husband and wife in determining goals for their marriage

Performance Criteria:

Able to:
Discuss the ways they have worked together with their spouse to establish goals or, if not married discuss the way this should work in a marriage

Provide a case-study of how this has been outworked in a specific area in their own marriage or, if not married, in a marriage they have observed

MP2.3 Outline goals and strategies for family development, with primary age and secondary age children

Performance Criteria:

Able to:
Discuss several family factors to be taken into account by a pastor with children when considering an invitation to pastor a church in a new location

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency: MP3
Maintain personal life direction and balance

Elements:

MP3.1 Develop personal awareness

Performance Criteria:

Able to:
Complete a personal SWOT analysis

MP3.2 Define key roles / relationships

Performance Criteria:

Able to:
Identify one or more key people who have influenced their life, and describe their relationship with them

Analyse their roles and relationships at home, church, work

MP3.3 Establish personal development goals

Performance Criteria:

Able to:
Submit and discuss personal goals in areas of family, ministry and education

MP3.4 Strategise the use of time in a way that reflects their goals

Performance Criteria:

Able to:

Present and explain their use of tools, including a diary for personal time management

MP3.5 Establish accountability

Personal Criteria:

Able to:

Explain their accountability structures in key areas of their life

The Applicant has demonstrated competency in this area.

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Signed

Date

Competency: MP4
Establish a relationship with an appropriate mentor

Elements:

MP4.1 Research the variety and functions of mentors

Performance Criteria:

Able to:
Report on their research process and findings

MP4.2 Determine personal need (or mentoring outcomes) of a mentor, and appropriate persons to mentor them

Performance Criteria:

Able to:
Outline their personal mentoring needs (outcomes), and the steps they have taken or will take to select appropriate mentors

MP4.3 Approach and discuss with a possible mentor their outcomes and expectations of a mentoring relationship

Performance Criteria:

Able to:
Present a report on a meeting they've had with possible mentor

The Applicant has demonstrated competency in this area.

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Signed _____ Date _____

Competency: MP5
Be sought out as a mentor

Elements:

MP5.1 Define their possible mentoring focuses / areas

Performance Criteria:

Able to:

List areas of strength in which they would be happy mentor others, and other areas which they might need to strengthen

MP5.2 Become equipped with skills required for mentoring

Performance Criteria:

Able to:

Describe key mentoring skills, and outline steps they have taken to acquire those skills

MP5.3 Consider people who could benefit from their mentoring and devise relationships-building strategies

Performance Criteria:

Able to:

List people (or at least types of people), in their church and beyond, whom they see as potential mentorees, and outline strategies for building purposeful relationships

The Applicant has demonstrated competency in this area.

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Signed _____ Date _____

Competency: MP6
Lead with a servant's heart

Elements:

MP6.1 Explain key concepts of servant leadership

Performance Criteria:

Able to:

Locate and discuss key Scriptures where Jesus taught servant leadership

MP6.2 Give some examples of how servant leadership may not happen

Performance Criteria:

Able to:

Comment on a critical failure of servant leadership from personal experience or church history

MP6.3 Evaluate their own application of servant leadership

Performance Criteria:

Able to:

Present a brief self-evaluation of their own leadership experience, and discuss how they could develop more of a servant's heart

The Applicant has demonstrated competency in this area.

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Signed

Date

Competency: MT1
Write a group study on a key biblical and/or theological issue

Elements:

MT1.1 Determine the needs of a group

Performance Criteria:

Able to:

Submit a survey they have designed and used to assess the prior knowledge and needs of a study group

MT1.2 Select a topic of passage to address those needs

Performance Criteria:

Able to:

Describe the process they used to decide on topics and passages to study

MT1.3 Research the topic/exegete the passage

Performance Criteria:

Able to:

Submit their research notes, and describe the process they used

Competency Review Sheets
Competencies Required for a Minister's Credential

MT1.4 Add illustrations and materials from various resources

Performance Criteria:

Able to:

Present a study outline in which they have used a variety of resources,
and discuss other sources they could explore

MT1.5 Compose effective questions for the group

Performance Criteria:

Able to:

List questions they have used, and discuss the principles of effective
questioning

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency Review Sheets
Competencies Required for a Minister's Credential

Competency: MT2
Demonstrate reasonably advanced hermeneutical skills

Elements:

MT2.1 Is conversant with the principles of interpreting different biblical genres

Performance Criteria:

Able to:

Discuss various literary genres found in Scripture, and outline the principles involved in interpreting and preaching from each genre

MT2.2 Can exegete complex passages of Scripture

Performance Criteria:

Able to:

Submit a paper of approximately 1,000 words exegeting a passage agreed upon with the coach, and discuss the methodology used

The Applicant has demonstrated competency in this area.

☐

Signed _____ Date _____

Competency: MT3
Understand marriage and family interactions

Elements:

MT3.1 Express biblical understanding of the role of the husband and wife in marriage

Performance Criteria:

Able to:

Write a short paper on the role of husband and wife in marriage, and discuss the paper with their coach

MT3.2 Articulate key elements of parenting

Performance Criteria:

Able to:

Outline key elements of effective parenting, and discuss their practical application

MT3.3 Describe biblically how children and parents should behave towards each other

Performance Criteria:

Able to:

Present a critical incident report of an instance of inappropriate behaviour between parents and children, and discuss the application of biblical teaching to rectify this and similar problems

Write a sermon or Bible study outline on the topic of parents and their children

The Applicant has demonstrated competency in this area.

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Signed

Date

Competency: MT4
Exhibit a good working knowledge of the Scripture

Elements:

MT4.1 Articulate the doctrine of biblical inspiration

Performance Criteria:

Able to:
Submit a paper of less than 500 words outlining the meaning of biblical inspiration

MT4.2 Outline biblical teaching on a topic, using both Old and New Testament passages

Performance Criteria:

Able to:
Write a short paper, addressing a topic such as: The Great Commission; The Gift of Prophecy

MT4.3 Show familiarity with the content and outline of Bible books

Performance Criteria:

Able to:
Answer questions about the content of particular books

The Applicant has demonstrated competency in this area.

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Signed _____ Date _____

<i>Competency: MT5</i> <i>Understand Church history</i>
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Elements:

MT5.1 Demonstrate knowledge of the major periods of church history

Performance Criteria:

Able to:

Submit a paper approximately 750 words, outlining Church history, dividing it into at least five significant periods

MT5.2 Discuss major movements, events and personalities of Church History

Performance Criteria:

Able to:

Discuss the significance of monasticism, the Reformation and the Azusa Street revival

Present short papers outlining the significance of one of the ante-Nicene fathers and one leader of the Reformation

MT5.3 Discuss the historical development of major Christian doctrines

Performance Criteria:

Able to:

Outline, in a paper of approximately 750 words, the Christological debates leading to Nicene Creed

The Applicant has demonstrated competency in this area.

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Signed _____ Date _____

Competency: MT6
Understand the role of the ministry gifts in building the church

Elements:

MT6.1 Define and demonstrate understanding of the ministry gifts

Performance Criteria:

Able to:

List and describe the spiritual gifts outlined in the key New Testament passages

MT6.2 Discuss the application of the ministry gifts in “5-Talent” and “1-Talent” roles

Performance Criteria:

Able to:

Describe how a young Christian and a mature Christian would differently express similar spiritual gifts

MT6.3 Show how different ministry gifts might approach the same problem

Performance Criteria:

Able to:

Outline a point of conflict in the church or the introduction of a new church programme and how different ministry gifts would tackle the issue.

Competency Review Sheets
Competencies Required for a Minister's Credential

MT6.4 Recognise the value of covering the weaknesses of others

Performance Criteria:

Able to:

List areas of weakness they perceive in their own ministry expression
and how others could compensate for these.

The Applicant has demonstrated competency in this area.

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Signed

Date

Master Check List
Competencies Required for Trainee Level

Competency Area	Competency Number													
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TC	1	2	3	4	5									
Competency Achieved														

TM	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Competency Achieved														

TP	1	2	3	4	5	6	7							
Competency Achieved														

TT	1	2	3	4										
Competency Achieved														

Master Check List
Competencies Required for Minister Level

Competency Area	Competency Number																													
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MC	1	2	3																											
Competency Achieved																														

MM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Competency Achieved																														

MP	1	2	3	4	5																									
Competency Achieved																														

MT	1	2	3																											
Competency Achieved																														

Master Check List
Competencies Required for a National Level

Competency Area	Competency Number																			
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NC	1	2	3	4																
Competency Achieved																				

NM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	1	5	16	17	18	19
Competency Achieved																				

NP	1	2	3	4																
Competency Achieved																				

NT	1																			
Competency Achieved																				

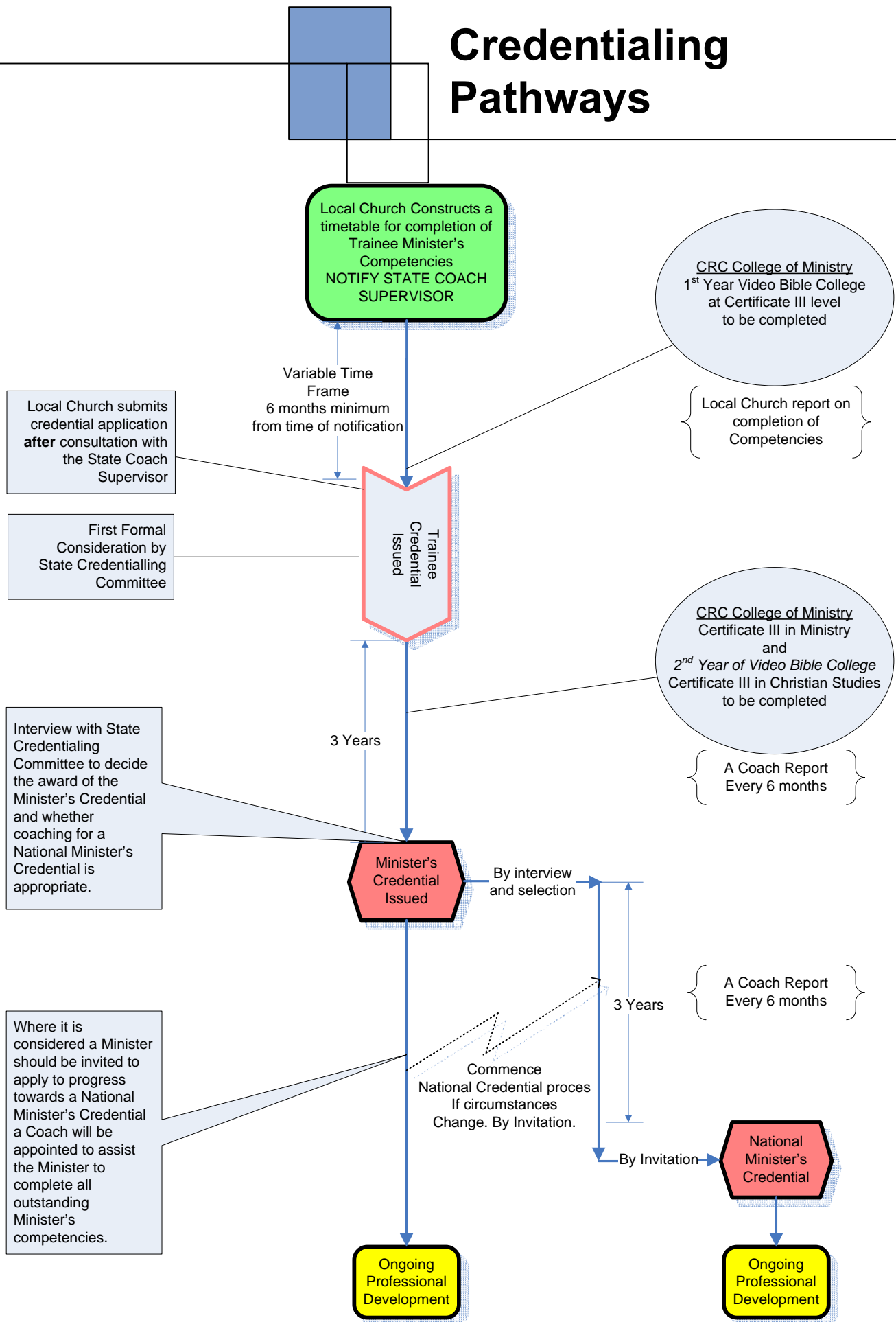
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Credentialing Pathways

CRC Churches International



Credentialing Pathways



CRC Churches International Ministry Guidelines

CRC Churches International



MINISTRY GUIDELINES

CRC Churches International — Australia

Introduction:

The **CRC Churches International** is a '...fellowship of Local Churches and Ministers...' We believe the nature of this fellowship is to cooperate together with a common vision and purpose. One of the key ways this is done is through the training, development and recognition of its Ministers. We believe it is in the interest of the future of the CRC Churches International to provide the highest possible standard of Christian character and maturity in the training and recognition of its Credentialed Ministers.

Therefore, the following “**Ministry Guidelines**” are provided to assist the various Issuing Authorities to have consistent guidelines for the training, development, assessment and recognition of the Ministry Gifts within the CRC Churches International Australia.

These are the recommended guidelines that are offered for use by the various Issuing Authorities. We believe that these guidelines will assist in providing high Christian standards of behaviour, ethics and discipline in the Ministry of the CRC Churches International. This is a standard that we expect from a Biblical understanding of the role of Ascension Gift Ministries.

PREAMBLE:-

Ministry Gifts:

It is recognised that the Ascension Gift Ministry is given by Jesus Christ to the Church. In most cases the development of the Ministry Gift is clearly recognised by other Ministry Gifts, particularly in the life of the Local Church. The existing Ministry Gifts will therefore play a major role in the development and recognition of such emerging Ministry Gifts.

Elders:

Within the CRC Churches International it is recognised that the office of Elder is a very important one. The natural and spiritual qualifications of an elder are outlined in 1 Timothy 3:1-13, Titus 1:5-16, 1 Peter 5:1-10. The recognition and appointment of elders is a Local Church matter and recognised as such. It is possible that some

elders may, in time, exhibit the characteristics of the Ministry Gifts outlined in Ephesians 4:11. If such a Ministry Gift calling and characteristics become evident in a person's life, the person may be nominated by a Credentialed Minister, with the endorsement of at least two other Credentialed Ministers, for training, development and recognition within the broader framework of the CRC Churches International.

Credential Fees:

Credential Fees are payable annually upon the issuing of a **Credential**. The 'Trainee Minister's Credential' fee is payable to the respective State Treasurer/Secretary. All other fees are payable to the National Council (National Secretary/Treasurer)

The payment of fees is to be finalised within 60 days of receiving the Credential Fee account. If the Credential Fee is not paid within 60 days the Credential holder forfeits their voting rights. If after six months a Credential fee has not been paid the Issuing Authority may request an interview with the Credential holder to discuss the matter or to assess their ongoing commitment to the CRC Churches International.

1. MINISTERS

1.1. Membership

Membership in the CRC Churches International, National Council and State Council, is conferred through holding a Credential. (Refer clause 3)

Credentials may be issued to persons who:

- 1.1.1. Are Members of a recognised CRC Local Church or a Local Church acceptable to the relevant State Council or a "Para Church" organisation acceptable to the relevant State Council.
- 1.1.2. Have the requisite proven natural and spiritual qualifications of an Elder as described in: 1 Timothy 3:1-13, Titus 1:5-16, 1 Peter 5:1-10
- 1.1.3. Display the following characteristics:
 - Evidence of stability, wisdom, and spiritual maturity in their Christian walk.
 - Express a Ministry Gift in accordance with Ephesians 4:11, etc.
 - Show integrity, loyalty and commitment to the fellowship and concepts of the CRC Churches International.

- 1.1.4. Agree to abide by the requirements of:
- The Charter of the CRC Churches International;
 - The Constitution of the CRC Churches International - Australia (National Council);
 - The Constitution of the CRC Churches International - State Council, as applicable.
- 1.1.5. Where an applicant has been divorced it is recommended that the Credential Issuing Authority adopt the "Guidelines on Divorce and Remarriage" as defined in the currently accepted document of the CRC Churches International.
- 1.1.6. The CRC Churches International understands that the Biblical model of a marriage relationship is to have one lifelong monogamous legally performed marriage between a man and a woman, in which there is constant love, continual care, mutual respect, Godly order, submission and sexual intimacy. In such a context children may be born and raised in an atmosphere of loving care, training and discipline.

Recognition is also given to the validity of remarriage for a person whose spouse has died or a divorced person who meets the requirements outlined in the currently accepted "Guidelines on Divorce and Remarriage" within the CRC Churches International. Fornication, adultery, defacto relationships, homosexuality or any other forms of sexual deviation condemned by Scripture are deemed unacceptable and consequently no recognition for any area of Ministry can be given to such persons who continue in, or condone as acceptable, such practices.

2. MINISTRY GIFTS

2.1. Recognition of Ministry Gifts:

The CRC Churches International, National Council and State Councils, recognise that various Ministry Gifts are given by God to the Body of Christ to enable it to function effectively.

2.2. Levels of Expression and Maturity

These gifts may have various levels of maturity and expression and should be recognised according to the nature of their function.

3. CLASSIFICATIONS OF MINISTRY

The following classifications of Ministry are recommended in the normal process of Ministry training and development together with the procedures and steps involved. However, it is accepted that in some instances it may be deemed acceptable to the Issuing Authority to move an applicant directly to a Minister's Credential (ie: by-passing the Trainee Minister's Credential) should the applicant have the proven qualifications and evidence of Ministry calling and fruitfulness.

The following Credentials may be issued:-

3.1. Trainee Minister's Credential

Issuing Authority: State Council or its nominated officers

This Credential may be issued by the State Council or its nominated officers, to those in a training/apprenticeship role, for the purpose of giving official recognition to a person who has formally completed the necessary competencies for a Trainee Minister and who:

- Fulfils regular pastoral, Ministry and platform responsibilities in a Local Church as a Minister in training, or
- Has been given responsibility for an outreach, or
- Is pioneering a Local Church with the objective of it becoming a recognised CRC Churches International Church, or
- Is fulfilling a viable form of Ministry and is obviously a developing Ministry Gift

- 3.1.1. A Trainee Minister's Credential is to be normally held (at the discretion of the Issuing Authority) for a duration of at least three years before an application for a Minister's or Specialist Minister's Credential is to be considered.
- 3.1.2. The Trainee Minister shall work under the covering of an approved Coaching Minister appointed by the Issuing Authority. The objective is that the appointed Minister has a close 'mentoring relationship' with the Trainee Minister and that the Trainee Minister demonstrates his/her competencies requisite to receiving a Minister's Credential.
- 3.1.3. A person holding a Trainee Minister's Credential is an Associate Member of the relevant State Council and does not have voting rights but is expected to attend all State Councils and Conferences; and is strongly encouraged to attend all National Councils and Conferences.
- 3.1.4. The Issuing Authority has the right, in exceptional circumstances, to waive elements of the training requirements normally incumbent on the Trainee Minister – however all pastors being considered for a Trainee Minister's Credential must demonstrate that they have successfully completed the competencies required for a "Trainee Minister's Credential".

- 3.1.5. If the area of Ministry function for which this Credential was issued should cease, the Credential lapses forthwith.

3.2. Minister's Credential.

Issuing Authority: State Council or its nominated officers.

- 3.2.1. This Credential is issued by the State Council or its nominated officers and may be given to such persons who have completed the requisite competencies for a CRC Minister and who are functioning as the Senior Minister or Assistant/Minister of a Local Church:
- while still gaining experience, or
 - who continues to perform an effective Ministry solely related to a particular locality; and
 - who has made the decision to step aside from some of their secular vocation to devote at least one day of effort to the Ministry of Christ in their local church. This does not prejudice ministers who because they are personally pioneering a new local Church or new Ministry venture may need to be in secular employment for a season

- 3.2.2. The Minister's Credential is a recognition of an effective and fruitful Ministry being performed in a particular area of service and applies only to the office or position concerned.

- 3.2.3. The Minister shall work under the covering of an approved Coaching Minister appointed by the Issuing Authority. The objective is that the appointed Minister has a close 'mentoring relationship' with the Local Minister.

- 3.2.4. A Minister will be registered with the Australian Government as a Minister of Religion and an Authorised Marriage Celebrant.

(Ministers, who because of the change to the credentialling process have not completed the Ministry Competencies, can apply to the Issuing Authority for a Marriage Celebrant's licence. A decision will be made based on:

- *The applicant having completed the competencies pertaining to a Marriage Celebrant's training and responsibilities.*
- *The length of time the applicant has held a Minister's Credential. (Normally, [at the discretion of the Issuing Authority] a period of at least twelve [12] months would be considered a minimal requirement.)*

- 3.2.5. Any person issued a Minister's Credential shall be a Member of the relevant State Council, with voting rights in accordance with State Constitutions, and is an Associate Member of the National Council without voting rights. Such persons are expected to attend all State and National Councils and Conferences.
- 3.2.6. A Minister's Credential should normally be held for a minimum of three years before a person may be invited by the Issuing Authority in consultation with the Coaching Minister, to complete an application for a National Minister's Credential. (Refer 3.4)
- 3.2.7. A Minister's Credential may be held in perpetuity, for the duration of one's Ministry life.
- It is recognised that in some cases the Minister in a local church fulfils a very significant and ongoing Ministry role that will continue through the Minister's lifetime. Due to any number of circumstances the person concerned may Minister to a relatively small number of people or may not move from their one place of Ministry due to secular employment or other circumstances.
- The person holding the Minister's Credential may simply not have the Ministry calling or is not available for Ministry to the larger body of Christ. It is therefore the intent of this document that the CRC Churches International gives due honour and esteem to those who may hold a Minister's Credential in perpetuity.
- 3.2.8. Before a Minister's Credential is granted it is expected that the required Ministry Competencies training courses (or their equivalent acceptable to the Issuing Authority) are completed or are in the process of being completed.
- 3.2.9. The Issuing Authority has the right, in exceptional circumstances, to waive elements of the training requirements normally incumbent on the Minister – however all pastors being considered for a Minister's Credential must demonstrate that they have successfully completed the competencies required for a "Minister's Credential".
- 3.2.10. If the area of Ministry function for which this Credential was issued should cease, the Credential lapses forthwith.

3.3. Specialist Minister's Credential:

Issuing Authority: State Council or its nominated officers.

- 3.3.1. This Credential may be issued to a person involved in a specialised area of Ministry, or to a person who is functioning in a Ministry role within a Local Church, but is not covered by other Credential classifications.

- 3.3.2. It is a recognition of an effective and fruitful Ministry being performed in a particular area of service and applies only to the office or position concerned.
- 3.3.3. The Specialist Minister may, in certain circumstances, be registered with the Australian Government as a Minister of Religion and an Authorised Marriage Celebrant. Such applications are to be considered by the Issuing Authority and a decision will be made based on:
- The need in the Local Church for a registered marriage celebrant.
 - The character and stability of the applicant.
 - The length of time the applicant has held a Specialist Minister's Credential. (Normally, a period of at least twelve [12] months would be considered a minimal requirement.)
- 3.3.4. The Specialist Ministry may include such areas as:
- Prison chaplains
 - Hospital chaplains
 - Youth Ministry
 - Evangelistic Ministry
 - Education.
 - World Missions (Missionary), etc.
- 3.3.5. The written designation on the Credential will read as follows:
- "Specialist Minister: Youth"
 - "Specialist Minister: Education"
 - 'Specialist Minister: Evangelist'
 - "Specialist Minister: Chaplain"
 - "Specialist Minister: Missionary", etc
- 3.3.6. The Specialist Minister would normally have completed at least three years as a Trainee Minister and have completed the competencies necessary to become a Minister in the CRC... (See 3.2)
- 3.3.7. The Specialist Minister shall work under the covering of a Coaching Minister appointed by the Issuing Authority. The objective is that the appointed Minister has a close 'mentoring relationship' with the Specialist Minister.

- 3.3.8. A person holding a Specialist Minister's Credential shall be a Member of the relevant State Council with voting rights, except for constitutional or Credential matters [subject to consistency with the relevant State Constitution], and an Associate Member of the National Council without voting rights. Such persons are expected to attend all State and National Councils and Conferences.
- 3.3.9. Before a Specialist Minister's Credential is granted it is expected that the required competencies, training courses, or their equivalent acceptable to the Issuing Authority, are completed to the level of "Minister" or are in the process of being completed.
- 3.3.10. The Issuing Authority has the right, in exceptional circumstances, to waive elements of the training requirements normally required for a Specialist Minister – however all pastors being considered for a Specialist Credential must demonstrate that they have successfully completed the relevant competencies required for a "Minister's Credential"
- 3.3.11. If the area of Ministry function for which this Credential was issued should cease, the Credential lapses forthwith.

3.4. National Minister's Credential.

Issuing Authority: National Executive on the recommendation of the State Council or its nominated officers.

- 3.4.1. The National Minister's Credential is a recognition of the clear expression of an Ascension Gift Ministry which extends beyond the particular area of service concerned and is a recognition of the Ministry Gift throughout the CRC Churches International.
- In order to provide an outline of the expectations of the Ministry of a person who is issued a National Minister's Credential the Minister should have completed the competencies required for a National Minister's Credential and:
- Have the capability to lead an average sized Australian Church of 80 to 100 people by providing the leadership, preaching Ministry, pastoral care, organisational and associated duties of that office;
 - Or, in the case of the Minister being a Missionary, Itinerant Ministry, Teaching Ministry, etc, the Minister displays a level of Ministry capability, leadership and organisational capability commensurate with leading an average sized Church.
 - That the person concerned has made the decision to step aside from their secular vocation and devote their full time efforts to the Ministry of Christ. This does not prejudice Ministers who because they are pioneering a new Local Church or new Ministry venture need to return to secular employment for a season;

- Or, in cases where a person may retain a secular business or employment interest that they display a clear priority for the Ministry of Christ and that they display an imminent willingness to step aside from their secular vocation.
- 3.4.2. This Credential is issued by the National Executive on the recommendation of the State Council or its nominated officers and may be given to such persons who have a proven Ephesians 4:11 Ministry Gift and who meet the Credential requirements as stated in Clauses 1&2.
- 3.4.3. All applications for a National Minister's Credential are to be submitted at the invitation of the Issuing Authority, in consultation with the Coaching Minister, to the State Issuing Authority who shall then make recommendations to the National Executive for endorsement.
- 3.4.4. Any person issued a National Minister's Credential shall then be:
- A Member of the State and National Councils with voting rights, and is expected to attend all properly convened Council meetings.
 - Registered with the Australian Government as a Minister of Religion and an Authorised Marriage Celebrant.
- 3.4.5. The Issue Authority has the right, in exceptional circumstances, to waive elements of the training requirements normally incumbent on the National Minister – however all Ministers being considered for a National Minister's Credential must demonstrate that they have successfully completed the competencies required for a "National Minister's Credential"

3.5. Affiliate Minister's Credential:

Issuing Authority: National Executive on the recommendation of the State Council or its nominated officers.

This Credential may be recommended by the State Issuing Authority to the National Executive for approval for:

- a Minister who is holding (or has recently held) the equivalent of a "Minister's Credential" in another movement or denomination and is moving into permanent Ministry within the CRC, or,
- to a Minister who is Credentialed with the CRC Churches International, but whose Ministry prevents the applicant from being closely involved in a CRC Churches International church or State Council. (eg; Working overseas in a non CRC Field or country)
- To a minister in a Para-Church ministry not covered by other categories,

- To a Minister of a local Church considering:
 - a) becoming a member Church of CRC Churches International
 - or
 - b) becoming a Church in fellowship with CRC Churches International.

In the event of a Minister moving from another denomination the following shall apply:

- 3.5.1. The applicant must be in good standing with their previous Credentialing authority.
- 3.5.2. The applicant must be coming into the CRC to fulfil a Ministry role and function endorsed by the State Issuing Authority.
- 3.5.3. The applicant must exhibit a clear desire to be identified with the CRC and be committed to the objectives, philosophy, ethics, etc., of the CRC, as outlined in the Charter, Constitutional documents, etc., at State and National level.
- 3.5.4. A person holding an Affiliate Minister's Credential shall (Where geographically possible) work under the covering of a Coaching Minister appointed by the Issuing Authority. The objective is that the appointed Minister has a close 'mentoring relationship' with the Affiliate Minister.
- 3.5.5. It is recommended that the Affiliate Minister's Credential shall be held for a minimum of one year prior to an invitation being extended by the State Issuing Authority in consultation with the Coaching Minister, to complete an application for a "National Minister's Credential". An Affiliate Minister must demonstrate satisfactory completion of the competencies required for a National Minister's Credential prior to the award of a National Minister's Credential.
- 3.5.6. A person holding an Affiliate Minister's Credential shall be a Member of the State Council with voting rights except for constitutional or Credential matters [subject to consistency with the relevant State Constitution], and an Associate Member of the National Council without voting rights. Such persons are expected to attend State and National Councils and Conferences.
- 3.5.7. In the case of a Minister who is not able to relate closely to a CRC Churches International church or State Council (eg; Working overseas in a non CRC Field) an Affiliate Minister's Credential may be held indefinitely.

- 3.5.8. A person issued an Affiliate Minister's Credential may be registered with the Australian Government as a Minister of Religion and an Authorised Marriage Celebrant.

3.6. Retired Minister's Credential.

Issuing Authority: National Executive on the recommendation of the State Council or its nominated officers.

- 3.6.1. The Retired Minister's Credential is a recognition given to a person who has provided at least ten years of faithful service in the CRC whilst holding a National Minister's Credential or a Minister's Credential and who has now reached the official retirement age of 65 years, or has retired from active Ministry responsibility or ongoing Ministry
- 3.6.2. The holder of a Retired Minister's Credential may still be in active Ministry in which case they will continue to hold voting rights as previously held.
- 3.6.3. This Credential may be issued by the National Executive after considering a recommendation from the State Issuing Authority
- 3.6.4. Any person issued this Credential may be registered with the Australian Government for the purpose of conducting marriages
- 3.6.5. The holder of a Retired Minister's Credential is not required to pay the annual Credential Fee
- 3.6.6. Those Ministers who have retired from regular active Ministry service or who have Temporarily Retired (due to ill health) may continue as Members of the State and National Council and may be given voting rights (as previously held); provided that such a person is assessed by the National/State Executive as having the required level of current Ministry service and expression to warrant the Minister continuing to have voting rights on the relevant Council.

3.7. Special Categories.

Issuing Authority: The National Executive

- 3.7.1. In the event of a person who is in a State or Territory of Australia where there is no State organisation, or who is not linked to an existing State organisation, or who is an overseas ministry or missionary ('off shore'), who is seeking Ministry recognition with the CRC Churches International, the National Executive may issue a Credential providing that the same criteria are used for the Credential processing as are used by the State Councils.

- 3.7.2. Details of any 'off shore' Credentials should be passed on to the Executive of the "International Fellowship of the CRC Churches International" by the National Chairman. The purpose of this is simply for mutual cooperation and interest.

3.8. Title of Reference.

Ministers holding the following Credentials may be referred to as "Pastor":

- Trainee Minister (At the mutual discretion of the Issuing Authority and Local Church)
- Minister
- Specialist Minister
- National Minister
- Affiliate Minister
- Retired Minister

3.9. Attendance at Conferences and Council Meetings.

- 3.9.1. It is expected that all National Ministers, Ministers, Trainee Ministers, Specialist Ministers and Affiliate Ministers will be in attendance at all official State and National Council meetings and Conferences.
- 3.9.2. Should a Credentialed Minister fail to attend any State or National Council meetings for more than eighteen (18) consecutive months their Credentialing authority may request an interview to ascertain the ongoing commitment of the Minister to Ministry within the CRC Churches International.

3.10. Ministers Not Involved in Active Ministry.

- 3.10.1. Issuing Authorities will procedurally review all credentialled ministers and ascertain those who have ceased involvement in areas of active Ministry (excluding Retired Ministers). Ministers who have been assessed to be inactive shall forfeit their Credential registration after twelve (12) months, from the date of the review, have elapsed. Ministers who are assessed to be inactive will be notified in writing by the Issuing Authority their credential is under review given opportunity to show cause as to why their credential should be renewed.
- 3.10.2. Notwithstanding that anyone in this position may request an interview with the Issuing Authority if it is felt there are reasonable grounds for registration to continue beyond this period, but with the understanding that there will be regular reviews every twelve (12) months.

4. APPLICATIONS FOR CREDENTIALS.

4.1. Application forms

Applications for Ministry recognition shall be submitted to the Issuing Authority on the recommended Application Form. (Available from the State Secretary)

4.2. Interviews

Applicants will be interviewed by the Issuing Authority.

4.3. The Submission of Applications

Applications for, Trainee Minister's Credential, Minister's Credential, Specialist's Minister's Credential and Affiliate Minister's Credential are submitted at the discretion of the nominator in accordance with the guidelines of the appropriate Issuing Authority.

4.4. Application for a National Minister's Credential

Application for a National Minister's Credential shall be made only through the invitation of the State Issuing Authority and not by the applicant themselves. The basis of this invitation will be a review of the Minister's or Affiliate Minister's progress by the State Issuing Authority in consultation with the covering Minister.

Upon approval being granted by the State Issuing Authority, a recommendation will be submitted to the National Executive for approval at the National level of the CRC Churches International.

4.5. Right of appeal

In the event of any Credential applicant feeling they are being unjustly treated, they shall have the right of appeal to the Issuing Authority for the particular Credential. In such a case the appeal shall be heard by three (3) Ministers appointed by the State or National Chairman (as appropriate). The appointed Ministers must each have held a Minister's Credential for at least ten (10) years, and they cannot be Members of the relevant Issuing Authority. Their decision shall be final provided always that the only grounds of such appeal shall be:

- That the decision (felt as unjust) was arrived at in breach of natural justice; or
- That the penalty resulting from such a decision was manifestly excessive.

4.6. The normal Credentialing route

The normal route for anyone embarking on a Ministerial calling would be for the call of God to be recognised by the Local Church. The candidate would commence a period of at least 12 months which would be supervised by the local church. During this time the Local Church would construct a training schedule that enabled a candidate, under the supervision of his/her Senior

Pastor, to complete the competencies required for a Trainee Minister. The candidate would also need to be enrolled in Video Bible College and have completed at least the first year of the course at Certificate III level. On successful completion of the requisite competencies an application for a Trainee Minister's Credential may be lodged by the Local Church with the State Issuing Authority. Formal notice must be given to the State Coach Supervisor of candidates being trained at least six months before an application for a Trainee Minister's Credential can be lodged.

On receiving a Trainee Minister's Credential the minister will have a coach appointed to supervise three years of training. On successful completion of the competencies and training required for a Minister the Coach will initiate an application for a Minister's Credential if the candidate is ready. Where a Minister has alternative training/experience that is acceptable to the relevant Issuing Authority, this may be taken into account and adjustments made to the three year minimum period that Trainees are normally required to complete.

The majority of Pastors, whose scope of ministry is generally limited to expression within their local church, will not normally progress beyond the award of a Minister's Credential. However where a Minister demonstrates a clear expression of an Ascension Gift Ministry and is recognized as a Ministry Gift **throughout** the CRC Churches International they will be invited to pursue a National Minister's Credential. (refer to 3.4).

The opportunity to pursue a National Minister's Credential is by invitation.

1. The first opportunity to commence on the National Credential pathway will be extended to a candidate during their interview for a Minister's Credential. At this time the Credentialling Committee, in consultation with the candidate and the candidate's coach would affirm the candidate's gifting and scope of ministry and would appoint a coach.

After the Minister has served a minimum period of three years and when all competencies have been completed, the Coach would recommend to the State Credentialling Committee that the Minister should be considered for a National Minister's Credential.

The Credentialling Committee, in consultation with the Coach, would then consider the Minister's progress and if appropriate interview the Minister before recommending to the National Executive that the Minister be awarded a National Minister's Credential.

2. Trainee Ministers who are not initially considered as a candidate for a National Credential will be assisted by their coach to develop a professional training program. This training program will be aimed to equip the Minister with specific ministry skills appropriate to their ministry focus. This training program may include some competencies from Minister's training schedule, professional or ministry courses and other ministry skill based programs.
3. State Executives and State Credentialling Committees will regularly review the credentials of all Pastors. Ordinarily this will be based on the first hand experience of the review team and any information forwarded by other National Credentialed Ministers. Where it is considered a Minister should be invited to apply to progress towards a National Minister's Credential a Coach will be appointed to assist the Minister to complete all outstanding Minister's competencies. A candidate for a National Minister's Credential

would be expected to serve a minimum of three years as a Minister and complete all the Minister's competencies. Once these requirements have been satisfied the Minister's coach may recommend the Minister to the State Credentialling Committee for a National Minister's credential.

4.7. Annual Credential reviews

All Credentials are reviewed each year by the Issuing Authority.

4.8. Credential Fees

The National and State Councils shall determine fees and subscriptions to be paid when Credentials are issued.

4.9. National Credential Authorisation

National Minister's Credentials, Affiliate Minister's Credentials and Retired Minister's Credentials issued by the National Executive shall be officially signed by the National Chairman.

4.10. State Credential Authorisation

All Trainee Minister's Credentials, Minister's Credentials and Specialist Minister's Credentials issued by the State Council or its nominated officers shall be officially signed by the relevant State Chairman.

4.11. Procedures for Special Circumstances

In the event of a need to receive and process an application for a Credential in a special circumstance (eg. A Minister from another movement or denomination who is taking the leadership of a CRC Church, an overseas situation , etc) where a decision needs to be made outside the time frame of a scheduled meeting of the relevant Issuing Authority, the following procedure may apply:

- All the relevant paper-work, application forms, references from previous Credentialing authority or denomination, background information etc is mailed to the Members of the Issuing Authority giving Members adequate time for consideration
- In addition to the endorsement of an Eldership there should be an endorsement from at least two Ministers having held a Minister's Credential for at least ten years
- A decision by email/post may be made, provided that all those who consist of the Issuing Authority are agreed
- In the event of one or more Members of the Issuing Authority not in agreement and the supply of further references, information etc does not result in total endorsement then:

A meeting of the Issuing Authority by a telephone conference may be used to arrive at a decision, or if this does not result in a decision, then the matter will be adjourned to the next scheduled meeting of the Issuing Authority unless it is mutually agreed to call a special meeting to reach a decision

5. FORFEITURE OF CREDENTIAL

5.1. Violation of Ministerial Standards

Should the Issuing Authority determine that any person holding a Credential has violated the basic requirements of Scripture, the Charter, National Constitution or the relevant State Constitution in the areas of:

- Use of finance, or
- Ministerial ethics, or
- Personal morality, or
- Doctrine,

Then they shall be required to:

- Surrender their Credential immediately.
- Resign from leadership of their Local Church or Ministry immediately.
- Accept a reasonable period of restoration and rehabilitation as prescribed by the currently approved guidelines of the National Council (See clause 4:11 of the CRC National Constitution).

5.2. Removal of a Credential

These areas of violation are defined more fully in the following statements. A Minister's Credential may be removed for any of the following reasons:

- Falling into grave doctrinal error or deception regarding the Declaration of Faith contained in the CRC Churches International Charter, or
- Wilfully violating the rules of the CRC Churches International Charter, National Constitution and/or the relevant State Constitution, or
- Being overtaken by moral failure, and/or by personal problems of such a nature that would discredit the work of the Lord, discredit the high standards of Christian practice and witness of their respective Local Church or Ministry and produce a detrimental effect on the high standards of Christian practice and witness of the CRC Churches International.

The removal of a Credential automatically deems the person to have lost all Membership, positions, rights and privileges within the CRC Churches International and the Local Churches and Ministries of the CRC Churches International.

5.3. Right of appeal.

If the State Council or its nominated officers makes a determination pursuant to this Clause (according to the currently approved "Restoration of Ministry Guidelines" of the National Executive) then the person concerned shall have the right of appeal to the relevant State Council, which appeal shall be decided by

three Members of that State Council who have held a Minister's Credential for at least ten (10) years (appointed by the State Council but who shall not be Members of the State Executive), and in the event of that appeal failing a further right of appeal to the National Executive (which shall be decided by three Members of the National Executive nominated by the Chairman) whose decision shall be final provided always that the only grounds of such appeal shall be:

- (a) that the decision was arrived at in breach of natural justice; or
- (b) that the penalty resulting from the decision was manifestly excessive.

5.4. Resignation

In the event of a Minister of the CRC Churches International resigning from the National or State Council or resigning their Credential, it shall be deemed that they are resigning forthwith from all positions within the CRC Churches International, its Executives, Councils, CRC Churches, Affiliate Churches, etc.

6. MOVEMENT OF MINISTERS

6.1. Relocation of Ministers

When a recognised Minister, Local Minister, Trainee Minister, Specialist Minister, or Affiliate Minister proposes to re-establish in a new location or Ministry function, then it is **strongly recommended** that such a move should be made in consultation and harmony with:

- The respective State Chairman/ Chairmen and the State Council or its nominated officers
- The Oversight/s of the respective Local Churches that may be affected

6.2. Former Crusade Ministers

In the event of a formerly CRC Credentialed Minister who is invited to Minister in a CRC Church OR a currently Credentialed CRC Minister who may be invited to Minister in a Church that was previously affiliated with the CRC Churches International, it is **strongly recommended** that contact be made with the State Chairman/Executive by the CRC Minister or party concerned. This is to ensure that appropriate principles of fellowship and Ministerial ethics are clearly understood and adhered to.

7. THE APPOINTMENT OF A NEW SENIOR MINISTER

While it is recognised that the appointment of a new Senior Minister to any affiliate Local Church of the CRC Churches International is the responsibility of the relevant local oversight, it is **strongly recommended**, in the interests of cooperation and fellowship, that such a move should be made in consultation with the relevant State Chairman and the State Council or its nominated officers.

8. PARA-CHURCH ORGANISATIONS AND MINISTERS.

8.1. Ministerial Standards

While it is understood that any para-church organisation, ie. one that operates alongside churches as a servant, but is itself not a Local Church, should be working with and alongside Local Churches for the mutual benefit and advancement of all concerned, it is nevertheless recognised that there are certain standards that must be established and maintained;

8.2. Acceptance by the relevant State Councils

For the purpose of these guidelines it is deemed necessary that all para-church organisations seeking association with the CRC Churches International be accepted by the relevant State Council;

8.3. The suitability of the organisation

This acceptance is to be based on the nature and viability of each para-church organisation's Ministry and function and the suitability of their constitution;

8.4. Ministers working in Para Church Ministries

Acceptance of Ministers from para-church organisations shall be based on their ability to meet the same Credential requirements as those applying to Ministers of Local Churches affiliate with the CRC Churches International.

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Details for Directory.

The details that appear in the directory will be based on the information in this form.
If any details change please complete this form and advise the CRC National Office



Please email this form to crc@crcchurches.org or
Fax it to the CRC National Office on Fax 08 8235 1891
or by post to:
CRC Churches International
185 Frederick Road Seaton SA 5023

SURNAME:	
FIRST NAME:	
TITLE:	Pr
CHURCH:	
SENIOR MINISTER:	
BIRTH DATE:	
SPOUSE FIRST NAME:	
SPOUSE TITLE:	
SPOUSE BIRTH DATE:	
WORK PHONE NO:	
WORK FAX NO:	
RESIDENTIAL ADDRESS:	
SUBURB/TOWN:	
STATE:	
POSTCODE:	
RESIDENTIAL PHONE NO:	
MOBILE PHONE NO:	
SPOUSE MOBILE:	
RESIDENTIAL FAX NO:	
OTHER CONTACT PHONE NO:	
PREFERRED E-MAIL ADDRESS:	
MAILING ADDRESS:	
SUBURB/TOWN:	
STATE:	
POSTCODE:	
CREDENTIAL HELD:	
RETIRED:	YES/NO
Date First Credentialed:	
Personal Website:	

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