

Manual Edits to Print - 2020

¶320.5.2.1 PASTOR'S CABINET

~~5.2.1 **Pastor's Cabinet:** The pastor's cabinet shall be nominated by the Nominating Committee and elected by the society. It shall have no fewer than three members and no more than seven, who shall be members of the society. Alternatively, the society may direct to have the official board serve as the pastor's cabinet. At least one delegate shall be a member. (See ¶373.2.6)~~

Pastor's Cabinet: In many of our local churches, the Board serves the functions of the traditional Pastor's Cabinet; however, should the board desire to create a Pastor's Cabinet, the following directions should be followed:

- The Purposes of the Pastor's Cabinet will be clearly communicated to the whole church so as to avoid any misunderstanding or overlap between Board and Pastor's Cabinet;
- The Pastor's Cabinet will assist the pastor by meeting with the pastor as a prayer cabinet, receiving recommendations and concerns arising from the congregation and reflecting on them with the pastor, and receiving recommendations and concerns from the pastor and offering support and counsel to the pastor;
- Candidates for the Pastor's Cabinet are to be selected by the Pastor but will be approved and appointed by the board;
- The members of the Pastor's Cabinet are to be mature, trustworthy individuals who have a healthy participation in the life of the local church and can be trusted with sensitive and confidential information. The majority of members of the Pastor's Cabinet must be local church members, and should include at least one board member;
- The Pastor's Cabinet shall be no more than 6 members.

¶373.2.6 Pastor's Cabinet

~~The Pastor's Cabinet is made up of members of the society, nominated by the Nominating Committee, elected by the society for the purpose of making ministry more effective. It may be elected by the society as a separate committee. The society may also assign the responsibility of choosing the pastor's cabinet to the official board. In the latter case, the official board may designate several of its members to serve the functions of a pastor's cabinet.~~

~~The pastor's cabinet will assist the pastor by meeting with the pastor as a prayer cabinet, receiving recommendations and concerns arising from the congregation and reflecting on them with the pastor, and receiving recommendations and concerns from the pastor and offering support and counsel to the pastor.~~

~~The members of the pastor's cabinet need to be mature, trustworthy individuals who can be entrusted with sensitive and confidential information.~~

In many of our local churches, the Board serves the functions of the traditional Pastor's Cabinet; however, should the board desire to create a Pastor's Cabinet, the following directions should be followed:

- The Purposes of the Pastor's Cabinet will be clearly communicated to the whole church so as to avoid any misunderstanding or overlap between Board and Pastor's Cabinet;
- The Pastor's Cabinet will assist the pastor by meeting with the pastor as a prayer cabinet, receiving recommendations and concerns arising from the congregation and reflecting on them with the pastor, and receiving recommendations and concerns from the pastor and offering support and counsel to the pastor;
- Candidates for the Pastor's Cabinet are to be selected by the Pastor but will be approved and appointed by the board;
- The members of the Pastor's Cabinet are to be mature, trustworthy individuals who have a healthy participation in the life of the local church and can be trusted with sensitive and confidential information. The majority of members of the Pastor's Cabinet must be local church members, and should include at least one board member;
- The Pastor's Cabinet shall be no more than 6 members.

4. 2.1 Board of Administration

~~The general conference shall elect a board of administration of 16 members with equal ministerial and lay representation. The geographic regions of the country shall be represented in proportion to their overall membership. The functions and authority of the board of administration are defined in ¶425.2.~~

The general conference shall elect a board of administration of 10 members. Membership should include equal ministerial and lay representation; *Recognizing the importance of diversity, we will pursue a balanced board that reflects the age, gender, geography, race and ethnicity of the FMCIC.* The functions and authority of the board of administration are defined in 425.2

¶425 BOARD OF ADMINISTRATION

1. Membership

The membership of the board of administration shall consist of ~~10~~ 16 members as defined in ¶420.2.1. The bishop shall receive notification of all board of administration meetings and minutes, and shall be entitled to be present and participate fully without vote in all meetings except for those held in executive session of the board.

¶425 BOARD OF ADMINISTRATION

4.3 Personnel Committee

~~A personnel committee shall be elected by the board of administration at its first meeting following general conference to assist the bishop with the annual review of national leadership team's performance appraisals and compensation packages for the term between general conferences. It shall be comprised of the following three persons: the chair of the management committee (chair), a clergy member of the MEGaP committee and a lay member of The Free Methodist Church in Canada, who is not on the board of administration. The latter two are to be nominated by the bishop.~~

A Personnel Team shall be appointed by the board of administration at its first meeting following general conference to assist the bishop, national leadership team and supervisory staff with the annual review of all employees' performance appraisals and compensation packages for the term between general conferences. It shall comprise of four or five persons including the following: the bishop, a lay member of the **board of**

administration (BOA), a member of the MEGaP committee, and one or two members of the Free Methodist Church in Canada or of the conference, who are not on the board of administration. The latter can be nominated by the bishop, but appointed by the BOA. At least half of the team shall be lay members, and at least one member, other than the bishop, shall be ordained.

¶801 ADVICE TO THE MINISTER

ETIQUETTE AND PROFESSIONAL GUIDELINES

Own an up-to-date book on etiquette and consult it regularly so that you are aware of how to conduct yourself appropriately as a public figure. Additionally, there are guidelines available from the director of personnel's office credentialing coordinator that you need to follow with respect to requests to officiate at marriages.

¶805 DISCERNING THE CALL OF GOD FOR CREDENTIALLED MINISTRY

Confirmation of the initial stages of God's call to credentialed ministry in The Free Methodist Church in Canada begins when the leaders of a local church discern and confirm that call by granting a lay minister's license to a member of the congregation. This is how the process of a person being set apart for credentialed ministry begins. In the paragraphs that follow, the requirements of each stage of this process are set out.

The director of personnel leadership development and church health, working with the credentialing coordinator and the ministerial education, guidance and placement (MEGaP) committee, oversees the steps to credentialed ministry, once a lay minister is recommended for ministerial candidacy.

A document entitled "Steps to Credentialed Ministry" summarizes the credentialing process. It is available through the office of the director of personnel credentialing coordinator or on the FMCIC website.

¶810 LAY MINISTERS (TRACKING AND LOCAL)

A lay minister is a member of a Free Methodist Church who has been granted a license by the official board. For some lay ministers (tracking), this will be an entry point into the tracking system that ultimately leads to being credentialed either as a commissioned minister or an ordained minister. Other lay ministers (local) will opt to serve only at the local church level. In either case, before a license is granted, the candidate shall be a member of the church long enough to give evidence of gifts and graces suited to Christian ministry. A hunger for God, a blameless life and a motive to serve are desirable attributes. A lay minister shall be amenable to instruction, supervision, and related discipline to assure growth in grace, knowledge, and usefulness.

The lay minister retains membership in the local church, but the MEGaP committee and the director of personnel's office credentialing coordinator shall be notified immediately if a license has been issued to either a tracking or local lay minister. The license must be renewed annually by the official board.

To qualify as a lay minister, the person must meet the following requirements (alternate process available for church planters through the Church Planting department):

- be a member of the Free Methodist Church;
- be available for ministry under supervision of the lead pastor;
- be recommended by the pastor or pastor's cabinet to the official board;
- have completed Bases 1,2,3,4 (or their equivalent);
- The candidate shall be interviewed by the official board to determine the person's call to lay ministry, and quality of spiritual life, and shall be asked questions such as:
 - When and how did you come to know Christ as Lord and Saviour?
 - Do you experience the fullness of the Holy Spirit in your life? Are you open to the call of God to lay ministry
 - What preparations and plans are you making in order to follow God's will for your life?
 - To what type of ministry and witness do you believe you are called?
 - What is your understanding of the doctrine of justification by faith?
 - What is your understanding of the doctrine of sanctification?

For local lay ministers, the person must also meet these additional requirements:

- take and successfully complete the Heart of Canadian Free Methodism foundational course
- demonstrate life-long learning
- actively participate in a small group
- submit a police clearance certificate

The official board may issue a lay minister's license and assign responsibility for counsel and guidance to the pastor and/or the pastor's cabinet. It shall be their responsibility to provide opportunities for lay ministers to develop their gifts in such ways as:

- preaching or teaching the Gospel;
- assisting the pastor in visitation;
- assisting in public worship services;
- participating in a program of witnessing to the unsaved, winning them to Christ, and nurturing them in Christian living.

Lay ministers shall be given regular duties with clear accountability structures.

Though lay ministers maintain their memberships in a local church, they are not eligible to continue to be voting members of an official board once they have been issued a lay minister's license. If they are board members when they become lay ministers, they may complete their terms on official boards, but they may not be re-elected as board members.

Lay ministers are honorary members of the official board. At the discretion of the lead pastor tracking lay ministers, as part of their training for credentialed ministry, may participate in official board meetings except when the board is dealing with delicate matters related to the life and ministry of the lead pastor or other pastoral staff.

When it is evident to the official board that a lay minister (who desires to enter the tracking system toward ministerial credentials) possesses gifts and graces and a call of God to full-time ministry, the official board may recommend to the MEGaP committee that this person be interviewed with a view to becoming a ministerial candidate in the conference. Official Boards must exercise careful discernment before approving a tracking lay minister. The question to be

kept in mind is whether this person would have the gifts and graces to eventually be accepted as a pastor in his/her home church. Prior to this MEGaP interview, the lay minister must have established an accountability partner relationship as per ¶801.1.

It is the responsibility of the lead pastor to annually submit to the **director of personnel credentialing coordinator** the names of all tracking and local lay ministers in the local church. They shall be listed in the records of the **director of personnel's office credentialing coordinator**.

The official board shall review each lay minister's license annually for renewal. For each annual renewal, tracking lay ministers are expected to have completed a 3-credit hour course or equivalent. Local lay ministers are expected to demonstrate evidence of their commitment to life-long learning. When not completed, renewal shall be postponed. The pastor shall keep the records and report the list annually to the **director of personnel credentialing coordinator**.

The following 3-credit hour courses shall be taken by tracking lay ministers:

- Heart of Canadian Free Methodism (history and polity)
- Introduction to Bible
- Introduction to Christian Doctrine
- Wesleyan Theology

The Heart of Canadian Free Methodism course is the only course that must be taken through foundational courses provided by The Free Methodist Church in Canada. Equivalencies for the other three courses must be taken at an accredited Bible college or seminary, either in person or by distance education. (Wesleyan Theology may also be taken through a foundational course offered from time to time by The Free Methodist Church in Canada.)

Further annual renewals shall be on the basis of the official board's assessment of effective ministry. Approval for courses for subsequent renewals is available through the **director of personnel's office credentialing coordinator**.

The pastor's cabinet, personnel committee or equivalent shall do the annual review and the official board shall grant the renewal, upon their recommendation. The official board may revoke a lay minister's license for violation of its conditions.

A lay minister's license is not normally transferable to another church. In exceptional cases, a lay minister may have charge of a society under the supervision of an assigned ordained minister. In that case, the lay minister will hold membership in the church served.

¶815 MINISTERIAL CANDIDATES

A ministerial candidate is a member of a Free Methodist Church who is seriously pursuing entrance into full-time ministry, has been granted the status of an honorary member of the conference (with voice but not vote) and is under conference supervision in studies and service.

In order to become a ministerial candidate, a lay minister must:

Demonstrate a serious desire to pursue God's call to ministry within the FMCIC by submitting the following to the **director of personnel office credentialing coordinator:**

- a copy of the lay minister's licence;
- a resume (Candidates are encouraged to attach personality/ministry aptitude inventory results.);
- required educational transcripts;

- required personal references;
- a ministerial candidate's Statement of Affirmation (see ¶871);
- a police clearance certificate
- written confirmation that an accountability partner relationship has been established
- a reflection paper on his/her call to ministry
- completed Family of Origin assignment
- completed SHAPE profile
- completed Myers-Briggs Type Indicator inventory

Receive the church's confirmations of suitability for ministry by being:

- a lay minister in good standing;
- able to demonstrate leadership ability by establishing a small group;
- endorsed by his/her pastor's personal letter of recommendation. The pastor will assist in the development of an educational and ministry experience plan that will be submitted to MEGaP;
- recommended to MEGaP for ministerial candidacy by the official board (see ¶383B); (board should only recommend a lay minister for ministerial candidacy if the board anticipates a recommendation for his/her appointment at its local church once s/he is approved by the conference as a ministerial candidate);
- (if married) spouse and lay minister together meeting with a MEGaP subcommittee for spousal support interview
- cleared by MEGaP if there is a history of divorce (see ¶816);
- interviewed and recommended by the MEGaP committee to the conference;
- approved by the conference and admitted as a non-voting member.

Demonstrate critical thinking and communication competencies by having:

- a high school diploma;
- successfully completed 30 semester credits in an accredited liberal arts or bible college or mature applicants may demonstrate these competencies through life-learning/experience evaluations.

Receive basic orientation for ministry in the FMCIC by:

- successfully completing the following courses:
 - Heart of Canadian Free Methodism (history and polity);
 - Introduction to the Bible; (or an equivalent)
 - Introduction to Christian Doctrine; (or an equivalent)
 - Wesleyan Theology; (or an equivalent)
- successfully completing Bases 1,2,3,4 (or their equivalent)

If a Lay Minister disagrees with a recommendation from MEGaP after his/her interview, s/he may appeal that decision by sending a letter in writing to the bishop and the director of **Personnel (Leadership Development) leadership development and church health** outlining the reasons for the appeal. The bishop will review the MEGaP notes, the recommendation and the appeal from the candidate and decide whether or not the recommendation should be reconsidered.

When the candidate is presented to the board of administration or conference, it will be reported that the candidate has affirmed the following in a signed ministerial candidate's Statement of Affirmation (see form in ¶871).

1. Do you acknowledge Jesus Christ as your Lord and Saviour and offer yourself in service to Him as a ministerial candidate in the Canadian General Conference of the Free Methodist Church?
2. a) Will you further equip yourself spiritually, morally, and intellectually for the Christian ministry?

b) For what type of ministry are you preparing yourself – ordained or commissioned? If commissioned minister, what will your specialty be?
3. Having studied *The Manual of The Free Methodist Church in Canada* carefully, do you believe the Articles of Religion and accept the moral vision as articulated in Chapter 6 and do you embrace the purpose, vision, mission, and core values of The Free Methodist Church in Canada? Will you abide by the *Manual's* instructions?
4. Will you submit to the guidance of the conference through the MEGaP committee?

Though ministerial candidates maintain their memberships in a local church, they are not eligible to serve as delegates to the conference once they have been received into the conference as ministerial candidates. If they are delegates when they become ministerial candidates, they may complete their term as delegates, but they may not be reelected as delegates. When ministerial candidates receive appointments to a local church by the MEGaP committee of the conference, they must resign as delegates.

Ministerial candidates continue as honorary members of the official board and at the discretion of the lead pastor may participate in all official board meetings except when the board is dealing with delicate matters related to the life and ministry of the lead pastor or other pastoral staff.

A ministerial candidate or a person recommended to the conference to be received as a ministerial candidate may not serve on the MEGaP committee.

Ministerial candidates maintain their standing in the conference by an annual recommendation of the MEGaP committee.

Ministerial candidates must be appointed by the conference in order to track toward being ordained or commissioned minister. Once appointed, they may solemnize marriages and administer the sacraments. If a ministerial candidate's appointment is discontinued, the ministerial candidate credential is automatically withdrawn and the tracking process becomes 'inactive'. If another appointment request is sent to the **Bishop** **director of leadership development and church health**, MEGaP will vote on both the reinstatement of the ministerial candidate credential and the appointment request. If both are approved, the ministerial candidate can resume the tracking process.

A ministerial candidate may be appointed as a church planter upon recommendation to MEGaP from the director of church planting.

¶820 COMMISSIONED MINISTERS

Commissioned Ministers are persons set apart and credentialed by the conference to serve the people of God and, as Stephen did, on occasion preach God's Word. They may, under special circumstances, be appointed under one of the categories under Special Appointment (see par 825), but it is assumed that they will normally work as specialized associate pastors under an ordained minister's leadership.

They are members of local churches and honorary members of the conference. When a commissioned minister transfers his/her membership to a different Free Methodist congregation, appointment to ministry in that congregation does not occur until the receiving church makes a recommendation for an appointment. When a commissioned minister is in transition, they retain honorary membership in the conference.

In order to become a commissioned minister, a ministerial candidate must:

Demonstrate a serious desire to pursue God's call to commissioned ministry within The Free Methodist Church in Canada by:

- submitting a copy of required academic transcripts to the **director of personnel's office credentialing coordinator**;
- completing 3 years of full-time ministry experience under (conference) supervision as a ministerial candidate. Ministry experience equivalency credits may be accumulated on a part-time basis under supervision and granted by the MEGaP committee. Once a lay minister has been approved as a ministerial candidate and has been appointed at a local church, retroactive ministry experience equivalency credits may be granted by the director of **personnel leadership development and church health** on an individual case-by-case basis, upon written request.
- submitting a minister's statement of affirmation (See ¶ 872).

Receive the church's confirmation of suitability for commissioned ministry by being:

- a ministerial candidate in good standing;
- (if married after becoming a ministerial candidate) spouse and ministerial candidate together meeting with a MEGaP subcommittee for spousal support interview
- interviewed and recommended by the MEGaP committee for commissioned ministry;
- approved by the general conference or its board of administration for honorary membership in the conference and the commissioned ministry;
- commissioned by the bishop or the bishop's appointee.

Receive basic academic preparation for ministry in the FMCIC by:

- in addition to the courses required for ministerial candidacy, successfully completing, as a minimum, the following prescribed core courses within an accredited and approved (by MEGaP) seminary, college, or directed study program:
- Systematic theology (3 credits)
- Elective courses related to the specific commission specialty (e.g. administration, children, pastoral care, youth, worship, etc.) (9 credits)
- Personal and Church Stewardship foundational course (3 credits)
- Culture and the Missional Church foundational course (3 credits)
- being certified by the **director of personnel's office credentialing coordinator**

If a Ministerial Candidate disagrees with a recommendation from MEGaP after his/her interview, s/he may appeal that decision by sending a letter in writing to the bishop and the director of ~~Personnel (Leadership Development)~~ **director of leadership development and church health** outlining the reasons for the appeal. The bishop will review the MEGaP notes, the recommendation and the appeal from the candidate and decide whether or not the recommendation should be reconsidered.

Commissioned ministers must annually file a continuing education unit (CEU) report with the ~~director of personnel's office~~ **credentialing coordinator** as a condition of maintaining good standing in the conference.

¶821 COMMISSIONED MINISTERS BECOMING ORDAINED MINISTERS

In order for commissioned ministers to become ordained ministers, they must:

- be a commissioned minister in good standing;
- have completed the following prescribed core courses within an accredited and approved (by MEGaP) seminary, college, or directed study program. These minimum credits shall include:
 - Biblical studies (9);
 - Church history (3);
 - Evangelism/church growth/planting (3);
 - Leadership/administration (3);
 - Pastoral theology and practical studies (6);
 - The balance shall be electives distributed among the following three areas: biblical studies, theology, practical studies (12 credits). (Elective courses taken to meet commissioned ministry requirements can be counted toward this requirement.);
- have completed four years of ministry experience under (conference) supervision. Once a lay minister has been approved as a ministerial candidate and has been appointed at a local church, retroactive ministry experience equivalency credits may be granted by the director of ~~personnel~~ **leadership development and church health** on an individual case-by-case basis, upon written request.
- (if married after becoming a commissioned minister) spouse and ministerial candidate together meeting with a MEGaP subcommittee for spousal support interview
- be certified by the ~~director of personnel's office~~ **credentialing coordinator**;
- be interviewed and recommended by the MEGaP committee to membership in the conference and ordination;
- by action of the general conference or its board of administration be a member of a conference;
- be ordained by the bishop or the bishop's appointee;
- commit to annually file a continuing education plan with the ~~director of personnel's office~~ **credentialing coordinator** and fulfill it as a condition of maintaining good standing in the conference.

¶822 Questions for Conference Membership

Ministerial candidates may be received as commissioned or ordained ministers after completing the required service and educational requirements. They shall submit the minister's statement of affirmation. (See ¶872). (These statements shall become the property of the ~~director of personnel's office~~ **credentialing coordinator**.) When candidates are presented to the board of administration or conference, it will be reported that they have affirmed the following:

1. Have you faith in Christ?
2. Have you present assurance that your sins are forgiven?
3. Do you experience purity of heart and life and empowerment for service, through the fullness of the Spirit, and will you through study, counsel, and prayer seek and maintain this experience and lead your people to experience the same?
4. Are you resolved to devote yourself to God and to the work to which He calls you?
5. Will you partake of the sacrament of the Lord's Supper as often as you can?
6. Will you endeavour to communicate the Gospel effectively?
7. Will you see that the people of all ages under your care are properly instructed and cared for?
8. Will you visit, ministering to those within and without the church?
9. Will you recommend fasting and prayer, both by teaching and example?
10. Having studied our *Manual* carefully, do you believe the Articles of Religion and accept the moral vision as articulated in Chapter 6, and do you embrace the purpose, vision, mission, and core values of The Free Methodist Church in Canada? Will you abide by the *Manual's* instructions?
11. Without being sectarian, will you promote the Free Methodist Church and its ministries in carrying out your work?

¶825 ORDAINED MINISTERS

Ordained ministers (formerly known as deacons and elders) are persons entrusted with the ministry of leadership and set apart for the ministry of the word and sacraments. Membership in the conference and ordination constitutes the acknowledgment of the conference that the person so elected and ordained has fulfilled the ecclesiastical requirements to participate in the larger administrative and leadership roles of the church.

In order to become an ordained minister, a ministerial candidate must:

Demonstrate a serious desire to pursue God's call to ordained ministry within The Free Methodist Church in Canada by:

- submitting a copy of required academic transcripts to the **director of personnel's office credentialing coordinator**;
- completing 4 years of ministry experience (at least part time) under (conference) supervision as a ministerial candidate. Once a lay minister has been approved as a ministerial candidate and has been appointed at a local church, retroactive ministry experience equivalency credits may be granted by the director of **personnel leadership development and church health** on an individual case-by-case basis, upon written request.
- submitting a minister's statement of affirmation (See ¶ 872)
- submitting a reflection paper on the meaning of ordination to the MEGaP interview team and the bishop for evaluation prior to the final interview.

Receive the church's confirmation of suitability for ordained ministry by being:

- a ministerial candidate in good standing;
- able to demonstrate leadership ability by establishing and multiplying a small group;
- (if married after becoming a ministerial candidate) spouse and ministerial candidate together meeting with a MEGaP subcommittee for spousal support interview
- interviewed and recommended by the MEGaP committee to membership in the conference and ordination;

- approved by the general conference or its board of administration for membership in the conference and ordination;
- ordained by the bishop

Receive basic academic preparation for ordained ministry in The Free Methodist Church in Canada by:

- in addition to the courses required for ministerial candidacy, successfully completing, as a minimum, the following prescribed core courses within an accredited and approved (by MEGaP) seminary, college, or directed study program:
 - Biblical studies (9 credits)
 - Church history (3 credits)
 - Evangelism/church growth (3 credits)
 - Leadership/administration (3 credits)
 - Pastoral theology and practical studies (6 credits)
 - Systematic theology (3 credits)
 - Personal and Church Stewardship foundational course (3 credits)
 - Culture and the Missional Church foundational course (3 credits)
 - Additional electives distributed among biblical, theological, practical studies (12 credits)
- being certified by the ~~director of personnel's office~~ **credentialing coordinator**

If a Ministerial Candidate disagrees with a recommendation from MEGaP after his/her interview, s/he may appeal that decision by sending a letter in writing to the bishop and the director of ~~Personnel (Leadership Development)~~ **leadership development and church health** outlining the reasons for the appeal. The bishop will review the MEGaP notes, the recommendation and the appeal from the candidate and decide whether or not the recommendation should be reconsidered.

Ordained ministers are required to attend ministers' conferences, general conferences, network meetings and regional gatherings and to submit annual continuing education (CEU) reports as a condition of retaining their ordination credentials.

In the case of ethnic ministries or on mission fields, ministerial candidates may be ordained having earned fewer than the normally required academic credits or having completed fewer than the full service requirements under the following conditions: circumstances warrant, the MEGaP committee recommends, and the presiding bishop approves.

¶835 RECEPTION FROM OTHER DENOMINATIONS AND FROM OTHER FREE METHODIST CONFERENCES

Ministers ordained in the Wesleyan or Nazarene denominations, or in another Free Methodist conference may be received according to our procedures, provided that they:

- submit a resume (Candidates are encouraged to attach personality/ministry aptitude inventory results.)
- give evidence of appropriate gifts, graces, and usefulness;
- satisfy the conference of holding ministerial orders in good standing with the Wesleyan or Nazarene denomination, or another Free Methodist conference;
- give satisfactory answers to the questions that we ask of lay members for membership (see ¶161) and sign a statement of affirmation (see ¶872);
- complete a Myers-Briggs Type Indicator© inventory
- complete the Heart of Canadian Free Methodism foundational course;
- give evidence of having taken a Wesleyan Theology course;

- commit to take the Personal and Church Stewardship and the Culture and the Missional Church foundational courses as required continuing education units (CEUs) within three years of completing the transfer;
- be certified by the **director of personnel's office credentialing coordinator**, and recommended by the MEGaP committee.

Ministers ordained in other denominations who desire to unite with The Free Methodist Church in Canada may be received according to our procedures, provided that they:

- submit a resume (Candidates are encouraged to attach personality/ministry aptitude inventory results.)
- give evidence of appropriate gifts, graces, and usefulness;
- satisfy the conference of holding ministerial orders with another denomination;
- give satisfactory answers to the questions that we ask of lay members for membership (see ¶161) and sign a statement of affirmation (see ¶872);
- complete the Family of Origin assignment
- complete the SHAPE profile
- completed Myers-Briggs Type Indicator© inventory
- submit full academic transcripts to the **director of personnel's office credentialing coordinator**;
- complete two of the foundational courses: Heart of Canadian Free Methodism and the Wesleyan Theology (unless equivalency credit has been granted);
- commit to take the Personal and Church Stewardship and the Culture and the Missional Church foundational courses as required continuing education units (CEUs) within three years of completing the transfer;
- be certified by the **director of personnel's office credentialing coordinator**, interviewed and recommended by the MEGaP committee.

In determining the granting of standing with the conference, equivalency is the criterion. No person may attain ordination status more easily by transfer from another denomination or conference than by following the requirements of *The Manual* for all Free Methodist ministers. The candidates must meet both educational and service requirements. If ministers transferring into the conference fall short of our ordination requirements, they shall have a schedule set by which they will need to meet those requirements.

In recognition of the larger body of Christ, candidates transferring in as ordained ministers shall be given an appropriate certificate acknowledging their ordination by another body in lieu of Free Methodist ordination credentials.

¶840 TRANSFER OF MEMBERSHIP

To transfer to another Free Methodist conference a minister must be ordained and have a certificate of standing from the regional MEGaP committee.

Only a regional MEGaP committee may give a certificate of standing to a minister intending to join another denomination. Membership in the conference and the denomination terminates upon the giving of such a certificate.

A minister who intends to serve outside the conference shall notify the bishop or director of **personnel leadership development and church health** no less than 60 days before the intended transfer. Failing to give such notice, special permission to leave must be obtained from the MEGaP committee whose decision shall be final.

¶845 TERMINATION OF CONFERENCE MEMBERSHIP LOCATED

Located ministers are ordained persons who are not available to be appointed and so are located with their membership at a local church. Ministers who are located may either request the place of their membership or it may be determined by the conference upon the recommendation of the MEGaP committee. In the process, the minister to be located and the minister and official board of the church involved shall be consulted.

Located ministers shall be accountable to the local church for their service but, with respect to their doctrine, character and conduct, they shall be accountable to the MEGaP committee. Located ministers in good standing shall be listed in the records of the conference as local elders, local deacons or local ordained ministers, according to their ordinations.

Location is viewed as a termination of conference membership. Located ministers retain ordination credentials but do not have a voice or vote in the conference unless elected by a local church as a lay delegate. Because located ministers' memberships are fixed at a local Free Methodist Church, they are entitled to vote in the local church.

Located ministers against whom the local church lodges complaints shall appear before the MEGaP committee to answer the complaints. They shall not be disciplined by the local church nor shall they be deprived of ordination credentials without due process being followed by the MEGaP committee.

Located ministers may be restored to an itinerating ministry within the conference as follows:

- The MEGaP committee shall recommend;
- The board of administration shall approve by a majority vote;
- Those who move to reside within the bounds of another conference shall approach the MEGaP committee of that conference requesting that their membership be received. If received, the MEGaP committee of the receiving conference shall locate them;

Between each general conference, the ~~office of the director of personnel~~ **director of leadership development and church health** shall contact all located ministers to determine whether they are regularly attending the church where their membership has been located.

¶851 MULTIPLE STAFF APPOINTMENTS

When a local church determines that additional appointed pastoral staff is needed, the lead pastor shall consult the director of ~~personnel~~ **leadership development and church health** before any local action is taken. The director of ~~personnel~~ **leadership development and church health** shall represent the conference in the selection and recommendation for appointment.

Appointed assistant/associate pastors who desire a change shall notify the director of ~~personnel~~ **leadership development and church health** and the lead pastor. Official boards that desire a change of appointed staff members shall notify the director of ~~personnel~~ **leadership development and church health** and the staff member. No change shall be made without due process.

If a new lead pastor is to be appointed, it is not mandated by the conference that other staff members must submit their resignations. Each individual church will need to create policy in this regard. (See ¶375.2)

¶852 SPECIAL APPOINTMENTS

In order to nourish a healthy connection with the denomination, all ordained ministers and commissioned ministers (except retirees) serving in special appointments are required to attend ministers' conferences, general conferences and regional gatherings and to submit annual continuing education reports as a condition of retaining their ordination credentials.

They are also encouraged to be part of network meetings and to attend a local FM church (if there is one within fifty kilometres.)

The director of **personnel leadership development and church health** shall connect with all ministers serving under special appointment, except supply pastors and transition pastors, at least once between General Conferences.

NETWORK MENTOR

An ordained minister who is trained and resourced by the bishop and national leadership team and is responsible to help the network leader create a “discipleship experience” for their network of pastors. A Network Mentor is appointed by the Bishop after consultation with MEGaP. A detailed job description is found in ¶881 and a description of the Networks is found in ¶855.

¶853 Special Relationships

LEAVE OF ABSENCE FROM CONFERENCE MEMBERSHIP

A minister not available for appointment to active ministry may be granted a leave of absence by the conference upon the recommendation of the MEGaP committee. The reason for the leave of absence: for personal reasons, **educational reasons** or for secular work shall be listed. After a maximum of twelve months on leave of absence, the minister shall be located at a local church or deposit their credentials according to the provisions of ¶845. Ministers who do not indicate a preference at that time, will have their credentials deposited.

¶860 OFFICE OF BISHOP

Process for the Election of a Bishop

A bishop will normally indicate to the board of administration no later than six months in advance of a general conference if he/she does not intend to stand for re-election.

When a bishop declines to stand for re-election or when it otherwise becomes necessary to elect a bishop, the following process will be followed:

- 1) A bishop's search committee of no less than four persons will be elected by the board of administration.
- 2) The search committee will survey all lay/ministerial delegates of the general conference for “suggestions” of Free Methodist ordained ministers to be considered.
- 3) The search committee will process the suggestions and from a short list, identify not more than three candidates to nominate for election.
- 4) The nomination(s) will be submitted to the general conference for election. To be elected an ordained minister must receive at least a majority vote.

- 5) The election shall be completed prior to the meeting of the general conference by a deadline set by the board of administration.
- 6) The board of administration shall ensure that there is a method to confidentially receive and record votes from the lay/ministerial delegates of the general conference.
- 7) The results of the election will be reported to lay/pastoral delegates of the general conference.
- 8) The incumbent bishop will provide orientation to the bishop-elect in the months prior to the meeting of the general conference.
- 9) The bishop-elect will normally be consecrated when the general conference meets or, if necessary, at another time arranged by the board of administration. He/she will not be employed by the general conference until he/she has been consecrated.
- 10) The bishop-elect assumes office at the conclusion of his/her consecration.

If the bishop's office is vacated within six months prior to a general conference, it shall be left vacant for the ensuing general conference to fill.

Bishops shall be amenable to the conference for their character and for the discharge of the duties. They shall report at least annually to the board of administration on the state of the work.

When bishops or former bishops retire, they shall be given the title of Bishop Emeritus provided they have served the church as bishop for a minimum of six years.

The title of Bishop Emeritus may, due to extenuating circumstances as verified by the conference Ministerial Education Guidance and Placement committee, be granted, reviewed and/or adjusted by the Board of Administration.

The salary of a bishop shall be raised in the CORE budget. The management committee (with input from the personnel committee) has authority to establish the salary of the bishop. Upon retirement the bishop shall receive a pension in accordance with the Ministers Pension Plan of The Free Methodist Church in Canada.

¶875 POLICIES FOR PASTORAL TRANSITIONS AND APPOINTMENTS IN THE FREE METHODIST CHURCH IN CANADA

The Free Methodist Church in Canada, through the ministerial education, guidance and placement committee, appoints pastors to local churches. While the appointment of pastors by the conference is a historical distinctive of Methodism, the process of making appointments has been modified from time to time to meet the changing needs and expectations of pastors and local churches throughout the history of the denomination.

In keeping with the expressed core values of The Free Methodist Church in Canada and the commitment to empower the local church, the process of appointment has been further modified to involve the local church in a greater and more responsible manner.

1. The **bishop** **director of leadership development and church health** declares a pastoral transition through a letter sent to the church and pastor when:
 - a. The **bishop** **director of leadership development and church health** agrees in writing to a pastor's signed request to be released from the present appointment. The **bishop** **director of leadership development and church health** will advise the **director of personnel** **bishop** and the church. The church is to receive at least sixty days notice unless modified by an agreement signed by the **director of personnel** **director of leadership development and church health**, the pastor and the delegate(s).

- b. The ~~bishop~~ **director of leadership development and church health** agrees in writing to a signed letter of request ~~to the bishop~~ from the chair of the official board and delegate indicating that a strong majority (75%) of the official board has expressed in a recorded vote that they have lost confidence in the pastor's capacity to lead the congregation
 - c. If a performance appraisal of the pastoral leader (see ¶335), based on the current official board approved job description (built locally and reflecting the current vision and stated mission) results in an overall average score below 5.5, the results will be referred to the ~~bishop~~ **director of leadership development and church health** and the ministerial education, guidance and placement committee (MEGaP) who may declare that the church is in transition. The pastor is to receive at least sixty days' notice unless modified by a salary continuance agreement as outlined in ¶880.
 - d. Disciplinary action of the bishop and MEGaP committee necessitates a transition in leadership.
 - e. After an appraisal, it is the opinion of the conference, through the MEGaP committee, that a transition is necessary for the health of the church, the pastor or both.
 - f. At the discretion of the MEGaP committee, the conference appoints a pastor to another charge. The vacancy created by such action places a church in transition.
2. Once a church has been declared in transition:
 - a. The local board will be instructed by the ~~director of church health~~ **director of leadership development and church health** to establish a pastoral leadership task force (PLTF) of at least four persons who:
 - are members and/or preparing for membership, who have had significant involvement in the local church for more than a year.
 - fairly represent the makeup of the congregation
 - are committed to involvement that may last several months.
 - are willing to work in co-operation with the ~~bishop, director of church health~~ **director of leadership development and church health** and the MEGaP committee.
 - are not local church employees, ministerial candidates or lay ministers who are tracking for ministry within the FMCIC, members of conference or located ministers.
 - The delegate(s) shall be a member of the pastoral leadership task force.
 3. The ~~director of church health~~ **director of leadership development and church health** or a designee will be assigned to guide the pastoral leadership task force.
 4. The first task of the pastoral leadership task force (PLTF) is to develop a church profile to be given to prospective candidates which should include:
 - a. A clear job description based on the current vision and stated mission approved by the official board. The Job Description Performance Appraisal System (JDPAS), a resource available from the conference at the expense of the local church, is recommended for use in evaluating the present condition of the church's ministry and for communicating the role of the pastor to the MEGaP Committee for presentation to prospective pastors.
 - b. If the JDPAS process is not used, the profile must include the church's present vision, mission, core values and pastoral job description. The pastoral job description should be built on biblical, community and congregational research.
 - c. A profile of the local church will also include:
 - local church description (i.e., building, pastoral history, finances, staff)
 - community information describing the positive life of the village, town or city

- the preparation of other proposals for pastoral leadership with supporting rationale

(For example, a church may need to face the reality that they can only recommend a bivocational pastor to give leadership at this time.)

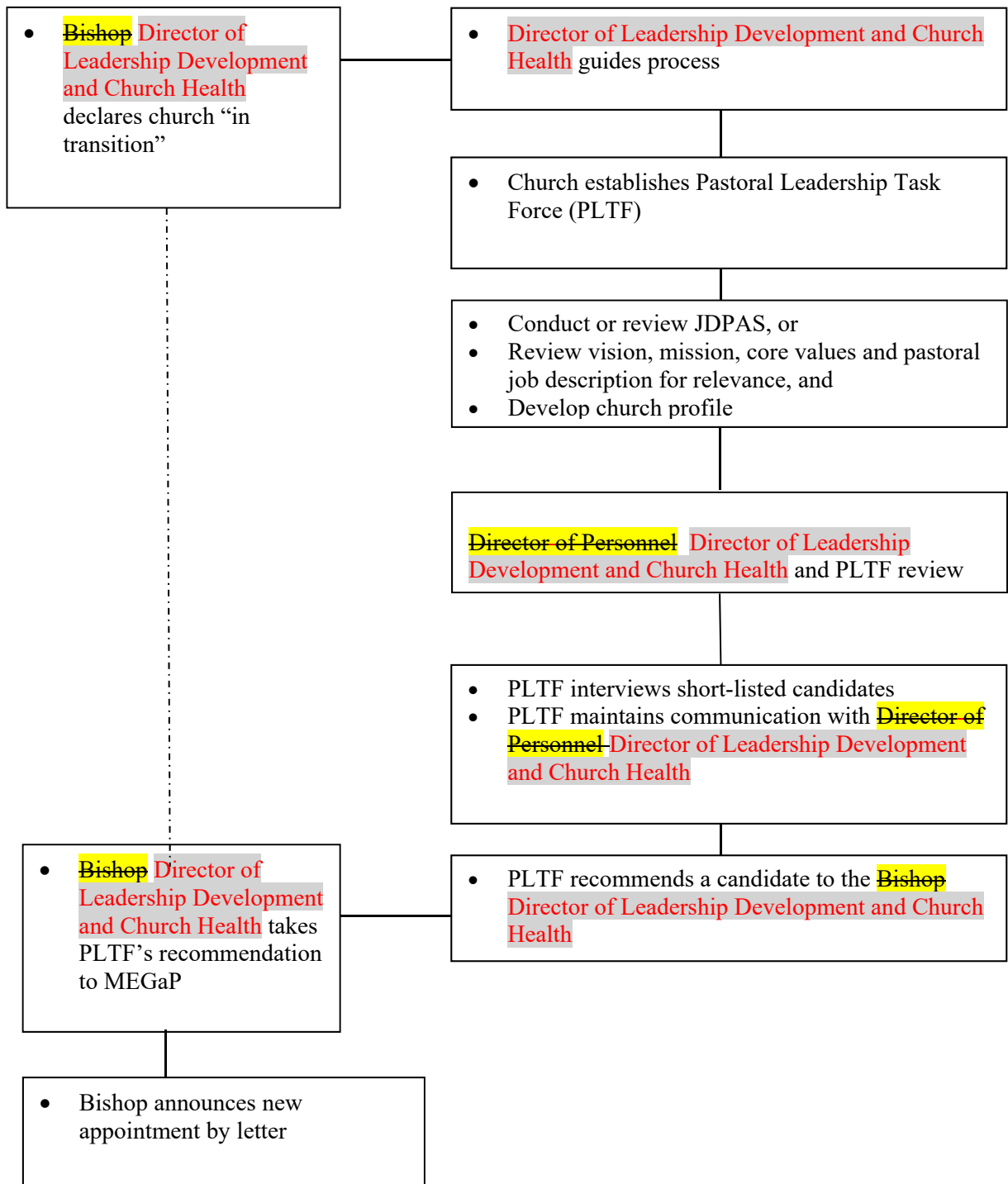
5. The director of **personnel** **leadership development and church health** and/or MEGaP committee, in consultation with the PLTF, and using the summary of the profile, will develop a short list of MEGaP approved potential candidates. When a transition pastor has been appointed, he/she should not assume that he/she will be recommended as the new lead pastor. He/she may, however, be considered for short lists. The short list will contain no more than three names. Short-listed pastors will be informed by the PLTF that they are on a short list.
6. The PLTF will limit its consideration of candidates to the short list. The PLTF will develop an appropriate interview process in consultation with the director of **personnel** **leadership development and church health**. (See the "Transitions Handbook" available from the director of **personnel** **leadership development and church health**'s office.) All candidates on the short list will have a first interview by telephone or in person, depending on travel distance. Further interviews, after the initial interview, may be limited to only one candidate, and not necessarily extended to all short-listed candidates. An invitation to participate in a worship service at the local church may be offered to only the final candidate.
7. During this process the chairperson of the PLTF needs to maintain clear and current communication with the candidates and the director of **personnel** **leadership development and church health** or designate.
8. The PLTF process will eventually result in the preparation of a recommendation to the **bishop** **director of leadership development and church health** for action by the MEGaP committee. A Letter of Understanding (§879) will have been drafted and signed by the candidate prior to the recommendation being sent to the **Bishop** **director of leadership development and church health**. The PLTF will notify unsuccessful candidates in writing.
9. The recommendation should use the following wording: *The Pastor and Board of Name Free Methodist Church, City, Province recommends to the Ministerial Education Guidance and Placement Committee that Candidate's Name be appointed to Church name as Title of Position effective date that the appointment should start.*

Note: The assigning of a pastor's title is the responsibility of the local church. (See Par. 374.4.) If, in the future, an appointed pastor's title is changed because of a job description change, the local church will inform the **Personnel office** **credentialing coordinator** of the FMCiC of the new title. The only exception to this is in the case of a staff pastor becoming a lead pastor (including assuming a transition lead pastor role). In this case, an appointment recommendation needs to be made to MEGaP.

10. When the MEGaP committee approves the recommendation from the PLTF, the bishop will announce the new appointment, thus completing the process. The PLTF will disband.
11. The receiving church will be responsible for the expenses incurred in the recruitment and moving of a new pastor.

Note: These are the first pages of a document that is used to coach local churches when they go into transition. These pages summarize the policies and process of pastoral transitions as practised in The Free Methodist Church in Canada. The complete *Transitions Handbook* is available from the FMCIC website or the director of **personnel leadership development and church health**'s office. The chart on the following page summarizes the whole process.

Church in transition



1.3 Housing Allowance

The Income Tax Act stipulates that the annual rental value of housing provided by an employer without cost must be included in the employee's income for tax purposes. Eligible individuals may claim a "clergy" housing allowance deduction on their personal tax returns. To support such a deduction, the employee must obtain a signed certificate from his/her employer confirming eligibility provisions were met in the year. The certificate forms part of the tax return.

To qualify for the clergy housing deduction, a person must satisfy both a status test and a function test. In The Free Methodist Church in Canada, a person must have been granted a Lay Minister's License by the local church policy/official board and must have signed a Ministerial Candidate's Statement of Affirmation (¶871) to satisfy the status test. To meet the function test, an individual must be in charge of or be ministering to a congregation or be engaged in full-time administrative service by appointment of The Free Methodist Church in Canada.

Persons who qualify **and do not live in a Manse** are entitled to claim the lesser of:

- a. The greater of \$1000/month times the number of months the person qualifies for the housing allowance (maximum allowance \$10,000) or one third of gross remuneration for the year
- OR**
- b. the fair rental value of the residence plus the cost of utilities. Utilities do not include property taxes.

Persons who live in a Manse are asked to contact The Free Methodist Church in Canada for more specific assistance in regards to the housing allowance.

Leave of Absence

Guidelines for a Leave of Absence administered by the local church can be found in *The Manual*, Chapter 3 Handbook, Par. 374.6.

Sabbatical Guidelines

Guidelines for the development of a local church sabbatical policy are available through the **director of personnel's office** **credentialing coordinator** or on the FMCIC website.

6.4 Pastoral CARE

The Free Methodist Church in Canada recognizes the need to make provision for a confidential clergy care referral system and for counseling resources. The Free Methodist Church in Canada, has some funds, confidentially administered by a member of the MEGaP committee in consultation with the **director of personnel** **credentialing coordinator**, which are available to ministers and their families to assist with counselling costs. Additionally, The Evangelical Fellowship of Canada maintains a confidential Clergy Care Hotline service intended to help ministers, their spouses, and their families. It is available free of charge to any minister. The hotline telephone number is 1-888-5CLERGY (1-888-525-3749).

7.2 Transition/Transfer/Retirement

It is expected when a minister makes contact with another conference or outside agency regarding a job situation or placement, the director of **personnel** **leadership development and church health** will be notified. It is also expected that a minister will give 60 days notice if transition is the intent.