

Request for Certification

Office of Church Advance

Alliance Transitional Ministries Network



Alliance Transitional Ministries Network (ATMN) certifies pastors for transitional pastoral ministry in Alliance churches. The certification process has two parts. **Part One** provides the Office of Church Advance with information relating to your previous ministry experience and your sense of God's call to this specialized pastoral ministry. Part One includes an attached *Release of Records, Agreement for Ministry and Mediation Agreement* which must be returned along with the initial questionnaire. **Part Two** is intended to verify the applicant's aptitude for intentional transitional pastoral ministry. Both Parts One and Two must be completed and approved before the applicant will be certified.

PART ONE

Please complete each portion of the following questionnaire. When you have completed the form and signed the Release of Records and Agreement for Ministry and Mediation Agreement, be sure to upload the documents, along with your resume, to your profile, on the portal. You may also send the completed documents to the Office of Church Advance, One Alliance Place, Reynoldsville, Ohio, 43068 OR send the documents by email to atmn@cmalliance.org. Please note that it will take longer to process Requests sent by USPS or email.

Personal Information:

Name:
Last First Middle Initial DOB:
Mo/day/year

Address:
#/ Apt. Street City State Zip Code

Home Telephone: Cell Phone: Email:

Church Membership:

Current Ministry License:
Type District

When were you ordained? Date: District:
Mo/year Choose One

Spouse:
Name: Last First Middle Initial DOB:
Mo/day/year

Is your spouse in sympathy with your desire to become involved in transitional ministry? ☐ Yes ☐ No
If NO, please explain

Have you received training for transitional (interim) ministry? ☐ Yes ☐ No

If YES, by whom were you trained?

☐ Interim Pastor Ministries: Year:
☐ VitalChurch Ministries: Year:
☐ Other: Year:

Are you under contract with IPM? ☐ Yes ☐ No

Have you have completed a leadership style or skill assessment?

☐ Yes ☐ No

If yes, what assessment tool did you use?

Based upon the assessment tool you used, what are your primary traits?

Have you received training in Peacemaking and conflict resolution?

☐ Yes ☐ No

If yes, at what level have you been trained?

Do you believe God is leading you to fulfill your pastoral call by serving in transitional ministry?

☐ Yes ☐ No

Have you previously served as an interim pastor?

☐ Yes ☐ No

If yes, please give the location and dates of service for up to 3 of your most recent transitional ministries:

What size congregation do you feel best qualified to serve as a transitional pastor?

What was the average attendance of the largest congregation you served as Senior Pastor?

Have you given leadership to multiple staff?

☐ Yes ☐ No

If yes, how many paid staff members did you supervise?

Are you able to be absent from home for extended periods of time?

☐ Yes ☐ No

How far away from your home are you willing travel?

- ☐ Locally (Within 100 miles)
☐ Regionally (Within 500 miles)
☐ Nationally

Are you willing to commute to serve part-time from home?

☐ Yes ☐ No

Do you have any medical needs that would limit your ability to serve as a transitional pastor?

☐ Yes ☐ No

If yes, please explain:

Please describe other ministry experiences or training you believe may contribute to your skill as an intentional transitional pastor. If you need additional space, please attach a separate sheet.

Have you ever been convicted of a felony or misdemeanor (other than minor traffic violations)?

☐ Yes ☐ No

If yes, please indicate when this occurred and describe the circumstances.

Have you ever been the subject of disciplinary action in The Christian and Missionary Alliance or any other church body?
If yes, please provide the date of the events and describe the nature of the disciplinary action. ☐ Yes ☐ No

If you answered YES to the question above, have you been fully restored to licensed ministry in The Christian and Missionary Alliance? ☐ N/A ☐ Yes ☐ No

Do you agree to abide by the ATMN and Office of Church Advance policy that forbids transitional pastors from being considered as a candidate for long-term ministry in the church where they are serving as a transitional pastor?

☐ Yes ☐ No

Please write a brief paragraph explaining why you are interested in transitional ministry.

Please sign the Request for Certification where indicated below. Complete the attached *Release of Records, Agreement for Ministry and Mediation Agreement* and send your completed Request to *Office of Church Advance, 8595 Explorer Drive, Colorado Springs, Colorado 80920*. You may also email a signed copy of the documents to: transitionalministry@cmalliance.org.

Signature

Date

Upon approval of Part One of the Request for Certification, you will be asked to complete Part Two of the Request.

For the Assistant Vice President, Office of Church Advance use Only

The information on the above form has been reviewed by me and the applicant is ____ Certified ____ Not Certified as a recognized Alliance Transitional Pastor.

Signature

Date: _____

Rev. Rosilio Roman
Assistant Vice President for Church Advance & Multicultural Ministries

RELEASE OF RECORDS, AGREEMENT FOR MINISTRY, and MEDIATION AGREEMENT



The statements below are legal acknowledgements that are required for all candidates applying to serve in ministry with The Christian & Missionary Alliance. Please review, sign, then return this document along with PART ONE of the Request for Certification for Alliance Transitional Ministries to the *Office of Church Advance*, 8595 Explorer Drive, Colorado Springs, CO, 80920.

I affirm that all the answers and information I have provided on this form are true and complete to the best of my knowledge.

I understand and agree that, if I am accepted for licensed ministry in The Christian and Missionary Alliance (C&MA), in one of its ecclesiastical entities (C&MA Entity) through appointment by a C&MA district entity (C&MA District), and if I have provided inaccurate information on this application form, or at any other step in the Request for Certification process, this may result in discontinuation of the process, withdrawal of any offer of ministry made to me, or discharge from ministry, and a refusal of the Certification Request, even if I did not know of the inaccuracy and regardless of when the inaccuracy is discovered. I understand and agree that this application form does not and cannot guarantee that the applicant will receive a call and be appointed for ministry with a C&MA Entity.

I understand and accept that licensed ministry that leads to employment with a C&MA Entity is both employment at will and subject to the ministerial exception. This means that if I am engaged to serve in licensed ministry with a C&MA Entity, the C&MA Entity is free to terminate my employment at any time, with or without advance notice, and for any reason, and similarly that I am free to resign from employment with the C&MA Entity at any time, with or without advance notice, and for any reason. I agree to comply with the appropriate procedures of the *Manual of The Christian and Missionary Alliance* in such instance.

BACKGROUND CHECK

I authorize the C&MA, its employees, agents and representatives including the C&MA through the Office of Church Advance (collectively C&MA Investigators) to conduct an investigation concerning my background, record, and suitability for service with a C&MA Entity. I specifically authorize the C&MA Investigators, as they deem appropriate, to contact all references, educational institutions, past employers, churches, organizations, and persons identified by me on this form or in the Request for Certification with ATMN process. I also authorize the C&MA Investigators to conduct, as they see fit, a criminal background investigation concerning me.

In consideration of the receipt and evaluation of this Request for Certification by the C&MA Office of Church Advance, I hereby release the C&MA Investigators and any person providing information to the C&MA Investigators in connection with a background investigation, both collectively and individually, from any and all liability for damages of whatever kind or nature that may result to me, my heirs, or my family, as a result of disclosure of information in accord with this authorization or efforts to investigate my background and my fitness to hold a ministry position with a C&MA Entity. I waive any rights that I have to inspect any information provided about me by any person, company, or organization identified by me on this application.

I understand and agree to submit to the Uniform Policy on Discipline, Restoration, and Appeal as outlined in the *Manual of The Christian and Missionary Alliance*.

I, the undersigned, waive my right to the privacy of all my personal records under Public Law 93-380 known as The Family Education Rights and Privacy Act for the single purpose of sharing my records with The Christian and Missionary Alliance, to whom I am applying for ministry in either the United States or overseas.

MEDIATION

The Bible commands us to make every effort to live at peace and to resolve disputes in private or within the Christian church (see Matthew 18:15–20; 1 Corinthians 6:1–8). I agree that any civil claim or dispute arising out of ministry with the C&MA shall be settled by biblically based mediation and, if necessary, legally binding arbitration under a Christian mediation or conciliation process in accordance with the Rules of Procedure promulgated by the Institute for Christian Conciliation or its successor. The venue for such mediation or conciliation process shall be Colorado Springs, Colorado, or such other location agreed upon by both parties. Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. The foregoing dispute resolution process shall be the sole remedy for any dispute or claim arising from or related to ministry with the C&MA that cannot otherwise be resolved through discussions and negotiations, and we each expressly waive our right to file a lawsuit in any civil court against the other party, with respect to any such dispute or claim, except to enforce an arbitration decision. The governing law applicable to any dispute shall be Colorado law and, as applicable, federal law.

I HAVE CAREFULLY READ THE FOREGOING STATEMENT AND RELEASE, AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS STATEMENT AND RELEASE OF MY OWN FREE ACT.

Signature:

Date: