# Table of Contents

**EFC-ER Mission, Vision, and Core Values**  
pg. 3

**Leadership Development Team**  
pg. 4

**Resourcing Leaders**  
- Internships  
  pg. 5
- Ministerial Tuition Assistance  
  pg. 6
- Equipping Units  
  pg. 7
- Pastors Conference  
  pg. 8
- HH Mosher Fund  
  pg. 9

**Credentialing**  
- Credentialing Overview  
  pg. 10
- Which Credential Do I Need?  
  pg. 12
- Steps to Receive a Credential  
  pg. 13
- Recording of Ordination Process  
  pg. 15

**Pastor Care**  
- Ethical or Moral Crises  
  pg. 16
- Considering Divorce  
  pg. 17
- Restoration Process  
  pg. 18
- Personal Crises and Preventative Care  
  pg. 19
- Recruiting  
  pg. 20

**Appendix**  
- Internship Policies and Application  
  pg. 21
- Ministry Progress Report for Internships  
- Ministerial Tuition Assistance Program Policies and Application  
- EFC-ER Ministry Certificate Application  
- EFC-ER Pastor’s License Application  
- Letters of Intent and Affirmation to Begin Recording of Ordination Process  
- Guidelines for Mentors  
- Guidelines for Mentees  
- Mentorship Covenant and Basic Information  
- Equipping Unit Form  
- Pastoral Information Form
Purpose

• The Evangelical Friends Church – Eastern Region (EFC-ER) is a movement of connected churches intentionally working together to fulfill a common mission, vision, and core values, based on the person and redemptive message of Jesus Christ.

Mission

• The mission of EFC-ER is to equip its member churches to make disciples.

Vision

• The vision of EFC-ER is to produce healthy, Christ-centered churches that produce disciples.

Core Values

• **Biblical Faithfulness** – We will seek faithfulness to the inspired and authoritative Word of God, both in the truth we profess and in the practices we embody.

• **Empowered Leadership** – We will discover, develop, and deploy leaders into clearly defined ministry roles.

• **Innovative Multiplication** – We will use and encourage innovative multiplication across our movement.

• **Efficient Organization** – We will organize around mission, core values, and vision, increasing efficiency by being a nimble, right-sized organization.

• **Connectional Ministry** – We will strengthen local and global ministries by partnering together with local churches and other organizations to accomplish our mission.
Leadership Development Team

The Leadership Development Team is comprised of the Leadership Development Director and EFC-ER leaders. The team serves to carry out EFC-ER’s directive to identify, nurture, and develop leaders. Members of the Leadership Development Team serve for 3-year terms and can serve three consecutive terms.

**Purpose:**

- The team functions as the conduit and filter to provide healthy leadership for EFC-ER churches.
- The team creates and provides opportunities for the ongoing growth of leadership in Christian maturity, practical skills and self-awareness.

**We will accomplish our purpose by:**

- Overseeing credentialing process
- Recruiting potential leaders
- Developing structure for mentoring and coaching
- Equipping leaders in the local church
- Providing assessment tools to help leaders with better self-awareness
- Overseeing and resourcing internships and scholarships for leaders
- Promoting and resourcing spiritual formation of pastors
- Supporting and resourcing pastoral teams in crises
- Resourcing and encouraging life-long learning
- Oversee the annual Pastors Conference
- Meetings scheduled quarterly each year
- WebEx/Video call Meetings as needed.
Resourcing Leaders - Internships

Applicants must be in pursuit of vocational ministry and demonstrate ministry skills and gifts.

**Steps to Apply:**

1. Submit application (see Appendix) to the Leadership Development Director. Priority given to applications submitted by:
   a. Full-time intern applications to be turned in by February 1.
   b. Summer intern applications to be turned in by March 15.
2. Application reviewed by Leadership Development Team:
   a. Full-time intern applications determined by March 1.
   b. Summer intern applications determined by April 15.

Priority is given to college graduates entering full-time ministry. Summer and part-time interns will be given consideration based on availability of funds.

**Host Church Responsibilities:**

- Submit monthly Ministry Progress Reports (see Appendix) to the Leadership Development Director.
- Compensation of interns should be in line with denominational guidelines set by Finance and Administration Team.
- The Leadership Development Director reserves the right to request a church assessment from the Church Health Team before placement of the intern.

**Coaching:**

- The intern and appointed supervising pastor are to meet at least weekly for coaching sessions which would include prayer, encouragement, training, and planning based upon the goals established by the job description.
- The intern will report directly to the appointed supervising pastor who will then submit monthly Ministry Progress Reports.

EFC-ER will compensate churches on a monthly basis. Funding levels for internships are currently structured at:

- $10,000 for one year at full-time (40 hours per week)
- $5,000 for one year at part-time (20 hours per week)
- $1,500 for summer internships.

EFC-ER funding will cease if the church hires the intern as a staff member or the internship ends.
Purpose:

- The EFC-ER Ministerial Tuition Assistance Program has been established to assist current or future Christian ministry candidates in financing their education as they seek to serve the Lord Jesus Christ with greater excellence.

Candidates for tuition assistance must be preparing to serve or serving in full-time Christian ministry and intend to serve with EFC-ER.

Please refer to the appendix for the Ministerial Tuition Assistance Program Policies and Application.
Resourcing Leaders – Equipping Units

This portion of Leadership Development is specifically for those who have already completed the Recording of Ordination Process. Recorded pastors will need to complete 10 Equipping Units per year (August 1 through July 31) to maintain licensure.

Purpose:

• Equipping Units provide opportunities for spiritual, personal and professional growth that will contribute to the health of our recorded pastors.
• Equipping Units provide an intentional way to:
  o create accountability,
  o empower and equip leaders,
  o promote connectedness and relationships,
  o inspire fresh ideas and methods, and
  o prayerfully help our leaders to stay/become emotionally healthy and spiritually thriving people.
• The health of our leaders is vital to the health of our churches.
• Equipping Units are designed to aid our leaders toward the mission, vision, and core values of EFC-ER.

Required Units:

• 10 units per year to maintain Recording of Ordination License.
• Units do not carry over from one year to the next.

The list offered below are some examples; it is not an exhaustive list.

Examples:

• EFC-ER Pastors Conference (3)
• EFC-ER Yearly Meeting (1)
• EFC-ER Yearly Meeting Equipping Workshops (1 per workshop)
• Book (1)
• Read the Bible in a year (2)
• Teach a seminar (Max 3)
• Outside Conference (2)
• Outside Seminars (1)
• Personal Spiritual Retreat (1 per day)
• Organize Staff Retreat (1)
• Church Planting Efforts (Max 3-5)
• E-training (2 hours = 1 credit)
• Credit or Audit college classes (4)
• Degree Pursuit (satisfies all 10)
• Mission Trip (1/2 per day), not to exceed (5) in a given year
• Open to other opportunities that align with our core values.

Please use the form on our website or in the appendix to submit your Equipping Units by July 31 of each year (August 1 – July 31). Please complete one form per Equipping Unit.
Resourcing Leaders –
Pastors Conference

Purpose:

- It is the desire of the Leadership Development Team to create a conference that:

1. All of our leaders will want to attend;
2. All of our leaders will “feel” better able to make disciples;
3. All of our leaders will experience a deep sense of community, support, and belonging;
4. All of our leaders will relax, refresh, and relate;
5. All of our leaders will feel a deeper connection to Christ and to each other; and
6. All of our leaders will feel more empowered to do the work God has called them to do than before they came!
Resourcing Leaders –
HH Mosher Fund

**Purpose:**

- Funds have been set aside for full-time pastors, church staff, and missionaries to receive a one-time reimbursement every five years, up to $100 per person, for Bibles or Bible software. Please send receipts to the EFC-ER Treasurer to apply for this reimbursement. You will be notified in the event that funds are depleted for the year.
Credentialing

**Purpose:**

- It is a privilege to be called by God to serve as a pastor of the Gospel of Jesus Christ. It is also a privilege to enter into the licensure process of Evangelical Friends Church – Eastern Region. Therefore, every candidate should understand the types of credentialing, expectations upon him or her to complete, and the commitment by the Leadership Development Team to nurture and develop each individual. Our desire is to help each individual grow into the fullness of their giftedness and calling and be better equipped to serve in their local setting. If the candidate is unable to fully complete the steps as laid out by the Leadership Development Team, he or she cannot qualify to hold a credential from EFC-ER.

**3 Types of Credentialing:**

**Ministry Certificate**

A Ministry Certificate is given to a member of the local church whose calling and giftedness is recognized, and for whom a certificate would be useful for ministry (visitation, recovery, prison/jail, children/youth, etc.), but who is not regularly fulfilling pastoral responsibilities.

**Ministry License**

A Ministry License is given to a member of the local church whose calling and giftedness is recognized, and for whom a certificate would be useful for ministry, but who is not regularly fulfilling pastoral responsibilities. This certificate excludes lead pastors but does not exclude full-time directors or staff who are not of the EFC-ER pension plan. This license is designated for individuals who need the license title for ministry (e.g. to enter jails, hospitals, etc.).

**Pastor's License**

A Pastor’s License is required for individuals in pastoral ministry, particularly those serving full-time with pastoral responsibilities (preaching, baptisms, weddings, funerals, communion, etc.). The Pastor's License is recognition of one’s calling and giftedness in the area of pastoral leadership in the local church and EFC-ER. Full-time pastors with a Pastor’s License will be automatically entered into the Recording of Ordination process upon licensure. Part-time pastors may enter the Recording of Ordination process; please indicate your desire to do so on your application. Please note:
churches are required to pay pension for all full-time pastors who hold this license.

**Recording of Ordination**

Recording of Ordination is a formal process by which EFC-ER recognizes God's calling on an individual's life to minister in the name of Jesus and by which we formally record that calling and giftedness ordained by God. EFC-ER views this process as a time of enrichment and investment in those ministers and leaders that God has called.

Candidates must serve in EFC-ER for at least two years before beginning the process. The Recording of Ordination process takes a minimum of two years, and is described in the Steps to Receive a Credential section.

Please refer to the diagram on the next page if you need help determining which type of credential you need.
Steps to Receive a Credential

Ministry Certificate

1. Ask your lead pastor if you need a Ministry Certificate. You must be a member in good standing in your local EFC-ER church and currently serving in ministry.
2. Submit a copy of your background check and completed Ministry Certificate application to the Leadership Development Director. Your lead pastor must sign the application as affirmation that you should receive a credential.
3. If approved, you will receive a Ministry Certificate at Yearly Meeting.
4. This application, including the background check, will need to be submitted annually to renew your certificate.

Pastor’s License

1. You must be a member in good standing in your local EFC-ER church and have at least one year of service in the local church.
2. Submit a copy of your background check and completed Pastor’s License application to the Leadership Development Director. Your lead pastor must sign the application as affirmation that you should receive a credential. If you are the lead pastor, no signature is required.
3. Full-time, licensed pastors will be automatically entered into the Recording of Ordination Process. You will be contacted about participating in interviews and completing assessments and assignments as designated by the Leadership Development Team. Part-time pastors are encouraged, but not required, to pursue Recording of Ordination.
4. This application, including the background check, will need to be submitted annually to renew your license.

Recording of Ordination

1. You will need to have an EFC-ER Pastor’s License or Ministry License and have served with EFC-ER for at least two years before beginning the Recording of Ordination process.
2. After receiving your approved credential, submit the Pastoral Information Form (PIF). Upon receiving your PIF, the Leadership Development Team will contact your church to begin the process. Your church will receive a letter asking for affirmation of calling into recording on your behalf.
3. Once the Leadership Development Team receives the letter of intent and affirmation from your church, the process begins:
   a. Complete Pastoral Assessments.
   b. Initial interview with the Leadership Development Team.
c. Each candidate will be assigned a mentor. The mentorship covenant and guidelines are available in the Appendix. Candidates will participate in at least quarterly mentoring.

d. Complete assignments as given by the Leadership Development Team.

e. At least two interviews per year and additional meetings with the Leadership Development Team.

f. Evaluation of academic and practical skills.

g. Recommendations and assignments to be used in the mentoring process.

4. After the process is completed, in a minimum of two years, the Leadership Development Director will assess the candidate’s readiness. Contingent upon the findings of the Leadership Development Director, the candidate will be recommended for Recording of Ordination if deemed ready.

5. Candidates for Recording of Ordination will be recommended to the EFC-ER Yearly Meeting delegates for final approval.

6. Approved candidates will be recognized and commissioned at Yearly Meeting.

7. Individuals will need to complete 10 Equipping Units to receive the Recording of Ordination card each year (see Equipping Units for details).

Transfers:

1. Individuals who wish to transfer pastoral credentials from another denomination must first submit a PIF (see Appendix).

2. The Leadership Development Team and/or Director will contact the party that holds the pastor’s credentials to ensure they are in good standing.

3. The pastor requesting transfer must provide validation of EFC-ER educational requirements to the Leadership Development Director.

4. The Leadership Development Team Director will interview pastor to determine alignment with EFC-ER mission, vision, core values, and doctrine.

5. Accepted transfers may be able to complete the Recording of Ordination process within a year.

Five-Year Review with Recorded Pastors:

The relationship of recorded pastors with EFC-ER will be reviewed every five years by the Leadership Development Director. Every person holding this license, whether currently serving in EFC-ER, serving outside, or retired, will be reviewed by the Leadership Development Director and assessed on a case-by-case basis. The Leadership Development Director will contact all recorded individuals to schedule a time to meet. Requests for re-instatement of credentials will be carefully assessed by the Leadership Development Director and others.
Recording of Ordination

Facts to be Considered by Local Congregation in Recommending Licensed Pastor for Recording of Ordination:

1. Evidence of a definitive acceptance of Christ as Lord and Savior and consecration to His work.
2. Conviction of a call to ministry.
3. Acceptance of the Christian faith as understood by EFC-ER in *Faith and Practice*.
4. Evidence of gifts for ministry; it is important that fellow church members feel the individual has a definite gift and calling, in addition to the candidate’s own conviction.
5. The candidate has had many and varied opportunities in public and private ministry to serve to the edification and help of the congregation.
6. The individual must exemplify Jesus’ style of servant leadership.
7. Churches are required to pay pension for all full-time, licensed pastors.

Educational Standards Considered for Recording of Ordination:

A baccalaureate degree from an accredited four year college or university is the normal minimum education requirement for Recording of Ordination by EFC-ER. In addition, we strongly recommend a graduate theological degree from a fully accredited institution. Christian institutions of higher learning are the best to offer the kind of education that would be most useful to those in professional ministry.

Regardless of the type of degree, the following basic courses are required:

- Old Testament Survey
- New Testament Survey
- Christian Theology
- Hermeneutics
- Friends History
- Homiletics or Speech
- Missional Discipleship
- Spiritual Formation

Other coursework that is helpful and strongly encouraged, though not required, would include: Church History, Old Testament Hebrew, New Testament Greek, Pastoral Care, Intercultural Ministry, and any related Internship credit.

It is recognized that certain exceptions may be made by the Leadership Development Team when working with prospective pastors who respond to the call of ministry at a later than usual period of life. It is essential, however, for every Friends’ pastor to have certain basic courses in Friends History and Doctrine and other designated coursework/assignments.
**Pastor Care**

**Purpose:**

- To intentionally feed, encourage, and care for pastors of EFC-ER through crisis care and preventative care and resources

**Ethical or Moral Crisis of a Pastor:**

If a pastor is accused of any immoral conduct, the following steps should be taken as principles of restoration in the spirit of Galatians 6:1-2:

1. The Executive Director and the Leadership Development Director will meet with all parties involved as appropriate to evaluate the accusations.
2. If the accusations are deemed true:
   a. The Leadership Development Director will arrange a meeting with the elders of the pastor’s home church where the pastor will share his/her confession. Usually the pastor will also share his/her confession with the assembled congregation.
   b. The pastor will immediately be released from all pastoral responsibilities and placed under the care of the Leadership Development Team in consultation with the local church. The Leadership Development Team will decide if the pastor and spouse may return in any non-pastoral capacity to the church in which they have served.
   c. A three-person Restoration Team, acceptable to the minister involved, will be immediately appointed to include the Leadership Development Director, a Leadership Development Team member, and an elder of the church to meet with the minister and spouse to assist in restoration.
   d. Professional Christian counseling for the pastor and spouse is a necessary part of this process.
3. If the accusations are deemed false, the Leadership Development Director will arrange a meeting with the elders of the pastor’s home church to determine appropriate next steps toward reconciliation.
4. If the spouse of a pastor is accused of moral misconduct, similar restorative action will be taken. Any limitations on the pastor’s service will be evaluated and decided by the Leadership Development Team.
Current Pastor or Pastoral Staff Considering Divorce:

In the unfortunate event a pastoral couple is considering divorce, the following steps are recommended to work toward marital healing, restoration, and preservation of the local church:

1. The elders of the local church and the Leadership Development Director must be informed.
2. The elders and the Leadership Development Director must provide prayer support, opportunities for godly counsel to both parties, and intentional and active intervention through counseling and/or retreats (assuming both parties are willing).
3. The pastoral employee may be offered a paid-leave of absence of up to three months with the clear intent to work on marital issues.
4. The elders and the Leadership Development Director may consider the following assessment as the end of the three-month leave approaches:
   a. What was the attitude, level of commitment and/or cooperation of both parties with respect to their marriage?
   b. If both parties provide evidence of healing, restoration, and a plan for healthy, continued growth in their marriage, the pastor may return to active ministry.
   c. If there is insufficient evidence of healing, restoration or a plan for growth, then the pastor must offer his/her resignation.

Should marital stresses result in the conclusion of a pastor’s current employment as previously described, and should those marital stresses lead to divorce, any consideration for pastoral ministry shall be guided by the paragraph below. On the other hand, if the marriage is fully restored, the pastor could request candidacy for new pastoral employment provided that the Executive Director and the Leadership Development Team concur that such a candidacy would be in the best interest of the church.

Eligibility for Candidacy:

We desire to apply our understanding of the sanctity of marriage [Faith & Practice paragraph 223] to the matter of a pastoral candidate who is divorced. Under most circumstances, divorced persons will not be eligible for pastoral ministry or recording in EFC-ER. However, the redemptive tone of the New Testament must allow for careful investigation and consideration of exceptional cases.

Exceptional circumstances should be dealt with prior to employment and/or the beginning of the Recording of Ordination process. Persons will be considered as ineligible for pastoral ministry or recording unless the breaking of the marriage bond was due to adultery or permanent desertion by the spouse, or divorce prior
to conversion. The divorce will be a part of the pastoral candidate’s record. Individual churches will have the choice to deny or accept such pastoral candidates.

**Restoration Process:**

Restoration Team: A three-person Restoration Team will be immediately appointed to meet with the pastor and their spouse to assist in restoration. The team will be comprised of the Leadership Development Director, a Leadership Development Team member, and an elder of the church (acceptable to the pastor and spouse involved).

It is the responsibility of the team to both address and evaluate the following:

1. The team will determine whether the party involved in unethical or immoral behavior has a spirit of remorse, sorrow, and/or genuine repentance. If the team deems the involved party to be of such spirit, then they will assist him/her in the spiritual restoration of their life and affected relationships.
2. The team will maintain strict confidentiality. The team commits to meeting with the pastor and their spouse regularly, as well as committing themselves to much prayer for all involved.
3. The team will carefully counsel the pastor and their spouse to prayerfully discern any events that may have contributed to the moral failure. They will together consider a plan to prevent a reoccurrence of such an event. They will also address issues of forgiveness and areas of unforgiveness.
4. The Restoration Team will continue to monitor the parties and submit progress reports to the Leadership Development Team until both teams determine otherwise.
5. If the Restoration Team discerns that the pastor is not responding to counseling, after much prayer and deliberation, they may recommend to the Leadership Development Team that the process be concluded and necessary actions taken.

**Assumptions of the Process:**

1. Complete submission to the Restoration Team is required for success.
2. Usually a minimum of one year is required before any recommendation for further ministry can be considered.
3. The restoration proceedings will be a part of the pastor’s record. Possible employers will have the authority to deny or accept pastors for ministry.
4. The concern in the Restoration process is not only for the pastor, but also for his/her spouse and family.
5. They all must be given the opportunity to work through the situation as they are able.
**Personal Crisis of a Pastor:**

If a pastor is dealing with a personal crisis (health, marital, family, grief, etc.), the following guidance should be followed:

1) Notify and work with the local church elders and the Leadership Development Director to determine next steps in handling the specific crisis.
2) Follow the process of a sabbatical request in accordance with *Faith & Practice* paragraph 350(d.) if deemed necessary by the pastor, local church, and Leadership Development Director.
3) The focus of the process should be in the support of the pastor’s spiritual, mental, physical, and financial well-being.

**Preventative Care and Resources:**

It is our desire that Pastors Conference provide a time of rest, training, vision-casting, and support of pastors, and their families.

Self-care and sabbatical resources (devotionals, accountability, diet and exercise, etc.) can be found on the EFC-ER website.
Recruiting

Purpose:

- Recruit men and women who are called to vocational ministry.

Recruitment:

We want to have both an intentional and holistic approach to “calling” in our churches. We desire pastors to have a special service or time within a service a few times a year where they pray over the congregation and allow them to respond to the holy spirit calling them into vocational ministry.

We will develop a regional database that can be accessed through the EFC-ER website where the names and information of the people responding to the pastor may be inputted. Our team can then contact the individuals and keep in contact with them.

Our pastors are encouraged to continue to identify those within their congregations that are called into ministry. Our Leadership Development Team will then partner and resource them to cultivate their sense of calling.

The Leadership Development Team will partner with Evangelical universities, colleges, and seminaries (e.g. Malone University, Barclay Collage, Indiana Wesleyan University, Asbury University), to recruit future leaders for our churches.

Members of the Leadership Development Team will partner with youth pastors at their yearly events, (e.g. Youth Explosion, Soul Blast, Youth Awakening, Friends Youth United), to help identify and nurture students (grades 10th-12) who sense a calling into ministry.

We would like to help men and women discern God’s calling for their life and explore what their calling looks like in relation to their individual gifting, passion, and experiences. We will connect them to good mentors and resource them with valuable leadership development materials.
Appendix

Internship Policies and Application

Ministry Progress Report for Internships

Ministerial Tuition Assistance Program Policies and Application

EFC-ER Ministry Certificate Application

EFC-ER Pastor’s License Application

Letter of Intent and Affirmation to Begin Recording of Ordination Process

Guidelines for Mentors

Guidelines for Mentees

Mentorship Covenant and Basic Information

Equipping Unit Form

Pastoral Information Form
EFC-ER Internship Application

The discretion and the discernment of the Leadership Development Team will consider exceptions but the guidelines are as follows:

1) Interns are expected to be pursuing vocational ministry, with less than one year of experience, but who display the aptitude and temperament for serving in the ministry.

2) Churches who host interns are expected to go through a church health assessment, have at least one full-time senior pastor, and would be qualified to train a pastor for ministry.

3) Priority will be given to college graduates entering full-time ministry in the first year of ministry.

4) Summer and part-time positions will be given consideration based on availability of funds.

5) Funding levels for one-year internships are set by the Leadership Development Team, currently structured at $10,000 for full-time (40 hours per week), $5,000 for part-time (20 hours per week), and $1,500 for summer internships.

6) Compensation of interns to be in alignment with denominational guidelines.

7) EFC-ER will compensate the church on a monthly basis.

8) The intern will report directly to the appointed supervising pastor, who will then make quarterly reports to the Leadership Development Team.

9) The intern and appointed supervising pastor are to meet at least weekly for coaching sessions, which would include prayer, encouragement, training, and planning based upon the goals established by the job description.

10) The intern and supervising pastor will both submit an evaluation at the end of the internship to the Leadership Development Team.

We understand the EFC-ER Internship policies and procedures, and agree to work together to make the internship a beneficial experience for both the church and the intern.

Appointed Supervising Pastor Intern: __________________________________________

Name: __________________________________________

Position: __________________________________________

Date: __________________________________________

Applicant: __________________________________________

Name: __________________________________________

Position: __________________________________________

Date: __________________________________________

Please attach a job description, compensation amount, and the duration of service.
Ministry Progress Report for Approved Interns

Purpose: This form must be filled out by the supervising pastor of an approved intern and submitted each month to the Leadership Development Director at the Evangelical Friends Headquarters. This form may also be used as a mentoring tool during the weekly coaching sessions. A digital form is available at www.efcer.org/leadershipdevelopment.

1) Please attach the goals and action steps established with the intern.

2) How is the intern progressing with respect to each of those goals?

3) List specific ministry skills the intern is doing well and ministry skills you would like to see improve.

4) Have you discussed these with the intern?

5) Describe how the intern is doing relationally with staff, ministry team, and the congregation.

6) What challenges in these areas do you need to discuss with the intern?

7) How is the intern actively engaged in discipleship?

8) How are you actively engaged in discipling the intern?

9) Lastly, only because it is a great way to close out the report, how are they doing spiritually? List goals that would benefit their spiritual formation.

10) How can the Leadership Development Team assist you in mentoring the intern?

______________________ __________________ ______
Supervising Pastor Signature Date
Dear Applicant,

The EFC-ER Ministerial Tuition Assistance Program has been established to assist current or future Christian ministry candidates in financing their education as they seek to serve the Lord Jesus Christ with greater excellence.

This packet contains:

- Ministerial Tuition Assistance Program Policies
- Ministerial Tuition Assistance Program Application

Please carefully read this entire packet and keep one copy for your records.

Return the signed policies form, completed application, and verification of enrollment to the Evangelical Friends Headquarters by April 1:

Evangelical Friends Church – Eastern Region
c/o Julia McDonald
5350 Broadmoor Circle NW
Canton, OH 44709

If you have any questions, please contact the Leadership Development Director at the Evangelical Friends Headquarters at (330) 493-1660.

Blessings,

EFC-ER Leadership Development Team
EFC-ER Ministerial Tuition Assistance Program Policies

1. Individuals currently serving in an EFC-ER ministry/church are eligible to receive tuition assistance.

2. Candidates shall be Christians who are growing spiritually and display the aptitude and temperament for ministry.

3. Candidates shall be students preparing for full-time Christian ministry.

4. Candidates shall declare their intent to serve in the ministry with EFC-ER.

5. Funds shall come from the Leadership Development Team budget.

6. The maximum an individual can receive over a period of five years is $6,000, unless a special exception is granted.

7. Funds will be awarded in the amount of $750 per semester up to $1,500 per fiscal year for every year of service in EFC-ER (including prior years).

8. For every one year an individual serves in EFC-ER, $1,500 of the loan will be canceled, beginning upon completion of the degree. Review is possible under special circumstances.

9. If an individual chooses not to go into ministry with EFC-ER, or should an individual not be chosen for ministry by an EFC-ER church, the loans shall be repaid on a schedule to which both parties agree.

10. Priority will be given to individuals pursuing Master’s and/or doctorate degrees.

11. The Leadership Development Team will be free to indicate school preferences; schools of evangelical and holiness emphasis will be preferred.

12. The deadline for all applications is April 1.

13. Acceptance of applications will be based upon need, course load, and grades.

14. Approved applicants will need to send proof of enrollment for each subsequent semester before funds are released to ensure that you are still in school. Please allow up to two weeks for processing.

I am applying for EFC-ER Ministerial Tuition Assistance. It is my intent to serve in EFC-ER should the way open on the completion of my academic training. I agree to the Ministerial Tuition Assistance policies as stated above.

Signed: ___________________________ Date: ________________
EFC-ER Ministerial Tuition Assistance Program Application
Application Deadline: April 1

_____ First-Time Application  _____ Renewal Application

Name: ________________________________________________________________

Home Address: ______________________________________________________________________

Email: __________________________ Phone: __________________________

Church: __________________________________________________________________________

Ministry Role/ Position(s): _____________________________________________________________

Years of Ministry with EFC-ER: _________ Do you have a college degree? ___ Yes ___ No

List your degree and major: __________________________________________________________

Which area of full-time Christian ministry do you plan to study? __________________________

School: ____________________________________________________________

School Address: _____________________________________________________________________

Instructions for sending the funds to your school? ______________________________________

For which semester are you applying to receive scholarship:
Scholarships are awarded in amounts of $750 per semester up to $1,500 per fiscal year.

[ ] Fall ________ (Year)  [ ] Spring ________ (Year)  [ ] Summer ________ (Year)

Have you ever received EFC-ER tuition assistance/scholarship? ___ Yes ___ No

If yes, how much EFC-ER tuition assistance have you received to date? _________________

Please list two people who we can contact as references for you. Please list at least one individual from your home church.

Name: ______________________ Phone: ____________________ Email: _____________________

Name: ______________________ Phone: ____________________ Email: _____________________

Please use the reverse side or a separate sheet to briefly describe your relationship to Jesus Christ and your desire to serve Him in ministry.

Please attach your Enrollment Verification Letter or a copy of your scheduled classes.

[Office Use Only] Approved: ______________________________________ Date: __________________________
EFC-ER APPLICATION FOR MINISTRY CERTIFICATE

A Ministry Certificate is given to a member of the local church whose calling and giftedness is recognized, and for whom a certificate would be useful for ministry (visitation, recovery, prison/jail, children/youth, etc.), but who is not regularly fulfilling pastoral responsibilities.

Please complete the following application and submit a background check to apply for a credential from EFC-ER. If you submitted a background check in 2019, you do not need to send one with your application.

Name (as it should appear on the certificate) ___________________________________________

Address __________________________________________________________________________

Email Address ___________________________ Phone __________________________

Church ___________________________________________________________________________

Position/Ministry Focus ___________________________________ Years of Service at Current Church ______

My position is: ___ Full-Time (>30 hours per week) ___ Part-Time (<30 hours per week) ___ Volunteer

Please enter me into the Recording of Ordination Process. Yes No

Experience and Preparation

Level of education completed: High School College Graduate Doctorate

List your institutions of higher education and years of graduation:

•

List your employment or experience related to your area of licensure:

•

Testimony and Vision

Briefly tell us about your conversion and walk with the Lord:

Briefly tell us about how you plan to use any credential you may obtain:

Please complete both sides of the application.
Agreements

Have you read the EFC-ER Faith and Practice 2018 Edition?  Yes  No

Are you in agreement with its teachings?  Yes  No

If you circled no, please provide details as to why:

Applicant Signature __________________________________________ Date __________________________

Lead Pastor Endorsement

Please select one:

As lead pastor of this church, I endorse and approve of providing the appropriate license to this individual.

As lead pastor of this church, I do not endorse and approve of providing the appropriate license to this individual.

I am the lead pastor of this church and this is my application (no signature required).

Lead Pastor Signature __________________________________________ Date __________________________
EFC-ER APPLICATION FOR MINISTRY LICENSE

A Ministry License is given to a member of the local church whose calling and giftedness is recognized, and for whom a certificate would be useful for ministry, but who is not regularly fulfilling pastoral responsibilities. This certificate excludes lead pastors, but does not exclude full-time directors or staff who are not of the EFC-ER pension plan. This license is designated for individuals who need the license title for ministry (e.g. to enter jails, hospitals, etc.).

Please complete the following application and submit a background check to apply for a credential from EFC-ER. If you submitted a background check in 2019, you do not need to send one with your application.

Name (as it should appear on the card) _________________________________________________________
Address _____________________________________________________________________________________
Email Address _________________________________ Phone ______________________________________
Church __________________________________________ Years of Service at Current Church ________
Position/Ministry Focus ____________________________ My position is ___ Full-Time (>30 hours per week) ___ Part-Time (<30 hours per week) ___ Volunteer
I am on the EFC-ER Pension Plan. Yes No
(Part-Time Only) Please enter me into the Recording of Ordination Process. Yes No

Experience and Preparation

Level of education completed: High School College Graduate Doctorate

List your institutions of higher education and years of graduation:
•  
•  

List your employment or experience related to your area of licensure:
•  
•  

Testimony and Vision

Briefly tell us about your conversion and walk with the Lord:

Briefly tell us about how you plan to use any licensure you may obtain:

Please complete both sides of the application.
Agreements

Have you read the EFC-ER Faith and Practice 2018 Edition?  
Yes  No

Are you in agreement with its teachings?  
Yes  No

If you circled no, please provide details as to why:

Applicant Signature _____________________________________  Date __________________________

Lead Pastor Endorsement

Please select one:

As lead pastor of this church, I endorse and approve of providing the appropriate license to this individual.

As lead pastor of this church, I do not endorse and approve of providing the appropriate license to this individual.

I am the lead pastor of this church and this is my application (no signature required).

Lead Pastor Signature _____________________________________  Date __________________________

Please complete both sides of the application.
EFC-ER APPLICATION FOR PASTOR’S LICENSE

A Pastor’s License is required for individuals in pastoral ministry, particularly those serving full-time with pastoral responsibilities (preaching, baptisms, weddings, funerals, communion, etc.). The Pastor’s License is recognition of one’s calling and giftedness in the area of pastoral leadership in the local church and EFC-ER. Full-time pastors with a Pastor’s License will be automatically entered into the Recording of Ordination process upon licensure. Part-time pastors may enter the Recording of Ordination process; please indicate your desire to do so on your application. Please note: churches are required to pay pension for all full-time pastors who hold this license.

Please complete the following application and submit a background check to apply for a credential from EFC-ER. If you submitted a background check in 2019, you do not need to send one with your application.

Name (as it should appear on the card) ________________________________________________________

Address ____________________________________________________________

Email Address __________________________ Phone __________________________

Church ____________________________________________ Years of Service at Current Church _______

Position/Ministry Focus ____________________________ My position is ___ Full-Time (>30 hours per week) ___ Part-Time (<30 hours per week) ___ Volunteer

I am on the EFC-ER Pension Plan. Yes No

(Part-Time Only) Please enter me into the Recording of Ordination Process. Yes No

Experience and Preparation

Level of education completed: High School College Graduate Doctorate

List your institutions of higher education and years of graduation:

•

•

•

List your employment or experience related to your area of licensure:

•

•

•

Testimony and Vision

Briefly tell us about your conversion and walk with the Lord:

Briefly tell us about how you plan to use any licensure you may obtain:

Please complete both sides of the application.
Agreements

Have you read the EFC-ER Faith and Practice 2018 Edition?  
Yes    No

Are you in agreement with its teachings?  
Yes    No

If you circled no, please provide details as to why:

Applicant Signature _____________________________________  Date ____________________________

Lead Pastor Endorsement

Please select one:

As lead pastor of this church, I endorse and approve of providing the appropriate license to this individual.
As lead pastor of this church, I do not endorse and approve of providing the appropriate license to this individual.
I am the lead pastor of this church and this is my application (no signature required).

Lead Pastor Signature _____________________________________  Date ____________________________

Please complete both sides of the application.
Folio for Recording of Ordination Process

Candidate Name: ____________________________________________________________

Ministry Role:
Lead Pastor of ____________________________________________________________
Staff Pastor Role and Church: _______________________________________________

Years of Ministry with EFC-ER: ____________ Year of Last Pastoral Review: _________

Process:
Transfer of Credentials New Candidate Five-Year Review

________ Application Approved

Steps and Date Completed:

1) ___________ Pastoral Information Form

2) ___________ Served Locally (with EFC-ER) for Two Years

3) ___________ Pastor’s License Approved and Background Check Received

4) ___________ Letter of Affirmation Sent to ____ Lead Pastor or ___ Elder Board

5) ___________ Letter of Affirmation Received from Church

6) ___________ Assessments Completed / Results Received from NCS

7) ___________ Initial Interview with Leadership Development Team

8) ___________ Mentor Assigned: _____________________________________________
    a. ___________ Mentor Covenant and Information

9) ___________ Assignments / Activities Completed:
    a. ___________ ___________________________________________________________
    b. ___________ ___________________________________________________________
    c. ___________ ___________________________________________________________

10) ___________ Final Interview with Leadership Development Team

11) ___________ Recommended for Recording of Ordination

12) ___________ Recording of Ordination at Yearly Meeting
Dear Elder Board,

The Leadership Development Team of Evangelical Friends Church - Eastern Region would like ________________ (Lead Pastor) to enter into the Recording of Ordination process. He or she qualifies to begin the process, which is a formal recognition of the candidate’s gifting and calling to serve as a pastor in EFC-ER. We have developed this process to help build and develop leaders through this process, which is why all full-time pastors, including staff pastors, are now encouraged to be recorded.

The Leadership Development Team would like your response on behalf of the local church to affirm that this candidate is ready to begin this process and to affirm the candidate’s calling to serve as a pastor in EFC-ER. After receiving your response, we will contact the candidate directly to formally begin the process.

Please note that your church is required to provide pension for all full-time, licensed pastors. Full-time is defined as 30+ hours per week.

Please reply below and send this letter back to the Evangelical Friends Headquarters c/o Julia McDonald.

As the Elder Board, we AFFIRM ___________________________ to begin the Recording of Ordination Process.

As the Elder board, we DO NOT AFFIRM ___________________________ to begin the Recording of Ordination process. Briefly Explain:

Signature of Clerk of Elders: ___________________________________________

Written Name of Clerk of Elders: ___________________________________________

Date: __________________________________________________________________

If you have any questions, please contact Randy Heckert, Leadership Development Team Director, at rheckert@efcer.org.

Blessings,

The Leadership Development Team
Dear Lead Pastor,

The Leadership Development Team of Evangelical Friends Church - Eastern Region would like ________________ (Staff Pastor) to enter into the Recording of Ordination process. He or she qualifies to begin the process, which is a formal recognition of the candidate’s gifting and calling to serve as a pastor in EFC-ER. We have developed this process to help build and develop leaders through this process, which is why all full-time pastors, including staff pastors, are now encouraged to be recorded.

The Leadership Development Team would like your response on behalf of the local church to affirm that this candidate is ready to begin this process and to affirm the candidate’s calling to serve as a pastor in EFC-ER. After receiving your response, we will contact the candidate directly to formally begin the process.

Please note that your church is required to provide pension for all full-time, licensed pastors. Full-time is defined as 30+ hours per week.

Please reply below and send this letter back to the Evangelical Friends Headquarters c/o Julia McDonald.

As the Lead Pastor, I AFFIRM _________________________ to begin the Recording of Ordination Process.

As the Lead Pastor, I DO NOT AFFIRM _________________________ to begin the Recording of Ordination process. Briefly Explain:

Signature of Lead Pastor: ___________________________________________

Written Name of Lead Pastor: _________________________________________

Date: __________________________________________

If you have any questions, please contact Randy Heckert, Leadership Development Team Director, at rheckert@efcer.org.

Blessings,

The Leadership Development Team
Guidelines for Mentors

“But as for you, my child, be empowered by the grace that is in Jesus, the Anointed One. Whatever you heard me teach before an audience of witnesses, I want you to pass along to trustworthy people who have the ability to teach others too.”
(2 Timothy 2:1-2, The Voice)

QUALITIES OF MENTORS:

- Passion for Christ
- Able to Care and Encourage
- Ability to Listen
- Trustworthy – Respects Confidentiality
- Able to Offer Honest Feedback and Suggest Course Corrections
- Ability to Ask Questions that Promote Self-Reflection and Understanding

“One of the greatest values of mentors is the ability to see ahead what others cannot see and to help them navigate a course to their destination.” – John Maxwell

WHAT DOES A MENTOR DO?

- Helps set the tone for the meeting(s). Creates an environment where trust can grow.
- Clarifies goals and expectations
- Partnership in ministry – comes alongside the individual to provide “job training” (e.g. funerals, weddings, hospital care, pastoral care, premarital counseling, dedications, baptisms, communion, crises/conflict management).
- Has an agenda (can be previously agreed upon) and helps guide the mentee to keep the focus during their meetings.
- Offers experience and perspective.
- Offers assistance through networking.
- Asks guided questions that promote reflection and formation.

EXAMPLES OF GUIDED QUESTIONS:

Personal Questions:

- Share the high points of your spiritual journey.
- What have been the greatest “successes” in your life?
- What were the causes of those successes?
- What were the greatest “failures” in your life?
- What have you learned? What would you do differently?
- Is/has your relationship with Christ grown as you minister with and for Him? In what ways? If not, what seems to be the difficulty?
- How do you balance family/personal life and ministry?
- As you learn more about Christ, what are you learning about yourself?
- What is your “Daily Rule?”
• What would you do differently if you were starting over?
• How do you manage your money?
• What kind of books do you read?

Ministry Questions:

• How do you handle stress?
• How do you manage your time?
• What have been the greatest surprises in ministry?
• How are you at “turning the other cheek?”
• How do you handle conflict?
• How are you at delegating?
• What have been the greatest ministry lessons you have learned?
• What gives you the greatest joy in ministry?
• What gives you the greatest sorrow in ministry?
• How do you handle discouragement?
• In what ways do you connect with others in a similar ministry?

HOW A MENTOR BENEFITS

• The Visible Return – “In vocational ministry you often wonder if what you are doing is making a difference, or if your efforts are just being dropped into a black hole. But in a mentoring relationship, we’re usually dealing with people hungry to grow, and eager to learn, so there seems to be more of a visible return on our investment.” (Don Payne)
• Opportunity for Personal Growth – as a mentor discusses spiritual, character, and ministry issues with a mentee, both may learn and grow.
Guidelines for Mentees

“The things you have learned and received and heard and seen in me, practice these things, and the God of peace will be with you.” – Philippians 4:9

ASSESSING YOUR READINESS FOR A MENTOR

- Do I have a sincere interest in learning?
- Am I willing to commit the time to developing and maintaining a mentoring relationship?
- Am I willing to work on my own growth and development?
- Am I willing to be open and honest with myself and my mentor?
- Am I willing to listen to critical feedback?
- Am I committed to being an active mentee gaining the most I can from this time of mentoring?

(The Mentee’s Guide by Lois Zachary and Lory Fischler)

BEGIN WITH CLARIFICATION OF YOUR GOALS

- Start with prayer. Ask God to help you clarify your vision, goals, and needs so you sense more clearly His direction for you.
- Some examples of goals:
  - I want to grow in my relationship with Jesus.
  - I want to love Jesus more.
  - I want to more fully reflect the character of Christ.
  - I want to grow as a pastor.
  - I want to learn to pray more effectively.
  - I want to be a better preacher.
  - I want to be a better teacher.

BEING AN EFFECTIVE MENTEE

Because mentoring relationships are reciprocal, it is also important to know how to be an effective mentee. Just because you have reached a certain level of professional growth does not mean that you cannot benefit from being a mentee. Here are some practical steps for being an effective mentee:

- Focus on improvement, not perfection.
- Accept a learning position. Do not let your ego get in the way of growing.
- Respect the mentor, but do not idolize him or her.
- Immediately put into effect what you are learning: learn, practice, and assimilate.
- Be disciplined in relating to the mentor. Arrange for ample time, assist in selecting the subject matter, and do your homework to make the sessions profitable.
- Learn from the mentor how to ask the right questions, where to look for the right places, and how to stay interested in searching for the right answers.
• Reward your mentor with consistent progress. If you show appreciation but make no progress, the mentor feels as if he or she is not doing what they are called or appointed to do. Your progress comes as the highest reward.
• Learn to ask critical-thinking questions of your mentor that reveal you have been thinking between sessions and progressing in your perception of ministry.
• Do not give up. Your mentor knows that you are making progress even when going through difficulties. Continue to “look unto Jesus the Author and Finisher, the Source and Supplier of your faith and continue to press toward the mark of the prize of the high calling of God in Christ Jesus.”
• Expect accountability. Growth implies responsibility for one’s own progress and a willingness to be held accountable for one’s own goals.

(Adapted from the Ministry Journal for Pastors)

“A lot of people have gone further than they thought they could because someone else thought they could.” – Anonymous
Mentoring Covenant

This Mentoring Covenant was created to ensure mentors and mentees develop a mutual understanding of expectations from the beginning of their relationship.

This covenant will help each mentor/mentee pair:
- Establish communication expectations,
- Identify goals for this mentoring relationship, and
- Outline skill areas to be enhanced or developed through this partnership.

As a Mentor, I agree to do the following:

1. Serve as a mentor for ______________________________ and provide guidance, oversight, and encouragement.
2. Provide feedback regarding the mentorship covenant, progress, and experience.
3. Meet in person or communicate regularly with my mentee to review their progress and help them work toward identified goals.
4. Maintain confidentiality of our relationship.

This agreement outlines the goals and expectations agreed upon by the mentor and mentee listed below. Although the thoughtful completion of this form is a requirement, it is understood that items will change and adjust naturally to fit the needs of both parties as the mentoring relationship grows. Current plans are to revisit this document every _____ months to adjust goals and dates given current accomplishments.

As a Mentee, I agree to do the following:

1. Meet regularly with my mentor and maintain frequent communication.
2. Look for multiple opportunities and experiences to enhance my learning.
3. Review my progress and adjust this covenant as I work towards my identified goals.
4. Maintain confidentiality of our relationship.

_______________________________
Name of Mentor

_______________________________
Name of Mentee

_______________________________
Mentor’s Signature

_______________________________
Mentee’s Signature

_______________________________
Date

_______________________________
Date

Copies of the mentoring covenant and basic information documents should be given to the mentee, mentor, and sent to the Evangelical Friends Headquarters as part of the candidate’s Recording of Ordination file.
Basic Information

MENTOR INFORMATION

Name: __________________________________________________________

E-mail: __________________________________________________________

Phone Number: ________________________________________________

MENTEE INFORMATION

Name: __________________________________________________________

E-mail: __________________________________________________________

Phone Number: ________________________________________________

MENTOR/MENTEE MEETING DATES:
(It is recommended that you meet at least quarterly.)

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Copies of the mentoring covenant and basic information documents should be given to the mentee, mentor, and sent to the Evangelical Friends Headquarters as part of the candidate’s Recording of Ordination file.
[EFC-ER Equipping Units for Recording of Ordination]