

MENTORING THROUGH THE CREDENTIALING PROCESS



General Guidelines for the Credentialing Process

Take each article of the Statement of Faith (SOF), one at a time, and go through the following process:

1. Read through the Paper Requirements carefully and thoroughly so that you are clear on the expectations.
2. Study the article and its accompanying verses using the [Statement of Faith](http://go.efca.org/resources/document/efca-statement-faith-scripture-references) with Scripture References. (<http://go.efca.org/resources/document/efca-statement-faith-scripture-references>)
3. Study the appropriate chapter(s) relating to that article from a good theological work such as Wayne Grudem's *Systematic Theology* or *Bible Doctrine* or Millard Erickson's *Christian Theology*.
4. Write a 2-3 page paper addressing that article, or a doctrinal truth under an article, using the appropriate requirements:
 - a. **Licensing:**
(<http://efca.org/resources/form/credentialing-license-paper-requirements>)
 - b. **Certificate of Christian Ministry (CCM):**
(<http://go.efca.org/resources/document/credentialing-certificate-christian-ministry>)
 - c. **Certificate of Ordination (COO):**
(<http://efca.org/resources/document/credentialing-certificate-ordination-paper-requirements>)
 - d. **Transfer of Ordination (TOO):**
(<http://efca.org/resources/document/credentialing-transfer-ordination-paper-and-council-requirements>).

The questions found under each article reveal where you should focus your attention. Consider using GATEWAY's guidelines for "How to Write a Paper." (Contact credentialing@efca.org to receive a copy of this paper.)

5. Have someone - whom you know to be a good student of theology, as well as one who thinks biblically and theologically - read and critique your paper based upon the Requirements. Rewrite your paper based on their input, and ask them to reread and critique it a second time. (Repeat this process as necessary until you both are satisfied.)
6. Have that same person walk you through a verbal defense of your paper and that section of our SOF. When you both are satisfied, move on to the next article.
7. Compile your completed papers into a single document, as well as address the ministry and personal issues required. Please remember to keep your work to no more than the required page length.
8. Have someone who is competent in English spelling, grammar and syntax read your paper for any final form suggestions they can offer.
9. Submit your paper to the District Board of Ministerial Standing (DBOMS) Chair or the District Superintendent (DS) and make final preparations for your Council.

Specific Guidelines for a Mentor

1. Review the credentialing and paper requirements with the candidate to be sure they have read them and have an understanding of each of the categories and what is expected.
2. For the CCM, the COO and the TOO, it is important to emphasize that this paper carries additional theological understanding and thus it is one of the most significant steps in a candidate's call to ministry, and it should be taken seriously. Thus, the paper needs to be well written, with clear and concise sentences, with good grammatical structure, accurate spelling and proofed for grammar, spelling and typos.
3. Candidates need to state clearly their convictions about each of the areas with biblical support.
4. Drafts of their paper will be sent to the mentor who becomes a proof reader making sure all the requirements are included. This is most effectively accomplished by dividing the paper into several sections, as opposed to sending the whole paper at once.
5. Areas that are not treated adequately in the paper are reviewed with the candidate. A mentor may challenge the candidate's thinking in regard to any of the SOF categories or the pastoral issues, calling for more clarity or expansion or inclusion of areas that have been neglected, including suggestions for further reading in areas where there are weaknesses.
6. The mentor must be careful not to force the candidate to conform to the mentor's specific views. Instead, the mentor ought to help the candidate develop personal biblical and theological convictions and also to provide insight into the theological parameters in the EFCA.
7. It is important to continue the process outlined above until the candidate has a paper that is ready to be submitted to the DBOMS.
8. The goal is to mentor. In this process there is a danger of over mentoring in such a way that one "teaches to the test." If that occurs, it will become evident in the Council as a candidate will be unable to interact orally with their own paper.
9. Though it is always best to mentor in person, much of this can be done through email and the phone.