



MID-ATLANTIC
DISTRICT

Accreditation
Program

Alliance Standards of Credentialing

Taken from the *Manual of the Christian and Missionary Alliance*,
Section E-3-1:

It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up . . . (Ephesians 4:11,12). No one takes this honor upon himself; he must be called by God, just as Aaron was (Hebrews 5:4).

Persons appointed to Christian ministry are regarded with honor and respect by the Church. They must know God has called them to serve Him and has equipped them with appropriate gifts. Their calling and gifting must be affirmed by the Church. Their lifestyle and values must demonstrate the reality of their commitment to the Lord and to His Word.

Those Who are Seeking Credentialing with The Alliance must:

1. Articulate a specific divine call to serve God in vocational Christian ministry.
2. Evidence a godly and exemplary lifestyle as prescribed in 1 Timothy 3:1–7.
3. Display a growing walk with God by developing the disciplines of prayer, worship, personal devotions, and the application of the Word to daily life and committing to lifelong learning.
4. Demonstrate a passion for the lost in personal life and an ability to train others to reach the lost.
5. Reflect a working knowledge of the Bible, biblical theology, hermeneutical principles, and Great Commission ministry.
6. Understand and commit to the mission, vision, and distinctives of the C&MA and submit to constituted authority as defined by the Board of Directors of the C&MA.
7. The Five Core Areas of an Alliance Worker
We have recognized five core areas that are foundational for effective ministry: Christ- Centered Character, Empowered Ministry, Leadership Excellence, Healthy Living, and Biblical Foundation. The interview team will be asking questions to clarify and discern how established these areas are in your life and ministry. An inventory sheet of the Five Core Areas of an Alliance Worker that you can use to evaluate yourself prior to the interview along with some sample questions for the interview will be provided once your interview has been confirmed. This is to give you a general understanding of what type of questions we will be asking. It may be that not all of these questions will be asked, and others that are not listed may be asked.

Steps to Follow

1. Create a profile page at the National Office – The Christian and Missionary Alliance
<https://cmalliance.wufoo.com/forms/what-is-my-next-step/>
2. Once your profile is created, the C&MA Candidate Development Office will send you an e-mail and copy the District that you have expressed interest.
3. Once our district receives the e-mail from C&MA Candidate Development Office with your interest in serving in our district, our District Office will e-mail a package along with instructions for completing the application.

As part of our accreditation process, we generate background checks for individuals interested in becoming accredited. The background check is generated once the application has been submitted. You will find in the package the background check authorization form. Please note that there is a \$55.00 processing fee for background checks. ***ATTENTION: Please make payment immediately after you have completed and submitted your application, not before! There are no refunds.**

[Link to pay for Background Check \(choose “Background Check” under the Give to drop down menu\)](#)

You will also receive in the same e-mail the dates when The Licensing, Ordination and Consecration Council (LO&CC) will be meeting during the current year. If you are interested in an interview for any of the indicated dates, the forms you fill out will need to be received 30 days before your interview is scheduled. Depending on the situation, an informal interview may be required prior to a formal accreditation interview.

Accreditation Program Checklist

*These items must be
completed before an
accreditation interview:*

- Release of Records, Mediation Agreement, and Agreement for Ministry – **signed document**
- Application for Ministry
- Doctrinal Questionnaire
- Biographical Inventory
- Transcript of candidate's academic credits
- Proof of at least 30 course hours completed in Bible/Theology/Ministry (if not already included in academic transcript)
- Bible Exam (Must be 80% or higher)
- Character References (5)
- Background Check (*there's a fee*)
- Application submitted on App Track by candidate

Instructions for the Bible Exam

Create

Create an Account on CMAAllianceU.org

- Click on the “Sign Up” Button on the top right of the page
- Fill in your name and email address, and create a user ID and Password
- You will receive an email with a link to Verify your account. Follow the link and your registration will be confirmed.

Enroll

Enroll in The Bible Knowledge Exam

- After your registration is confirmed, it will take you to your dashboard. To enroll in the exam, go to the Bible Knowledge Exam page.
- From the menu options at the top, select programs, then select “Bible Knowledge Exam” note: If you access the application directly from the Application for Ministry, you will land on this page directly.
- Review the information, then click on “Take the Exam”
- Follow steps 1-4 on the enrollment page to enroll in the exam.
- After enrolling in the exam and paying the fee, you will be taken back to your dashboard.

Take

Take the Bible Knowledge Exam

- From your dashboard, click on “Bible Knowledge Exam – Alliance Candidates”
- Click on “Take The Bible Knowledge Exam”
- Read the instructions carefully, then click on “Attempt Quiz Now”
- After taking the exam, press submit at the end of the exam. You will have an opportunity to review the completed exam before closing it.
- If you scored 80% or higher, you do not need to take the exam again. If you scored below 80%, you can take the exam again after an hour wait. You have 3 attempts total.
- Your score will be saved to your application for your managing district office to review.

Who to Contact for Assistance

Any questions related to the Accreditation Program,
please contact:

Yenory Orozco
Executive Assistant to the DS
& Office Manager

Telephone: 301-620-9934, **Ext. 100**
E-mail: yorozco@cmamad.org

M-F: 8:30am – 4:30pm

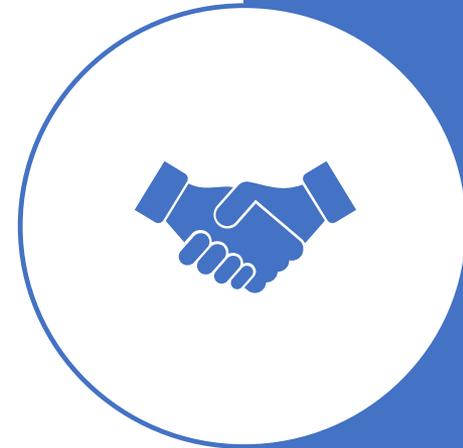


Introduction of the Accreditation Interview

In the accreditation interview, we want to get to know you and gain a sense of your readiness for ministry generally and in the C&MA specifically. While you have already completed the Application for Alliance Ministry and have given us your written responses to these matters, we want to hear some of it from you personally. If you are married, we want your spouse to be present with you. He/she will not be asked any doctrinal questions, but we want to get to know him/her as well—especially in terms of their relationship with God and their call to ministry.

The interview (approximately 1.5 hours) will be focused on discovering, celebrating, affirming, and challenging you in the five core areas of an Alliance worker: Christ-Centered Character, Empowered Ministry, Leadership Excellence, Healthy Living, and Biblical Foundation.

We will uphold the Alliance standards of credentialing as found in Section E-3 of *The C&MA Manual* while confirming and recommending the next steps in your journey of spiritual leadership.



What to Expect in the Interview

First, every interview is different and unfortunately there is no way to predict how the interview will go. With that in mind, our recommendation is to be as prepared as you can prior to the interview. Reviewing your Application for Alliance Ministry, studying your Doctrinal Questionnaire, memorizing key Bible passages, looking over the sample questions, and taking the Five Core Inventory will give you a great start for the interview. We recommend that you also review the Alliance Web site, www.cmalliance.org— especially the “About Us” pages. These pages talk about our history, core values, and distinctives.

Each interview will start by asking you to share your personal story and then proceed through each of the core areas. If you are unclear on any question, just ask us to clarify or rephrase the question. Please answer the personal questions with honesty and transparency. For the doctrinal questions, be prepared to respond with a description of the doctrine and scriptures to support the doctrine. Keep your responses brief and to the point. When citing scriptural support, simply give the interviewers the scripture reference and refer to its content. You are able to have your Bible with you, so feel free to use it.

When the interview is concluded, you will be asked to step out of the room while the team shares notes and determines its’ recommendation. When you return, the interview team will share with you their observations of strengths and areas of growth in your life and ministry. Their assessment is based on the material you provided in the application, your references, and the interview. They will also provide their official recommendations as to the next steps in Alliance ministry.

Preparation for the Interview

- Review your Application for Alliance Ministry and be familiar with your answers.
- Read through the Alliance Web site, especially www.cmalliance.org/about/beliefs/. There you will get more depth on the Alliance Core Values, history, and some of the theological distinctives.
- Take the “Inventory of the Characteristics for the Five Core Areas of an Alliance Worker.” (This sheet will be provided closer to your interview date). After some reflection, prayerfully consider and honestly assess where you sense you currently are in the development of each of the characteristics mentioned in this inventory. Please use the following criteria as the basis of your evaluation.
 - **Excels** - You feel you are doing extremely well and show exceptional evidence of this characteristic in your life and ministry.
 - **Solid** - You see consistent evidence of this characteristic in your life and ministry. You are confident this attribute is secure and will continue very naturally in your life.
 - **Growing** - This characteristic is important to you and you have been intentional in its development and are committed to seeing continual progress.
 - **Needs Development** - While there may be some signs of this characteristic in your life, it is obvious that you need to be more intentional to improve in this area.
 - **Not Observed** - You doubt anyone would be able to see any evidence of this characteristic in your life at this time. You really need to focus on growth in this characteristic of your life and ministry.

Review the sample questions and study your Doctrinal Questionnaire and the key Bible verses.

The Day of Your Accreditation Interview

- The applicant is requested to dress appropriately for the interview:
 - **Women:** If wearing a skirt or dress, please make sure it is at knee length or longer, not tapered or form-fitting. No low-cut or see-through tops.
 - **Men:** Suit preferably, long sleeved dress shirt and tie, dress pants.
- Please be punctual as more than one interview is scheduled for the day.
- **IMPORTANT!** The formal accreditation interview will include your spouse, if applicable. The spouse will be asked to share their spiritual journey and disciplines.
- You are asked to keep your answers brief and supported with scripture and you will be permitted to bring a Bible, but no notes.
- The interview team will consist of several Alliance official workers and leaders who serve under the authority of a District **Licensing, Ordination and Consecration Council (LO&CC)**.
- If you have children, please arrange for childcare.
- Your interview is based on “Five Core Characteristics of an Alliance Worker”. Sample questions will be provided via e-mail prior to the interview.
- Your interview will last approximately 1.5 hours followed by a time of deliberation by the LO&CC. Upon making a decision, the applicant will be brought in to receive the decision of the Council. Should the Council decide not to approve the accreditation, the applicant will be requested to complete any designated requirements, recommendations and return at a later date for reexamination.

The LO&CC's assessment is based on the material you provided in the application, your references, and the interview. They will also provide their official recommendations as to the next steps in Alliance ministry. **Here are the following recommendations they may choose:**

Accredited - This candidate shows evidence of a godly and exemplary lifestyle as prescribed in 1 Timothy 3:1–7, a specific call to serve God in vocational Christian ministry, a growing walk with God, and alignment with the values and vision of the C&MA. We are accrediting this candidate and recommend placement in Alliance ministry.

Conditionally Accredited - This candidate shows high potential for effective ministry, strong character, and confirmed calling, so we are accrediting this candidate and recommend placement in Alliance ministry with some conditions. After successfully addressing the areas outlined below, we believe the candidate will grow in their ministry effectiveness.

Ministry Apprenticeship Certification - We affirm this candidate's journey toward Alliance ministry, and recommend he/she serve as a ministry apprentice to confirm God's call and gifting for vocational ministry. The ministry apprentice will serve within a church under the guidance of experienced licensed official worker(s) for no more than two years.

Continuing Accreditation - At this time it is unclear whether this candidate is suitable for Alliance ministry. However, we do see ministry potential after the candidate adequately addresses the issues outlined under conditions in this report. When these areas are addressed, we believe the candidate will be ready to be reassessed for Alliance ministry.

Redirected - We are not recommending this candidate for vocational Alliance ministry. We recognize the candidate has strengths that can advance God's Kingdom and encourage the candidate to explore those opportunities.