

## SECTION C

### PERSONNEL PREPARATION AND CLASSIFICATION

#### A. International Worker Candidates.

1. **Selection.** The selection of personnel for international service is a joint effort involving the local church, the district, the Candidate Development Office (CDO) team of regional developers and the International Placement Office (IPO). Candidates are examined to determine if their call, spiritual gifts, abilities, and ministry experience qualify them to minister cross-culturally with The Alliance (The C&MA).
2. **General Qualifications for International Workers.** Candidates must meet the qualifications specified in this handbook. The essential qualifications for appointment include the following:
  - a. **Spiritual Maturity.** Candidates must give clear evidence of a genuine, spiritual conversion, a vital Christian life, infilling of the Holy Spirit, spiritual gifting, and full consecration to the Lord.
  - b. **Doctrinal Soundness.** Candidates must be in full accord with evangelical truth and subscribe to the C&MA Statement of Faith and the Fourfold Gospel (see <http://www.cmalliance.org/about/beliefs/doctrine>). In addition, international applicants are required to sign the Alliance statement on “the destiny of those who have never heard” as found in section H5 of the Manual of the C&MA.
  - c. **Knowledge of Scriptures.** Candidates must have a comprehensive knowledge of the Word of God, including Alliance distinctives, to effectively communicate these truths to others (see <http://www.cmalliance.org/about/beliefs/perspectives>).
  - d. **Motivation for International Service.** Candidates must have an inward conviction that they have been called by God to international service. Their conviction should be based on Biblical truth and confirmed by spiritual leaders in the local church.
  - e. **C&MA Commitment.** Candidates must be in agreement with the mission and practice of the C&MA and the IM Mission Statement and Global Objectives (see page v).
  - f. **Church Membership.** Candidates should hold membership in a C&MA church. Couples are to have their church membership in the same district.
  - g. **Citizenship.** Candidates are to be citizens of the United States or eligible for citizenship. Full citizenship is required for appointment to international service.
  - h. **Adaptability.** Candidates must be able to adapt to new relationships, environments, modes of living, and local customs that do not cause them to sacrifice any essential Christian standard. As international workers, they will be expected to manifest Christian maturity in appearance and lifestyle in keeping with scriptural principles and national church expectations.
  - i. **Size of Family.** Given the demands of learning a new language and adapting to a new culture, candidate couples with three or more children or with the oldest

child in middle school years or above, are generally not considered for appointment.

- j. **Engagement.** Candidates engaged to be married are not appointed until they have been married for a minimum of one year prior to an overseas departure. If a candidate becomes engaged to a person who does not meet the qualifications for international service, candidate status is suspended until both individuals fulfill the qualifications for international service.
- k. **Marriage.** Married candidates are appointed only after careful consideration of the suitability of the husband and wife. Both individuals must satisfactorily meet all the qualifications for international service
- l. **Divorce.** Divorced and/or remarried candidates are considered for appointment as International Workers. They must be approved through the appeal process administered by Church Ministries (CM) (see <http://www.cmalliance.org/about/beliefs/perspectives>). If there is an established national church in the proposed country of service, the national church leaders must give approval for a divorced worker to serve among them.
- m. **Physical Health/Medical Clearance.** We expect candidates to be in good health and to have a good weight to height ratio as indicated by a Body Mass Index (BMI) of less than 32. Many candidates start early to work on this so that this does not delay the appointment process for them. You can talk with your CDO regional developer or the International Placement Office about this if you have concerns. Following provisional appointment, candidates must undergo complete medical examinations and be cleared by the Alliance medical advisor prior to finalizing the appointment. Because of adverse environmental conditions and inadequate medical services in many overseas locations, candidates with serious physical handicaps are not encouraged to pursue international service.
- n. **Personality Assessment.** Candidates must complete two series of personality assessments. The first evaluation is administered by the CDO team as part of the application process at the candidates' expense, and the second is administered by the International Placement Office as part of the appointment process at IM expense.
- o. **Background Check.** All candidates are required to have completed a background check prior to consideration for appointment. Persons with sexual felonies and misdemeanors in their backgrounds are disqualified from service with IM.
- p. **Indebtedness.** Candidates are required to be debt free at time of departure, or to have made legally binding arrangements for others (family, friends, church) to pay their debts while serving with International Ministries.
- q. **Agreement.** Appointed workers must sign a service agreement before deployment.
- r. **Wills.** Workers are required to make a will in triplicate with all copies duly signed and witnessed. One copy is filed with IM, one copy is held by the FD, and one copy is retained by the workers.

## B. Classifications for International Workers.

### 1. International Workers: Clergy Track (IWCs).

**a. Definition.** IWCs are generally involved in church-planting ministries, evangelism, theological training, and other activities related to the establishment and development of the national church. To qualify as IWCs, candidates must meet the established qualifications, including the intention to serve with IM on a long-term basis.

**b. Qualifications for IWCs.**

**1) Academic Qualifications.**

a) Bachelor's degree from a recognized college or university, preferably an Alliance school.

b) Completion of the minimum required course hours below. These studies may be obtained at the undergraduate or graduate level. Alternate course titles may be considered for candidates who are deficient in a particular category.

(1) **Bible, Theology, and Ministry Studies.** Thirty (30) semester hours focusing on Old/New Testament history, survey, and book studies; Biblical and systematic theology; apologetics/hermeneutics; theology of the church; principles of teaching; leadership development; personal evangelism and discipleship training; homiletics; Christian education in the local church; and pastoral ministry.

(2) **Missions/Cross-Cultural Studies.** Fifteen (15) semester hours to be selected from the following: introduction to missiology; theology of missions; cross-cultural communication; history and growth of the church; history of missions; contemporary work methods and practices; world religions and cults; spiritual warfare; contextualization; urban studies; in-depth study of a selected country; church-growth principles; and Alliance doctrine, history, polity, and overseas policies.

**c) Other Academic Recommendations.**

(1) Graduate studies are highly valued and may be advantageous or required for some roles. See specific MODs for details.

(2) Because of the high value IM places on cross-trained workers, candidates are also strongly encouraged to make use of elective hours for concentrated study in a second discipline, perhaps completing a "minor". Examples of such fields would include (but are not limited to): business administration, ESL, education, communications, organizational leadership, sustainable development, computer science, education, social work/human services, counseling, environmental sciences, micro enterprise, health/medical services, etc. Alternatively, cross-training preferences may be satisfied by a professional or technical certificate.

(d) **Spouse Preparation.** Wives are encouraged to prepare themselves for ministry according to the standards outlined above. They are required to have a recognized bachelor's degree and must complete a minimum of eighteen (18) semester hours in Bible and theology, as well as

fifteen (15) hours total in missions, cross-cultural studies, and ministry. Of the fifteen (15) ministry hours, at least six (6) must be in missions and cross-cultural studies. These may be completed at the undergraduate or graduate level.

- 2) **Age Requirement.** While there are advantages to being appointed prior to the age of 32, exceptions are made for older individuals based on special qualifications and strategic considerations.
- 3) **Ordination/Consecration Qualification.** Unless otherwise stated in the ministry opportunity description (MOD), male candidates must be ordained prior to appointment. Female candidates, whether single or married, are encouraged to pursue consecration when possible.
- 4) **Alliance Licensed Ministry Experience (ALME).** Candidates must successfully engage in a full-time or bi-vocational ministry experience in a U.S. Alliance church or ministry setting for a minimum of two years before being considered for appointment. The suitability of candidates for appointment to overseas service is evaluated in large part on the quality of their Alliance Licensed Ministry Experience.
  - a) **Philosophy.** Alliance Licensed Ministry Experience is designed to help candidates:
    - (1) Develop a positive attitude and approach to ministry.
    - (2) Practice and enhance fundamental ministry skills and knowledge.
    - (3) Become comfortable in sharing their faith and discipling new believers.
    - (4) Apply what they have learned in the classroom to everyday ministry situations.
    - (5) Grow in interpersonal relationship skills and in self-knowledge and awareness.
    - (6) Receive additional screening and assessment.
    - (7) Strengthen their home-base support.
  - b) **Criteria.** The Alliance Licensed Ministry Experience requirement can be fulfilled by serving in many different roles in the church (i.e., senior pastor, assistant pastor, woman in ministry, church planter, youth pastor, disciplermaking ministries director, etc.). The following criteria should be used in evaluating a potential Alliance Licensed Ministry Experience opportunity:
    - (1) **Missionally-Focused.** The Alliance Licensed Ministry Experience is primarily about the candidate learning to effectively and persuasively share Christ with lost people through word and deed. To achieve the goal of effective witness and discipleship, it is recommended that local ministry leadership work with the candidate to ensure that a central part of the Alliance Licensed Ministry Experience involve weekly outreach activity. Involvement in a cross-cultural and/or church planting ministry is preferred for international worker preparation.

(2) **Accountability and Mentoring.** To receive supervision and candid feedback about their character and effectiveness in ministry, candidates are encouraged to establish a mentoring relationship with the district superintendent and senior pastor, or other recognized leader in the church where they are ministering.

(3) **Full or Bi-vocational.** Alliance Licensed Ministry Experience may be completed in either full-time or bi-vocational ministry roles. Candidates in a bi-vocational situation are required to be compensated both by the church and non-church employer. Unpaid (volunteer) church ministry roles do not meet Alliance Licensed Ministry Experience requirements. As a guideline, candidates in bi-vocational Alliance Licensed Ministry Experience situations are required to spend at least twenty-four (24) hours per week in compensated church ministry.

(4) **Cultural Setting.** Candidates are encouraged to pursue Alliance Licensed Ministry Experience in a geographical and cultural setting that is different than where they were raised. Their ability to adjust to cultural differences in their own country helps prepare them for more radical cultural adjustments in overseas situations.

(5) **Ministry Scope.** While retaining evangelism and discipleship as being central to the Alliance Licensed Ministry Experience, candidates are also encouraged to gain experience and competence in as wide a range as possible of ministry responsibilities. Although specialized ministry skills can be beneficial, international workers are most effective when they have broad ministry experience.

c) **Placement.** Candidates should work closely with their CDO regional developer as they begin to explore opportunities for Alliance Licensed Ministry Experience. To acquire Alliance Licensed Ministry Experience placement, candidates must take the initiative to contact districts and churches that have open positions. When considering a possible position, candidates should notify their CDO regional developer of their intention to engage in a ministry to be counted for Alliance Licensed Ministry Experience credit and submit a job/ministry description for approval.

d) **Licensing.** Candidates in Alliance Licensed Ministry Experience are required to be licensed by the district in which they serve. Licensing is not required for married women.

**Conclusion.** The minimum qualification for Alliance Licensed Ministry Experience is two years. In deciding when to conclude their ministry, candidates are to be sensitive to the local church situation where they serve. Consultation with church and district leadership, as well as interaction with the CDO regional developer, will help candidates discern the proper time for transition.

5) **International Apprentice.** In certain cases, opportunities may be available for candidates to perform their Alliance Licensed Ministry Experience overseas. (See Appendix 4)

- 6) **IWC Term of Service.** For length of term information, see Section D.A.1..
- 7) **IWC Funding.** IWCs may be fully GCF-funded, partially GCF-funded, or workers responsible for raising their own support.
  - a) See specific Ministry Opportunity Descriptions (MODs) for funding details.
  - b) Fund raising guidelines for IWCs are available from the IPO.

## 2. International Worker: Vocational Track (IWVs).

- a. **Definition.** IWVs are generally involved in educational, financial, medical, logistical, and other business or vocationally-driven ministries related to the establishment and development of the national church. Examples of such roles include the following:
  - 1) Envision Site Coordinators and Associates
  - 2) Medical professionals
  - 3) Teachers and educators
  - 4) Dorm parents and dorm assistants in schools
  - 5) Office workers
  - 6) Business administrators
  - 7) Guest house managers
  - 8) Skilled technicians
  - 9) Niche service providers
  - 10) Development workers
- b. **Qualifications.** Candidates must meet the following qualifications and agree to serve in a designated role for a specified period of time.
  - 1) Candidates must have the same high spiritual standards of testimony and conduct as IWCs.
  - 2) Although formal theological training in a C&MA school is not required, candidates will complete a Bible Knowledge Exam to ensure that a sufficient working knowledge of the Bible has been achieved either through formal study or personal Bible study.
  - 3) Candidates are required to have completed the Perspectives Course or an IM-approved equivalent.
  - 4) Candidates are required to complete the Alliance Polity course which is available online. Contact the Ministerial Studies Program office for further information.
  - 5) Candidates must give ample evidence of proficiency in their particular vocation.
    - a) Teachers for children must have state certification and at least two years of positive/acceptable teaching experience.
    - b) Medical personnel must have professional certification and licensing.

- 6) Prior to departure, appointee families are required to attend an approved pre-field training for cross-cultural life and ministry (i.e., SPLICE).
- 7) Candidates must have served effectively in strategic local church ministry on a voluntary basis for a minimum of two years.
- 8) In the case of married couples, both candidates must satisfactorily meet the above qualifications.
- 9) Married couples who have more than two dependent children or whose oldest child is a middle school student or above, are normally not considered for appointment.

c. **Employee Status.** For Social Security purposes, IWFs are considered employees of the C&MA rather than self-employed ministers.

d. **Language Study.** IWFs are required to study the language of the country in which they will serve. Active language study for IWFs is scheduled around the demands of their role on the field. IWFs will follow the same principles of accountability and structure as outlined for IWCs (see "Language Study" in Section D.C.2.).

e. **Ordination/Consecration.** Unless otherwise stated in the specific ministry opportunity description (MOD), ordination/consecration is not required for IWFs.

f. **Term of Service.** Unless otherwise stated in the specific MOD, IWFs will serve for a period of four years with a mid-term three-month home assignment. At the conclusion of each term of service, and with the concurrence of the individuals, IM may extend the assignment of IWFs for a subsequent term provided there is a continuing need (see "Length of Term" in Section D.A.2.).

g. **Funding.** IWFs may be fully GCF-funded, partially GCF-funded, or workers responsible for raising their own support.

- 1) See specific Ministry Opportunity Description (MOD) for funding details.
- 2) Fund raising guidelines for IWFs are available from the IPO.

### C. Becoming an International Worker.

The process of becoming an Alliance International worker follows three basic phases: development, placement, and deployment. Clergy track candidates are ready to be considered for placement after completing academic and ministry (Alliance Licensed Ministry Experience) requirements. Vocational track candidates, following the connection/exploration step below, will work with their CDO regional developer to identify the right time to request consideration for placement.

#### 1. Development Phase.

a. **Step One – Connect/Explore.** At [www.called2serve.org](http://www.called2serve.org) or through a specific MOD as posted on the [www.cmalliance.org/jobs/international/](http://www.cmalliance.org/jobs/international/) Web site.

- 1) Contact your CDO regional developer for initial conversations aimed at helping you discern a clear developmental path.
- 2) Early in those discussions candidates will be encouraged to complete a Personal Growth Plan (PGP). The PGP will help to identify key personal

growth points which in turn will become the basis for a customized developmental plan.

- 3) The CDO regional developer will then assist in securing a local coach, who, along with the developer input and input from your PGP, will begin to coach you through initial growth steps.
- 4) As the coaching relationship grows, the coach and CDO regional developer will increasingly focus on the "Five Core Characteristics of an Alliance worker" as well as the "Key Competencies of Alliance International Workers". For further information see [www.alliancecoaching.net](http://www.alliancecoaching.net)

**b. Step Two – Prepare (Accreditation).** Having completed applications, candidates for international worker (clergy track) appointment who are ready to move into Alliance Licensed Ministry Experience will schedule an accreditation interview with their CDO regional developer.

Candidates for international worker (vocational track) appointment are not required to be accredited and, with regional developer approval, may proceed to the placement phase.

Accreditation is an initial endorsement of the candidate making it possible for Alliance districts and churches to now consider them for a ministry. Candidates interested in serving overseas are ready to be accredited when they have fulfilled the following qualifications and are prepared to move into the Alliance Licensed Ministry Experience (ALME) stage:

- 1) Completed a minimum of three years of college and anticipate graduation.
- 2) Submitted all application materials.
- 3) Received positive recommendations from their references.
- 4) Following the accreditation interview:
  - a) Obtained initial medical clearance from the IM medical advisor.
  - b) Received a satisfactory initial personality assessment.

Following a successful accreditation interview a health history questionnaire is completed. Candidates then move to the preparation stage. During the preparation stage, candidates are assisted by their CDO regional developer to develop and implement a plan to meet basic academic and ministry qualifications. CDO regional developers will assist to insure that basic qualifications as stated in this handbook (see below) are completed.

Candidates and their CDO regional developers will carefully monitor annually posted Ministry Opportunity Descriptions (MODs) as a basis for developing an effective preparation plan.

Once a candidate is placed in ALME, the first series of assessments will be given by the CDO at the candidates' expense.

## 2. Placement Phase.

**a. Step Three – Identify/Apply for Open Position.** Open ministry positions are regularly posted in the form of Ministry Opportunity Descriptions (MODs) on the employment page of The Alliance Web site ([www.cmalliance.org](http://www.cmalliance.org)). Candidates

are encouraged to monitor this page during the development phase, seeking to identify a role which best fits their sense of calling, demonstrated gifting, and background in terms of academic and ministry experience. Regional developers, in consultation with the International Placement Director, will assist candidates in this identification process.

Once a role has been identified and stated qualifications have been completed, candidates may apply online for any open position. Each posted MOD will contain an “apply now” button. Candidates are encouraged to consult with their CDO regional developer prior to making application.

**b. Step Four – Interviews.** Once application has taken place, the candidate will begin working directly with the International Placement Office. The IPO oversees the interview stages. These interviews are to ensure that applicants are fully prepared to make an effective and productive transition to a new culture and ministry role. These interviews involve:

- 1) Completing any outstanding application materials.
- 2) Background check.
- 3) Full personality assessment.
- 4) Medical clearance.
- 5) At least two interviews.

**c. Step Five – Appointment.** All applicants for overseas service with The Alliance are appointed by the Board of Directors of the C&MA.

### **3. Deployment Phase**

**a. Step Six – Orientation.** Following final appointment, all are registered to attend Pre-Field Orientation (PFO) as well as Second Language Acquisition (SLA) training. Depending on the ministry assignment, some appointees may receive additional training.

**b. Step Seven – Deployment.** Appointees depart for their overseas assignments as soon as possible after pre-field orientation and SLA training. Therefore, all matters relating to health, passport, visa, and other documents should be attended to immediately after appointment. In preparation for deployment, appointees will be assisted to complete additional paperwork related to registration as an employee of the C&MA, shipping, visas, and ticketing.

## **D. Other Classifications for International Workers.**

- 1. marketplace ministry (mm).** See Section J for details on marketplace ministry (mm) personnel.
- 2. International Workers on Special Assignment.** To qualify as workers on special assignment, individuals must have credentials issued by IM or CM and be approved by IM to serve with another organization overseas.
  - a.** While on special assignment, workers are fully supported by the organization with which they work.
  - b.** The length of time workers are on special assignment is determined by an agreement drawn up between IM and the individuals.

- c. Appropriate credentials are issued annually by IM.
  - d. Workers on special assignment should submit to IM an annual report providing an overview of ministry activities and updated personnel.
- 3. **International Partners.** To qualify as international partners, individuals must be members in good standing of an evangelical church and otherwise meet the qualifications of international workers. They must provide a record of academic training and ministry experience to the IPO.
  - a. International Partners are funded from sources outside the Great Commission Fund and are granted international partner status for a specific period of time by IM.
  - b. The ministry of international partners must be approved by the FD and must contribute directly and positively to the C&MA missions program.
  - c. International partners may be invited to attend mission functions and activities, but the exact nature of the international partners' roles within the mission is determined by the FD in consultation with the FLT and documented with an MOU.
  - d. Appointment Process for International Partners:
    - 1) The International Placement Office handles the application process.
    - 2) Once interest is expressed, or a recommendation is made for us to consider an individual or couple, access is opened up to the online applications.
    - 3) A complete psychological assessment as well as background check is completed at the candidate's expense.
    - 4) Following completion of psychological assessment materials, the candidate is scheduled for an interview.
    - 5) Following a successful interview, the candidate is recommended to the International Ministries Cabinet (IMC) for appointment.
    - 6) With IMC appointment, the vice president writes a letter offering International Partner status explaining again our commitment and the responsibilities of the individual to the mission.
    - 7) The candidate having indicated in writing their acceptance of the appointment, the International Placement Office completes steps to process database update. The appropriate regional director will likewise be informed and will initiate contact with the individual.
    - 8) The action will then be reported to the Board of Directors at its next regular scheduled meeting.
- 4. **International Workers on Loan.** By mutual agreement of the parties concerned, qualified individuals may be loaned by IM to serve with another organization for a specific period of time. The length of the assignment is determined by a formal agreement drawn up between IM and the receiving organization.
  - a. Workers on loan continue to receive regular allowance and benefits, as well as appropriate credentials.
  - b. Workers on loan are required to submit an annual report of their ministry activities to IM.

- c. When workers on loan return to their home country for home assignment, they are responsible to support Alliance missions fully by participating in regular missions promotion ministries and other activities.