

Article 8 Process Guide & Checklist

For ordination of ministers from other denominations

This Process Guide and Checklist is a simplified outline of the Article 8 process that is described in more detail in the [Journey Toward Ordination document](#) (pages 26-31). This is a live, shared document that will be continually updated by the Candidacy Director as documents are received and assignments completed. It will be shared with the entering minister, classis stated clerk, chair of calling council and CMLT leader so that all can stay apprised of progress made through the article 8 process.

Name of minister:

Name of Classis:

Name of calling church:

Chair of council in calling church:

email:

CMLT rep (or other body designated by classis):

Stated clerk:

PRE-CONVERSATION

- The minister/classis should initiate a conversation with the Director of Candidacy to determine whether article 8 is the appropriate route.

STAGE ONE

Responsibilities of the Applicant:

Submit the following documents to your classis CMLT leader:

- [Doc. #1 Personal Application](#) (including Autobiography and Personal Statement of Faith)
- Schedule an initial interview with Candidacy Director (to schedule, email slaclear@crcna.org)
- [Doc. #2 Recommendation from Former Local church or Ministry](#) (last church served)
- [Doc. #3 Recommendation from former regional body](#) (former Middle Judicatory Body)
- [Doc. #4 Copy of Ordination](#) (Name of Denomination: _____)

Responsibilities of the Council of the Calling church:

Submit the following documents to your classis CMLT leader:

- [Doc. #5 Application from a Local CRC Council](#)

PHONE
877-279-9994 x2779

EMAIL
candidacy@crcna.org

WEBSITE
crcna.org/Candidacy



Christian Reformed Church
**Candidacy
Committee**

Responsibilities of the classis CMLT:

- Interview the article 8 applicant and consider whether the committee can concur on the “need” factor.

[Journey Toward Ordination](#), page. 26 “The need for calling a minister ordained outside of the Christian Reformed Church in North America shall be acknowledged when one or more of the following conditions apply:

- The minister to be called has such extraordinary qualifications that the church recognizes that it would be important for the denomination to acquire the minister’s service.
- The need of a particular congregation for a pastor is so urgent that it can be met only by calling a minister of another denomination.
- The minister is a new-church developer and is being called to start a new church.
- There is a need for indigenous leadership in a multicultural or ethnic minority church.

(Note also the rest of [Church Order](#) Supplement Article 8 E and F)

- If agreement is reached to endorse the use of article 8, fill out Doc. [#6 CMLT Recommendation including Need Statement](#) and send to Candidacy Director at slaclear@crcna.org.
- Receive documents 1-5 from applicant, local CRC council and other parties to review and keep on file. Send copies to the Candidacy Director

Responsibilities of the Candidacy Committee:

- Initial interview with applicant
- When documents 1-6 have been received, the initial endorsement from the Candidacy Committee may be given to proceed with Article 8, with “license to preach” in the CRC.

Responsibilities of the Classis

- At this point, the local classis may choose to hold a classis interview, or simply receive the report from the CMLT in their next meeting.

STAGE TWO

Responsibilities of the Minister:

- Serve as “stated supply” for a period of at least 6 months before ordination (“stated supply” involves performing the basic tasks of ministry leadership for a congregation on a temporary and time-limited basis)
- Complete learning covenant
- Contact Safe Church Director (abenckhuysen@crcna.org) to take the required Abuse of Power Training that is required for all who enter ministry in the CRCNA.
- In consultation with the calling church, write up a financial plan (see [Doc. #7 Financial Plan](#) for instructions) and submit to your the CMLT
- Submit a copy of academic degrees and diplomas (see [Doc. #8](#)) to your CMLT leader
- Complete a psychological evaluation (see [Psychological Evaluation for Ministerial Applicants](#))

- Ensure that [Doc. #9 Statement of Psychological Fitness for Ministry](#) is submitted to the Director of Candidacy by the evaluating psychologist
- Submit [Doc. #10 Background Check and Personal Disclosure and Authorization](#) to the Candidacy Director
- Take [Bible Survey Test](#) and submit score to the Candidacy Director
- Submit reflection paper of your learnings during this affiliation process to the CMLT and the Candidacy Director
- Preach a sermon to be evaluated

Responsibilities of classis CMLT

- In consultation with the Candidacy Director and applicant, agree upon a learning covenant for applicant
 - A Learning Covenant Includes:*
 1. *Candidacy Committee Expectations ([see this doc for a template for designing a plan](#), and [see this doc for resources and instructions for the template](#). The Director of Candidacy is eager to assist in constructing a plan appropriate to a given applicant—may include MEPMC, ELIM or some other program)*
 2. *Any additional expectations of the CMLT*
 3. *A statement about the kind of stated supply position that will be sought by applicant*
 4. *A reflection paper on the applicant’s learnings should be submitted to CMLT/Candidacy Director after the learning plan is completed*
- Send learning plan to Candidacy Director for endorsement (the Candidacy Director may suggest adjustments to the plan)
- Assist minister and calling council in finding and appointing a mentor. Send mentor [Doc. #11 Mentor Designation](#) and ask him/her to submit this document to the Candidacy Director at slaclear@crcna.org
- Receive docs 7-8 from applicant to add to applicant’s file. Send a copy to Candidacy Director
- If needed, provide assistance to applicant in finding an appropriate ministry setting or a sponsoring partnership for minister to serve as stated supply for at least 6 months
- Report completion of learning plan to Candidacy Director
- Appoint a sermon evaluator to attend a service in which the applicant is preaching and submit a preaching testimony letter to classis and to the Candidacy Director
- Maintain contact with the minister throughout the affiliation process, showing an active and ongoing interest in the individual’s progress toward the goals identified in the learning covenant

Responsibilities of Calling Council

- Work with applicant on [financial plan](#)

Responsibilities of Mentor

- Meet regularly with potential minister to provide support and discuss learnings from learning plan
- Submit a final report of the applicant’s engagement with the learning covenant

FINAL ENDORSEMENTS STAGE

Responsibilities of calling council:

- Submit [Doc. #12 Final Council Recommendation Form](#)

Applicant, CMLT, and mentor sign and submit:

- [Signature Page](#)

Responsibilities of the Candidacy Committee:

- Review all submissions and verify that all requirements have been met, including learning plan and Abuse of Power training
- Conduct final interview with applicant
- Give approval for classis to proceed with the colloquium doctum***

Responsibilities of the Classis

- CIC schedules and plans a colloquium doctum for the purpose of interviewing the minister regarding his/her soundness of doctrine, sanctity of life and knowledge and appreciation of Christian Reformed practice and usage
- Classis Stated Clerk notifies synodical deputies of CC approval to proceed and sends them a copy of the minister's personal application and reflection paper to review and familiarize themselves with the minister before the meeting
- Following the colloquium doctum, the classis moves to admit the minister into the Ministry of the Word in the CRCNA. Deliberation and vote can follow the procedure described in Supplement to Article 10 3 c