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## Objective

This Credentialing Policy aligns with EMCC Bylaws, which include the Articles of Faith, the Articles of Governance and the EMCC Board of Directors Members Policy, which provide guiding statements related to credentialing. This policy outlines the various aspects of credentialing, including definitions, types, statuses, assignment categories, requirements, and the process involved in obtaining credentials. It gives guidance on matters of administration, examination, discipline, and reinstatement.

## Definitions

**Credential Holders** – Individuals who have been examined and credentialed according to the standards and policies of the Evangelical Missionary Church of Canada (EMCC) and who maintain annual credentialing requirements.

**Credential Interview Team (CIT)** - Credential Interview Teams are appointed by the President. CITs are comprised of 3-5 credential holders. CITs are generally regional and under the direction of Regional Ministers. CITs are responsible for reviewing applicant documents and interviewing candidates to make a recommendation to the President. CITs will follow a similar process and guidelines to make examination consistent.

**Credentialing Administrator** – EMCC Staff member who administrates all credentialing matters under the direction of the Regional Ministers and Director of World Partners.

**Director of World Partners (DWP)** - The Director of World Partners supervises of all credentialed Supervised Global Workers. The DWP serves as "Alongside Support" for credentialed Recognized Global Workers.

**Divorce Consideration Team (DCT)** – An ad hoc team appointed by the President of the EMCC to review and provide recommendations to the President in cases related to divorce.

**EMCC Governing Documents** – EMCC Bylaws which include the Articles of Faith and the Articles of Governance.

**Ethics Committee** – An ad hoc committee appointed by the President to review and provide recommendations to the President in cases related to credential holder discipline and misconduct.

**Licensed Minister (LM)** – An EMCC Credential which recognizes an individual as a voting member of the Evangelical Missionary Church of Canada, subject to the EMCC Members Policy as established by the EMCC Board of Director (See *section 2.2*).

**Memorandum of Understanding (MOU)** – A signed document in effect between the EMCC, the Other Ministry, and the Credential Holder which outlines the rights and responsibilities of all three parties (See *Appendix 4*).

**Ordained Minister (OM)** – An EMCC Credential which recognizes an individual as a voting member of the Evangelical Missionary Church of Canada and is subject to the EMCC Members Policy as established by the EMCC Board of Directors (See *section 2.3*).

**Other Ministry** – A recognized ministry, organization, or agency that has a relationship with the EMCC through a credentialed minister (See *section 5.3*).

**Provisional Licensed Minister (PL)** – An EMCC Credential, given with provisions or conditions, which recognizes an individual as a voting member of the Evangelical Missionary Church of Canada, subject to the EMCC Members Policy as established by the EMCC Board of Directors (See *section 2.1*).

**Recognition of Previous Ordination (ROPO)** – A ROPO may occur when an individual holds ordination credentials from another denomination. That recognition will be determined by the Credential Interview Team when it is judged that the previous ordination is sufficiently equivalent to the EMCC licensing and ordination process. The EMCC will then recognize this ordination and grant an EMCC OM credential (See *section 2.3*).

**Regional Minister (RM)** – Regional Ministers are national staff members appointed by, and responsible to, the President of the EMCC.

# Policy

## 1. General

- 1.1. All credentials are approved by the President of the EMCC, hereafter referred to as “the President.” The President has the authority to grant, review, suspend, reinstate, and terminate credentials.
- 1.2. The President provides the EMCC Board of Directors with an annual credentials report that establishes the list of Individual Members in the EMCC.
- 1.3. All applicants for EMCC credentials will follow the process laid out in this policy.
- 1.4. All candidates will be examined by a CIT.
- 1.5. Credential Holders are assigned an RM for Alongside Support, which includes connection, coaching, and accountability.
- 1.6. The Director of World Partners serves as the supervisor and Alongside Support for credentialed Recognized Global Workers.
- 1.7. Credentialed EMCC staff members are assigned to the President for supervision and support.
- 1.8. The President is accountable to the EMCC Board of Directors.
- 1.9. All Credential Holders will annually indicate agreement with EMCC governing documents and agree to submit to appointed EMCC leaders in all matters related to their credentialing.
- 1.10. Provisions may be attached to any credential at the discretion and direction of the President based upon a recommendation from the assigned RM, DWP or CIT.
  - 1.10.1. Provisions are requirements assigned to a candidate that contain deadlines for the candidate to complete to meet the qualifications of that credential.
  - 1.10.2. Provisions may be added to Recognition of Previous Ordination, reinstatement of credentials, or Credential Holders assuming a new category of assignment or responsibility not previously considered during the initial application. For example, if a person who was initially credentialed as a Youth Pastor is now being hired as a Lead Pastor, additional conditions may be implemented at the time of their new appointment.

**1.10.3.** The Credential Holder's local church or Other Ministry will be notified of all provisions placed on the credential and will cooperate with EMCC and the Credential Holder to encourage completion.

**1.11.** Only one EMCC credential shall be held by an EMCC Credential Holder.

**1.12.** The EMCC does not permit EMCC Credential Holders to have credentials with another denomination.

## **2. Types of Credentials**

### **2.1. Provisional Licence Credential**

**2.1.1.** Individuals with PL Credentials are recognized as individual voting members of the Evangelical Missionary Church of Canada and are subject to the EMCC Members Policy as established by the EMCC Board of Directors.

**2.1.2.** PL credentials are temporarily given until provisions are met and removed at the discretion and direction of a CIT, RM, or DWP. In most cases, those with a Provisional License will require a subsequent meeting with the CIT that examined them to ensure that the provisions have been met or completed. Recommendations or provision extensions will be recorded and reported to the President.

**2.1.3.** It is expected that all new applicants will begin with a Provisional License unless the candidate has completed all mandatory provisions prior to their Interview and has no other provisions added by the CIT.

#### **2.1.4. Types of Provisions**

##### **2.1.4.1. Mandatory Provisions**

Completion of the EMCC Ethos Course (Credential Holder Orientation) is required of all EMCC Credential Holders.

##### **2.1.4.2. Case-by-case Provisions**

Provisions will be determined by the examining CIT and noted on the CIT Report submitted to the President. Provisions will have reasonable and appropriate deadlines attached.

PL Credential Holders may be expected to:

- a. rewrite portions of the doctrinal questionnaire;

- b. acquire additional biblical or theological training;
- c. acquire additional pastoral, missional, or practical training;
- d. attend EMCC-specific seminars to aid in EMCC towards EMCC ethos;
- e. develop a mentoring or accountability relationship for a period of time for the sake of character and leadership development; or
- f. attend additional recommended conferences or courses sponsored by the EMCC (i.e., GC2 Coaching) or sponsored by approved outside organizations (i.e., MissionPrep, Crest).

Provisional License Credential Holders may be subject to the following limitations until specific criteria are met:

- a. The portability of a credential may be limited to the current assignment.
- b. Should a PL move to an assignment that requires additional provisions, a CIT will review the case and make those recommendations. (e.g., A staff pastor moving to a lead pastoral position).
- c. The granting of a clergy marriage registration number may be deferred until the completion of specific provisions.
- d. A Clergy Marriage Registration Number is not granted for a PL unless required by the job description and under the direction of the CIT.

**2.1.5.** The local church board or Other Ministry will be informed of the provisions or limitations assigned to the PL and will work with the credential holder and EMCC on fulfillment of the requirements. The local church board or Other Ministry will be made aware that this may impact employment or EMCC church membership.

**2.1.6.** A provisional license will lapse, be suspended, or be terminated unless conditions are met according to the arrangements made by the CIT or the President.

## **2.2. Licensed Minister Credential**

**2.2.1.** Individuals with LM Credentials are recognized as individual voting members of the Evangelical Missionary Church of Canada and are subject to the EMCC Members Policy, as established by the EMCC Board of Directors.

**2.2.2.** The LM credential is granted to those individuals who meet the requirements of the Credential Policy and application process,

have been examined by a CIT, and have been recommended to, and approved by, the President for a credential.

- 2.2.3. Provisions may be added to an LM credential should there be changes in theology or meeting of EMCC requirements.
- 2.2.4. Those with LM credentials are encouraged to enter the Ordination process after a minimum of two years of ministry. It is understood that not all LM credential holders will obtain OM credentials.

### **2.3. Ordained Minister Credential**

- 2.3.1. Individuals with OM credentials are recognized as individual voting members of the Evangelical Missionary Church of Canada and are subject to the EMCC Members Policy as established by the EMCC Board of Directors.
- 2.3.2. The OM credential is granted to those individuals who meet the requirements of the Credential Policy and application process, have been examined by a CIT, and have been recommended to and approved by the President for a Credential. It is not common for OM credentials to have provisions or conditions.
- 2.3.3. The ordination process is initiated by the Credential Holder's local congregation, mission, or ministry, and serves as an affirmation of ministry calling.
- 2.3.4. When possible, ordination services will be conducted by EMCC staff at the local congregation or Other Ministry in which the Credential Holder is serving.
- 2.3.5. Recognition of Previous Ordination may occur when an individual holds ordination credentials from another denomination. The CIT will give ROPO if the previous ordination is deemed to be sufficiently equivalent to the EMCC's licensing and ordination process. Should it be determined that the criteria and process of ordination received by the candidate differ substantially from the EMCC, the candidate will be required to complete the EMCC license application.
- 2.3.6. Should the EMCC have a current and signed Memorandums of Understanding with any denominations regarding recognizing our outside credentials, candidates will follow the processes outlined in the MOU.

### **3. Procedure for Receiving Credentials**

This is a summary of the procedure and more detailed information can be found in the Brochure for the appropriate credential.

#### **3.1. Contact the Regional Minister or Director of World Partners**

A local ministry contacts the RM or DWP with a written letter of recommendation from the Board of the local ministry to start the candidate on the credential application process, or the candidate contacts the RM or DWP with the request accompanied by a written letter of recommendation from the local ministry. The recommendation must come by formal resolution of the board that is to be quoted in the letter. The person signing the letter cannot be a close relative of the candidate. Churches or National Ministries are encouraged to initiate these procedures prior to hiring any ministry worker who has not already been credentialed with the EMCC.

#### **3.2. Phase 1**

##### **3.2.1. Application**

The RM or DWP will review the letter of recommendation and send this letter along with the candidate's contact information to the EMCC credential administrator to begin Phase 1 of the credential application.

NOTE: OM applicants skip Phase 1 and move directly to Phase 2.

##### **3.2.2. Interview**

When the Phase 1 application is submitted by the candidate, the RM or DWP or a member of the CIT interviews the candidate to either accept the application to move forward to a specific credential in Phase 2 or reject the application.

#### **3.3. Phase 2**

##### **3.3.1. Application**

The RM or DWP will specify the Phase 2 credential that needs to be completed and that part of the application will be sent to the applicant.

##### **3.3.2. Interview**

When the Phase 2 application is submitted by the candidate, the RM or DWP or a member of the CIT will review the submission, and if required, will set up an interview to meet with the candidate and their spouse (if applicable).

#### **3.4. Recommendation and Provisions:**

The CIT will interview the candidate and make a CIT Interview Report to the EMCC President recommending a specified credential, deferral, or denial of the credential. Any provisions on the credential will be added to



the report. This will be reported to the candidate through the credential administrator along with any certificates for successful candidates.

NOTE: For Successful OM Candidates, the candidate, and the RM or DWP will work together to plan an ordination service for the candidate at their local ministry.

## **4. Status of Credentials**

### **4.1. Active**

This occurs when a Credential Holder is in assignment in an EMCC church or Other Ministry, or who remains active in ministry during retirement.

### **4.2. Active (Unassigned)**

This occurs when a Credential Holder is credentialed but is not currently in assignment in an EMCC church or Other Ministry.

### **4.3. Under Review**

This occurs when a Credential Holder is placed under review or investigation at the direction of the President for the following, but not limited, reasons:

- a. The Credential Holder neglected to submit annual renewal documents by October 15 of each year.
- b. The Credential Holder's annual renewal documents do not meet credentialing requirements.
- c. There are allegations of Credential Holder misconduct or breach of the code of conduct.
- d. There are reports that the Credential Holder's beliefs are inconsistent with the EMCC Articles of Faith.
- e. Upon recommendation of the assigned RM or DWP for reasons related to perceived concerns about character or accountability.

**4.3.1.** While Under Review, Credential Holders maintain the privileges and responsibilities of the credentials that they hold.

**4.3.2.** Credential Holders, their respective member churches or organizations, and their supervisors will be informed that their credentials are Under Review.

**4.3.3.** Should the matter be resolved while Under Review, the Credential Holder will regain Active status upon recommendation of the assigned RM, DWP, or Ethics Committee.

**4.3.4.** This status should last no longer than six months.

**4.3.5. Procedures for Resolution of Credentials Under Review**

#### **4.3.5.1. Failure to Submit Annual Renewal Documents**

- 4.3.5.1.1.** In the case that annual renewal documents are not submitted by October 15 of each year, the credentialing administrator will automatically place the Credential Holder Under Review. This may only occur if the Credential Holder has been adequately reminded by email or letter.
- 4.3.5.1.2.** The assigned RM or DWP will be notified and a letter will be sent to the Credential Holder with instructions and a deadline for submission.
- 4.3.5.1.3.** Should the deadline pass with no action taken by the Credential Holder after consultation with their RM or DWP, the President will place the credential under suspension.
- 4.3.5.1.4.** At the point of suspension, any marriage registration number will be cancelled.

#### **4.3.5.2. Annual Renewal Documents Do Not Meet Credentialing Requirements**

- 4.3.5.2.1.** In the case that annual renewal documents are submitted but do not meet credentialing requirements, upon review by the assigned RM or DWP, the RM or DWP will inform the Credential Holder that they are being placed Under Review.
- 4.3.5.2.2.** The Credentialing Administrator will be informed in order to update the database and trigger a letter to be sent to the Credential Holder and their member church or Other Ministry.
- 4.3.5.2.3.** The RM or DWP will arrange a meeting with the Credential Holder to create a plan to resolve the matter.
- 4.3.5.2.4.** Should no action be taken by the Credential Holder, or the plan deadline passes, the RM or DWP will recommend that the President place the credential under suspension.

**4.3.5.2.5.** At the point of suspension, any marriage registration number will be cancelled.

**4.3.5.3. Allegations of Misconduct or Breach of the Credential Holder's Code of Conduct**

**4.3.5.3.1.** In the case of allegations of misconduct or breach of the Credential Holder's Code of Conduct, upon initial review by the assigned RM or DWP, the RM or DWP will inform the Credential Holder that they are being placed Under Review.

**4.3.5.3.2.** The Credentialing Administrator will be informed in order to update the database and trigger a letter to be sent to the Credential Holder and their member church or Other Ministry.

**4.3.5.3.3.** Should the matter, in consultation with the President, be deemed by EMCC to be criminal, egregious, or concerning, the appropriate authorities will be notified, and the President will place the credential under suspension.

**4.3.5.3.4.** Should the matter remain Under Review, the President will determine the nature and seriousness of the concern and determine the type of investigation and review team that is appropriate. This may include any combination of a third-party investigation, an internal Ethics Committee investigation, or an investigation by the RM or DWP along with a few Presidential appointed EMCC leaders. The assigned review team will develop a plan to resolve the matter.

**4.3.5.3.5.** Should no action be taken by the Credential Holder, or the plan deadline passes, the review team will recommend to the President that the credential be placed under suspension.

**4.3.5.3.6.** At the point of suspension, any marriage registration number will be cancelled.

**4.3.5.4. Reported Variance of Belief from the EMCC Articles of Faith**

- 4.3.5.4.1.** In the case of a reported variance of belief from the EMCC Articles of Faith, upon initial review by the assigned RM or DWP, the RM or DWP will inform the Credential Holder that they are being placed Under Review.
- 4.3.5.4.2.** The Credentialing Administrator will be informed in order to update the database and trigger a letter to be sent to the Credential Holder and their member church or Other Ministry.
- 4.3.5.4.3.** The RM or DWP, along with two CIT members will arrange a meeting with the Credential Holder to resolve the matter. A plan and directives may be assigned to the Credential Holder.
- 4.3.5.4.4.** Should no resolve or action be taken by the Credential Holder, or the plan deadline passes, the RM or DWP will recommend to the President that the credential be placed under suspension.
- 4.3.5.4.5.** At the point of suspension, any marriage registration number will be cancelled.

#### **4.3.5.5. Matters Regarding Character or Accountability**

- 4.3.5.5.1.** In the case that an assigned RM or DWP has been notified of, or has observed a matter of character or accountability, after speaking with the Credential Holder, and after consultation with either the President or a fellow National Team member may determine that the Credential Holder be place Under Review to trigger further investigation and conversation.
- 4.3.5.5.2.** The Credentialing Administrator will be informed in order to update the database and trigger a letter to be sent to the Credential Holder and their member church or Other Ministry.
- 4.3.5.5.3.** The RM or DWP will arrange a meeting with the Credential Holder to create a plan to resolve or address the matter.

**4.3.5.5.4.** Should no action be taken by the Credential Holder, or the plan deadline passes, the RM or DWP will recommend to the President that the credential be placed under suspension.

**4.3.5.5.5.** At the point of suspension, any marriage registration number will be cancelled.

**4.4. Suspended**

This occurs when a credential has been suspended due to the Credential Holder being under disciplinary action (See *section 9*).

**4.4.1.** The Credential Holder and their member church or Other Ministry will be given immediate notice of suspension.

**4.4.2.** Suspension includes the immediate cancellation of the Credential Holder's Clergy Marriage Registration Number and the suspension of the Credential Holder's right to vote at Assembly.

**4.4.3.** Suspension may impact employment status.

**4.4.4.** An investigation, under the direction of the President, will be conducted over a reasonable amount of time with the intention of resolving the issue and reinstating or terminating the credentials (See *section 10*).

**4.5. Lapsed**

This occurs after two years of Active (Unassigned) status.

**4.5.1.** Individuals whose credentials have lapsed may reapply for credentials or have their credentials reinstated following a reinstatement process (See *section 10*).

**4.6. Withdrawn**

This occurs when a credential is withdrawn at the voluntary request of the Credential Holder.

**4.6.1.** The credential will be withdrawn if employment begins with another denomination.

**4.6.2.** A Credential Holder may not withdraw their credential when under Disciplinary Action.

**4.7. Terminated**

This occurs when a credential is terminated due to Disciplinary Action by the EMCC.

**4.7.1.** The Credential Holder who has been given notice of Disciplinary Action cannot voluntarily surrender the credential without written permission from the EMCC.

**4.8. Deceased**

This occurs when the Credential Holder has passed away.

**5. Category of Assignment**

Assignments are defined as service or employment that has been recognized by EMCC as compatible with EMCC's beliefs, mission, and values, and advances the mission and ministry of Jesus Christ.

**5.1. Serving an EMCC Member Church**

A credentialed individual who is employed in an EMCC member church or serving as a transitional leader in an EMCC member church.

**5.2. EMCC National Team**

An individual who is employed on the EMCC National Team in a role that requires EMCC credentials. EMCC National Team members shall follow the same credentialing process as all other Credential Holders as outlined in this policy.

**5.3. Serving in Other Ministries**

A credentialed individual who enters employment or volunteering role in a recognized organization, ministry, or agency.

This includes but is not limited to:

- a. non-EMCC churches who do not credential;
- b. Bible colleges and seminaries;
- c. camps;
- d. charitable organizations;
- e. para-church agencies;
- f. disciple-making communities;
- g. chaplaincies; or
- h. those who operate their own ministries or services as independent contractors, consultants, counsellors, or coaches.

NOTE: This does not extend to those who are employed or serving in other denominations that credential (formerly known as Pastor on Loan).

**5.3.1.** The following will be required for a credential status to be considered active:

- a. A signed Memorandum of Understanding (See Appendix 4) will be in effect between the EMCC, the recognized ministry, organization or agency and the Credential Holder and

outline the rights and responsibilities of the parties. MOUs will be reviewed every three years to ensure the terms are up to date and understood.

- b. The Credential Holder will complete an EMCC Annual Report.
- c. The Credential Holder will be responsible for paying an annual fee to EMCC. That fee will be set by the EMCC. It may be paid for by the Credential Holder or the recognized organization as per their arrangement.

**5.3.2.** The EMCC reserves the right to determine if the ministry, organization, or agency is considered recognized and, therefore, whether the Credential Holder's credentials will be maintained. EMCC will establish a vetting process.

**5.3.3.** A recognized ministry, organization or agency must have compatible beliefs, values, and purposes with the EMCC (See *Appendix 4*).

**5.3.4.** At the discretion of the EMCC, Marriage Registration Numbers are granted based on credential type, status, and category. There must be a demonstrated reason for a registration number to be granted. Those in Other Ministries will be accountable for reporting their officiating activity.

**5.3.5. Criteria for Credentialing in Other Ministries**

**5.3.5.1.** The Credential Holder already has a recognized ministry assignment or appointment and starting date.

**5.3.5.2.** The Credential Holder has a prior connection with the EMCC.

**5.3.5.3.** The Credential Holder has been previously credentialed LM or OM with an EMCC assignment.

**5.3.5.4.** The recognized ministry does not give credentials.

**5.3.5.5.** There are demonstrated clear lines of authority and supervision in the ministry.

**5.3.5.6.** The Credential Holder is up to date on Annual Reporting.

**5.3.5.7. Special Conditions for chaplains (military or institutional):**

- a. A chaplain must be a member in good standing with a local EMCC church prior to application for

EMCC credentials and entrance into chaplaincy ministry.

- b. A chaplain may apply for EMCC credentials if not already held before entering chaplaincy ministry.
- c. A chaplain must have a recognized ministry assignment or appointment and starting date before application for EMCC Credentials.

### **5.3.6. Procedure for Credentialing with Other Ministries**

**5.3.6.1.** The Credential Holder makes a request to RM to hold EMCC credentials while in an Other Ministry role.

**5.3.6.2.** The RM meets with the Credential Holder to discuss alignment.

**5.3.6.3.** An MOU is sent to the Credential Holder (*See Appendix 4*).

**5.3.6.4.** The MOU sign-off by all parties, including the Credential Holder, the leader of the Other Ministry, the RM, and the President of the EMCC.

**5.3.6.5.** The database is updated by the Credential Administrator.

**5.3.6.6.** The Credential Holder is supplied information regarding yearly Registration Fee alongside a copy of the signed MOU.

### **5.4. Global Worker**

An Individual with a credential who is under assignment with EMCC World Partners.

### **5.5. Unassigned**

An individual with a credential who is not under assignment. After two years of being unassigned, the status of the credential moves to Lapsed.

### **5.6. Retired**

An individual who has served as a Credential Holder and is retired from an EMCC ministry, but still has active involvement in an approved EMCC ministry (i.e., transitional ministry, EMCC committees or teams, and special assignments, liaison for EMCC. Not including volunteer activities).

## **6. Privileges of Credential Holders**

- 6.1.** Those with Active Provisional, Licensed, or Ordained credentials, are individual members of the EMCC and therefore eligible to vote at all EMCC general meetings.



- 6.2. Credential Holders may receive a Clergy Marriage Registration Number depending on the type of credentials.
  - 6.2.1. Licensed and Ordained Ministers will receive a Clergy Marriage Registration Number for performing marriages in the province of residence of the Credential Holder unless their job description does not require performing marriages.
  - 6.2.2. Provisional Licensed Ministers, as well as those in Other Ministries, may receive a number if it is a requirement of their job description, as approved by the RM.
  - 6.2.3. Temporary numbers for out-of-province weddings can be applied for by EMCC administration for those who currently hold a permanent number (*See Appendix 3*).
  - 6.2.4. Credential Holders are only permitted to perform marriages between a biological man and woman as articulated in Genesis 1-2.

## 7. Responsibilities of Credential Holders

- 7.1. All Credential Holders are bound by the EMCC Credential Holder Agreements and must sign and submit each document through the annual reporting process. These documents include:
  - a. The EMCC Credential Holder Accountability Agreement (*See Appendix 1*).
  - b. The EMCC Credential Holder Code of Conduct (*See Appendix 2*).
- 7.2. All Credential Holders are to maintain membership and participation in an EMCC corporate member church or, where not possible or applicable, in another local church or disciple-making community.
- 7.3. All Credential Holders are expected to work in cooperation with, and in accountability to, the President and their assigned RM, DWP or supervisor.
- 7.4. All Credential Holders are encouraged to participate in events hosted and facilitated by the EMCC for the purpose of development and connection.
  - 7.4.1. Credential Holder's shall prioritize General Assembly, which takes place every two years, due to their status as individual members. Participation can be in-person or online.
  - 7.4.2. Failure to participate over a four-year period without justification may result in credentials being placed Under Review.

- 7.5. Credential Holders are required to comply with the following:
  - a. attend General Assembly at least once every 4 years;
  - b. complete the Personnel Annual Report; and
  - c. only marry biblical and biological male and female as articulated in Genesis 1-2.
- 7.6. Failure to comply with responsibilities could result in one's credential status being placed Under Review (*See section 4.3*).

## **8. Criteria for Obtaining Credentials**

- 8.1. EQUIP Base Line leadership development training expectations will be required for all EMCC credentials in addition to any provisions as outlined by the CIT (*See Appendices 6 and 7*).

### **8.2. Provisional License**

#### **8.2.1. Educational Requirement**

EQUIP Base Line Leadership Development Training will be required according to the provisions as established by the CIT and for future movement toward LM credentials. Formal theological education is required to move to a senior leadership position (*See section 8.3.1.1*).

#### **8.2.2. Assignment**

The individual must be either a candidate or have a ministry position in an EMCC Assignment or Recognized Ministry.

#### **8.2.3. Application**

The individual must successfully have completed the EMCC PL Credential Application and interview with provisions outlined by the CIT.

### **8.3. Licensed Minister**

#### **8.3.1. Educational Requirement**

The individual must have formal theology and basic ministry training (undergraduate or graduate program or equivalent) or satisfy any provisions of the EQUIP Base Line Leadership Development Training as outlined by the CIT.

- 8.3.1.1. If the applicant is a senior leader, a B.Th., B.R.E., or B.A. in pastoral ministry or equivalent will be required.

#### **8.3.2. Assignment**

The individual must either be a candidate or have a ministry position in an EMCC Assignment or Recognized Ministry.

#### **8.3.3. Application**

The individual must successfully have completed the EMCC LM Credential Application and interview process.

### **8.4. Recognition of Previous Ordination**

#### **8.4.1. Letter of Good Standing**

The individual must have a Letter of Good Standing from an organization with which they previously held an Ordination Credential.

#### **8.4.2. Educational Requirement**

The individual must have formal theology and basic ministry training (undergraduate or graduate program or equivalent) or satisfy any provisions of the EQUIP Base Line Leadership Development Training as outlined by the CIT.

#### **8.4.3. Assignment**

The individual must either be a candidate or have a ministry position in an EMCC Assignment or Recognized Ministry.

#### **8.4.4. Application**

The individual must successfully have completed the EMCC ROPO Credential Application and interview process. The applicant will then be granted EMCC OM credentials.

### **8.5. Ordained Minister**

#### **8.5.1. Timeline**

The individual must have a minimum of two years of ministry experience after receiving LM credential.

#### **8.5.2. Assignment**

The individual must either be a candidate or have a ministry position in an EMCC Assignment or Recognized Ministry.

#### **8.5.3. Application**

The individual must successfully have completed the EMCC OM Credential Application and interview process.

#### **8.5.4. Affirmation**

The individual must be affirmed by their local congregation and leadership for Ordination.

## **9. Discipline of Credential Holders**

- 9.1.** EMCC Credential Holders are required to submit to discipline as expressed in the EMCC Articles of Governance and this Credentialing Policy.
- 9.2.** Credential Holders have the right to appeal disciplinary decisions using the Mediation and Arbitration Procedure as outlined in the Articles of Governance.
- 9.3.** The EMCC President has the authority to suspend Credential Holders.
- 9.4. Purpose of Discipline**

The goal of Disciplinary Action is to lead toward repentance, restoration, and reinstatement of credentials, where possible. Discipline may lead to the termination of credentials. The discipline process will be handled with respect for all parties involved. It will follow current policy related to Abuse, Harassment and Complaint. It shall be consistent with the principles of Scripture and natural justice.
- 9.5. Types of Disciplinary Action**
  - 9.5.1. Suspension of Credentials**

Suspension results in the immediate cancellation of Clergy Marriage Registration Number and removal of the right to vote as an individual member of EMCC.
  - 9.5.2. Termination of Credentials**

Termination results in the removal of all Credential Holder and individual member privileges. A note will be placed on file that the individual was terminated under discipline.
- 9.6. Causes for Discipline**
  - a. A breach of the EMCC Credential Holders Code of Conduct.
  - b. A willful propagation of doctrines that are contrary to those set out in the EMCC Articles of Faith.
  - c. Contentious, non-cooperative, or unaccountable behaviour that fosters disunity in a member church or towards appointed denominational leaders and officers.
  - d. Willful failure to complete or comply with required reporting, responsibilities, or restrictions placed on Credential Holders as articulated in EMCC policy and the Credential Holders Manual.
- 9.7. Procedure for Discipline**
  - 9.7.1.** Upon recommendation from the assigned RM, DWP, Ethics Committee, Divorce Consideration Committee or CIT, the President may act to

suspend the credentials of a Credential Holder.

- 9.7.2. The Credential Holder under discipline shall receive a letter of suspension from the President informing them of the consequences and directions as to how to proceed.
- 9.7.3. A copy of the letter will be sent to the Credential Holder's supervising board or organization. In some cases, the letter may recommend that the Credential Holder be suspended from duties.
- 9.7.4. Matters related to employment will be the responsibility of the member church or supervising organization.
- 9.7.5. The assigned RM or DWP will work with the President to appoint an ad hoc Ethics Committee to investigate and develop a restoration and reinstatement plan, with an appropriate timeline.

## **10. Reinstatement of Credentials**

Persons whose EMCC credentials have lapsed or have been suspended may request to have their former credential reinstated. Each candidate will follow a pre-determined reinstatement review process. In some cases, the process may be personalized based on the situation. Reinstatement is by action of the President upon recommendation of the assigned RM, DWP, CIT or Ethics Committee.

### **10.1. Procedure for Reinstatement of Lapsed Credentials**

- 10.1.1. The reinstatement process is initiated by the candidate (former Credential Holder) through a written request sent to [credentialing@emcc.ca](mailto:credentialing@emcc.ca) or the RM assigned to the region where the candidate resides or will have a ministry assignment. The written request will include the following: current contact information, rationale for the request, pending ministry assignment with EMCC member church or approved Other Ministry, and include a recent history of employment and further education.
- 10.1.2. The assigned RM will connect with the candidate to be updated on his or her situation and seek any further clarification. The candidate's personnel file will be reviewed to determine that EMCC has the necessary documentation to proceed. This includes files related to the candidate's doctrinal questionnaire and past CIT approvals. The RM may request additional documentation from the candidate. Reinstatement is conditional on access and availability to previous paperwork and CIT interview direction. If no previous paperwork or verification is available, the candidate will have to complete the credentialing application process. If the candidate is not in our database but can provide the necessary paperwork, the

candidate will have to complete Phase One so that we have updated information.

**10.1.3.** Reinstatement is tied to an approved ministry assignment. The candidate will request a letter of recommendation and pending assignment from the EMCC member church or EMCC-recognized Other Ministry.

**10.1.4.** The assigned CIT will review the candidate's documents and conduct a CIT interview. The CIT will determine whether the candidate still aligns with EMCC doctrine and ethos. The CIT will explore the circumstances of the candidate's departure from the EMCC or ministry to be sure the individual is fit and ready for reinstatement. The CIT will make a recommendation to the President for reinstatement. At the CIT's direction, temporary provisions may be added to the reinstatement.

**10.1.5.** All necessary EMCC commitments must be signed at the point of reinstatement.

**10.1.6.** With the President's approval, the credential will be reinstated, and a certificate issued. The reinstatement date will be noted on the new certificate as well as the previous date that credentials were granted.

**10.1.7.** In the case of an EMCC member church looking to call and hire a lapsed candidate, the reinstatement process must be completed prior to the hiring of the candidate.

**10.1.8.** In the case of an EMCC recognized global worker whose credentials have lapsed, should they desire to have their credential reinstated, the candidate will follow the above process under the direction of the DWP.

**10.1.9.** In the case where a former Credential Holder who has requested reinstatement of credentials, but their former credential is insufficient for the new role they are considering, the CIT or DWP may assign temporary provisions to the reinstatement.

## **10.2. Procedure for Reinstatement of Suspended Credentials**

**10.2.1.** A suspended candidate may request to have their credentials reinstated by making a formal written request to their assigned RM. The request must be accompanied with rationale and evidence.

**10.2.2.** In most cases, the EMCC will initiate the reinstatement process after it has been determined that the suspended candidate has completed all the requirements as outlined in a reinstatement plan. The assigned RM, in concert with an appointed ad hoc Ethics Review Committee, or CIT will determine the terms for restoration and reinstatement. The terms will be determined on a case-by-case basis.

**10.2.3.** Reinstatement will only be considered after all requested or required terms have been met as set out by EMCC for reinstatement. The assigned Ethics Committee, RM, or CIT will make a recommendation in writing to the President for reinstatement.

## **11. Divorce Consideration and Extenuating Circumstances**

**11.1.** Applicants for credentialing who have been previously divorced or have married a divorced person will be investigated by a presidentially appointed Divorce Consideration Committee for the purpose of determining the circumstances of the divorce. The President will make a determination based on the recommendation of the Divorce Consideration Committee as to whether the applicant may continue the credentialing process.

**11.1.1.** In the case of a pastoral search, the member church will be notified of the process.

**11.2.** Credential Holders who are considering separation or divorce must inform their assigned RM or the DWP (in the case of Global Workers).

**11.2.1.** The Credential Holder will immediately be placed Under Review.

**11.2.2.** The case will be investigated by a presidentially appointed Divorce Consideration Committee for the purpose of determining the situation and the impact on their ministry assignment.

**11.2.3.** The Divorce Consideration Committee will make recommendations to the President as to whether the applicant be suspended or continue in ministry with provisions. The member church or Other Ministry will be notified.

**11.3.** Process and Factors are based on the “Divorce Consideration” in credentialing as per Articles of Governance 3.7.2 (See *Appendix 5*).

### **11.3.1. Procedure for Determining Extenuating Circumstances During Divorce Consideration**

#### **11.3.1.1. Credential Applicant**

The candidate will be asked if they have been divorced during the Phase 1 credential application. The candidate will provide a written summary of the marriage break up, and the RM or DWP will discuss divorce with the candidate during the Phase 1 interview.

#### **11.3.1.2. Credential Holder**

The RM will discuss the marital situation with the person as well as request a written summary.

**11.3.1.3.** The RM or DWP reports and consults with the President.

**11.3.1.4.** If it is believed that there are Extenuating Circumstances, a Divorce Consideration Committee (DCC) is gathered by the RM.

**11.3.1.5.** The DCC interviews and investigates; the committee must exercise the means necessary to get reliable third-party confirmation of the facts.

**11.3.1.6.** The DCC will then make a recommendation to the RM or DWP, who will then report the recommendation to the President.

**11.3.1.7.** The President may request additional information from the RM or DWP as needed.

**11.3.1.8.** If there are determined to be Extenuating Circumstances, applicants will be permitted to continue the application process, and Credential Holders will be reinstated.

#### **11.3.2. Factors to Consider by the DCT**

Cases where there has been infidelity abandonment by the spouse, or where the divorce occurred prior to conversion, and where such circumstances can be reasonably ascertained, shall be considered reasonable grounds to consider applying this provision of Extenuating Circumstances.

**11.4.** The recommendation to grant or reinstate credentials is contingent upon clear and sufficient evidence of personal integrity and marital stability, as determined at the sole discretion of the President.



## **12. Presidential Appointments**

A Presidential Appointment is an EMCC-approved designation that is not considered a credential and, therefore, does not come with the same rights, responsibilities, privileges, and requirements that come with EMCC credentials. Notably, those individuals who fall under the following categories are not considered individual members of the Evangelical Missionary Church of Canada. Each Appointment will be governed by their own set of expectations as laid out in this policy.

**12.1.** All individuals remain subject to the authority of the President as long as they hold the designation.

**12.2.** The designation may be removed at any time at the discretion of the President.

### **12.3. Types of Presidential Appointments**

#### **12.3.1. Transitional Leader**

This appointment shall be granted to an approved person who is serving a Member Church as an intentional interim during a pastoral transition.

**12.3.1.1.** Presidential approval and appointment must precede the signing of a contract between the church and the transitional leader.

#### **12.3.2. Lead (or Senior) Pastor Role**

This appointment shall be granted to an approved individual who is in the credentialing process, has successfully completed Phase 1, and has been hired to serve a Member Church as a lead pastor.

**12.3.2.1.** This is a maximum one-year appointment with the expectation that the candidate will complete the credential process and be approved for credentials.

**12.3.2.2.** Should the candidate fail to be granted credentials, the Member Church will conclude the employment agreement.

### **12.4. Presidential Appointment Privileges**

**12.4.1.** The appointee will have access to RM support.

**12.4.2.** The appointee will have access to EMCC resources and events.

### **12.5. Presidential Appointment Responsibilities**

- 12.5.1.** The appointee must annually agree to the EMCC Credential Holder Accountability Agreement and the EMCC Credential Holder Code of Conduct Agreement.
- 12.5.2.** The appointee must complete an Annual Report and have regular check-ins with the assigned RM.
- 12.5.3.** The appointee is encouraged to participate in EMCC events.
- 12.5.4.** Breach of the Accountability Agreement or Code of Conduct by the appointee, upon a review, will result in an immediate loss of Presidential Appointment. The Member Church will be notified, and a conclusion to employment will be recommended.

## **12.6. Process for Receiving Presidential Appointments**

### **12.6.1. Transitional Leader**

- 12.6.1.1.** The Member Church wishing to engage the services of a Transitional Leader will first contact their RM to explore the circumstances surrounding their transitional needs.
- 12.6.1.2.** The Member Church board and RM will work together to identify potential transitional candidates. The Member church will conduct interviews. Once a candidate has been identified, the RM will conduct an interview with the candidate and ask them to complete Phase 1 of the credentialing application.
- 12.6.1.3.** The RM will recommend the Transitional Leader to the President for Presidential Appointment.
- 12.6.1.4.** Presidential Appointments for Transitional Leaders will be renewed annually for the length of the transition period as agreed upon by the Member Church, Transitional Leader and EMCC.

### **12.6.2. Lead (or Senior) Pastor**

- 12.6.2.1.** The Member Church wishing to hire a Lead Pastor who has not completed the credentialing process must first contact their RM.
- 12.6.2.2.** The candidate must first complete Phase 1 of the credentialing Process, including an interview with the RM and approval from the RM to move on to Phase 2.

No hiring can occur without completion of Phase 1, an interview with an RM, and approval by the President.

**12.6.2.3.** Upon completion of Phase 1, the RM will recommend the candidate to the President for Presidential Appointment. After which, the candidate should complete the credentialing process within one year. A longer time frame may be granted under extenuating circumstances after the one-year review. The Member Church will be informed of these requirements.

**12.6.2.4.** Presidential Appointment letters will be sent to the individuals and Member churches affirming the appointment.

## **13. Presidential Recognitions**

### **13.1. Recognized Global Worker**

Recognized Global Workers are individuals who are sent and supported by a recognized Missions Agency outside of World Partners. The Recognition is not a credential, although a Recognized Global Worker may hold EMCC credentials if they have previously completed the EMCC credentialing process and have been granted licensed credentials. Therefore, Recognized Global Workers are not individual members of the Evangelical Missionary Church of Canada unless they are credentialed by the EMCC.

**13.1.1.** Recognized Global Workers are usually connected to the EMCC, often through Member Churches. If the Recognized Worker is credentialed, they are accountable to the EMCC. are accountable to their respective Missions Agencies.

**13.1.2.** The EMCC may remove recognition at any time.

### **13.2. Privileges of Recognition**

**13.2.1.** The Recognized Worker will have a broader profile through EMCC communications.

**13.2.2.** The Recognized Worker Promotion at in-person events.

**13.2.3.** The Recognized Worker will receive Invitation into EMCC family life and events.

**13.2.4.** The Recognized Worker will be endorsed for support raising in our Member Churches

### **13.3. Responsibilities of Recognition**

**13.3.1.** The Recognized Worker must complete the Recognized Worker Annual Report.

**13.3.2.** The Recognized Worker must provide the EMCC with updates and prayer requests.

**13.3.3.** The Recognized Worker must participate, when possible, in EMCC events.

#### **13.4. Process for Receiving Recognition**

**13.4.1.** The individual looking to receive recognition will complete the Recognized Worker application process.

**13.4.2.** The candidate will then complete the interview process with the DWP or a designate.

**13.4.3.** The DWP will recommend the candidate to the President for Recognition.

**13.4.4.** A Recognition letter will be sent to the candidate.

**13.4.5.** An Invitation will then be extended for EMCC orientation.

#### **13.5. Dues for Recognition**

**13.5.1.** Annual dues are required to maintain Recognition.

**13.5.2.** The amount will be determined on an annual basis by the DWP, in consultation with the President.

#### **13.6. Applicant for Credentials**

**13.6.1.** This Recognition simply acknowledges an applicant has entered the credentialing process. This is generally an individual hired or candidating to be hired by a Member Church yet to complete and receive credentials. Applicants for Credentialing should have a pending ministry assignment. This applicant is not to be confused with a Presidential Appointment for a Lead (or Senior) Pastor. This recognition covers all other positions and roles while in application.

##### **13.6.2. Privileges of Recognition**

**13.6.2.1.** The individual will have access to RM support.

**13.6.2.2.** The individual will have access to EMCC resources and events.

### **13.6.3. Responsibilities of Recognition**

**13.6.3.1.** Individuals who have been hired are required to complete an Annual Report.

**13.6.3.2.** Individuals who are still in the candidating process will be required to complete and sign the Credential Holder Agreements.

### **13.6.4. Process for Receiving Recognition**

**13.6.4.1.** Recommendations from the Member Church must be received and reviewed by the assigned RM.

**13.6.4.2.** The RM will approve the individual to enter the application process.

### **13.6.5. Dues for Recognition**

There are no dues required for Recognized Global Workers.

## **14. Commendations**

### **14.1. Honourably Retired**

This approved designation is for a Credential Holder who has made the decision to retire from ministry without reporting active participation. This commendation is not a credential but is considered a recognition of honour and gratitude for years of service with the EMCC.

**14.1.1.** This commendation releases the EMCC from accountability for the former Credential Holder.

**14.1.2.** This commendation releases the individual from the responsibilities and requirements (i.e., annual reporting and participation in EMCC events) and privileges of an EMCC Credential Holder (i.e., access to a marriage registration number and voting privileges).

**14.1.3.** Titles of Reverend or Pastor may still be used with the acknowledgement that the individual is Honourably Retired and no longer holds EMCC credentials.

**14.1.4.** Records will be kept of all those who are Honourably Retired for historical purposes.

## **14.2. Process for Receiving Commendation**

**14.2.1.** Upon the decision to retire, the Credential Holder will inform their assigned RM.

**14.2.2.** The individual will be given the choice to remain Active, Retired or choose the commendation of Honourably Retired. At any point during Active retirement, the individual may make this choice by informing their RM or the Credentialing Administrator.

**14.2.3.** The Honourable Retired individual will receive a letter of commendation.

**14.2.4.** If they have a marriage registration number, it will be cancelled.

## Appendix #1



### **EMCC Credential Holder Accountability Agreement**

*To be signed annually by all credential holders and those under presidential appointment.*

I understand as a Credential Holder that my signature indicates my commitment to enter into accountability with the Evangelical Missionary Church of Canada (EMCC) and I am in agreement with EMCC Bylaws, Articles of Faith and Governance, EMCC Board of Directors Members Policy, and EMCC Credential Policy. I understand that, inasmuch as my credentials makes me a representative of the EMCC, I commit to advance the purposes, mission and values of the denomination and support the ministries of EMCC through participation and promotion.

I understand that my credentials come with privileges and responsibilities. I seek to understand what is expected of me and steward those with integrity.

I have read, understand and agree to align with the EMCC Articles of Faith. I understand that the credential is granted in trust and can be placed under review for beliefs incompatible with the Articles of Faith. I will subscribe and support the theological perspectives and positions of the EMCC and will commit to upholding them in my preaching, teaching and ministry. If I come to hold beliefs that are at variance, I will communicate that to EMCC directly or through my annual reporting, understanding that my credentials may be placed under review. If I cannot in good conscience comply with the EMCC Articles of Faith or restrictions placed on credential holders in EMCC governing documents or the Credential Holders Manual, I will request that my credentials be withdrawn.

I understand that I am entering an accountability relationship with the EMCC, wherein the officers of the EMCC have the authority to grant, suspend and terminate my credentials. This accountability relationship includes mandatory reporting annually. I understand that failure to report annually will result in my credential being placed under review. Should the matter not be resolved in a reasonable period of time, my credentials will be suspended or lapse. Further, this accountability relationship includes the willingness to receive coaching, counsel, direction and discipline from the officers of EMCC, with a view to strengthening one's walk with Jesus and ministry for Him.

I understand that if my EMCC credential is suspended or terminated that neither the EMCC nor the member church, ministry, agency or recognized Other Ministry is liable for any damages or loss that might occur as a result of the forfeiture of my credential.

I have read and understand this agreement and affix my signature.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dat

## Appendix #2



### **EMCC Credential Holder Code of Conduct Agreement**

*To be signed annually by all credential holders and those under presidential appointment.*

I understand as a Credential Holder with the Evangelical Missionary Church of Canada (EMCC) that my conduct and example has just as much impact on my ministry, service and witness as my gifts and abilities. I commit to a lifelong journey of learning to be like Jesus in my attitudes, behaviour and character. I will seek to develop and practice personal and corporate spiritual and relational habits that foster a vibrant, accountable relationship with Jesus and His church. I understand, that while I may serve and minister to individuals and a culture that does not acknowledge or practice the ways of Jesus, I will hold myself to a Christ-like standard.

I understand, without limiting examples of inappropriate behavior deemed by the EMCC to be contrary to the teaching and life of Jesus, the EMCC does not condone nor tolerate conduct of a credential holder such as: marital unfaithfulness in all of its forms, sexual sin as described in Scripture, cohabitation, abuse in all of its forms (physical, sexual, emotional, verbal, mental, financial, neglect, power, violence), substance abuse and excess (including tobacco, alcohol or other drugs), addictive behaviours (including pornography, gambling), theft, fraud, breach of trust or confidence, harassment, lying, deceit, slander and criminal activity.

I understand that a report or allegation of misconduct, will trigger a review and may result in my credentials being placed “under review” by EMCC, pending further investigation. While “under review” restrictions and/or limitations may be placed upon my credential. Should it be determined that I have violated this code of conduct, appropriate discipline will be applied, which may include suspension of credentials and/or termination of credentials. In cases that are determined as criminal or egregious, credentials will be suspended immediately pending further investigation. I understand that in the event that disciplinary action is required, such action will be conducted in keeping with Biblical principles, legal requirements and in cooperation with the local authorities, local congregation, agency or ministry in which I serve. I understand that my acceptance of credentials constitutes an implicit consent to submit annual reporting, EMCC discipline and accountability. I further understand that my employment at my local church, agency or ministry may be impacted by the status of my credentials. I understand that in the event that my credential is suspended or terminated that neither EMCC nor my employer is liable for any damages or loss that might occur as a result of the forfeiture of my credential. My employer will be responsible for employment decisions and implications. I understand that if my credential is under review, suspended, lapsed and/or terminated that there is a process, as determined by EMCC, whereby my credentials may be reinstated, at the discretion of EMCC, after appropriate restoration and restitution.

I understand that as a credential holder I am only allowed to perform marriages between a biological man and woman as articulated in Genesis 1-2.

I have read and understand the agreement and affix my signature.

---

Printed Name

---

Signature

---

Date



## Appendix #3



### Clergy Marriage Registration Number

#### OBJECTIVE/BACKGROUND

Provincial marriage offices issue Clergy Marriage Registration Numbers, either permanent or temporary, to solemnize weddings. Provinces have become increasingly resistant to granting these registration numbers unless a clear line of authority exists between the denomination and the individual requesting the registration. EMCC will apply for a clergy marriage registration number for a credential holder under the conditions outlined in this Policy. Provincial rules differ concerning temporary license eligibility, the length of time the registration number is valid, and the number of times it may be used. EMCC also has eligibility criteria. EMCC will apply for marriage numbers only in provinces where we have congregations and, therefore, an established working relationship with the province. We do not apply for marriage numbers outside of Canada. Only the President, and staff members with signing authority with the provincial marriage offices, may make application.

#### POLICY

1. Provincial rules allowing, EMCC Licensed and Ordained Ministers serving in a position that requires them to perform weddings qualify for a permanent marriage registration number to conduct weddings in their province of residence. EMCC will apply on their behalf for this number.
2. Upon request of the Regional Minister, a Provisional Licensed Minister or those serving in Other Ministries may qualify for a permanent marriage registration number to conduct weddings in their province of residence. EMCC will apply on their behalf for this number.
3. A clear line of authority and accountability must exist between EMCC and individuals before EMCC will make application on their behalf for a registration number.
4. For all temporary numbers, EMCC Staff must have a request from an RM in order to begin work on an application on behalf of an individual.
5. RMs do not give individuals assurance of eligibility for a temporary number, but do give individuals permission to request application through EMCC, and provide individuals with an information sheet to collect the specifics concerning the wedding.
6. Upon receipt of the completed information sheet, EMCC staff determines if the person meets the provincial eligibility requirements for a temporary number.
7. If the EMCC staff finds that an individual does not meet provincial requirements for a temporary number, the EMCC staff person will contact the individual in a timely manner so the person may consider other arrangements.

## PROCEDURES FOR TEMPORARY NUMBERS

1. For an individual with a permanent number needing a temporary number to perform a wedding ceremony in another province, the EMCC office will apply for this temporary number on their behalf.
2. All requests for a Temporary License to Marry shall first be directed to an EMCC Regional Minister a minimum of thirteen weeks prior to the wedding. We cannot guarantee that short notice applications will be processed in time. Individuals who request that we proceed with these applications do so at their own risk. EMCC strongly recommends that these pastors have a back-up plan in place, such as another registered pastor prepared to step in to perform the legal aspects of the ceremony and to complete and sign the paperwork. EMCC will not make applications less than four weeks prior to a wedding date unless under extreme circumstances approved by the RM.
3. The Regional Minister shall determine if special permission to proceed with an application is needed as per the policy and may grant that permission.
4. EMCC office staff must receive the completed form with the required information by a minimum of twelve weeks prior to the wedding.
5. The EMCC office staff shall complete the application according to provincial standards and ensure that it is sent to the appropriate government office for processing.

**Appendix #4**  
**Other Ministries - Memorandum of Understanding**

Memorandum of Understanding (MOU)  
Between



**Evangelical Missionary  
Church of Canada**

**Evangelical Missionary Church of Canada (EMCC)**  
160 Lancaster Street East, Kitchener, ON N2H 1N2  
[www.emcc.ca](http://www.emcc.ca)

and

\_\_\_\_\_  
(Name of Credential Holder and Current EMCC Credential)

\_\_\_\_\_  
(Job Title)

\_\_\_\_\_  
(Start Date)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Phone)

and

\_\_\_\_\_  
(Recognized Organization)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Website)

*Objective:* To maintain accountability with credential holders who serve in other ministries

*Definitions:*

Other Ministries – recognized organization, ministries, agencies, and non-EMCC churches who do not credential

Term: Memorandums will be reviewed every 3 years on the anniversary of the initiation date and resigned by all parties. Should the credential holder no longer be associated with the recognized organization, this agreement becomes null and void.

#### **Requirements of Credential Holder:**

1. The credential holder is responsible to complete an online EMCC Annual Credential Holder Report in order to maintain active credential status. Failure to do so will result in a review and possible suspension of credentials.
2. The credential holder is responsible to sign the Credential Holders (Ministers) agreement annually as part of the annual online reporting process. The credential holder will inform EMCC should they no longer be in alignment with EMCC theologically.
3. The credential holder will maintain support, contact/connection with EMCC when and where possible; initiating periodic check-ins with their assigned Regional Minister.
4. If the credential holder maintains a license to marry number with their province, the credential holder agrees to abide by the parameters set out by EMCC related to officiating marriages.
5. The credential holder will inform EMCC of any changes to their contact or employment information.

#### **Responsibilities of EMCC:**

1. EMCC will assign a Regional Minister to the Credential Holder. The Regional Minister will be the first-point of contact to EMCC for the Recognized Organization and the Credential Holder. The Regional Minister will be available to the Credential Holder for coaching, resourcing and support upon the request of the Credential Holder. Any support EMCC provides the Recognized Organization may be subject to administration fees.

#### **Responsibilities of Recognized Organization:**

1. **Doctrinal Alignment:**  
The Recognized Organization, with whom the credential holder is employed, agrees with the EMCC Articles of Faith (as currently posted on emcc.ca). OR, in the case of chaplains ministering with different faith communities, a recognition and support of the chaplain's faith stance.
2. **Supervision and Accountability:** The Recognized Organization agrees to provide EMCC with an annual "Letter of Commendation" which asserts, based on their regular review and accountability processes, that there are no known moral, ethical, criminal, legal or personal issues (health, marital, financial factors affecting ministry/work)

that would impinge on maintaining credentials with EMCC. This letter should be emailed to [credentialing@emcc.ca](mailto:credentialing@emcc.ca) no later than March 1, on an annual basis.

Any concerns will be reported to EMCC by the credential holder &/or the recognized organization appropriately. Should there be an allegation that requires investigation and/or discipline the Recognized Organization will immediately report the matter to EMCC.

In the event the annual letter is not received, it is the credential holder's responsibility to rectify the matter within six months. No letter on file nullifies this agreement and places the credential holder's credentials "under review" pending resolution or suspension.

All matters related to performance and review will be the sole responsibility of the Recognized Organization.

3. Discipline: Should the credential holder be placed under discipline by the Recognized Organization, the organization will report the matter immediately to the EMCC. Subsequent action by EMCC may follow.
4. Dues: Either the credential holder or the Recognized Organization will agree to pay EMCC an initial registration fee of \$120 (first year) invoiced to the credential holder and thereafter an annual administration fee of \$240.00 invoiced to the credential holder. Payment due by March 1 to maintain active credentials. Failure to submit annual dues may result in a review of this agreement and/or credentials. The RM will have the right to waive the annual fee if EMCC Common Cause is being contributed to.

This MOU may be terminated by any party upon 90-days-notice or changed by all parties being in agreement.

Credential Holder Name (Print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Recognized Organization Leader Name(Print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

EMCC Regional Minister Name (Print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

EMCC President Name (Print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix #5 Divorce Consideration Process

### DIVORCE CONSIDERATION QUESTIONS

1. Introductions – Candidate and spouse, Divorce Consideration Team (DCT)
2. Purpose: Adjudicate divorced candidates for credentialing (As Per AofGov 3.7.2)
3. Candidates written story is shared before the meeting, but the candidate will verbally tell their story at the meeting.
4. Factors to Consider and Look for in the Story
  - Grounds**
    - Cases where there has been infidelity or abandonment by the spouse or where the divorce occurred prior to conversion, and where such circumstances can be reasonably ascertained shall be considered reasonable grounds to consider applying this extenuating circumstances provision. The recommendation to grant or reinstate credentials is entirely contingent upon clear and sufficient evidence of personal integrity and marital stability, as determined at the sole discretion of the Board of Directors.
    - The biblical grounds for divorce are the infidelity (adultery) of the partner, and possibly abandonment.
  - Reconciliation Sought**
    - Was reconciliation in good faith sought by the applicant?
  - Repentance**
    - Was there clear repentance and “ownership” on the part of the applicant for his/her part in the breakdown of the marriage?
  - Present State of Relationship with the Ex-Spouse**
    - What is the present relationship with the ex-spouse? Will this relationship hinder ministry?
  - Present Stability of the Applicant’s Home**
    - Has sufficient time elapsed to assess the stability of the applicant’s home?
  - Stance in Counselling Others**
    - Do they oppose divorce and counsel against it?
  - Impact on Present and Potential Ministry**
    - Can we assess the present and potential impact on ministry of the fact of divorce and remarriage?
  - Disposition of Children**
    - Where are the children? How are they doing? What impact is this having on them? What affect does this have on the testimony of the applicant?

- **Personal Character of the Applicant and new spouse**
    - What evidence is there that speaks for the good character of both the applicant and spouse?
  - **Coping with the Stigma**
    - How is the applicant coping with the stigma often attached to divorce and remarriage?
  - **Honour or Dishonour**
    - If you were a pastor, would your past be a negative or a positive?
  - **Abuse**
    - Has there been an element of abuse, physical, emotional or sexual? What was the applicant's involvement? If there has been, are there ongoing issues that compromise this application or disqualify the applicant?
5. Other considerations
- a. Third Party Confirmation
  - b. Contacting people (ex-spouse, others who knew them)
  - c. Further Questions
6. Recommendation to the President.
- a. Acceptance
    - i. Motion: We recommend (NAME) for consideration of credentials in accordance with the extenuating circumstances provision of EMCC Articles of Governance 3.7.2 with regard to (REASONS for divorce: Abandonment, Infidelity/Adultery, Divorce before Christian). This has third party confirmation from (NAME). Carried (NAMES of DCT Members), (LOCATION of DCT), (DATE)
  - b. Denial
    - i. Motion: We do not recommend (NAME) for consideration of credentials as they do not meet the standards of the extenuating circumstances provision of EMCC Articles of Governance 3.7.2 with regard to (REASONS for divorce). Carried (NAMES of DCT Members), LOCATION of DCT, DATE

### **National EMCC Articles of Governance – 3.7.2 *In the Case of Divorced Persons***

It is the usual policy of the EMCC not to credential persons who have been divorced or married to a person who has been divorced. At the sole discretion of the EMCC (as expressed through the decisions of the President or the Board or both), however, an applicant may be considered for credentials where there may be extenuating circumstances, as those are described below. In that event, the applicant's case will be

first adjudicated by an ethics committee and if the ruling of the ethics committee is favourable, AND the ruling is approved by a 75% vote of the Board of Directors, the applicant may proceed to the regular credentialing process.

It is further the policy of the EMCC to review the credentials of a credentialed minister who, subsequent to credentialing, is divorced or who marries a divorced person. Upon occurrence (or the inevitable imminence) of such an event, the credentialed minister shall immediately surrender his/her credentials and cease ministry. The matter shall then be investigated by an ethics committee and a recommendation brought to the Board of Directors without delay to either confirm the revocation of credentials, or to reinstate the credentials. A recommendation to reinstate must be approved by a 75% majority vote of the Board of Directors before it can become effective.

Extenuating circumstances are cases where it can be ascertained with reasonable certainty that there has been infidelity or abandonment by the spouse of the credentialed person, or where the divorce occurred prior to conversion of the credentialed person. Any recommendation to grant or reinstate credentials in such event shall be entirely contingent upon clear and sufficient evidence of personal integrity and marital stability of the credentialed person, as determined at the sole discretion of the Board of Directors, requiring a 75% majority vote as referred to above.



## Appendix #6

### EQUIP: Leadership Development Training for EMCC ministry personnel

EQUIP is intended to introduce those entering into ministry or currently in ministry with the EMCC to some of the distinctives of the EMCC and the distinct ways of the EMCC. EMCC Core courses are designed to provide and equip those entering the EMCC ministry world with understanding and competencies specific to ministry in the EMCC. These core courses will provide a base from which one can then pursue deeper and more advanced training. The core competencies are expected of everyone entering into some level of credentialling with the EMCC. The course, EMCC Ethos, will be required of all those who wish to be credentialled with the EMCC. These courses are considered basic and are abbreviated from normal academic programs. They are intended to help ensure that everyone has at least the basic tools to begin ministry within the EMCC. All course work will be on the online platform through Rocky Mountain College (RMC) and there will also be some face-to-face opportunities and direct mentoring will be available.

As an individual enters ministry in the EMCC they will be assisted in assessing what courses may be needed to complete the credentialling process. The Regional Minister (RM) will work with individuals to determine what courses may be required and will then work with the EQUIP director to arrange appropriate course work.

Funding for the course work will be a cooperative effort. The EMCC will offer scholarships for this work but it is also expected that the church, ministry, organization or team with which the applicant is working will also provide some funding. We also expect that the applicant will contribute toward their education. The exact financial arrangements will vary from case to case and will be worked out with the EQUIP director.

The EQUIP training will be offered on the Rocky Mountain College Platform and will be served by a variety of well qualified professors and practitioners. Those who graduate from EQUIP will receive a training certificate. Registration and payment for courses will be done through RMC under the supervision of the EQUIP director. You can find registration and further information on the RMC website under EQUIP.

#### *Core Courses*

There are eleven core courses that are offered under four main categories. When the course refers to hours these are not to be understood as academic hours but hours of instruction. Each teaching session will be approximately one hour in length. The syllabus will include required and recommended reading, papers and activities that will be expected of each student.

Here are the courses in brief and then a fuller description

1. EMCC Ethos a. History and Heritage b. Culture, Values and Mission, Sexual abuse prevention c. EMCC Polity, Credentialling expectations and process. 8 hrs
2. Theology I (Wesleyan Arminian) – 4 hrs
3. Theology II (Women in Leadership) – 4 hrs
4. Theology III (The Holy Spirit) 4 hrs
5. Leadership/ Disciple Making I (Leading like Jesus) – 4 hrs
6. Leadership/ Disciple Making II (Way of Jesus) – 6 hrs
7. Leadership/ Disciple Making III (Organizational Leadership) – 4 hrs
8. EMCC Mission and Missiology - 4 hrs
9. Character I (Soul & Self Care) – 4 hrs
10. Character II (Accountability, Self-Awareness & Holy Living) – 4 hrs

## 11. Character III (Spiritual Formation) – 4hrs

### **EMCC Ethos – 8 hours**

This course is designed to familiarize students with the EMCC. We will discuss the history and heritage of the EMCC. The culture, values and mission of the denomination will be examined. The EMCC mission, which places a strong emphasis on discipleship, vision and values are reflected in the kind of denomination we desire to be; relational, servant oriented, humble, team approach and a community of respect and honor. We will give some time to Sexual abuse prevention along with EMCC polity, expectations, services and the credentialing process. Portions of this course frequently include face to face instruction and interaction.

### **Theology – EMCC themes**

- 1 Wesleyan Arminian perspectives. This course will examine the Wesleyan Arminian history and position of the EMCC. Special attention will be given to the distinctives of this position in contrast to the Calvinist Reformed and other positions. This course is meant to inform rather than be polemical in nature.
- 2 Women in Leadership. The EMCC has a history of engaging women in ministry. This history and the theological rationale will form the heart of this course.
- 3 The Holy Spirit. The EMCC has a unique history in it's understanding of the person and work of the Holy Spirit. This understanding also has practical application to today's church and ministry that will challenge the student.

### **Leadership/Disciple Making**

- 1 Leading like Jesus. Leadership requires much of the leader. This course will look at the various qualities that leaders need to include both in their skill set and in their character. Leaders need to practice collaboration in a spirit of servanthood. Conflict and disagreement are often part of the leader's life. Setting mission and helping others become part of the ministry is critical to good leadership.
- 2 Disciple Making. The EMCC has held Disciple Making as a high value in the last several years. This course incorporates our key teaching called, *The Way of Jesus*. This course is designed to help ministry leaders help their ministry communities become more effective in discipling those within their care.
- 3 Organizational Leadership. Leading others requires certain skills and insights. This practical course intends to help the student effectively lead board meetings, a staff, and other teams. Ministry requires the unique ability to lead largely volunteer teams that requires a specialized leadership model.
- 4 EMCC mission and missiology. This course will look at the theology of EMCC missions, world partners and EMCC global outreach.

### **Character**

While these courses will have an online presence they will also include an element of face-to-face work and mentorship.

- 1 Soul and Self care. In the world in which we live it has become increasingly challenging to be responsible for the spiritual care of others. The demands and expectations of ministry and others can be erosive and destructive to the soul and life of those who minister. This course will help the student learn a good theology and practice of soul and self care.
- 2 Accountability/Self-Awareness/Holy Living. Our character is a determinative factor in our ability to not only serve in ministry but to finish well. It is easy to get lost in all the

demands, in all the false assumptions, in the wrong concepts of success. Those in ministry often struggle with their own sense of identity. This course will use various tools and exercises to help the student become more self-aware, learn the appropriate ways of accountability and to practice the life of Jesus.

3. **Spiritual Formation.** Spiritual formation simply means to have the life of Christ formed in us. The goal of this course is to help you learn to practice a vibrant life of prayer, spiritual community and scripture as the formation of the soul.

### **Roles and Responsibilities**

#### **RMC Academic Dean**

1. Provide contact point for all RMC services
2. Provide RMC services for Course Building, Course Instruction and Course Facilitation
3. Work with the EQUIP director to ensure that all courses are fulfilling EMCC expectations and mandates.
4. Work with the EQUIP director to do an annual spring review to ensure that all parties are working well together and that outcomes are being achieved.
5. Provide academic resources and guidance as necessary to EQUIP

#### **EQUIP Director**

1. Will be directly responsible to and appointed by the president of the EMCC
2. Will be responsible for all things EQUIP
3. Provide primary connection point between RMC and EMCC
4. Work directly with the EMCC liaison to ensure good communication and understanding
5. Promote EQUIP within the EMCC community
6. Work with the Academic Dean on annual review
7. Provide appropriate input regarding instructor selection, course content and course facilitation.

#### **EMCC Liaison**

1. Appointed by and responsible to the EMCC president
2. Will be part of the EMCC credentialing team
3. Will be the primary connecting point to the EMCC
4. Will work with the EQUIP director to ensure that all EMCC expectations and outcomes are being communicated and met.
5. Will ensure that the credentialing process and team are sufficiently informed and trained to assess and guide credential applicants in the EQUIP process

### **Standards and Qualifications**

It is our intent to provide a high-quality collection of courses and instructors that will not only teach but will also inspire those who serve in ministry in the EMCC to be and do their best as unto the Lord.

#### **Courses**

1. Our courses will use a variety of proven methods to engage the student and deliver the content.
2. Courses will include a strong interactive component and will provide students with a facilitator who will enable them to have a meaningful personal component
3. Courses will be taught from a broad perspective that invites the student to pursue deeper learning.
4. Each course will have some level of assessment and will provide means to show the student's ability to interact with the material.

### *Instructors*

1. Our instructors will have a proven track record of teaching and training
2. Instructors will either be members of the EMCC or have a very close connection/history with the EMCC
3. Each instructor will have at least a Masters Degree
4. Instructors will have proven character and demonstrate a high commitment to spiritual growth and development for themselves and their students

### Core Basic Expectation Courses

1. Intro to the Bible – Bible Survey +1
2. How to study the Bible (Hermeneutic)
3. Intro to theology
4. Pastoral theology
5. Disciple Making
6. Leadership
7. Missiology
8. Church/Ecclesiology
9. Communication/Homiletics
10. Spiritual Formation +1

## Appendix #7

### EQUIP Leadership Development Training Checklist

#### BASE LINE EXPECTATIONS

Seminar	Description	Required Y/N	Date Completed	Comments
EMCC Ethos	History and Heritage			
	Culture, Values and Mission			
	EMCC Polity, Credentialing			
EMCC Theology	Wesleyan Arminian			
	Women in Leadership			
	Holy Spirit			
EMCC Leadership	Lead Like Jesus			
	Way of Jesus (Disciple Making)			
	Organizational Leadership			
EMCC Mission	Missiology			
EMCC Character	Soul Care			
	Accountability, Self-Awareness and Holy Living			
	Spiritual Formation			

#### FORMAL COURSES From Bible College or Seminary

Course	Description	Required Y/N	Date Completed	Comments
Bible	Intro to the Bible OT/NT or Survey			
	One of the Following: 1. Gospels 2. Pentateuch			

Hermeneutics	How to Study the Bible			
Theology	Introduction to Theology			
Missiology	(May be fulfilled through EMCC Seminar)			
Spiritual Formation	(May be fulfilled through EMCC Seminar)			
Supplementary	Pastoral Theology			
	Disciple Making			
	Leadership			
	Church History/Ecclesiology			
	Communication - Homiletics			

Item	Description	Required Y/N	Date Completed	Comments
Doctrinal Questionnaire	LM Questionnaire			
Character (Application)	Fruit of the Spirit			
	Servant leadership			
	Submission/accountability			
	Humility			
	Collaboration			
	Dedication			
	Commitment			
	Attitude			
	Behaviour (Addictions, etc.)			
	Teachability			
Competency (Application)	Leadership: L2; L10; L50			
	Experience			
	Learner			
	Strength finder			
Chemistry (Application)	Gifting			
	Faith Perspectives			
	Distinctives			

	What is important or a value to us			
	Values of the EMCC			
	Ethos of the EMCC			
	Ministry fit with the EMCC local church ie. APEST			