

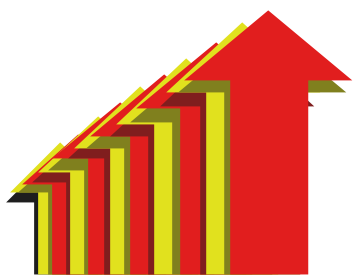


Called to be a Pastor

Prepared by

Trans-European Division
Ministerial Association

Handbook for Mentors & Interns



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Who is Mentor? A Mentor is an experienced pastor/evangelist who has been assigned the responsibility of guiding a pastor through his/her first two years of pastoral ministry as an intern. The mentor is chosen because of his/her experience in the basic roles and functions of ministry; positive attitude to the potential of young people; ability to teach, guide and equip; and confidence in the church and its leadership.

Why a Handbook for Mentors & Interns? Both the conference leaders and the intern have certain expectations of the guidance, experiences, education and direction that the intern will receive when entering pastoral and evangelistic ministry. This manual is designed to be the basis for a discussion of those expectations and how to facilitate the growth and development of the pastor.

Who is an Intern? An intern is a pastor, in the first two years of pastoral/evangelistic ministry, who is receiving mentoring and supervision from an experienced pastor/evangelist.

Why Internship? It is not possible for any college to provide the total education that is necessary for preparation for pastoral and evangelistic ministry. Therefore colleges and conferences recognise that the basic education provided - including the practical components - is only part of the preparation for pastoral-evangelistic ministry. Colleges therefore prepare students for the fact that upon graduation they will enter an internship with a supervising pastor and mentor.

What is our commitment to Internship? Although most unions and conferences work within the constraints of limited finance, it is recognised that for the future morale, professionalism and effectiveness of our pastors and their oversight of growing churches, all graduates who enter pastoral-evangelistic ministry need mentoring and guidance. Therefore, all unions and conferences within the Trans-European Division have made a commitment to follow the two-year Internship Plan.

This means that every person called into pastoral/evangelistic ministry shall receive mentoring and supervision for two years. Limited budgets shall not be permitted to deprive an intern of this experience for development - and, the executive committees should be prepared to leave assignments unfilled rather than deny interns this basic preparation for pastoral and evangelistic ministry. Every person entering pastor/evangelistic ministry will be assigned to work under the supervision of an experienced, ordained or commissioned pastor who shall be the intern's mentor. Working as an assistant pastor, with a Missionary License, the intern shall be provided with support and a broad range of experiences and education for pastoral and evangelistic ministry.

An Overview

1. THE BIBLICAL ROLE OF THE PASTOR 3

- *Every member is a minister 3*

-
-
- *Pastors are ministers called to a specific task 3*

-
-
- *What is the biblical role and function for which the intern is being equipped? 4*

2. UNDERSTANDING INTERNSHIP 6

- *Educating for this Vision 6*

-
-
- *Internship is a part of preparation for ordination or commissioning 7*

-
-
- *Understanding the guidelines (policies) for internship 7*

3. UNDERSTANDING AND SUPPORTING THE NEW GENERATION 9

4. A GROWTH JOURNEY 11

- *Assignments and opportunities - for the intern 12*

-
-
- *Supervising and supporting - by the mentor 14*

-
-
- *Manuals and handbooks! 15*

-
-
- *Who should the intern be at the end of two years? 15*

5. AFTER INTERNSHIP 15

- *The next 2-6 years! 16*

-
-
- *Preparation for Ordination or Commissioning 16*

-
-
- *Those ready for ordination or commissioning will be characterised by ... 19*

APPENDIX A 20

Guidelines for the Implementation of GC Policy relating to Licenses and Credentials for Pastoral Employees in the Trans-European Division 20

APPENDIX B 24

Continuing Education - Guidelines for Pastors Administrators & Bible Workers 24

1. THE BIBLICAL ROLE OF THE PASTOR

➤ *Every member is a minister*

Every believer in Jesus Christ is called to ministry. (2 Corinthians 5:17-21) Each member of the body of Christ, who is baptised by the Holy Spirit, receives spiritual gifts for this service. (1 Corinthians 12:1-13) As an example, the apostle Paul was anointed by the Holy Spirit for ministry as a member of the body of Christ at the time of his baptism. (See Acts 9:17-20; cf. 8:14-17.) Then there were years of preparation before he was ordained as an apostle and evangelist to equip believers for ministry. (See Acts 13:1-4; Ephesians 4:11-13.)

Group discussion
1. What are the ministry implications of the teaching that all members are ministers?
2. How do we prepare new converts for their ministry?
3. When are new believers anointed for their ministry?

➤ *Pastors are ministers called to a specific task*

Some believers are called by the Holy Spirit to be apostles, prophets, evangelists, pastors and teachers. They do not have a higher status over other believers. Rather, their primary role is to equip the other believers for their ministry according to their spiritual gifts. (Ephesians 4:11-13; 1 Peter 2:9) So as to be able to equip others, they are to be highly skilled through education and experience in ministry. (See 1 & 2 Timothy and Titus.)

The history of the Seventh-day Adventist Church has demonstrated that the church has been most vibrant during the decades when pastors have planted sustainable churches, educating and equipping members for ministry according to their spiritual gifts. The pastor's primary task is to model and teach members how to minister according to their gifts. The idea of members paying pastors to minister for them is not biblical - and, was foreign to early Seventh-day Adventists.

Group discussion - Mentors
1. What processes do you use to equip members for their ministry?
2. How will we guide our interns to become skilled in equipping members for ministry?

➤ *What is the biblical role and function for which the intern is being equipped?*

To respond to the vision presented by the biblical expectation that the pastor/evangelist is a teacher of members - equipping them for ministry - we want to equip our interns to be:

1 **Pastors who have a heart for lost people.** Along with members, the pastor will develop relationships, ministries and programmes that care for people, meet their needs and lead them to Jesus Christ. Ministry is people centred - rather than technology or programme centred. People without Jesus Christ are lost. People who know Jesus Christ have life.

2 **Pastors who pray and read their Bibles.** Although pastors should not give the impression that they are spiritually superior to others, they are to be spiritual leaders and models. From the practical experiences of nurturing their own spiritual lives through prayer, reflection, Bible reading and theological study pastors will be able to guide and instruct others in Christian living.

3 **Pastors who value and love their families.** Very little can be accomplished by a pastor who has an unhappy family. Today, people wish to see that Christianity makes a difference.

4 **Pastors who are leaders - with a sense of vision.** Pastors with a clear understanding of their role will have a sense of identity. They will have the gift of leadership - with the ability to motivate, organise and guide people towards common goals. They will have a clear vision of the difference God makes in a person's life. As shepherds, pastors will cultivate a caring spirit.

5 **Pastors who are practical and well prepared for their task.** The pastor's practical ministry of educating his/her members to minister according to

their spiritual gifts will be based upon a high-quality theological education that recognises this primary role.

6 **Pastors who are doing the work of pastors - and not only that of laity.** Members are ministers - involved in building relationships, visitation and Bible readings, sharing their love for Jesus, counselling, leading worship, preaching, evangelising, witnessing, &c. The primary work of the pastor is to educate and equip laity for their special ministry.

7 **Pastors who build strong community relationships.** To be part of the community the pastor and church must listen to and participate in the life and needs of the community. The pastor will model close relationships with people in the community - and, equip his/her members to minister in their communities.

8 **Pastors who are teachers - evangelising, discipling and multiplying churches.** It is the business of a teacher to make learning take place. This can happen through mentoring and classwork. The development of a pastor must include education as a teacher, for his/her primary role is to mentor, nurture, train and educate members for their ministry.

9 **Pastors who can give a clear public witness and presentation of the gospel.** Some pastors will have special gifts for public evangelism. However, every pastor needs some skills in publicly presenting the gospel to modern people.

Group discussion

1. What would be the implications for your church if you really did the work of a pastor - and not that of the laity?

Group discussion

2. Discuss the implications of the following counsel and story told by Ellen White in *Gospel Workers*, pp. 197, 198.
3. How will you guide your intern so that he/she becomes a true equipper of members for ministry - rather than one who does all the ministry? What will this mean about the kinds of assignments you give - and how the intern will carry them out?

"In some respects the pastor occupies a position similar to that of the foreman of a gang of labouring men or the captain of a ship's crew. They are expected to see that the men over whom they are set, do the work assigned to them correctly and promptly, and only in the case of emergency are they to execute in detail."

"The owner of a large mill once found his superintendent in a wheel-pit, making some simple repairs, while a half-dozen workmen in the line were standing by idly looking on. The proprietor, after learning the facts, so as to be sure no injustice was done, called the foreman to his office and handed him his discharge with full pay. In surprise the foreman asked for an explanation. It was given in these words: 'I employed you to keep six men at work. I found the six idle, and you doing the work of but one. Your work could have been done just as well by any one of the six. I cannot afford to pay the wages of seven for you to teach the six how to be idle.'"

"This incident may be applicable in some cases, and in others not. But many pastors fail in not knowing how or in not trying, to get the full membership of the church actively engaged in the various departments of church work. If pastors would give more attention to getting and keeping their flock actively engaged at work, they would accomplish more good, have more time for study and religious visiting, and also avoid many causes of friction". -- *Gospel Workers*, pp. 197, 198.

2. UNDERSTANDING INTERNSHIP

➤ *Educating for this Vision*

When a person becomes a believer - that person is called to ministry as a member. This should not be confused with the call that may come to be a pastor/evangelist - that is, one who is called to equip members for ministry according to their spiritual giftedness.

It is expected that a person will be active as a member/minister in the local church before being called to be a pastor. A number of fields have suffered the consequences of having new believers go straight to seminary before they have any experience in ministry. They have never shown any commitment or skill in visiting, giving Bible readings, leading people to Jesus, building people spiritually - they have never been equipped for ministry as members. Some have entered their work as pastor/evangelists with less knowledge of how the church operates and how to do ministry than the most poorly equipped member in the pew.

A number of steps are needed to educate pastors so that they are skilled and experienced in producing reproducible churches - planting new churches and educating members for their ministry. These include:

1. A pastoral and theological education at college.

Various levels of basic education for the pastor are provided by the seven Union and Conference colleges - Belgrade Theological Seminary, Croatian Adventist Seminary, Middle East College, Pakistan Adventist Seminary, Polish Spiritual Seminary, Hungarian Theological Academy and the Sudan Adventist Seminary.

Newbold College presently offers the BAPS programme as their basic ministerial education programme. This programme, which is accredited through the British Open University, is more versatile than the previous BA programme, which was based on the American liberal arts tradition.

Newbold College also offers a graduate or Masters programme.

Our pastor education programmes are designed to prepare people, at the undergraduate level, as pastors, evangelists, preachers, church planters and administrators who can teach the Holy Scriptures and equip members for their ministry; and, to prepare them at graduate level for more specialised functions of directing, teaching, expansion and evangelism.

2. A supervised and co-ordinated preparation for ordination or commissioning which will include:

- i Internship (2 years).
- ii Experience as Pastor/ Evangelist (2-6 years).

Group discussion

1. Discuss the Newbold BAPS programme - and be fully familiar with the course outline covered by the intern.
2. Discuss and understand the Newbold College Off Campus: Pastor Education Programme.

➤ *Internship is a part of preparation for ordination or commissioning*

The Seventh-day Adventist Church does not ordain or commission its pastors upon their graduation from college or seminary. The work of the pastor is seen as more than a profession - that it is, in fact, a calling from God - and that the individual should demonstrate that calling prior to receiving the sacred rite of ordination or commissioning.

Therefore, an extended period of four to eight years has been developed to enable each pastor to both learn and develop skills as well as to practice and to demonstrate capabilities in fulfilling those functions necessary for pastoral/evangelistic ministry. Thus it is expected that each pastor will be able to understand his/her own commitment to pastoral ministry and to demonstrate his/her calling prior to ordination or commissioning. The first two years of this period are the internship years.

➤ *Understanding the guidelines (policies) for internship*

<ul style="list-style-type: none">• Internship Plan	All Unions and Conferences within the Trans-European Division shall follow the two-year Internship Plan. Every person called into pastoral/evangelistic ministry shall receive mentoring and supervision for two years. Limited budgets shall not be permitted to deprive an intern of this experience for development - and, committees shall be prepared to leave assignments unfilled rather than deny interns this basic preparation for pastoral and evangelistic ministry.
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Every intern will be assigned to work under the supervision of an experienced, ordained or commissioned pastor who shall be the intern's mentor. Working as an assistant pastor, with a Missionary License, the intern shall be provided with support and a broad range of experiences and education for pastoral and evangelistic ministry.

<ul style="list-style-type: none">• Co-ordination by Ministerial Association Secretary	The Ministerial Association Secretary is responsible for managing the internship programme. The details of the internship programme for each Conference will be determined by the Union Ministerial Training Advisory Committee (MinTAC), and shall include:
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- 1 Advice on the selection of mentors/supervisors, and the churches and evangelistic opportunities that will provide for the education, experience, and development of each intern.
- 2 The process to be used for mentoring. Interns may have one supervisor for the two year period or a different one each year - to facilitate the total experience of development and training.
- 3 A prescribed orientation programme of 3-5 days for the intern and mentor at the beginning of each internship.
- 4 Opportunities for interns to have input into the process and to provide feedback on perceptions of weak and strong points.
- 5 A network of experienced mentors and providing support and regular training opportunities (at least every second year) for them. Mentors will be experienced pastor/evangelists who are positive, see potential in young people, and have confidence in the church and its leadership.

- **Opportunities & Accountability**

While the intern is ultimately accountable to the Conference which employs him/her, and while there is a direct line relationship between intern and Conference President, in his/her training and working relationship with the local churches the intern is first of all accountable to the supervising pastor and should expect to devote all energies and talents toward strengthening the programmes and plans of those congregations within the guidelines worked out between the intern, the supervising mentor and the Conference.

The intern, with a *Missionary License*, is authorised to preach, engage in evangelism, lead out in missionary work, and assist in any church activities. The Conference shall take the initiative to arrange with the local church for the intern to be elected and ordained as a local church elder at the earliest possible time. This will make it possible for the intern to fulfil the full duties of a local church elder to the church and community. As an ordained elder of a local church the intern is authorised to lead in the services of the Lord's supper - and, may assist the supervising pastor in baptisms and marriages.

- **Annual Review**

The leadership progress, professional development, skills as an equipper of members for ministry, and the spiritual growth of the intern will be reviewed annually by the conference - and reports made to the Union and Division Committees. This annual review, which shall take place before the end of each year, shall also assess progress in fulfilling the *Internship Assignments*. The authorisation of an intern to serve as an employee may be withdrawn by a conference.

- **Completion**

Upon the successful completion of the Internship programme, the intern shall receive a Ministerial Practicum diploma.

- **Internship Assignments**

To foster a balanced pastoral/evangelistic ministry the intern is expected to fulfil certain assignments. Some of these assignments will involve discussions between the mentor/supervisor and intern. Others will involve practical work. Some will be covered in workshops - or, require the assistance of Conference personnel. (See the section entitled A GROWTH JOURNEY and the *Ministerial Interns and Intern Supervisors Manual* for greater detail.)

Group discussion

1. Discuss and understand the policy details for the issuance of a Missionary License, a Ministerial License, an Ordained Ministerial Credential, a Commissioned Minister License, and a Commissioned Minister Credential. (See Appendix A - Guidelines for the Implementation of GC Policy relating to Licenses and Credentials for Pastoral Employees in The Trans-European Division.)
2. Discuss and list actions that you need to take to facilitate the intern's growth in harmony with these policies.

3. UNDERSTANDING AND SUPPORTING THE NEW GENERATION

Pastors are part of a new generation that cannot be categorised. When endeavouring to understand this new generation, it is important that we are careful not to generalise. Therefore, the following points should simply be used as a starting point for discussion.

- **Discuss some characteristics of the new generation:**

1 The options generation

They love choices and have been raised on change - and have trouble when there are no options and an unwillingness to adapt.

What are the implications? What types of churches will really motivate such pastors? What about their potential as church planters?

2 Truth is seen as relative

This impacts the learning style of this generation - including the many of the new generation of pastors

What are the implications for doctrinal understandings and approaches to evangelism? How would you relate to a pastor who sees truth in different terms to you?

3 Individualism versus community

On the one hand there is a desire for meaningful relationships and community - but, on the other hand, a hesitancy to make commitments.

Discuss ways in which this tension may result in the new generation of pastors approaching their ministry differently.

4 Cynicism and disillusionment

The new generations are particularly cynical of baby boomers who are taking over the church. The baby boomers have always believed they had the answers. Unfortunately they also think they have the answers for the new generation.

Spend time listening to the questions and challenges - and the solutions offered by the pastor. They need to know they are being listened to. This generation will rarely protest. They will just leave. This generation of pastors need to know that they are being taken seriously. They are on the whole better educated than previous generations and need to be able to feel that they are making a difference.

5 Post-modernism, anti-institutionalism & post-denominationalism.

How do we help our pastors stay Adventist and yet build churches that are seen to be relevant to people that accept conflicting ideas as truth and see denominationalism as irrelevant?

6 Commitment

People today will commit to causes that they see will impact their lives.

What causes does the intern pastor believe would make a difference?

7 Technology.

What technological skills does the intern have - that could make a positive contribution to outreach and church?

8 Broken and blended families

What has been the family background of the intern and mentor? What may be some of the challenges and stresses for the intern/mentor pastor or spouse who has been previously married (maybe with another family)?

• **Further questions for discussion by interns and mentors:**

1. How will mentors relate to an intern whose spouse also has a career (eg. doctor, lawyer, accountant, etc)? What issues may need to be addressed with transfers, involvement (rather than simply support) in ministry?
2. In that traditional support systems (such as Shepherdess International) have less appeal to the new generation, what types of support are they saying they would appreciate?
3. How do you deal with criticism of your pastor husband/wife? In whom can you confide? What sort of support network is there for this without the pastor or spouse being seen as weak by the administration?
4. Discuss the need for skills to cast vision and provide leadership. What styles of leadership will generate growth and co-operation? What skills are needed to be a visionary chairperson? How do you generate vision in your church?
5. Most pastors of the new generation are very passionate about the local church and its centrality to the mission of the church. Discuss the issues of resources, wages and recognition of the local pastor in comparison to other levels of the church. How can conflict in this area be handled?
6. What are the expectations of mentors and interns for family/personal time and privacy? What will be the guidelines and boundaries?
7. Discuss the issues regarding studies, visits or counselling of the opposite sex.

4. A GROWTH JOURNEY

➤ *Assignments and opportunities - for the intern*

Group discussion

To foster a balanced pastoral/evangelistic ministry some of these assignments will involve discussions between the mentor/supervisor and intern. Others will involve practical work. And, some will be covered in workshops - or, require the assistance of Conference personnel. It is the mentor's responsibility to guide the intern along this growth journey.

The following assignments and opportunities provide a map - more than a checklist. Through dialogue with and the guidance of his/her mentor and the Ministerial Association Secretary the intern will explore, experiment and gain experience to develop as a balanced pastor/evangelist with skills to equip members for their ministry.

1. Examine each of the following assignments and opportunities and discuss how you will help your intern to grow in each area. When considering each growth area, clarify "who" will provide the intern with the guidance/instruction needed and "how" the area will be covered.

1 PERSONAL GROWTH

- 1 Personal Devotions - prayer, Bible study, reflection
- 2 Attitudes - understanding of call and commitment to pastoral/evangelistic ministry
- 3 Pastoral Care & Nurture - a network of friends to provide care and support
- 4 Personal Appearance & Health - a balanced life, recreation, time off
- 5 Time Management - organised programme, delegating, family time
- 6 Ministerial Ethics - other pastors, conference, opposite sex, children, business
- 7 Continuing Education - reading, seminars, self-study courses
- 8 Home & Church Office - filing system, library
- 9 Leadership Skills - style, ability, dependability
- 10 Doctrinal Understandings - the role of Seventh-day Adventism
- 11 Personal Accountability - prayer, ethics, work effectiveness, personal finance, home
- 12 Spiritual Gifts - clear understanding of the primary role of pastor/evangelist to equip

2 PERSONAL RELATIONSHIPS

- 13 Relationships outside the Church
 - home, team ministry with spouse, community, people of various races
 - development of a personal support group of prayer partners/friends
- 14 Relationships within the Church
 - congregation, Conference, supervisor/mentor
 - attitudes towards fellow pastors
 - skills to build on what other pastors have done before
 - opportunities to meet with Conference leaders to discuss reports,

3 EQUIPPING MEMBERS FOR MINISTRY- the primary role of pastor/evangelists

- 15 Participate with mentor/supervisor in workshops and personal work:

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- helping members identify their spiritual gifts
 - motivating members for ministry
 - educating/equipping and placing members in ministry
- 16 Participate in training workshops for Elders and other Church Leaders:
- develop skills to equip and train these leaders using resources such as the *Elder's Handbook*

4 CHURCH GROWTH & EVANGELISM

All evangelistic activities by the intern should be done with a member who is also training for ministry:

- 17 Attend a Church Growth Workshop:
- become familiar with gaining community awareness and contact
 - developing interests: seminars, finding interests, interest files
 - planning a mission statement, the church year, objectives
 - relating to the media
 - urban ministries
- 18 Attend an Evangelism Field School:
- planning the evangelistic church year
 - working with the media
 - personal work, seminars, small groups, public meetings, baptismal class
 - getting decisions
- 19 Personal Evangelism - participate in leading at least 20 families through Bible studies
- 20 Small Group Evangelism - organise and conduct
- 21 Seminar Evangelism - organise and conduct
- 22 Church Planting - opportunity to observe the process of planting a new church

5 PREACHING & WORSHIP

- 23 Observe, receive instruction from and/or participate with supervisor/mentor in conducting:
- Ordinations & Commissionings
 - Baptisms
 - Child Dedications
 - Communions
 - Funerals
 - Weddings
 - Anointings
- 24 Participate in planning, preparing, co-ordination and leading in Worship:
- worship music, prayer, bulletin
- 25 Participate in organising, supporting and conducting:
- Bible Classes (Sab. morning), small groups, pastor's class, a series of Prayer Meetings
 - Youth activities
 - Children's activities - Vacation Bible Schools
 - Youth & children's ministries - how to reach through schools
- 26 Preach at least 15 sermons each year:
- be familiar with the process to develop a sermonic year (balanced preaching)
 - demonstrate ability to relate faith to the modern world

6 PASTORAL CARE & NURTURE

All nurture activities by the intern should be done with a member who is also training for ministry:

- 27 Participate in assimilating new members:
 - fellowship networks
- 28 Participate in motivating/organising members to nurture people in small groups.
- 29 Understanding of basic counselling, support and referral skills
 - Pre-marital & family counselling
- 30 Participate in a programme of former and inactive member reclamation.
- 31 Understand and participate in the process of communication with members:
 - newsletters, bulletins, telephone networking
 - small groups
- 32 Participate in visitation and nurture of members:
 - home, hospital, anointing, aged
- 33 Participate in developing the church social life and programme
- 34 Understand the processes and reasons for Church Discipline

7 ORGANIZATION & ADMINISTRATION

- 35 Have an understanding of the operations of:
 - Conference departments and the resources they offer the local church
- 36 Participate in and support:
 - Christian education
 - Promotional programmes - literature distribution, mission appeals
- 37 Observe and understand:
 - church building procedures - construction, maintenance, insurance
 - church finances - stewardship, budgeting, litigation
 - church committees - board, business, elders, nominating
- 38 Church Policies - understanding of organisational structure, *Church Manual*, *Minister's Manual*
- 39 Participate in pastoring a multi-church district
- 40 Attend a workshop or Continuing Education event on conflict management

Group discussion

1. Discuss and understand Appendix B - Continuing Education: Guidelines for Pastors, Administrators and Bible Workers.

2. Are you completing your 2 CEUs each year?

➤ *Supervising and supporting - by the mentor*

It is the mentor's privilege to guide the intern along this growth path. The mentor's role will include that of being a friend, model, teacher, counsellor, facilitator. Each assignment and growth area should be explored and the best skills provided for the intern. Pastors want to be effective and professional - and your intern will expect the very best from you.

Group discussion

1. Discuss the implications of being and relating as a
 - Friend:
 - Model:
 - Teacher:
 - Counsellor:
 - Facilitator:
2. How will your family relate to your intern (and his/her spouse)?
3. What are your expectations of the intern's spouse? What is the role of the intern's spouse?

➤ ***Manuals and handbooks!***

It is important that as a mentor you are familiar with the following manuals and handbooks:

- The Seventh-day Adventist Church Manual
- The Minister's Manual
- The Elder's Handbook

➤ ***Who should the intern be at the end of two years?***

Group discussion

1. What dangers are there in trying to make your intern a clone of yourself?
2. What would be the greatest "gift" you can give to your intern?

3. Discuss: "At the end of his/her two year internship it is my prayer the intern working with me will be characterised by ."

5. AFTER INTERNSHIP

➤ ***The next 2-6 years!***

Following the successful completion of the two year internship spent as an assistant pastor/evangelist under the direct supervision of an experienced, ordained pastor, the intern will usually be assigned to serve as pastor/evangelist of a district and given a *Ministerial License*. Within this context, he/she will have further opportunity to demonstrate the skills learned in the classroom and in service with a senior pastor.

It is expected that during internship the person will have been elected and ordained as a local church elder. If the pastor with a Ministerial License has responsibility for two or more churches, the Conference shall take the initiative to have the pastor elected as an elder in each congregation. He/she is authorised by the Conference to perform all functions of ordained and commissioned pastors for the members in the churches or companies to which he/she is assigned and elected as a church elder and for the communities he/she serves except for those functions that are excluded by the Church Manual.

In the Trans-European Division each Union Conference Executive Committee (and the Division Executive Committee in respect to attached fields) shall determine whether pastors with a Ministerial License shall conduct baptisms.

The pastor who is preparing for ordination or commissioning answers directly to the Conference President and his/her work should consistently be within the framework of co-operation in carrying out the plans of the Conference. The wise pastor will counsel often with Conference leadership as he/she lays plans and implements programmes in the local district.

Annual Review

The leadership progress, professional development, skills as an equipper of members for ministry and the spiritual growth of the pastor with a *Ministerial License* will be reviewed at least annually by the Conference President or the Ministerial Association Secretary. The purpose of these discussions is to enable the Conference administration and committee to provide true support and to suggest areas of emphasis, which might better prepare the individual for ordination or commissioning.

Ordination and Commissioning

A pastor with a *Ministerial License* is ordinarily ordained or commissioned after a period of four to eight years of field experience (ie. two years of internship plus a minimum of two years of preparation for ordination or commissioning). This rite of ordination or service of commissioning constitutes the official confirmation of the Seventh-day Adventist Church of the divine call to a life commitment to ministry as a pastor and evangelist.

➤ ***Preparation for Ordination or Commissioning***

The following specific assignments are to be completed before consideration for ordination or commissioning. It is the responsibility of the individual licensed pastor to accomplish these assignments. However, the ongoing evaluation process should ensure that each candidate for ordination or commissioning is staying on track in completing those necessary preparatory assignments.

The skills and attitudes developed in this early phase of pastoral ministry will most likely set the pattern for an individual's entire career. Therefore the maturing of the individual's family relationship, personal study and devotional life, capabilities as a shepherd and equipper of his/her members, relationship to fellow pastors and

denomination, evangelism, personal work, administrative skills and continuing professional development are all necessary components in consideration for ordination or commissioning.

For those interns who may be given other specialised assignments (such as publishing or teaching), it is still expected that specific assignments will be completed in preparation for ordination or commissioning.

In certain exceptional circumstances, on the recommendation of the Union MinTAC to the Union Committee, licensed pastor's assignments in preparation for ordination or commissioning may be changed. However, the revised assignments must be of equal substance to those being replaced.

1 NURTURE

Invite the Ministerial Association Secretary to assist you and your church/es in **developing a strong nurture programme suited to your congregation/s.**

- 1 Develop a plan for the systematic visitation of the members in your church/es.
- 2 Develop a sermonic year which demonstrates a balanced diet of sermon topics for your congregation/s and which you intend to follow for the time indicated.
- 3 Provide to the Ministerial Association Secretary cassette tapes (with manuscripts or outlines) of ten different sermons actually delivered in your district. Select those ten sermons from the list below and plan to submit a minimum of three annually. Include expository, topical, thematic and devotional sermons. Plan to present some sermons as an exposition of a passage of Scripture.

How to Accept Christ	The Ministry of the Holy Spirit
Biblical Prophecy - Dan 7 or Rev 13	The Christian Home/Family
Messages of the Three Angels (Rev 14)	Christian Baptism
Christian Stewardship	New Birth
Judgement	Our Condition in Death
Sabbath	Sabbath Observance
Revelation 20	Every Believer a Minister
True Church	Church Growth
Modern Prophets & Ellen White	The Second Coming
Daniel 2 and/or 9	Matthew 24

- 4 Complete an approved Continuing Education course on preparing couples for a Christian marriage.

2 EQUIPPING

Invite the Ministerial Association Secretary to work with you in **developing a clear plan for equipping members as ministers.**

- 1 Develop job descriptions (see *Manual for Church Officers*) and conduct a Leadership Training Workshop for officers in your district. Share an evaluation of your workshop with your Ministerial Association Secretary.
- 2 Conduct a complete workshop for all elders of your churches using the *Elder's Handbook* as the text - and, provide an assessment of your workshop to the Ministerial Association Secretary.

3 ADMINISTRATION

Called to be a Pastor!

Invite the Ministerial Association Secretary to work with you in **developing a strong church management system for your congregation.**

- 1 Provide the Ministerial Association Secretary with the agenda and minutes from all church board meetings during one six month period.
- 2 Invite the Conference President or his delegated appointee to sit with the church board in at least one of your churches and to critique its function.
- 3 Provide the Conference President with an annual Mission Outreach Plan that has been processed through your church boards and which outlines measurable objectives that your churches intend to accomplish.
- 4 Provide to the Ministerial Association Secretary copies of a church budget and one year's treasurer's report which show both Proposed and Actual expenditure of funds.
- 5 Develop, implement and provide samples to the Ministerial Association Secretary of effective means of communicating regularly with members of your congregations.
- 6 Develop and submit a plan to the Ministerial Association Secretary for the co-ordination of all church officers which includes a schedule of meetings in which you will meet regularly with your officers to plan and monitor the activities of your churches.
- 7 At the invitation of the Conference Officers, attend the meetings of the Conference Executive Committee for one quarter.

4 EVANGELISM

Invite the Ministerial Association Secretary to work with you in **developing an ongoing evangelism programme in your churches.**

- 1 Conduct a personal witnessing workshop which includes taking selected lay members with you to personal Bible studies until they can conduct Bible studies or small group Bible meetings themselves.
- 2 Develop a new small group in an unentered territory in your district. This may be a new evangelistic small group or the beginnings of a new church plant. This assignment will provide opportunity to apply the skills of a church planter. Provide six monthly reports on the development and viability of this initiative over a two year period.
- 3 Develop and maintain a current interest file which is available for use at any time in your congregations.
- 4 Attend a Evangelistic Field School which will equip you to conduct a series of public evangelistic meetings in your district.
- 5 Schedule your speaking appointments with your congregations so that you will have the opportunity to conduct a Pastor's Bible Class for a period of no less than six months in length. Provide a full outline of these classes to your Ministerial Association Secretary.
- 6 Conduct a Week of Prayer with the young people in your congregation - or in conjunction with a school - specifically geared towards forming a baptismal class which you then teach and follow through with the baptism of these young people. Share an evaluation of this process with your Ministerial Association Secretary.

5 CONTINUING EDUCATION

- 1 Provide your Ministerial Association Secretary with an outline of your personal programme of study for a six month period.
- 2 Complete the annual requirements of two CEUs per year of pastoral and evangelistic ministry.

After internship, the assignments designed to equip a person for ministry as an ordained or commissioned pastor will take a further two to four years to complete. If a person is not prepared for ordination or commissioning within eight years of entering pastoral or evangelistic ministry (including internship years) a serious review of that person's ministry must be initiated. A delay in ordination (after 8 years) would need to be approved by the Union Executive Committee.

➤ *Those ready for ordination or commissioning will be characterised by ...*

Those ready for ordination will be characterised by devotion to God and their families, a heart for lost people and their members, the ability to teach and equip members to lead people to Jesus Christ, their involvement in the community, and their sharing of faith and the Bible.

APPENDIX A

Guidelines for the Implementation of GC Policy relating to Licenses and Credentials for Pastoral Employees in the Trans-European Division

PASTORAL EMPLOYEES

Guidelines -- These guidelines relate to the implementation of the General Conference policy concerning the classification and accreditation of denominational employees [E 05] for pastors in the Trans-European Division. Those who receive licenses or credentials, but who are not pastors, are not included in these guidelines.

Credentials and Licenses

Types - To Whom Issued	Pastors in the categories listed below shall be accredited by the responsible organisation through the issuance to them of licenses or credentials as indicated under each category. No person shall be issued a license or credential for more than one category at the same time.
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Pastoral Employees - Licensed, Ordained, Commissioned	All Christians are anointed by the Holy Spirit for ministry and the church recognises the call of some by ordination as elders and deacons. Pastoral employees are licensed, ordained or commissioned.
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1. **Missionary License** -- To those pastors, evangelists and Bible workers who are in their internship (ie. their first two years of ministry).
2. **Ministerial License** -- To pastors, evangelists and Bible teachers who have completed their two year internship and are on the path of preparation to receiving Ministerial Credentials.
3. **Ministerial Credential** -- To pastors and evangelists who have received special ordination for their gospel ministry.
 - a. After the successful completion of internship, preparation for special ordination and a thorough examination of the pastor's call to ministry, an appropriate ordination service will be conducted when the pastor is granted a *Ministerial Credential*.
 - b. The leadership progress, professional development, skills as an equipper of members for ministry and the spiritual growth of the ordained pastor will be reviewed by the appropriate committee at the time of the Session of the employing organisation.
4. **Commissioned Minister License** -- To pastors, evangelists and Bible teachers who have completed their two year internship and are on the path of preparation to receiving Commissioned Minister Credentials.
5. **Commissioned Minister Credential** -- To pastors and evangelists who have been commissioned for their gospel ministry.
 - a. After the successful completion of internship, preparation for commissioning and a thorough examination of the pastor's call to ministry, an appropriate commissioning service will be conducted when the pastor is granted a *Commissioned Minister Credential*.
 - b. The leadership progress, professional development, skills as an equipper of members for ministry and the spiritual growth of the commissioned pastor will be reviewed by the appropriate committee at the time of the Session of the employing organisation.

Role and Status - Licensed, Ordained, Commissioned Pastors --

1. Intern with a Missionary License

A person is recognised as an intern (preparing for ministry as a pastor and evangelist) when the following pre-requisites have been satisfied:

- ◆ Completed an approved pastor education programme.
- ◆ Employed by a conference or union as an intern under the supervision of a mentor.
- ◆ Recipient of *Missionary License* from responsible employing organisation.

Authorised Functions -- The intern is preparing for work as a pastor and/or evangelist under the supervision of a conference or union appointed mentor. The employing conference or union shall recommend to the local church that the intern be elected and ordained as a local church elder at the earliest possible time so that the intern can fulfil the full duties of a local church elder to the church and community.

Annual Review -- The leadership progress, professional development, skills as an equipper of members

for ministry and the spiritual growth of the intern will be reviewed annually (before the end of each year) by the conference or union - and reports made to the union and division committees.

Authorisation Withdrawn -- The authorisation of an intern to serve as an employee may be withdrawn by the conference or union.

Missionary License Card -- The employing organisation will provide an intern pastor and/or evangelist with a personalised Missionary License Card which is to be renewed annually.

2. Pastor with a Ministerial License

A person is recognised as a licensed minister of the gospel when the following pre-requisites have been satisfied:

- ◆ Completed an approved pastor education programme and two years of internship.
- ◆ Appointed by a conference or union to serve in a full-time pastoral and/or evangelistic role.
- ◆ Recipient of *Ministerial License* from responsible employing organisation.
- ◆ Election and ordination as a local church elder.

Authorised Functions -- It is expected that a pastor with a Ministerial License will have been elected and ordained as a local church elder during internship. If he has responsibility for two or more churches, the conference or union shall take the initiative to have the pastor elected as an elder in each congregation.

A pastor with a Ministerial License is authorised by the conference or union to perform all functions of ordained pastors for the members in the churches or companies to which he is assigned except for organising, combining, or disbanding churches, and officiating in ordination services.

Each union conference executive committee (and the Trans-European Division Executive Committee in respect to attached fields) shall determine whether pastors with Ministerial Licenses shall be authorised to conduct baptisms within their fields.

Annual Review -- The leadership progress, professional development, skills as an equipper of members for ministry and the spiritual growth of the pastor with a Ministerial License will be reviewed annually by the conference or union.

Authorisation Withdrawn -- The authorisation of a pastor with a Ministerial License to serve as a ministerial employee may be withdrawn by the conference or union.

Ministerial License Card -- The employing organisation will provide a licensed pastor and/or evangelist with a personalised Ministerial License Card which is to be renewed annually.

Ordination -- A pastor with a Ministerial License is normally ordained after a period of four to eight years of field experience (ie. two years of internship plus a minimum of two years of preparation for ordination). This special ordination ceremony constitutes the official confirmation by the Seventh-day Adventist Church of the divine call to a life commitment to ministry as a pastor and evangelist.

3. Pastor with a Ministerial Credential

A person is recognised as a ordained pastor of the gospel when the following pre-requisites have been satisfied:

- ◆ Completed an approved pastor education programme, two years of internship (with a *Missionary License*) and at least two years of preparation for ordination (with a *Ministerial License*).
- ◆ Appointed by a conference to serve in a full-time pastoral and/or evangelistic role.
- ◆ Ordained to gospel ministry at an appropriate ordination service.
- ◆ Recipient of *Ministerial Credential* from the employing organisation.

Authorised Functions -- An ordained pastor and/or evangelist is authorised by the conference or union to perform all pastoral functions in the Seventh-day Adventist Church. His ordination has world-wide recognition within the church and is his endorsement to serve as a minister of the gospel in any part of the world.

Financial Remuneration -- An ordained pastor and/or evangelist shall receive financial remuneration equivalent to peers who are commissioned.

Ministerial Credential Card -- The employing organisation will provide an ordained pastor and/or evangelist with a personalised Ministerial Credential Card which is dated for the period until the next Session.

4. Pastor with a Commissioned Minister License

At the present time the Seventh-day Adventist Church does not provide female pastors with special ordination. A pastor who is not on the

path toward special ordination is recognised as a pastor of the gospel with a Commissioned Minister License when the following pre-requisites have been satisfied:

- ◆ Completed an approved pastor education programme and two years of internship.
- ◆ Appointed by a conference or union to serve in a full-time pastoral and/or evangelistic role.
- ◆ Recipient of *Commissioned Minister License* from responsible employing organisation.
- ◆ Election and ordination as a local church elder.

Authorised Functions -- It is expected that a pastor with a Commissioned Minister License will have been elected and ordained as a local church elder during internship. If she has responsibility for two or more churches, the conference or union shall take the initiative to have the pastor elected as an elder in each congregation.

A pastor with a Commissioned Minister License is authorised by the conference or union to perform all functions of an ordained pastor for the members in the churches or companies to which she is assigned except for organising, combining, or disbanding churches, and officiating in ordination services.

Each union conference executive committee (and the Trans-European Division Executive Committee in respect to attached fields) shall determine whether pastors with a Commissioned Minister License shall be authorised to conduct baptisms within their fields.

Annual Review -- The leadership progress, professional development, skills as an equipper of members for ministry and the spiritual growth of the pastor with a Commissioned Minister License will be reviewed annually by the conference or union.

Authorisation Withdrawn -- The authorisation of a pastor with a Commissioned Minister License to serve as a ministerial employee may be withdrawn by the conference or union.

Commissioned Minister License Card -- The employing organisation will provide a licensed pastor and/or evangelist with a personalised Commissioned Minister License Card which is to be renewed annually.

Commissioning -- A pastor with a Commissioned Minister License is ordinarily commissioned after a period of four to eight years of field experience (ie. two years of internship plus a minimum of two years of preparation for commissioning). This service of commissioning constitutes the official confirmation of the Seventh-day Adventist Church of the divine call to a life commitment to ministry as a pastor and evangelist.

5. Pastor with a Commissioned Minister Credential	Each Union Conference Executive Committee (and the Trans-European Division Executive Committee in respect to attached fields) shall determine whether female pastors within their fields shall be commissioned and provided with Commissioned Minister Credentials.
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The Trans-European Division and those Unions within its territory that choose to commission female pastors recognise a person as a commissioned pastor of the gospel when the following pre-requisites have been satisfied:

- ◆ Completed an approved pastor education programme, two years of internship (with a *Missionary License*) and at least two years of preparation for commissioning (with a *Commissioned Minister License*).
- ◆ Appointed by a conference or union to serve in a full-time pastoral and/or evangelistic role.
- ◆ Commissioned for gospel ministry at an appropriate commissioning service.
- ◆ Recipient of *Commissioned Minister Credential* from the employing organisation.

Authorised Functions -- A commissioned female pastor and/or evangelist is authorised to perform all functions of an ordained pastor in the Seventh-day Adventist Church except for organising, combining, or disbanding churches, and officiating in ordination services. Her commissioning is her endorsement to serve as a minister of the gospel within the territory from which credentials have been received.

Financial Remuneration -- A commissioned pastor and/or evangelist shall receive financial remuneration equivalent to peers who are ordained.

Commissioned Minister Credential Card -- The employing organisation will provide a commissioned pastor and/or evangelist with a personalised Commissioned Minister Credential Card which is dated for the period until the next Session.

APPENDIX B

Continuing Education - Guidelines for Pastors Administrators & Bible Workers

Continuing education is designed to build the spiritual experience, professional expertise and practical ministry of the pastor, administrator, Bible worker and elder. It is on-the-job training. It is designed to help develop a fuller understanding and deeper experience of Bible truth, to become better able to equip members for their ministries, to cultivate new approaches to sharing the everlasting gospel with contemporary people, and to be more effective and visionary leaders. Spouses may also participate in continuing education so as to share in the life and ministry of their partners.

Continuing education is different from formal education in the following respects:

- ◆ It is designed for *practising professionals*, rather than pre-professionals. Participants are presumed to be maturer.
- ◆ It focuses on *work situations*. Practising professionals tend to seek additional learning in order to meet the situations they face
- ◆ It is more *skills oriented*. It must go beyond thinking and involve the learner in doing, reacting and experiencing. The goal is improved personal spiritual development and work performance.

Continuing education events are measured in non-credit continuing education units (CEUs). CEUs do not gain academic credits. Degrees can, of course, be awarded only by degree granting academic institutions. Those wishing academic credit towards professional degrees need to apply to do their study through institutions such as Newbold College or Griggs University (Home Study International) Collegiate Division.

One Continuing Education Unit (CEU) is defined as: "Ten contact hours of participation in an organised continuing education experience, under responsible sponsorship, capable direction and qualified instructors."

10 hours of supervised study = 1 CEU

I HOW CONTINUING EDUCATION IS ORGANISED

In harmony with General Conference guidelines, the Trans-European Division Executive Committee recommends that each pastor, administrator and Bible worker in the Division take at least two units (ie 2 CEUs or 20 hours) of continuing education each year. Further, it was agreed that each Union/ Conference provide the opportunity for a minimum of 1 unit (ie 1 CEU or 10 hours) of continuing education in planned pastors' meetings, conferences or seminars. The other 1 unit is to be completed in self-study courses or other programmes as agreed to by his/her employing organisation.

The Trans-European Division Ministerial Secretary will co-ordinate all continuing education programmes in the Division. The organisation and supervision of continuing education programmes is the role of the Union Ministerial Association Secretaries. Every continuing education programme must:

1. Be an organised study experience. Individual self-directed studies or other forms of independent learning experiences, which are not planned, supervised

and directed by the sponsoring agencies, do not qualify for the awarding of CEUs.

2. Be an approved study programme. The courses for self-study will be those produced or approved by the General Conference or Trans-European Division Ministerial Association such as those provided in *Ministry* or the dollar books.

II CONTINUING EDUCATION PROGRAMMES AND CREDITS

Continuing education programmes fall into three categories:

1. **GROUP EVENTS** Continuing education credits may be earned at pastors' meetings, which are planned as continuing education events. Most pastors' meetings will include some CEU-producing instruction - for each Union/Conference is to provide at least one CEU (10 hours of instruction in an approved course) in pastors' meetings or seminars each year. Continuing education programmes are also to be made available for non-employed spouses.

For a seminar or workers' meeting to be an approved continuing education event, there must be a minimum of 6 clock hours (.6 CEUs) of instruction by one or at the most two teachers carrying through a common theme (church growth, evangelism, theology, preaching etc.). Shorter programmes are not extensive enough to build a measurable competency and be considered a significant continuing education experience. In longer courses an instructor may invite others to give presentations, yet must co-ordinate everything. This does not mean he must teach everything. Miscellaneous lectures of a promotional nature by departmental directors or sermons by individual speakers do not qualify as clock hours for continuing education.

2. **SELF-STUDY COURSES** The General Conference Ministerial Association has prepared self-study courses. These self-study courses include textbooks, study guides and at times workbooks plus audio or videocassettes. CEUs are granted to pastors who complete these self-study courses. The amount of continuing education credit depends on the course itself and the time that the author of the course estimates will be required by students to complete the course to a satisfactory level.

3. **EXTERNAL-INDEPENDENT EVENTS** CEUs can be awarded for attendance at events such as church-growth conferences, preaching conferences, etc. The amount of continuing education credit will depend upon the time and content of the conference or programme of study being attended.

III FUNDING FOR CONTINUING EDUCATION

The Trans-European Division Executive Committee recommends that Unions and/or Conferences annually set aside an equal amount for each pastor in its field for the continuing education of pastors. It is recommended that:

1. The employing organisation reimburse pastors, administrators and Bible workers for 100% of the costs of textbooks for each approved **self-study course** upon its completion.
2. Financial remuneration for **external-independent events** will be at the discretion of the employing organisation. However, remuneration could be provided up to the total amount set aside for the continuing education of each pastor in that field.

IV AUTHORISING CONTINUING EDUCATION UNITS

- 1. GROUP EVENTS** The Union Ministerial Association Secretary must approve all continuing education events in the Trans-European Division prior to the event. In the case of attached fields, approval is to be gained from the Trans-European Division Ministerial Association Secretary.

An outline is to be prepared giving the title, names of instructors, the context and length of the course. This is to be presented on the form: *APPLICATION TO HOLD A CEU-PRODUCING EVENT FOR MINISTERS*. (See attached.) The Ministerial Secretary is to be advised of this event and will assign a course number.

It is recommended that one in three of all continuing education courses be in Biblical studies or theology. Programmes, which deal with promotional items or conference business, do not qualify for CEUs.

In order to receive continuing education credit for group events, an accurate attendance record must be kept by the instructor or the Ministerial Association Secretary..

- 2. SELF-STUDY COURSES** Self-study guides prepared by the General Conference have a course number, contain an application form showing how many CEUs the course can earn and what the participant must do to earn them. The study guide for each course includes a CEU evaluation form on which the applicant will state that he/she has finished the course. No CEUs will be given for a partially completed course. If the pastor is seeking financial reimbursement for self-study courses, the pastor must write to the Conference and/or Union Ministerial Association Secretary prior to starting the course.

- 3. EXTERNAL-INDEPENDENT EVENTS** The pastor should provide an outline of the course and programme of study to the Union Ministerial Secretary before attending the course of study or conference. An assessment will be made of the CEUs to be earned and a course number will be provided by the Trans-European Division Ministerial Association Secretary. If the pastor is seeking financial reimbursement, arrangements must be made prior to starting the course.

V RECORDING CONTINUING EDUCATION UNITS

When a course has been completed:

- The **Applicant** will sign the CEU evaluation form on the study guide stating that he/she has finished the course. This is to be given to the Ministerial Association Secretary of the employing organisation (Conference or Union).
- The **Ministerial Association Secretary** of the employing organisation shall fill out the standard Continuing Education Certificate (see attached) in duplicate:
 - The **WHITE CERTIFICATE** is to be given to the **PARTICIPANT**.
 - The **YELLOW CERTIFICATE** is to be given to the Secretary of the **EMPLOYING ORGANIZATION**:

The attendance record is vital for Group Events: Ten hours of attendance equals one CEU. If the course is 10 hours in length and the participant attends only 9 hours he will receive only .9 CEU. For a Group Event, no credit will be given for less than 8 hours attendance.

3. The **Secretary** of the employing organisation shall record the details of each continuing education course on the **MINISTER/SPOUSE CONTINUING EDUCATION RECORD** form. (See attached.) This is to be kept with the pastor's Service Record.

If the pastor's spouse is not employed, his/her continuing education credits may be recorded on the employee's record form. This may encourage couples to spend time studying together - preparing them for a more fulfilling team ministry.

This permanent official record of CEUs with the employee's Service Record assures the pastor, administrator or Bible worker that his/her employer considers continuing education to be important. It informs Conferences/Unions of what training the person has received and allows employers to see at a glance that the person is keeping abreast of his/her profession.

4. The **Ministerial Association Secretary** of the employing organisation is to work with the President and Secretary of the Conference/Union to ensure that each pastor, administrator and Bible Worker is participating in the continuing education programme.

VI INCENTIVES FOR COMPLETING CONTINUING EDUCATION UNITS

Because of the commitment to the further education of all pastors, administrators and Bible workers in the territory of the Trans-European Division, the Executive Committee recommends that a person who completes 10 CEUs in five years be eligible for an upgrading opportunity as decided by each Union. For example: (1) a 2-4 week study programme or (2) a 2-4 week sabbatical for research.

Upon the completion of 10 CEUs the pastor, in consultation with his Conference and/or Union Ministerial Association Secretary and the President of his field must make application through the executive committee for this study/research programme. The cost of this educational experience must be borne by the employing organisation.

SUMMARY AND CONCLUSION

Continuing education is not an occasional, random participation in an education event. It is a planned learning experience which assists the individual in becoming more efficient in ministry. Ellen White states very succinctly the necessity for continued intellectual growth:

"Our ministers will have to render to God an account for the rusting of the talents He has given to improve by exercise. They might have done tenfold more work intelligently had they cared to become intellectual giants. Their whole experience in their high calling is cheapened because they are content to remain where they are. Their efforts to acquire knowledge will not in the least hinder their spiritual growth if they will study with right motives and proper aims." - *Testimonies to Ministers*, page 194.