

**Center for Ministry Development  
Process Matrix**

Individual	Basic Coach	CMD Secretary	Training Center	Assessment Center	Advanced Coach	CMD Team
	Receives Basic Coach training to stay in compliance with Manual, para. 413.23				Receives Advanced Coach training	Oversees the process
<b>Receives God's call and tells local pastor</b>	Celebrates the call; requests <i>Sourcebook for Ministerial Development</i> from CMD	Sends <i>Sourcebook for Ministerial Development</i> upon request, including registration forms				
<b>Registers with CMD</b>	Signs registration forms and sends to indicated recipients	Registers the individual and records their information in the CMD database; sends annual birthday card to encourage and instruct individual on next steps	Receives copy of registration			Receives copy of registration, along with district supt.
<b>Spiritual Gifts Inventory:</b> By age 13 or within 1 <sup>st</sup> year of call	Administers <i>Spiritual Gifts Inventory</i> ; submits results to CMD secretary	Sends <i>Spiritual Gifts Inventory</i> to Basic Coach; Receives results of <i>Spiritual Gifts Inventory</i>				
<b>Educational Choice:</b> By senior year of high school or within 1 <sup>st</sup> year			Assign Education Counselor to discuss options for fulfilling credential requirements			

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<b>Local License</b>	Pastor requests Local License packet from NPH; pastor and church board interview individual; complete paperwork and submit to indicated persons; evaluated annually	Receives a copy of approved application for Local License				
<b>Celebrate Local License</b>	Award the local license at a public service prior to the final Sunday evening service of Family Camp					Organizes the award service prior to the final Sunday evening service of Family Camp
(Blank)		Provides list of registered students and completed coursework upon request of Training Center Director	Uses CMD secretary's information to plan courses			
<b>Assessment Center Weekend:</b> Does pre-assessment testing; attends assessment weekend (with spouse).		Updates Educational record with copies for assessment team; assists Assessment Center director with selection of candidates.		Plans Assessment weekend; invites candidates (with spouse); staffs event with assessors, coaches, spousal advocate, et al.	Assigned a candidate; work with candidate throughout weekend; help prepare Ministry Covenant.	

Individual	Basic Coach	CMD Secretary	Training Center	Assessment Center	Advanced Coach	CMD Team
<b>District License:</b> Request application from District Secretary; submit copy to District Secretary and CMD Secretary	Pastor and church board recommend	Receives copy of District License application; Submit copy of educational record to DS and District Board of Ministry.	Educational Counselors meet with assigned students; give report on each student to DS and District Board of Ministry; recommend students who need to meet with DBM.		Meet personally with assigned candidate; review Ministry Covenant; write report on candidate's progress and submit to DS and District Board of Ministry.	
<b>Celebrate First District License:</b> Awarded first district license prior to the final Sunday evening service of Family Camp						
<b>Skill and Experience Development</b>	May be asked to provide internship assignment and/or ministry experiences		Assist individual in fulfilling internship requirement		Meet monthly with individual; first meeting expands and specifies tasks to meet Ministry Covenant needs; other meetings review Ministry Covenant tasks and work on Praxis Curriculum.	

Individual	Basic Coach	CMD Secretary	Training Center	Assessment Center	Advanced Coach	CMD Team
<b>Ordination:</b> Requests application from District Secretary and submit copy to CMD Secretary	Pastor and local church board recommend	Receives copy of ordination application; copies individual's folder for Ordination assessment (include education, assessment, coach reports, etc.).	Certify that ordination candidate has fulfilled all educational requirements	Receives copy(s) of ordination candidate's folder from CMD secretary; sets up a one-day assessment for candidates with DBM to determine fulfillment of all requirements for ordination, incl. completion of all Ministry Covenant tasks	Participate in Ordination assessment.	
<b>Celebrate Ordination:</b> Service conducted by General Supt. on the first Sunday afternoon of Family Camp						
(Blank)			Works with Training Center Alliance, NBC, ENC, and others to ensure that we meet all educational requirements for ordination	Build a basic team of specialized assessors and supplement with Advanced Coaches, depending on number of couples to assess		Trains Basic and Advanced Coaches
(Blank)			Assists students with developing an academic portfolio if they choose to pursue a degree at a later time			Develops annual budget

## **District Board of Ministry**

### **District Licensing:**

1. Meets annually to evaluate candidates for district licenses.
2. Meets personally with candidates (and spouses) applying for district license the first time on this district.
3. Meets personally with candidates (and spouses) when recommended by any of the following: Center for Ministry Development, Advanced Coaches, or Educational Counselors.
4. Utilizes Ministry Covenant (from Assessment), Educational record, Advanced Coach report(s), district license application, and any other material to determine the recommendation in regard to the application for district license.

### **Ordination:**

1. Meets annually to evaluate candidates (and spouses) for ordination.
2. All annual interviews will be done in person.
3. Candidates' Advanced Coach will be invited to sit with the candidate and participate in the evaluation that follows the interview.
4. Utilizes Ministry Covenant (from Assessment), Educational record, Advanced Coach report(s), district license application, and any other material to determine the recommendation in regard to the application for district license.