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# Ordination Extension Policy

## Purpose

This policy is meant to provide clarity about the process of requesting an extension of the ordination program within the Canadian Pacific District (CPD). It is the district's desire to see ordinands succeed by providing support, coaching and counselling, while also communicating clear boundaries and expectations. The CPD aims to hold all Official Workers accountable to the conditions of their licensing with The Christian & Missionary Alliance (C&MA) but recognizes the need for grace and understanding when the process of ordination conflicts with matters of higher priority, such as health or family.

With reference to the Terms of License in the *Ordination Policy* of the C&MA:

*Candidates shall be required to complete the ordination requirements within a three-year period after placement in ministry. Extensions are not normally granted but may be granted for extenuating circumstances. Requests need to be made according to the district procedures.*

## Eligibility

Extensions will only be granted for extenuating circumstances where an ordinand has been in regular communication with their supervisor and, when applicable, the District Office as to their progress and situation.

Extensions will not be granted for ordinands who are simply falling behind in their assignments or for those who have not been proactive about submitting their assignments in a timely manner before circumstances prevented them from doing so.

## Process

1. Extensions need to be requested at least three months before an ordinand's scheduled interview date, but preferably no earlier than 6 months.
2. An ordinand must first approach their Lead Pastor or Board Chair to gain their support in requesting an extension.
3. If the Lead Pastor or Board Chair is in support of the request, then the ordinand must contact the District Office to request a meeting with the Licensing and Ordination (L&O) Committee.
4. Wherever possible, these requests will be presented during one of the biannual L&O Committee meetings as an item of business.

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5. A subcommittee will be formed for cases where an ordinand is unavailable during the biannual L&O Committee meetings.
6. The ordinand will meet with the L&O Committee and present their justification for why an extension should be granted.
7. The L&O Committee will deliberate and come to a collective decision about whether the extension is warranted or not.

Factors that will be considered:

- how much control the ordinand has over their current situation
  - if the ordinand has been proactive about submitting their documents
  - if an obvious effort has been made to participate in the ordination process
  - if there is clear indication that the ordinand desires to be in accordance with district policy
8. If an ordinand's extension request is denied, a meeting will be scheduled between the Assistant District Superintendent and the ordinand. The meeting will provide an opportunity to strategize how to effectively support and hold accountable the ordinand succeed in order for them to succeed.