
DEXCOM Standing Committee on Licensing and Ordination Terms of Reference

General Terms of Reference

The Standing Committee on Licensing & Ordination (L&O Committee) is a standing committee appointed by the District Executive Committee (DEXCOM), assisting and advising the District Superintendent (DS) or their designate as required by the *Bylaws of the Christian and Missionary Alliance – Canadian Pacific District (CPD)* in carrying out licensing and ordination approval responsibilities.

Terms of Reference as a DEXCOM Standing Committee

As a standing committee established by DEXCOM, the L&O Committee assists DEXCOM in fulfilling its general responsibilities as part of The Christian and Missionary Alliance in Canada (C&MA). Accordingly, the Committee should address matters specifically referred to it by DEXCOM and take initiative to advise DEXCOM on matters it considers important for their consideration.

Terms of Reference as an Advisory Committee to the District Superintendent

Responsibilities

1. Licensing Interviews/Granting

Members of the L&O Committee will be requested to participate in licensing interviews. These interviews occur at the District Office, virtually, or at a designated regional location. Following the interview, members of the L&O Committee will make their recommendation to the DS as to whether the candidate qualifies for licensing as an Official Worker according to the *C&MA Licensing Policy*.

2. Ordination Assignment Grading

Members of the L&O Committee will be requested to assist with the marking of ordination assignments.

3. Ordination Interviews/Granting

Members of the L&O Committee will be requested to participate in ordination interviews. Following the interview, members will make their recommendation to the DS as to whether the candidate qualifies for ordination according to the *C&MA Ordination Policy*.



4. **Assistance with Denominational Policy Development (as requested)**

From time to time, the National Ministry Centre may ask for input from the L&O Committee in helping to draft policy.

General Duties

1. Maintain minutes of all meetings and submit copies to DEXCOM as requested.
2. Mark ordination assignments, as requested, in a timely fashion.
3. Meet no less than biannually in the performance of these duties.
4. Assist the DS or their designate in finding candidates for the L&O Committee who have the needed expertise and experience for committee work.
5. If requested, be part of a special ordaining council for Indigenous pastors.

Committee Functioning

1. The DS or their designate will chair the L&O Committee. The Committee will select an acting secretary from its members.
2. If the DS or their designate is unavailable to chair a committee meeting, any member of the District Lead Team may fill this role.
3. A minimum of two (2) interviewers will be present at a licensing interview.
4. A minimum of three (3) interviewers will be present at an ordination interview.
5. L&O Committee members will be reimbursed for reasonable expenses incurred for Committee work (e.g., mileage).
6. The DS grants licensing and ordination, however, the L&O Committee provides a recommendation to the DS. This recommendation is derived by the interviewing panel via consensus, taking all licensing and ordination requirements into account.



Membership

The L&O Committee will be composed of no fewer than nine (9) and no more than fifteen (15) appointed members, in addition to the DS and ordained District Lead Team members. The composition of the Committee will take ethnicity and gender into consideration, seeking to establish the most effective committee possible.

Members at large are appointed by DEXCOM, with the exception of the DS and ordained District Lead Team members who are ex officio, voting members of the Committee. A member's term begins the day of DEXCOM appointment. There is no limitation on the number of consecutive terms DEXCOM-appointed members at large may serve.

All members must annually complete the Declaration of Conflict of Interest in compliance with the *Conflict of Interest Policy for CPD Employees and Volunteers*.

All members must sign the *Licensing and Ordination Committee Confidentiality Agreement* upon becoming a member of the Committee.

Qualifications

It is expected that the members of the L&O Committee, as a group, will provide theological expertise through their training and experience. Each member should have the following qualifications:

1. Be a member in good standing of a CPD church with the endorsement of their Lead Pastor or Board Chair.
2. Hold a C&MA license in good standing as well as successful completion of the ordination track, including the final interview.
3. Strong theological understanding, particularly as it intersects with C&MA theology.
4. Be familiar with the *C&MA Licensing Policy* and the *C&MA Ordination Policy*.

An appointed member ceases to be a member of the Committee:

- by resigning from the Committee
- upon death
- by no longer being a member in good standing of a CPD church
- by no longer holding a C&MA license



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- by being under discipline
 - through lack of participation in marking and interviewing duties as determined by the DS or their designate
 - on account of inappropriate conduct on the Committee or with licensing and/or ordinand candidates as determined by the DS or their designate

Adopted

April 2018

Amendments

October 2020

April 2022

April 2023

October 2023

April 2024

