
References for District Superintendent Candidates

When a District Superintendent has reached their maximum allowable term or will be stepping down from their position, the process for electing a new District Superintendent ("DS") begins. The task of providing nominations for this position falls to the District Conference Committee on Nominations (the Committee).

The Committee must follow the *Policy on Process for Electing District Superintendents* found in the Manual of The Christian and Missionary Alliance in Canada. The task of the Committee is to identify which candidate it recommends to District Conference as well as list the names of the persons who submitted nomination papers, whose nomination papers were found to be in order and who have not withdrawn.

In doing this, "the Committee shall exercise due diligence and fair treatment in its assessment of each candidate."¹ This "due diligence shall include, but not be restricted to, a criminal record police check and an oral interview."² Part of this due diligence procedure may be to solicit references for candidates from their place of ministry.

In the case of Canadian Pacific District (the District) employees who choose to file nomination papers with the chair of the Committee, their place of ministry would be the District Office. In order to allow the DS to maintain a degree of separation from the candidating process, the District Executive Committee (DEXCOM) shall provide a reference for District employees.

Reference Procedure

In order to provide a fair and unbiased reference, the following procedure shall be used by DEXCOM:

1. The chair of DEXCOM (or, in the case where the DS is the chair, the vice-chair or Associate Governance Officer) will contact the Committee chair to inform the Committee that DEXCOM will provide a reference for any District employees who choose to file nominations papers.

¹ *Policy on Process for Electing District Superintendents*, item 1.6, Manual of The Christian and Missionary Alliance in Canada.

² *Ibid.*, footnote

2. When requested by the Committee to provide a reference for a District employee, the DEXCOM chair (or, in the case where the DS is the chair, the vice-chair or Associate Governance Officer) and two other DEXCOM members selected by DEXCOM shall become an ad hoc committee whose task is to draft a reference. The employee shall be informed of this process and of the option to receive a copy of the reference letter before it goes to the Committee.
3. The ad hoc committee shall:
 - 3.1. Review the personnel file of the District employee.
 - 3.2. Interview the DS regarding the District employee's performance
4. The ad hoc committee shall draft a reference for the employee that strives to be holistic in nature and shall include:
 - 4.1. Length of service in current position at the District
 - 4.2. Accomplishments and areas of greatest strength in current position
 - 4.3. Areas of challenge (weaknesses)
 - 4.4. Areas where growth is seen
 - 4.5. Areas of concern
 - 4.6. Style of leadership
 - 4.7. How has the individual worked as a member of the team
5. The ad hoc committee will provide a draft reference letter to DEXCOM for discussion and approval.
6. The approved reference letter shall be sent to the District employee if requested.
7. No sooner than three business days after sending the approved reference letter to the employee, and subject to DEXCOM confirming with the Committee that there has been no change in the employee's candidating status, the reference letter shall be sent to the chair of the Committee.
8. A copy of the reference letter shall become part of the employee's employment file.