

# CREDENTIAL MANUAL OF

## The Pentecostal Assemblies Of the West Indies



**PAWI**  
SINCE 1910

**FROM THE GENERAL BISHOP**

**2018**

This occasion affords me the opportunity to express greetings and appreciation to all credential workers of the PAWI Int'l. It also allows me to launch this effort of the PAWI to unify the way workers are credentialed - workers who are to propel the Organization forward and ensure it stays relevant, alive and well. It is my frequent wish and hope that all District Executives will adhere to its dictates.

Especial thanks to Rev, Dr Pearl Rivers, The West Indies School of Theology Curriculum Committee and all involved in its documentation and all District Presiding Bishops who will be spearheading the process. May it be the shining light as we embark on the second century of our crusade.

God bless you all and God bless PAWI.



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## **TABLE OF CONTENTS**

### **CONTENTS**

	<b>PAGES</b>
<b>PREFACE</b>	<b>2</b>
<b>SECTION I: INTRODUCTION</b>	<b>5</b>
1.1.Rationale/Purpose	5
1.2.Use of the Manual/Handbook	5
1.3.Definition of Terms	6
<b>SECTION II: PAWI CREDENTIAL</b>	<b>6</b>
2.1. Benefits of Holding Credentials	6
2.2. Expectations of Credential Holders	7
2.3. Categories of Credentials	7
2.4. Qualifications/Requirements	8
2.4.1. General	8
2.4.2. Specific	9
2.5. Special Considerations	

<b>SECTION III: APPLICATION</b>	<b>13</b>
3.1. First-Time Applicants	13
3.2. Upgrade of Credentials	13
3.3. Reinstatement of Credential	14
3.4. Special Considerations	14
<b>SECTION IV: CREDENTIALING PROCESS</b>	<b>15</b>
4.1. Overview of the Process	15
4.2. Credentialing Process for First-Time Applicants	16
4.3. Credentialing Process for Credential Upgrade	17
4.4. Credentialing Process for Reinstatement of Credential	17
4.5. Credentialing Process for Special Considerations	18
4.5.1. Ministers from Other Organizations	18
4.5.2. Procedure for Transfer of Credentials	18
<b>SECTION V: ORDINATION</b>	<b>19</b>
5.1. Overview of the Ordination Process	19
5.2. Stages of the Ordination Process	19
5.3. Awarding of the Credential and Public Conferring of Ordination	22
5.4. Requirements for Ordination	23
5.5. The Application Process	23
5.6. The Procedure	23
5.7. Ordination Service	25
5.7.1. Introspection	25
5.7.2. Presentation to the Church and Consecration	26
5.7.3. Charge to the New Ministers	27
<b>SECTION VI: RENEWAL AND MAINTENANCE</b>	<b>28</b>
6.1. Maintenance of Credentials by Holders	28
6.2. Renewal of Credentials	28
6.2.1. Requirements	28
6.2.2. Application	29

6.3. The Procedure	29
--------------------	----

**SECTION VII: ROLES AND RESPONSIBILITIES** **29**

7.1. Role and Responsibilities of PAWI Districts	29
--	----

7.2. Credential Ceremony	30
--------------------------	----

7.3. Role and Responsibilities of PAWI General Executive	30
--	----

**APPENDICES**

APPENDIX A: PRINCIPLE OF VOLUNTARY COOPERATION	31
--	----

APPENDIX B: PRIOR LEARNING AND MINISTRY	32
---	----

EXPERIENCE PORTFOLIO

APPENDIX C: APPLICATION FORM	33
------------------------------	----

APPENDIX D: RECOMMENDATION/REFERENCE FORM	45
---	----

APPENDIX E: APPLICATION CHECK LISTS	51
-------------------------------------	----

APPENDIX F: INTERVIEW INSTRUMENTS	54
-----------------------------------	----

F.1. FOR FIRST-TIME APPLICANTS	56
--------------------------------	----

F.2. FOR UPGRADES	63
-------------------	----

F.3. FOR REINSTATEMENT APPLICANTS	67
-----------------------------------	----

F.4. FOR RENEWALS	69
-------------------	----

F.5. FOR SPOUSE OF APPLICANTS	73
-------------------------------	----

**APPENDIX G: ORDINATION**

G.2. FOR ORDINATION CHECK LIST	75
--------------------------------	----

G.2. FOR ORDINATION INTERVIEW	76
-------------------------------	----

G.2. DIAGNOSTIC ASSESSMENT INSTRUMENT	80
---------------------------------------	----

G.3. PERSONAL INFORMATION FORM	85
--------------------------------	----

G.6. ORDINATION PREPARATION PROGRESS RECORD	86
---	----

G.3. SUGGESTIONS FOR INTERVENTION	87
-----------------------------------	----

G.8. SUMMATIVE ASSESSMENTS	97
----------------------------	----

APPENDIX H: PAWI ASSESSMENT OF FIVE-FOLD MINISTRY GIFTS	105
---	-----

APPENDIX I: SEMINAR CURRICULUM	109
--------------------------------	-----

APPENDIX J: CERTIFICATE OF COMPLETION	132
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**SECTION I**

## **1.0 INTRODUCTION**

PAWI Credential Manual, 2018, is the official point of reference for awarding credentials and ordination of ministers of PAWI, International. This 2018 publication includes additions, adjustments that were not part of the original manuscripts and supersedes all previously published PAWI credential manuals. It contains all the required content, criteria for maintaining standards, policy and processes for approving, preparing and awarding credentials to candidates. In addition, it provides the recommendation forms, interview instruments, curriculum for the PAWI's Distinctive Doctrines and Ideals (PDDI) seminar for first-time applicants and the Development Programme for the ordination process.

Credentialed workers should become familiar with the contents of this handbook as it adequately responds to the many questions regarding applying for and upgrading of credentials with the Pentecostal Assemblies of the West Indies International. We believe that increased organizational success and professional relationships are easier when all persons involved are aware of the requirements within the organization. This guide will help credentialed workers to better understand PAWI's procedures. The policies, procedures, and practices described here may be adjusted by the General Executive, and those changes will be published on PAWI's official website and by email to all credentialed workers within forty (40) days of the decision being made.

### **1.1. Rationale/Purpose**

PAWI Credentials Manual is provided for use by Executives of PAWI in processing of credentials to qualified candidates. This Credential Manual provides the basis for the principles, standards and processes to be used by all Districts of PAWI and the International Office, with the intent to minimize subjectivity and maintain the same standards throughout the fellowship.

### **1.2. Use of the Manual**

PAWI Credentials Manual is to be used by the following:

- i. PAWI International Office: for monitoring and ensuring standards, policies, and procedures set forth in this Credentials Manual are adhered to when granting credentials and for guidelines for approving applicants for ordination.

- ii. District Executives: to follow the standards, policies, and procedures for recommending first-time credentials, upgrades and renewal of credentials as set forth in this Credentials Manual.
- iii. Applicants and Credentialed Ministers: to acquaint themselves with the requirements and procedures for obtaining, maintaining and renewing credentials.

PAWI instructs that when recommending candidates for credentials, Districts adhere to the standards, policies, and procedures set forth in this PAWI Credentials Manual. This manual, including the standards, policies, and procedures set forth, should not be modified, except in instances where some standard or procedure is in direct conflict with local law. Where there is conflict, the respective District shall seek legal counsel in relation to any such changes. Any changes shall be forwarded, as a 'Proposal for Change', to the International Office who will determine further course of action. No change should be effected in any district until and unless final approval is received, by letter, from the international office and signed by the General Bishop or General Administrator on his behalf.

### **1.3. Definition of Terms**

- i. Applicants- Persons who submitted applications for credentials.
- ii. Candidates – Persons whose applications were accepted by the respective district and they are now eligible to undergo the preparation for credentials.
- iii. Credential holders – Persons who were granted credentials and their credentials are currently valid.
- iv. District Credential Committee (DCC) – Committee convened by the district to conduct interviews, communicate with candidates, supervise tests, etc. The committee may consist of members of the District Executive and or an Elder and any long-serving, creditable and capable member of the District.
- v. District Executives – duly elected officers of the district, authorized by the Constitution and Bylaws to conduct the business of the District.
- vi. Fellowship – the Pentecostal Assemblies of the West Indies International.
- vii. Intervention - An action recommended by the District to help strengthen an underdeveloped area or a shortcoming in a candidate.
- viii. PAWI – The Pentecostal Assemblies of the West Indies International

- ix. PAWI International Office – The main administration office which serves the entire PAWI fellowship and contains the Office of the General Administrator who manages the day to day operations of the fellowship.

## **SECTION II**

### **2.0 PAWI CREDENTIAL**

#### **2.1 Benefits of Holding Credentials**

- i. The holder of a PAWI credential receives recognition as a bona fide minister of the gospel among PAWI constituents and possibly the wider public.
- ii. The holder of a PAWI credential has the authority to conduct ministry in any PAWI church, officiate in any related activity and act on behalf of PAWI in accordance with its constitution and bylaws.
- iii. Credential holders are authorized to vote at all District, National and General Conferences of PAWI.
- iv. Access to ministerial, pastoral, administrative and leadership positions within the PAWI
- v. Ability to stay current on legislative and day to day policy issues that impact ministry.
- vi. Credentialed holders can feel a sense of belonging and fellowship with persons of like interest. Connection with fellow ministers and leaders facilitates social networking and gives access to shared resources, ideas, advice and support.
- vii. In some Districts, Ordination credential is a legal requirement to obtain a marriage license or carry out certain functions.
- viii. Holding a PAWI credential benefits the credentialed minister and the church, as well as the community. The level of credential is a testimony of the holder's character and competency in the ministry. When a minister is credentialed, the church gains assurance that the minister has acquired adequate amounts of knowledge, skills, and competencies required to carry out the work of the ministry.
- ix. Allows for easier access to some state facilities, committees and functions.
- x. The credential ID card can be used as additional identification for the holder.

#### **2.2 Expectations of Credential Holders**



By applying for credentials with the PAWI, applicants are declaring that they have decided to become members of PAWI organization and will voluntarily cooperate with and subscribe to, of their own free will, the principles, practices and doctrines for which PAWI stands, including the teaching and application of the baptism in and manifestations of the Holy Spirit, and will share in the benefits that accrue to all members of the organization without prejudice.

PAWI credentialed workers shall demonstrate commitment to:

- i. Moral integrity.
- ii. Consistent spiritual growth and maturity.
- iii. Ministry excellence.
- iv. Upholding the constitution and bylaws, beliefs, and ideals of PAWI.
- v. Lifelong learning and participation in annual continuing education program established by PAWI/WIST.
- vi. Attendance at all District, National and General Conferences
- vii. Fostering the longevity of PAWI

## **2.3 Categories of Credentials**

### **2.3.1. Certificate of Recognition (COR)**

Certificate of Recognition is the first level credential and is granted to recognize persons who do not have formal certification in theological studies but have been certified by ordained ministers as having two years constant active involvement in supportive ministries in key areas of the Fellowship at the District, National or International levels, or in assisting the leadership of a local assembly with pastoral functions or are active ministry partners with their spouses.

### **2.3.2. Lay Workers' Certificate (LWC)**

Lay Workers' Certificate may be granted to persons who completed a recognized Certificate Course in theological studies and have been certified by an ordained minister as having three years consistent, active involvement in assisting with pastoral functions in local assemblies or who are elected as departmental coordinators at District, National or General levels.

### **2.3.3. License to Minister (LTM)**

License to Minister is granted to persons who possess the minimum qualification of a recognized diploma in theological studies and have been involved in either pastoral, evangelistic, teaching, missionary, leadership or related spiritual ministries at a Church, District, National or General level for a period of exceeding two years prior to application.

### **2.3.4. Ordination**

Ordination is the highest level credential offered by PAWI and is granted to those who demonstrate faithfulness, humility, submission, fruitfulness and consistency as well as a recognized and proven spiritual ministry for a period of two continuous years since receiving the License to Minister Credential. It recognizes the candidates' outworking of the sovereign call of God and manifestations of the Five-Fold Ministry Gifts.

## **2.4 Qualifications/ Requirements**

### **2.4.1. General**

All applicants for PAWI credentials shall satisfy the following requirements:

- i. Have a personal experience of salvation
- ii. Have proven themselves loyal to the Fellowship, by demonstrated adherence to its Doctrines, Values, Constitution, by-laws and position papers.
- iii. Are of sound mental and moral character and be in good relationship with fellow credential holders.
- iv. Are filled with the Holy Spirit with the physical manifestation of speaking in other tongues.
- v. Shall possess a good report from outsiders, in accordance with I Timothy 3:7 and must demonstrate an attitude of Christian tolerance to all men.
- vi. Shall demonstrate a wholesome attitude to money or worldly goods in accordance with Matthew 6:24 and 1Timothy 3:3.

- vii. Shall produce two (2) letters of recommendation, one from their employer if employed in secular employment and the other from a current active credential holder within or outside the Fellowship. If a candidate is married, the spouse shall also submit a letter of recommendation and be available for an interviewed.
- viii. Have obtained the Certificate of Completion from PAWI's Distinctive Doctrines and Ideals (PDDI) Seminar.

Graduates of The West Indies School of Theology who received a passing grade these subjects will be exempted from attending the PDDI seminar: history, doctrines, values, and Constitution and Bylaws of PAWI.

- ix. Paid the requisite fees:
  - a. First-time Application:
    - \$20 USD, non-refundable application fee;
    - \$110 USD, credential fee.
  - b. Upgrade and Renewal: \$50 USD
  - c. Reinstatement:
    - Two-year lapse- \$75 USD;
    - Six years or more – \$100 USD.
  - d. Ordination: \$100 USD

## **2.4. Specific Qualifications /Requirements**

### **2.4.1. Certificate of Recognition (COR)**

A person shall be considered eligible for Certificate of Recognition credential if he satisfies criteria (i), (ii) and one or more of the following:

- i. Be a member in good standing of a Local assembly of the Fellowship and shall receive a recommendation by his/her Pastor.
- ii. Obtained the Certificate of Completion from PAWI's Distinctive Doctrines and Ideals Seminar

- iii. Is a minister's spouse engaged in specific ministry areas for a period exceeding two years. This involvement shall be within the fellowship as an active partner with the spouse
- iv. Is engaged in supportive ministries exceeding two consecutive years at District, National or International levels in key areas of the Fellowship such as Men's, Women's and Youth Ministries, Christian Education, Missions and Crusaders;
- v. Is a person without formal certificate in a theological field of study but has continuously assisted the leadership of a local Assembly in preaching, church planting, missionary, teaching and administration for a minimum of three years.

### **2.4.3. Lay Workers' Certificate (LWC)**

A person shall be considered eligible for Lay Workers' Certificate credential if he satisfies criteria (i), (ii), (iv) and one or more of the following:

- i. Be a member in good standing of a Local assembly of the Fellowship and shall receive a recommendation by his/her Pastor.
- ii. Have successfully completed a Certificate Course in Theology from the WIST or an equivalent as approved by the WIST.
- iii. Obtained the Certificate of Completion from PAWI's Distinctive Doctrines and Ideals Seminar.
- iv. Be assisting in leadership at his/her local Assembly in areas of preaching, church planting, teaching, missions, being a missionary, church administration and or ministry in the market place for a period of three continuous years.
- v. Be a departmental head at District, National or International levels in key areas of the Fellowship such as Men's, Women's and Youth ministries, Christian Education, Missions or Crusaders.

#### **2.4.4. License to Minister (LTM)**

A person shall be considered eligible for License to Minister Credential if he satisfies all the following:

- i. Be a member in good standing of a Local assembly and shall receive a recommendation from his/her pastor or senior pastor. If the applicant is the pastor the recommendation should come from an ordained minister who supervised the pastor.
- ii. Is the holder of a minimum qualification of a diploma in Theology from the WIST or an equivalent as approved by the WIST **OR** a satisfactory combination of biblical learning and proven ministry experience for three continuous years? (Appendix B. Prior Learning and Experience)
- iii. Has been involved in either pastoral, evangelistic, church planting and growing, leadership or related spiritual ministries, at a local church, district, national or international or consistent missionary involvement internationally, or ministry in the market place for a period of two continuous years prior to application.
- iv. Obtained the Certificate of Completion from PAWI's Distinctive Doctrines and Ideals Seminar.

#### **2.4.4. Requirements for First-Time Applicants**

2.4.4.1 First-time applicants may apply for COR, LWC or LTM.

2.4.4.2. All first-time applicants for credentials are required to:

- i. Complete appropriate areas of the standardized credential form for first time credential application and submit to a respective PAWI district office together with the required recommendations and testimonials.
- ii. Attend and actively participate in PAWI's Distinctive Doctrines and Ideals Seminar (PDDI) and successfully complete an assessment based on the material presented in the seminar.

- iii. Attend an interview with persons appointed by the district in which the application is made. This interview will ascertain the spiritual maturity, character, family management, ministry involvement and allegiance to the teachings of the Bible and the ideals of PAWI.
- iv. If a candidate is married, the spouse should also be available to be interviewed.
- v. Pay the fees for first-time credentials (\$130 USD).

#### **2.4.5. Requirements for Upgrade**

Credential holders applying for upgrade shall satisfy both General and Specific Requirements for the respective category of credential for which they are applying.

#### **2.4.6. Ordination**

A person shall be considered eligible for ordination if he satisfies the following:

- i. Submitted recommendations from the following:
  - a) His local Pastor, or a current active local Pastor within the district in which he is applying. The recommending pastor shall be in possession of an ordination credential and who would have personal knowledge of the candidate.
  - b) The respective District Executive and District Conference to which the candidate belongs.
  - c) An ordained minister
- ii. Is the holder of License to Minister Credential and is involved in active ministerial practice.
- iii. Is the holder of the Certificate of Completion from PAWI's Distinctive Doctrines and Ideals Seminar (PDDI Seminar).
- iv. Completed three levels of assessment
- v. Successfully completed the two-year development and education programme.

#### **2.4.7. Reinstatement of Credential**

Former holders of PAWI credentials may have their credentials reinstated after being assessed and agreed to have satisfied both the **General** and **Specific Requirements** re. the category of credential for which they are applying in addition to the following:

- i. A letter explaining the reasons for the lapse and the desire for reinstatement.
- ii. A testimonial from a member of the District Executive.

### **2.5. Special Considerations**

#### **2.5.1. Ministers from Other Organizations**

Holders of Ordination or LTM or equivalent credentials from other organizations and are approved by the General Executive may be granted credential with PAWI. Notwithstanding this, the General Executive is under no obligation to accept the applicant's previous ministerial status or use it as part of the assessment process. Applications shall be made through a PAWI District. The District Executive shall judge each applicant on his own merit and determine the level of credential for which they should be recommended.

#### **2.5.2. Requirements**

Holders of Non-PAWI credential shall secure an interview with the District Executive to determine eligibility and satisfy all the **General and specific Qualifications and Requirements** for credential in addition to the following:

- i. They shall conform to PAWI's terms and conditions for recognition.
- ii. **They shall provide Three** recommendations:
  - a. One from the organization that issued their credential;
    - i. Character reference from a member of the District Executive in which they are applying;
  - b. Leadership and spiritual ministry service recommendations from an active ordained local pastor in good standing.

- iii. Be the holder of the Certificate of Completion from the PDDI Seminar.

Applicants from other organizations would need to be cognizant of the history and be in agreement with the doctrines, values, Constitution and by-laws of PAWI in

order to transition smoothly into the operations of the District and integrate fully into the community of PAWI credential holders and PAWI fellowship. It is therefore imperative that they attend and actively participate in PAWI's Distinctive Doctrines and Ideals Seminar and successfully complete an assessment based on the material presented in the seminar.

- iv. Paid the requisite fees (\$120 USD).

### **2.5.3. Transfer of Credentials**

Holders of PAWI credentials in one district may have their credentials transferred to another PAWI district.

A holder of ordination credential may also wish to have his credential transferred to another organization.

### **2.5.4. Requirements**

- i. For transfer to another district the holder must be in good standing with the District in which he holds credential and shall submit a letter of recommendation as well as satisfy all the requirements for renewal of credential.
- ii. A credentialed holder who is desirous of transferring to another organization must be in good standing with the District in which he currently holds credential in order to be given testimonials from PAWI.



## SECTION III

### 3.0 APPLICATION

- i. The credentialing process begins with the submission of the application. (See Appendix C).
- ii. The first step is to download the application from PAWI website: <http://pawi-online.org> or [http://pawi-online.org/?page\\_id=51](http://pawi-online.org/?page_id=51).
- iii. Fill the relevant parts and submit the form together with all required documentations and supporting materials to the respective **PAWI District Office**.

#### 3.1. Application Process for First-Time Applicants

First-time applicants may apply for COR, LWC or LTM.

Applicants shall submit the following to their respective District Office:

- i. Completed application form. (See Appendix C).
- ii. Non-refundable application fee of \$20 USD
- iii. Two recent passport-sized pictures (not exceeding 3 months)
- iv. Four (4) recommendations (where applicable). (See Appendix D. *Recommendation Form*).
  - a. One character reference from a PAWI credential holder.
  - b. One from the applicant's senior pastor. This shall confirm consistent active involvement in spiritual ministry exceeding one (1) year.
  - c. One from applicant's employer if employed in secular employment.
  - d. One from the spouse attesting to applicant's family life and spiritual ministry if applicant is married.

#### 3.2. The Application Process for Upgrade of Credentials

Ministers applying for upgrade shall submit the following to their respective district offices:

- i. Completed relevant areas of the application form.
- ii. Credential fee of \$50 USD.
- iii. Two recent passport-sized pictures (3 months and under).

- iv. Recommendations as stipulated for the respective category of credential.
- v. Copy of the Certificate of Completion from the PDDI Seminar.
- vi. Copies of Theological Certification.
- vii. Three references from three ordained ministers (preferably Pentecostal Assemblies of the West Indies).
- viii. The names of three friends, at least one of whom is beyond your church acquaintance, and two former employers who know the applicant well.

### **3.3. The Application Process for Reinstatement of Credential**

Applicants applying for reinstatement of PAWI Credentials after a lapse **two (2) years** shall submit the following to the respective PAWI District Office:

- i. Completed relevant areas of application form for REINSTATEMENT of Credential.
- ii. Five (**5**) recommendations (where applicable):
  - a. One character reference from a member of the district executive in which they are applying or the PAWI District from which they are coming;
  - b. One character reference from a credential holder within or outside the Fellowship.
  - c. One from the applicant's senior pastor confirming consistent active involvement in spiritual ministry exceeding one (1) year.
  - d. One from applicant's employer if employed in secular employment.
  - e. One from the spouse attesting to applicant's family life and spiritual ministry if applicant is married.
- iii. Three references from three ordained ministers (preferably Pentecostal Assemblies of the West Indies).
- iv. Copy of the Certificate of Completion from the PDDI Seminar.
- v. Any upgrades to Theological Certification.
- vi. Reinstatement fee of \$75 USD.
- vii. Two recent passport-sized pictures (3 months and under)

If a credential has lapsed for **six (6) years or more**, the applicant will be required to redo the ‘PAWI’s Distinctive Doctrines and Ideals Seminar’ and the assessment. These assessments shall determine if further orientation is necessary before granting the credential.

### **3.4. The Application Process for Special Considerations**

#### **3.4.1. Ministers from Other Organizations**

Holder of Ordination or License to Minister Credentials from another organization shall apply for the level of credential recommended by the local District Executive and shall submit all the requirements for the respective credential to the local PAWI District Office. In addition, the following must be submitted:

- i. Five **(5)** recommendations (where applicable):
  - a. One from the organization that granted the applicant his credential.
  - b. Character reference from a member of the District Executive in which they are applying;
  - c. Leadership and spiritual ministry service recommendations from an ordained PAWI minister in good standing.
  - d. One from applicant’s employer if employed in secular employment.
  - e. One from the spouse attesting to applicant’s family life and spiritual ministry if applicant is married.
- ii. Copies of Theological and other Certification
- iii. Non-refundable application fee of 20 USD

#### **3.4.2. Transfers**

Credentialed holders seeking transfer from one district to another shall submit all the requirements for renewal of their credentials to the District Office to which they are seeking credentials. In addition they shall submit the following:

- i. Completed application form.
- ii. Recommendation from the former district.
- iii. The appropriate fee.

## **SECTION IV**

### **4.0 CREDENTIALING PROCESS**

#### **4.1. Overview of the Process**

- i. Credentials may be awarded to first-time applicants, valid credential holders who are renewing, holders whose credentials lapsed and applicants who hold credentials with other Pentecostal based organizations
- ii. All applicants shall be interviewed using the relevant instrument. (The results of interview using **The Ideal Candidate Profile’ Assessment Instrument** can be useful when the minister begins preparation for Ordination). See Appendix G.2
- iii. All applications for credentials shall be submitted to the respective PAWI District Office where they will be reviewed by a credential committee. Once approved, the application shall be forwarded to the District Executive.
- iv. The District Executive shall present approved candidates to the District Conference for ratification.
- v. Ratified applications shall be recommended to the General Executive for approval.
- vi. District executives will notify and present credentials to successful candidates.
- vii. Credentials shall only be issued to persons who have satisfied all the requirements and have paid the requisite fees. See Requirements 2.4.1.

#### **4.1.2 Issuing of Credentials to Successful Applicants**

Credential IDs will be presented to workers during a function hosted specifically for this purpose or a district gathering such as Quarterlies, Rallies etc. . Such public issuing of credentials allows other credential holders as well as the constituent of the District to know the new credentialed workers.

### **4.2. Credentialing Process for First-Time Applicants**

#### **4.2.1. The Procedure:**

- i. The District Credential Committee (DCC) shall review all applications for credentials. When all the required information and documentation are received, the applicant shall be

informed in writing of the application being accepted. Accepted applicant shall pay a credential fee of \$100 USD.

- ii. DCC shall present the successful candidate with
  - a) a copy of the Ablaze (History of PAWI),
  - b) a copy of the Seminar Curriculum,
  - c) a copy the Constitution and Bylaws of PAWI,
  - d) and date for PDDI Seminar.
- iii. All Candidates that complete the PDDI Seminar and the relevant assessments shall be awarded a 'Certificate of Completion'.
- iv. The DCC shall interview all applicants using the relevant instruments (Appendix F.1). (The results of the interview using the Ideal Candidate Profile' Assessment will be required when the minister begins preparation for Ordination.)
- v. The DCC forwards all documentation to the District Executive.
- vi. When the candidate has met **all the requirements** the District Executive shall forward the application, all supporting documentation and a cover letter to the General Executive for final approval.
- vii. Approved applicants shall be informed of their success. Applicants that did not meet the requirements will be so informed with an explanation of their shortfall and guidelines for meeting the required standard.
- viii. The District Secretary shall notify approved candidates of the dates and venue for the issuing of credentials.

#### **4.2.2. Preparation by Applicants**

Applicants desiring credentials for the first time shall take the following steps as part of the preparation for receiving credentials with PAWI.

- i. Acquaint themselves thoroughly with the following:
  - a) The history of PAWI by reading the following chapters from the book, "Ablaze": chapters 2, 3, 4 and the chapter on their specific district. Chapters 1, 13 and 14 are recommended but not compulsory.

- b) The doctrinal beliefs, philosophy, values, practices, principles, and operations of PAWI as delineated in its Constitution and By-Laws.
- ii. Study the Seminar curriculum, answer the study questions, attend and actively participate in the PAWI's PDDI Seminar, achieve the minimum standards in the assessment and obtain the Certificate of Completion. (See Appendix I)

#### **4.3. Credentialing Process for Credential Upgrade**

##### **4.3.1. Procedure**

- i. DCC reviews the application and if all the required information and documentation are given the application will be accepted.
- ii. Accepted applicant pays credential fee of \$50 USD.
- iii. DCC interviews applicant (See Appendix F.2)
- iv. DCC forwards all documentation to the District Executive.
- v. If the candidate has met **all the requirements** the District Executive forwards the application, all supporting documentations and a cover letter to the General Executive for final approval.
- vi. Approved applicants will be informed of their success. Applicants that did not meet the requirements will be so informed with an explanation of their shortfall and guidelines for meeting the required standard.
- vii. Notify successful candidates of the dates and venue for the issuing of credentials.

#### **4.4. Credentialing Process for Reinstatement of Credential**

PAWI credentials may be awarded to former holders of PAWI credential once all the requirements are satisfied and the credential fee of 75 or 100USD is paid.

##### **4.4.1. The Procedure**

- i. DCC reviews the application and if all the required information and documentation are given the application will be accepted.

- ii. DCC interviews applicant using the Ideal Candidate Profile' Assessment Instrument and the District's customized interview instrument and approaches to determine the type of orientation needed before granting credentials. (See Appendix G.2)
- iii. DCC schedules date for the PDDI Seminar if necessary. In this case the applicant can pay an additional \$30 USD to obtain a copy of the book Ablaze and a copy the Constitution and Bylaws of PAWI.
- iv. DCC forwards all documentation to the District Executive.
- v. If the candidate has met **all the requirements** the District Executive forwards the application, all supporting documentation and a cover letter to the General Executive for final approval.
- vi. General Executive approves or declines approval
- vii. Approved applicants shall be informed of their success. Applicants that did not meet the requirements will be so informed in writing within thirty days of their application being considered and an explanation of their shortfall and guidelines for meeting the required standards.
- viii. Notify approved candidates of the dates and venue for the issuing of credentials.

#### **4.5. Credentialing Process for Special Considerations:**

##### **4.5.1. Ministers from Other Organizations**

PAWI credentials may be awarded to Holders of Ordination or License to Minister Credentials from other organizations once all the requirements are satisfied and fees are paid.

##### **4.5.2. The Procedure**

- i. DCC shall review the application and when all the required information and documentation are received the application will be accepted.
- ii. DCC shall interview all applicants using the Interview instrument for First-Time Applicants. Approved applicants shall be required to pay the credential fee of \$100 USD. (This fee includes cost for the Ablaze and a Constitution and By-laws).

- iii. DCC shall schedule the date/s for PDDI Seminar and shall give all candidates a copy of Ablaze, Seminar Curriculum and a copy the Constitution and Bylaws of PAWI.
- iv. DCC forwards all documentation to the District Executive.
- v. The District Executive forwards the application, all supporting documentation and a cover letter to the General Executive for final approval.
- vi. General Executive approves or declines application.
- vii. Approved applicants will be informed of their success by the District Secretary.
- viii. Applicants that did not meet the requirements will be so informed by the District Secretary with an written explanation of areas of concern and guidelines for meeting the required standard.
- ix. The District Secretary shall notify approved candidates of the dates and venue for the issuing of credentials.

**4.5.3. Procedure for Transfer of credentials**

In cases where a credential holder accepts a ministerial appointment in another district, an application for transfer of credentials shall be made. The form must be authorized by the DCC from which the transfer was made, and presented along with credential renewal documents to the DCC of the receiving district.



## SECTION V

### 5.0. ORDINATION

#### 5.1. Overview of the Ordination Process

Ordination is the highest credential offered in PAWI. Ordination is a privilege and a responsibility and is granted in recognition of God’s Grace and Sovereignty that has called the candidate to Himself for specific, vocational ministry among His people. PAWI recognizes a candidate’s outworking of the Holy Spirit through the manifestations of the Five-Fold ministry gifts.

While God is the one who ordains men, the practice of recognizing men publicly as being set apart by God for vocational ministry, is a practiced pattern in the New Testament. (Acts 6:5, 6; 13:2, 3; 14:23; I Tim. 4:14).

PAWI’s ordination process involves **four (4)** major stages:

- i. The Application
- ii. Diagnostic Evaluation
- iii. Preparation for Ordination
- iv. Ordination.

#### Diagram of the Ordination process



#### 5.2. Stages of the Ordination Process

##### 5.2.1. Stage 1. The Application

There are **two** routes for applying for Ordination:

1. At the time of receiving LTM the minister shall submit the application for ‘upgrade of credentials’ to indicate his/her desire to become a candidate for ordination.

2. A minister who holds LTM Credential for at least two years and has been continuously involved in ministry during the two years may apply for upgrade to Ordination.

### **5.2.2. Stage 2. Diagnostic Evaluation**

The Diagnostic Evaluation (See Appendix G.2) is conducted immediately after the minister's application is accepted. It is the initial assessment which identifies the needs of the minister so that the District Executive can appropriately customize a **two-year** program to meet the needs identified. The District Executive shall recommend appropriate interventions to enable the candidate to develop in accordance with biblical standards (Titus 1:6-9; 1 Timothy 3:2-7; 1 Peter 5:3) as well as the standards of the Ideal Candidate Profile.

The Diagnostic Evaluation examines the following:

- i. **Personal qualifications:** Theological and academic qualifications; all training; all experiences- church, work and market place.
- ii. **Life Circumstances:** Vocation call, character, spiritual condition, Family life, personal relationships, economic status, lifestyle, gifts and talents, skills, personal attributes and abilities etc.
- iii. **PAWI Polity:** Personal knowledge and understanding of and commitment to PAWI's beliefs, doctrines, values, principles and practices, mission and vision.

The following Assessment strategies and instruments will be used for the Diagnostic Evaluation:

- i. Evaluation of Completed Personal Information Form (Appendix G.3 )
- ii. The Ideal Candidate Profile (Appendix G.2)
- iii. Interview using District's Customized Interview Instrument

### **5.2.3. Stage 3. Preparation for Ordination.**

All candidates for Ordination credential shall undergo a period of preparation to attain a level of personal development and ministry experience. During this time candidate's progress will be observed and evaluated to determine readiness. **However, completion of the minimum preparation requirements does not automatically qualify you for ordination.**

The Preparation for Ordination includes an **assessment component** and a **two-year education and developmental component.**

#### **5.2.3.1. The Assessment Component consists of continuous and summative assessments.**

##### **i. Continuous Assessment**

The purpose of the continuous assessment is to determine the progress of the candidate and identify areas where further intervention may be needed.

a) The areas of focus for **continuous assessment** are:

1. Weakness/lack identified in the Diagnostic Assessment phase.
2. Recommendations made by the DCC and District Executive.
3. General Ministerial practices.
4. Specific ministerial gifting/vocational calling, e.g. apostle, prophet, pastor, evangelist, teacher, missionary.

b) The continuous assessment shall measure current status of candidates against the findings of their Initial Assessment to determine the candidate's progress toward the Ideal Candidate Profile.

c) Assessments shall be conducted every three months by the DCC or a designated supervisor. (A Designated Supervisor: The candidate's senior pastor or an experienced and capable ordained minister.)

##### **ii. Summative (final) Assessment (Appendix G.8)**

The purpose of the summative assessment is to determine the candidate's readiness for ordination.

The assessment involves:

- i. Personal Reflection (See Appendix G.8.1)
- ii. Final Interview (See Appendix G.8.2)

- iii. Continuous assessment reports on ministerial practices.

#### **5.2.3.2. The Education and Developmental Component**

- i. The purpose of the Developmental Component is to facilitate the spiritual, educational, personal (self), and ministerial development of the candidate.
- ii. The areas of focus shall be the areas of shortcomings and ministerial and vocational knowledge and skills:
  - a) Spiritual Formation
  - b) Education in areas of need
  - c) Knowledge and skills for ministry
  - d) Life Circumstances and Self Development if necessary.
- iii. The duration of the Education and Developmental Component is at minimum 2 years after the application is made.
- iv. **Exception:** A minister may be exempted from either the Two-year Education and Developmental Component or a portion of it if he/she satisfies the following conditions:
  - i. Holds LTM credentials
  - ii. Is the holder of a minimum qualification of a Bachelor Degree in Theological Studies from the WIST or an equivalent as approved by WIST.
  - iii. Has been involved in either pastoral, evangelistic, church planting and growing, leadership or related spiritual ministries, at a local church, district, national or international or consistent missionary involvement internationally, or ministry in the market place for a minimum period of **three** continuous years prior to application.
  - iv. Scored above 75% in the Ideal Candidate Profile assessment
  - v. Satisfies the interview.

### **5.2.3.3. Developmental Process:**

1. The candidate's scores on the Ideal Candidate Profile Assessment should be compared with the maximums on the Ideal Candidate Profile. Where the difference is large, intervention should be recommended. For example, if the candidate's scored 2 on "*Able to read, understand and interpret various types of documents,*" and the Ideal Candidate Profile maximum is 6, then that gap is large. In this case some kind of intervention, such as an English Course, should be recommended. During the Developmental period, the candidate should pursue an English Course.
  
2. The findings of the interview should also be used to recommend interventions.

### **Options for Interventions** (See Appendix G.3)

- i. Counselling
- ii. Attendance at workshops, Seminars, Conferences, Training sessions, retreats
- iii. Apprenticeship for skill development
- iv. Formal educational programs such as courses at WIST and other educational institutions
- v. Personal Reading (See Reading Resources, Appendix G.3)

### **5.3. The Awarding of the Credential and Public Conferring of Ordination.**

Ordination is a recognition conferred by PAWI upon sovereignly called and qualified ministers therefore, the ordination ceremony should be conducted publicly with decorum and grandiosity.

Opportunity should be given for large sections of the District's or Fellowship's constituents to witness the ordination ceremony.

A General Executive member shall confer the ordination with the assistance of District Executive members.

Pictures with short profiles of each newly ordained minister shall be posted on PAWI's website and published in PAWI's annual newsletter so as to foster awareness among the PAWI community and ministers.

#### **5.4. Requirements for Ordination**

Ministers applying for Ordination shall satisfy both the **General** and **Specific Requirements** for Ordination

#### **5.5. The Application Process**

Ministers applying for Ordination shall submit the following to their respective district offices:

- i. Completed application form
- ii. Three recommendations:
  - a) One from their local pastors/senior pastors, or if the minister is the pastor, local ordained pastors within the district in which they minister and who would have knowledge of their ministry;
  - b) Character reference from a member of the district executive in which they are applying
  - c) One from an ordained minister (preferably Pentecostal Assemblies of the West Indies).
- iii. Three references from three ordained ministers (preferably Pentecostal Assemblies of the West Indies).
- iv. The names of three friends, at least one of whom is beyond your church acquaintance, and two former employers who know the applicant well.
- v. Completed Personal Information Form
- vi. Copy of the Certificate of Completion from the PDDI Seminar.
- vii. Copies of Theological Certification

#### **5.6. The Procedure**

- i. The DCC will review the application and ensure all the required information and documentation are submitted. The process will not proceed if there are outstanding

- documents. The applicant will be notified in writing no later than ten (10) days after submission of the application.
- ii. Applicant shall complete The Ideal Candidate Profile Assessment and submit it to the Credential Committee.
  - iii. The DCC interviews applicant using the following instruments and data:
    - i. The results of The Ideal Candidate Profile (See Appendix G.2)
    - ii. The Completed Personal Information Form (See Appendix G.3)
    - iii. The District's own customized interview instruments
  - iv. The DCC evaluates all results from assessments, interviews, information from all the forms, recommendations and references and forwards all documentations together with its findings and recommendation (See Appendix G.6.) PREPARATION PROGRESS RECORD form) to the District Executive.
  - v. The District Executive consults with the candidate- identifies needs and determine the appropriate intervention needed. They are to develop a customized program for each candidate.
  - vi. The District Executive appoints a supervisor which initiates the Education and Developmental phase.
  - vii. The District Executive will engage in the required monitoring, coaching and quarterly assessments. Results will be used to determine the kind of help needed
  - viii. Candidate continues involvement in ministry and engages in the prescribed intervention strategies.
  - ix. At the end of the two year period the candidate submits a request for his final interview and ordination.
  - x. DCC conducts the final interview and forwards all documentations to the District Executive
  - xi. District Executive deems candidate ready for ordination and presents candidate to District Conference. District Conference ratifies or recommends more interventions for the candidate.
  - xii. District Executive prepares application, recommendations and all required documents and submit to General Executive for final approval.

- xiii. General Executive approves or sends back recommendation with guidelines for improvement.
- xiv. Approved candidates will be informed of their success by the DCC. Candidates that did not meet the requirements will be so informed and guidelines for further interventions.
- xv. Notify approved candidates of the dates and venue for the ordination ceremony.

## **5.7. The Ordination Service**

### **5.7.1. Introspection**

Brethren the Church is the family of God, the body of Christ and the temple of the Holy Spirit. All who are baptized are called to make Christ known as saviour and Lord and to share with Him in the renewing of this world.

You are called to the ordained ministry within the ministry of the whole church. It will be your task as ambassadors on behalf of Christ to preach the Gospel by word and deed, to declare God's forgiveness to penitent sinners, to baptize, to lead men and women into the full baptism in the Holy Ghost, to preside at the celebration of the Lord's Supper, to lead God's people in worship and prayer, to care for them in sickness and in health, to teach them and to equip them for service. You must set the Good Shepherd before you as your pattern. Seek and serve His sheep that are scattered broad, for whom He laid down His life that they may be saved through Christ forever.

See that no member of Christ's flock suffers hurt through your neglect. Never cease from your work of love until you have done all in your power to bring them in full obedience to Christ.

This ministry will make great demands on you and your household, the power to fulfil it is the gift of God alone. Pray earnestly, therefore, for endowment with the anointing of the Holy Spirit. The infilling of the Holy Spirit is essential to the success of your ministry.

We trust that you are determined by God's grace to give yourselves wholly to His service devoting to Him all your powers of mind and spirit, and sharing with His people in their common witness to the world.

– Brethren, do you believe that God calls you to this office and work?



ANSWER: I DO

- Do you believe that Jesus is the Christ, the Son of the Living God, born of the Virgin Mary, and ascended to the right hand of God the Father from where He will judge the living and the dead?

ANSWER: I DO

- Do you accept the Holy Scriptures as containing all things necessary for eternal salvation through faith in our Lord Jesus Christ?

ANSWER: I DO

- Do you believe the doctrines of the Christian faith as this Fellowship has received them and set them out in our statement of faith, and do you whole-heartedly endorse and accept that statement of Faith?

ANSWER: I DO

- Have you received the baptism in the Holy Spirit with the initial evidence of speaking in tongues?

ANSWER: I HAVE

- Do you endeavour to walk in the fullness of the Holy Spirit, daily as commanded in Galatians 5:5 and Ephesians 5:18-21?

ANSWER: I DO

- Will you endeavour to live a life of agape love within your family and in the community and so draw others to Christ through your example as well as by your word?

ANSWER: I WILL

- Will you faithfully teach all men leading them into repentance, acceptance of Christ and the infilling of the Holy Spirit?

ANSWER: I WILL

- Will you strive to build up the Church, the body of Christ to prepare God’s people for works of service, to labour for the unity of the faith and the knowledge of the Son of God?

ANSWER: I WILL

- Will you accept the discipline of this Fellowship, PAWI, and work together with your brethren and sisters in its ministry, in the building up of the local Church and in the expansion of God’s kingdom through this District?

ANSWER: I WILL

### **5.7.2. Presentation to the Church and Consecration**

Beloved in Christ, these are the persons whom we intend, in God’s name, to ordain to the ministry of the

Beloved in Christ let us pray earnestly for these persons before we send them forth to the work for which we believe they have been called by the Holy Spirit.

*{The ordinands kneel and the Bishop and Executive lay hands upon the head of each ordinands in turn with one of the Executive leading in prayer.}*

### **5.7.3. Charge to the New Ministers**

Seeing that you have been duly ordained by prayer and the laying on of hands, I declare by the power vested in me by the Pentecostal Assemblies of the West Indies and in the name of our Lord Jesus Christ: the only Head of the Church, that you have authority to preach the Word of God and to administer the holy sacraments as an Ordained Minister of the Church of the Lord Jesus Christ, as that Church is expressed in the Pentecostal Assemblies of the west Indies.

Find time each day to renew your relationship with your Lord. Nothing is more tragic than the man who attempts to tell others about Christ but who does not have Christ in his own heart.

- I charge you to know the truth as Paul instructed Timothy “Be diligent to present yourself approved to God as a workman who does not need to be ashamed, handling accurately the word of truth “ (2 Timothy 2:15) One of your challenges will be to give yourself as needed yet at the same time keep from becoming spiritually and physically exhausted. Nourish your own soul upon the Word of God. Then you will find resources to share with those seeking your help. God, our Heavenly Father who has called you to this holy calling illuminate, anoint and fill you with His Spirit, strengthen you by his hand, and so direct you in your ministry that you may walk in the same, in order, faithfully and fruitfully to the praise of His Holy Name and in furthering and increasing the kingdom of His son, Jesus Christ.

Take heed unto yourself and unto all the flock of which Christ and the Holy Spirit have made you an overseer to feed the Church of God, which Jesus has purchased with his own blood.

- I further charge you to preach the truth. Though the message of the cross is “foolishness” to those who are perishing yet “God was well-pleased through the foolishness of the message preached to save those who believe (1 Corinthians 1:18,21) Love Christ and feed His sheep, having a care of them, not by constraint but willingly, not for base gain but of a ready mind, not as though you were lord over the people committed to you, but as becoming a Shepherd of the flock.

Be an example to them that believe, in word, in behaviour and way of life, in love, in spirit, in faith and in purity. Neglect not the gift that is given to you. Take heed to learning and continue therein. Bear patiently all gainsaying and reproach, as a good servant of Christ. Doing this you shall save both yourself and those that hear you. And when the Chief Shepherd appears you shall receive the incorruptible crown of glory.

## SECTION VI

### 6.0 RENEWAL AND MAINTENANCE OF CREDENTIAL

#### 6.1 Maintenance of Credentials by Holders

- i. PAWI Credential is a privilege, not a right and therefore holders of PAWI credentials have a responsibility to ensure that their credentials do not lapse, are revoked or lost.
- ii. Credential holders shall maintain a strong commitment to the vision, constitution and bylaws, values, standards, doctrines and moral integrity of PAWI.
- iii. PAWI Credential holders shall maintain the purity of the Word and the Pentecostal doctrines and distinctive.
- iv. PAWI Credential holders shall be committed to lifelong learning and shall attend **at least one** personal development training seminar conducted by PWAI-WIST per annum. The demands of society and its changes in society, technology, ministry assignments, and personal development means that ministers are constantly in need of more preparation for their ministry assignments.
- v. PAWI Credential holders shall attend **all** District and General Conferences.
- vi. Credentials must be renewed biennially. Failure to apply for renewal of credentials shall result in the lapse of the credentials. Ministers who have not renewed their credentials by December 31 of that year shall be recorded as lapsed. To be reinstated will require making application for reinstatement and paying a 75-100 USD reinstatement fee.(See Process for Reinstatement).

#### 6.2 Renewal of Credentials

PAWI issues credentials for a period of two years which coincides with the General Conference. Credential holders shall apply for renewal of credentials biennially using the appropriate form.

District Executives will notify credential holders when they should submit application and the date for their interview.

##### 6.2.1 Requirements for Renewal

- i. Be a member in good standing of a Local assembly of the Fellowship
- ii. Be actively involved in one's specific area of ministry during the two years.

### **6.2.1. Application for Renewal**

Ministers applying for renewal shall submit the following to their respective district offices:

- i. Completed application form.
- ii. Credential fee of 50 USD
- iii. One recent passport-sized picture (3 months and under).

**. Credential holders who are sixty-six (66) years and over are exempted from paying renewal fees.**

**Credential holders who were sixty (60) years and over before year 2016 are also exempted from paying renewal fees.**

### **6.3 The Procedure**

- i. The DCC shall review the application and if all the required information and documentation are submitted, the application will be accepted.
- ii. The DCC shall interview applicants using its own customized interview instruments to approve the application.
- iii. The DCC recommends the credential holder to the District Executive for renewal.
- iv. Approved applicants will be informed of their success by the DCC. Applicants that did not meet the requirements will be so informed by letter from the General Administrator no later than 30 days after the General Executive meeting that considered the application.
- v. Notify successful candidates of the dates and venue for the issuing of credentials.

## SECTION VII

### 7.0 ROLE AND RESPONSIBILITIES OF DISTRICTS AND GENERAL EXECUTIVE

#### 7.1 Role and Responsibilities of PAWI Districts

- i. To adhere to the standards and processes as described in the PAWI Credential Manual when receiving and processing applications for credentials in order to maintain the same quality across Districts.
- ii. To document and maintain the records of information obtained at the various stages of credentialing process.
- iii. To perform thorough background and character checks when processing first time applications and applications for ordination.
- iv. To develop, its own customized interview instruments and approaches to use in addition to the prescribed instruments.
- v. To recommend applications for Credentials.
- vi. To thoroughly process applications and forward with all relevant documentations, pictures and credential fees to The General Executive for final approval no later than one month before General Executive meeting. *No application should be sent to the General Executive without being thoroughly processed and approved.*
- vii. To organize and conduct the event to issue credentials and conduct ordination ceremony.

#### 7.2 Credential Ceremony

- i. All credentials shall be awarded with a certain degree of ceremony at an assemblage of District executives and other witnesses.
- ii. The District Bishop or his representative should be present and conduct the ceremony for the award of COR, LWC and LTM.
- iii. The General Bishop or his representative should be present and conduct the ceremony for the award of Ordination. Ecclesiastical and lay officials may be invited.
- iv. In every case an appropriate citation of the achievements and suitability of the awardee shall be read.

### **7.3 Role and Responsibilities of PAWI General Executive**

- i. To set the standards, policies and procedures for awarding credentials
- ii. To provide quality assurance in the credentialing process.
- iii. To give final approval for all credentials except renewals.
- iv. To process credential IDs
- v. To publish the pictures and profiles of newly ordained minister

## SEE APPENDICES FOR RELEVANT FORMS AND INSTRUMENTS

### APPENDICES

#### APPENDIX A: PRINCIPLE OF VOLUNTARY COOPERATION.

*Voluntary Cooperation* is the fundamental attitude, principle and practice in the operations of PAWI. By applying for credentials with PAWI, you are declaring that you have decided to become a member of PAWI's Fellowship and will voluntarily cooperate with and subscribe to, of your own free will, the principles, practices and doctrines for which the PAWI stands, and will share in the benefits that accrue to all members of the organization without discrimination to any.

*Voluntary Cooperation indicates* that one will comply to the best of one's ability, with decisions set forth, and define duties and responsibilities incumbent upon members of the organization, and will respect the will of the majority expressed through the democratic processes of the organization as long as one remains a member.

*Voluntary Cooperation means* that as a credentialed member of PAWI, you will be faithful to the sacred trust of the ministry, and by due diligence, uphold principles of uprightness in business matters, ministerial ethics, courtesy, self-sacrifice and purity, and will cherish the anointing of the Holy Spirit, avoiding the very appearance of evil.

*Voluntary Cooperation means* that in the event you adopt any views that may be contrary to the teaching held by PAWI, you will first take the matter up with your District Bishop and/or District Executive before advancing the same, either privately or publicly. If a satisfactory understanding cannot be reached, you will voluntarily surrender your credential with PAWI and quietly withdraw in order to prevent divisions within the Fellowship's districts and churches



**APPENDIX B: PRIOR LEARNING AND MINISTRY EXPERIENCE PORTFOLIO**

**APPENDIX C**

**PENTECOSTAL ASSEMBLIES OF THE WEST INDIES INTERNATIONAL**

**CREDENTIAL APPLICATION FORM**

**SECTION 1 To be completed by all applicants**

**A. CREDENTIAL DATA**

1. District in which application is made \_\_\_\_\_

2. Type of Application (Circle as appropriate)

First Time application      Renewal      Reinstatement      Transfer      Upgrade

<b>FIRST TIME APPLICANTS</b>	
What credential type are you applying?(Circle as appropriate)	
Ordination	License to Minister
Certificate of Recognition	Lay Worker's Certificate
<b>TRANSFER</b>	If applying for credential transfer
What credential do you currently hold? .....	
Transfer from ..... District to ..... District	
<b>UPGRADE</b>	
If applying for applying for credential upgrade	
Upgrade from ..... to .....	
<b>RENEWAL</b>	If applying for renewal <b>Current Credential</b> .....
Issue date: ____/____/____	Expiry date: ____/____/____
<i>Day Month Year</i>	<i>Day Month Year</i> _

**REINSTATEMENT** If applying for reinstatement

Date last credential issued \_\_\_\_/\_\_\_\_/\_\_\_\_ Credential Type \_\_\_\_\_

*Day Month Year*

State on a separate sheet the reason for lapse or revocation of credential and for requesting reinstatement.

**B. PERSONAL INFORMATION (Please print clearly)**

1. Name: \_\_\_\_\_ Sex: \_\_\_\_\_

2. Mailing Address \_\_\_\_\_

Street

City

Country

3. Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Identification No. \_\_\_\_\_

*Day Month Year*

4. Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (cell) \_\_\_\_\_

Email \_\_\_\_\_

5. Present marital status (⊗Circle appropriate) Single Married Divorced Widowed  
Separated

6. Name of spouse (if married) \_\_\_\_\_

7. Date of Birth \_\_\_\_ I \_\_\_\_ I. \_\_\_\_\_

*Day Month Year*

8. Spouse's Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

9. a. Does your spouse hold credentials? Yes  No  Classification \_\_\_\_\_  
b. Number of children \_\_\_\_\_

	Name	Date of Birth		
		Day	Month	Year
1				
2				
3				
4				
5				

10. Do you have any financial accounts that are in a dissatisfactory status? Yes  No

If yes, please explain on a separate sheet of paper.

11. Have you ever been victim of any alleged offense or convicted of any crime? Yes  No   
If yes, please give details on a separate sheet of paper and include any current litigation.

12. What personal development sessions have you attended in the last conference term? If Yes, please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. MINISTRY**

13. What is your authorized ministerial designation? *(Circle as appropriate.)*

Apostle Prophet Evangelist Pastor Teacher Missionary Bishop

If pastoral, complete Section 2

If non pastoral, please describe your ministry involvement. (Include church, district, and national and international ministry involvement). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

14. Name of Home Church \_\_\_\_\_

15. Address of Church \_\_\_\_\_

Street

City

\_\_\_\_\_  
Country

16. Church Phone ( \_\_\_\_\_ ) \_\_\_\_\_ (Fax)

Email \_\_\_\_\_

17. State classification of assembly:

Pioneer  Branch  Dependent  Autonomous  Affiliate

18. If staff member, state position \_\_\_\_\_

#### **D. WORKER SUPPORT**

19. How are you supported?

a) the Church  b) Mission  c) Other

20. Are you secularly employed? Yes  No

a) If Yes, state employer's name & address \_\_\_\_\_

b) Hours worked per week \_\_\_\_\_ Job Title \_\_\_\_\_

21. To which of the following are contributions made on your behalf

		Yes or No	Contribution Made by				Secular Employer
			Self	Church	District	Fellowship	
1	Life Insurance						
2	Pension Fund						
3	Health Plan						
4	National Insurance						
5	Other retirement benefits						

Please give further information on any of points 1–5 if deemed necessary: \_\_\_\_\_

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**E. FELLOWSHIP RELATIONS**

22. Have you attended the last two District Conferences?

(Not applicable for first time applicants).

Yes

No

23. Have you attended the last PAWI General Conference?

(Not applicable for first time applicants).

Yes

No

24. Do you fully subscribe to PAWI’s Doctrinal Statement of Faith?

Yes

No

25. Do you publicly proclaim these Doctrinal Statement of Faith?

Yes

No

26. If the answer to question 24 is NO, then indicate by putting an X in the box next to the area where your viewpoint DIFFERS from that of the General Conference.

(Refer to PAWI’s Constitution, Article V and a – g.)

a. Inerrancy of the Word of God:

- b. Speaking in other tongues as the initial physical evidence of the baptism in the Holy Spirit:
- c. Water baptism by immersion in accordance with Matthew 28:19:
- d. Premillennial return of our Lord Jesus Christ:
- e. Divine healing:
- f. Eternal Security:
- g. Regeneration:

B) Where you differ from the viewpoint of the General Conference in any of the above areas, or in any other area of doctrinal belief, please explain your viewpoint on a separate sheet of paper and attach it to this application.

27. Having read the current Issue of the Constitution and Bylaws of the Pentecostal Assemblies of the West Indies are you willing to abide by it? Yes  No   
 If no, please answer question 28

28. If the answer to question 27 is NO, then please explain your viewpoint on a separate sheet of paper and attach to this application

29. If 65 years or older, indicate your status  
 Senior-Active  Senior-Semiretired  Senior-Retired

**SECTION 2 THIS SECTION IS TO BE COMPLETED BY PASTORS**

**CHURCH INFORMATION**

30. Give a breakdown of the ministries of the church you pastor during the past year, Indicate frequency OR number of times

<b>Services</b>	Sunday Worship Services	Bible Study	Prayer & Deliverance Ministry	Evangelistic Outreach	Mission Rallies/ Convention	Seminars/ Conferences	Discipleship & Training
<b>a) Frequency e.g. once per month</b>							
<b>b) # of times e.g. 12</b>							

31. If applicable, in addition to #30 above, what other types of ministry is the church you pastor actively engaged in? Please describe ministry and frequency or number of times the activity/ministry event was held \_\_\_\_\_

32. What outreach ministry have the assembly been engaged in over the past two years?

- a) Started a new work or outstation? Yes  No
- Sunday school? Yes  No  If yes Enrollment \_\_\_\_\_
- Bible Club? Yes  No  If yes Enrollment \_\_\_\_\_
- Other (indicate the type of ministry) \_\_\_\_\_

33. Please fill in membership data of the assembly in the table below:



KEY DATA ELEMENTS	30 November 2015	30 November 2016	30 November 2017
<b>NUMBER AT START OF PERIOD</b>			
<sup>1</sup> Adult Active Members			
<sup>2</sup> Junior Active Members			
<b>Total Active members</b>			
<sup>3</sup> Adult Adherents			
<sup>4</sup> Junior Adherents			
<b>Total Attendance (Members + Adherents)</b>			
<b>ACTIVITY FOR THE YEAR</b>			
Number of Decisions to accept Christ			
Number of Persons Baptised in Water			
Number of Persons received into Membership			
Number of Persons Baptised in the Holy Spirit			
Number of Marriages			
Number of Baby Dedications			
<b>Total Addition (Membership + Dedications)</b>			
<b>MEMBERSHIP REDUCTIONS:</b>			
Members transferred out			
Members deceased			
Members who stopped attending			
Members who immigrated			
Total Members Out			
<b>NET NUMBER AT END OF PERIOD</b> (Start +Activity – Reductions)			
Adult Members			
Junior Members			
<b>Total Members</b>			

Adult Adherents			
Junior Adherents			
<b>Total Attendance as at Year end</b>			
<b>PERCENTAGE GROWTH/ REDUCTION</b>			

**B. ADMINISTRATION**

34. Do you have a functioning Church Board in accordance with PAWI Bylaws 9.8?

Yes  No

If no, give reason/s why: \_\_\_\_\_  
 \_\_\_\_\_

35. Do you hold an annual business meeting in accordance with PAWI Bylaws 9.3?

Yes  No

If no, give reason why \_\_\_\_\_  
 \_\_\_\_\_

36. Are departments and ministries functioning in accordance with Fellowship guidelines?  
 (Bylaw 10)? Yes  No

(If no, use a separate sheet of paper to explain.)

37. A) Please state, in your currency, the average monthly offering for last year:

\_\_\_\_\_

B) State, in your currency, the average monthly offering for the previous year

\_\_\_\_\_

38. What is the current value of the church property?

Current value of property (Land and building) \_\_\_\_\_

State currency \_\_\_\_\_

Current value of furniture, fixtures and fittings \_\_\_\_\_

State currency \_\_\_\_\_

Any other property, please state location, description and value \_\_\_\_\_

\_\_\_\_\_

39. Date of last valuation of lands and property? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

40. Are all properties covered by insurance? Yes  No

41. Are all properties held in trust in the name of PAWI? Yes  No

If No please provide details and supporting documentation on a separate sheet.

42. A) Has the assembly you are pastoring, fulfilled financial support requirements in accord with PAWI Constitution (Article XI, #2) and Bylaws 5, during the last two years?

a) **Tithes** Yes  No

b) **Designated Missions** Yes  No

c) **Undesignated Missions** Yes  No

d) **West Indies School of Theology** Yes  No

b) If no for any of the above, please state why. \_\_\_\_\_

\_\_\_\_\_

B) Has the assembly submitted audited financial statements for the last financial year?

Yes  No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

43. On separate sheet of paper, state your assembly's goals and projections for the next two years.

If a strategic plan has been developed, please provide a copy and the current completion status.

**APPLICANT'S WAIVER**

Recognizing that the information on Credentials Recommendation/Reference Forms remains confidential between the recommender/referee and the Credentials Committees of PAWI, I, the undersigned, hereby voluntarily waive any right or privilege and that of my spouse, to inspect or challenge the content expressed in the recommendations submitted and by those whose names I provide.

Further, I hereby give my consent to PAWI to use and retain all personal information contained in the credential application, reference letters or forms completed on my behalf, and any other information necessary to obtain credentials.

I agree to accept the outcome of the application process, once the reasons for denial are stated.

I agree that, if my application is successful, all personal information provided as part of the credential process will become part of the permanent records of PAWI (It is our practice to destroy incomplete or unsuccessful applications after two years).

I declare that to the best of my knowledge all of the foregoing information is correct and true, and further agree to abide by the commitments made in this application.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_



***TO BE COMPLETED BY DISTRICT OFFICE ONLY***

Date of interview by District Credentials Committee \_\_\_\_\_

The \_\_\_\_\_ District has approved /did not approve the application for the granting/renewal of credential of \_\_\_\_\_. Request is hereby made to the General Executive for final approval for the granting/renewing of credential to this candidate.

Signed

\_\_\_\_\_ Dated: \_\_\_\_\_

DISTRICT PRESIDING BISHOP

DISTRICT STAMP

***THIS SECTION IS TO BE COMPLETED BY GENERAL EXECUTIVE OFFICE ONLY***

I hereby endorse granting the credential \_\_\_\_\_ to the applicant as recommended by the District Conference and Executive of \_\_\_\_\_ District, and approved by the General Executive of the Pentecostal Assemblies of the West Indies on this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

Signed: \_\_\_\_\_

GENERAL BISHOP

INT'L STAMP

## Instruction Page for completion of Credential application form

1. This form is to be used by persons who are applying for
  - ✓ credentials for the first time
  - ✓ renewal of credentials
  - ✓ reinstatement of credentials
  - ✓ transfer credentials from one district to another
  - ✓ upgrade of credentials
  
2. Applicants should refer to the Credential Manual of PAWI for detailed guidance on the credential application process.
  
3. After all questions have been fully considered and answered this application should be returned to the District Secretary's office. This and any other requirements must be completed prior to an interview being scheduled with the district credentials committee
  
4. The following fees shall apply
  - ✓ First-time Application:
    - 20 USD, non-refundable application fee;
    - 110 USD, credential fee.
  - ✓ Upgrade and Renewal: 50 USD
  - ✓ Reinstatement:
    - Two-year lapse- 75 USD;
    - Six years or more – 100 USD.
  - ✓ Ordination: 100 USD
  - ✓ Holders of credential from other organizations: 120 USD

Exemptions:

Credential holders who are sixty-six (66) years and over are exempted from paying renewal fees.

Credential holders who were sixty (60) years and over before year 2016 are also exempted from paying renewal fees.

5. Each application shall be accompanied by the application fee, two (2) passport size photographs and the relevant recommendations.
6. If the District's Credentials Committee finds cause not to recommend the applicant, the District's Presiding Bishop shall so advise the applicant in writing with reason(s) for NOT recommending the granting of credential. A copy shall be sent with the application form to the General Administrator.

### **GLOSSARY OF TERMS**

- ✓ Applicants- Persons who submitted applications for credentials.
- ✓ Candidates – Persons whose applications were approved/accepted by the respective district and they are now eligible to undergo the preparation for credentials.
- ✓ Credential holders – Persons who were granted credentials and are the credentials are currently valid.
- ✓ District Credential committee (DCC) – Committee convened by the district to conduct interviews, communicate with candidates, supervise tests, etc. this may consist of members of the District Executive
- ✓ Districts Executives – duly elected officers of the district authorized by the Constitution and Bylaws to conduct the business of the District.
- ✓ Intervention- An action recommended by the District to help strengthen an area of weakness in a candidate.
- ✓ Membership Form Definitions
  - o Adult Active Members: persons over 15 years who have been baptized, received into membership and are attending services over the last three months
  - o Junior Active Members: persons under the age of 15 who have been baptized in water and received into the membership of the Assembly and attending services over the last three months

- Adult Adherents: Persons 18 years or over who attend services regularly but have not yet taken membership in the Assembly, but have been attending services over the last three months
- Junior Adherents: persons under the age of 18 who attend services and/or Sunday school regularly but have not been baptized nor received into membership. They include, but are not limited to, children of parents/families who are members of the Assembly and or children who were dedicated at the church
- ✓ PAWI – Pentecostal Assemblies of the West Indies International
- ✓ PAWI International Office – The main administration office which serves the entire PAWI Fellowship and hosts the Office of the General Administrator.
- ✓ PAWI TT Pentecostal Assemblies of the West Indies Trinidad and Tobago
- ✓ Personal Development Sessions refers to conferences, workshops etc. aimed at development of the individual in academic, spiritual and technical capability.



**APPENDIX D.**

**THE PENTECOSTAL ASSEMBLIES OF THE WEST INDIES**

4<sup>th</sup> Bridge, Maracas Valley Road, Maracas

St Joseph, Trinidad, WI

Tel: (868) 662 2485

Website: <http://pawi-online.org/>

Email: [email.pawi-online.org](mailto:email.pawi-online.org)

**RECOMMENDATION FORM**

Full Name of Applicant \_\_\_\_\_

The above named person is applying for ministerial credential with \_\_\_\_\_

District of the Pentecostal Assemblies of the West Indies. Please respond to the following questions with your honest and unbiased estimation of the person since your answers will be duly considered in our decisions. You should not be a relative but should know the person well enough to provide a good assessment.

Please address all the questions to the best of your ability and submit it to the District Office in a sealed envelope. Thank you for your corporation.

1. How long have you known the above person? \_\_\_\_\_ years \_\_\_\_\_ Months
2. How well do you know the person?   \_\_ Very Close   \_\_ Close    \_\_ Casual  
  \_\_ Intermittent   \_\_ Distant    \_\_ By name/sight,  
Other \_\_\_\_\_
3. What is your relationship to the applicant?   \_\_ His/her Pastor,   \_\_ A Ministry partner,   \_\_  
Spiritual Supervisor/Mentor/Counsellor,   \_\_ a fellow minister,    \_\_ Employer,  
      \_\_ Co-Worker,            \_\_ Personal friend, Other:  
\_\_\_\_\_
4. Are you convinced that the person has a call to ministry   \_\_ Yes,   \_\_ No,   \_\_ Not sure  
Comment \_\_\_\_\_

**Personal:** To the best of your knowledge, give information on the following by checking all that apply:

5. Personal organization:      \_\_\_ Conscientious, tidy, clean    \_\_\_ Fairly neat  
\_\_\_ Tends to be disorderly      \_\_\_ Disorderly and untidy      \_\_\_ Do not know
6. Submissive – Response toward authority: \_\_\_ Helpful and cooperative  
\_\_\_ Resentful of authority    \_\_\_ Not cooperative/very resentful of authority  
\_\_\_ Do not know              \_\_\_ Usually responsive
7. Marriage and family:    \_\_\_ Attentive to spouse and children    \_\_\_ Do not know  
\_\_\_ Attentive to children but neglects spouse    \_\_\_ Spouse supports but children take a back seat to ministry  
\_\_\_ Spouse and children take a back seat to ministry  
\_\_\_ Neglects spouse and children
8. Emotional stability:    \_\_\_ Self-controlled and mature              \_\_\_ Usually stable  
\_\_\_ Moody and changeable    \_\_\_ Many uncontrolled periods (unstable)
9. Stability/Ability to withstand pressure: \_\_\_ Tolerates pressure well    \_\_\_ Easily irritated  
\_\_\_ Average tolerance/usually remains calm    \_\_\_ Cannot handle pressure    \_\_\_ Do not know
10. Any other information from your knowledge of applicant's general character, past record, and present behaviour, check any of the following which apply:  
\_\_\_ Use of tobacco, \_\_\_ Gambling, \_\_\_ Drinking alcoholic beverages,      \_\_\_ Has been involved in serious community disturbances,    \_\_\_ Has been arrested for offences other than minor traffic violations, \_\_\_ Has a reputation for involvement in behaviour indicating serious moral weakness, \_\_\_ LBGTQ relationships, \_\_\_ Involvement in occultism/witchcraft, \_\_\_ subscribing to heresy.
11. Does the applicant have any personality traits which impair his/her relationship with others?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. How would you describe the person's relational and emotional intelligence? Check all that apply. \_\_\_ Respectful,    \_\_\_ disrespectful, \_\_\_ respecter of persons, \_\_\_ courteous,

\_\_relates well with people, \_\_relates well with some people, \_\_is outspoken but respectful,  
\_\_outspoken and disrespectful, \_\_conceals true feelings, \_\_stubborn,  
\_\_considers the opinions/views of others, self-opinionated,  
\_\_admits wrong, usually defensive, \_\_\_accepts criticism and rebuke humbly,  
\_\_is a problem solver, \_\_is a complainer, \_\_is forgiving,  
\_\_is vindictive, \_\_takes initiatives, \_\_must be told what to do.

13. List what you consider to be the applicant's strong points.

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14. List what you consider to be the applicant's weak points.

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15. Based on your knowledge of the person comment on the following attributes:

- Moral character \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Integrity/Honesty \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Christlikeness \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Commitment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Responsibility \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Scriptural Soundness (Adherence to Biblical doctrines) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Ministerial Potential \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Ministry:** Please give your knowledge of the applicant's involvement in church/ministry

16. To your knowledge, is the applicant currently involved in active ministry?  Yes ,  No,  Do not know,

Comments: \_\_\_\_\_  
 \_\_\_\_\_

17. In what kind of ministry does this person serve? Check all that apply.

Preaching       Teaching     Caring for needy & poor     Evangelism

Pastoral Ministry     Helping, Serving or Administrator       Music

Other Ministries they have been or are currently involved in:

\_\_\_\_\_  
 \_\_\_\_\_

18. Describe the person's involvement in church activities:

Attends irregularly – shows little interest     Seldom participates, but attends regularly

Cooperative, usually willing to help       Enthusiastic and is deeply involved



---

*Signature of Recommender* \_\_\_\_\_ *Date:* \_\_\_\_\_

\_\_\_\_\_ *Your Age:* \_\_\_ 18-25 \_\_\_ 26-35 \_\_\_ 36-45  
Please print your name \_\_\_\_\_ 46-55 \_\_\_ Over 55

*Address:* \_\_\_\_\_  
\_\_\_\_\_ *Apt/House#/ Street*

\_\_\_\_\_ *City/ Town* \_\_\_\_\_ *Country*

*Phone Number(s): Home* \_\_\_\_\_ *Cell:* \_\_\_\_\_ *Work* \_\_\_\_\_

*Email Address:* \_\_\_\_\_

*For credentialed workers:* \_\_\_ *Ordination,* \_\_\_ *LTM,*  
*Other* \_\_\_\_\_, *how many years?* \_\_\_\_\_

*Name of Church/Ministry* \_\_\_\_\_

*Position Held* \_\_\_\_\_ *how long?* \_\_\_\_\_

*Thank you for your cooperation and assistance.*

**APPENDIX E: APPLICATION CHECK LIST**

APPLICATION CHECK LIST	Name:		Date Rec'd:
Requirements	Yes	No	Comments
<b>First-Time Applicants</b>			
1. Completed application form			
2. Non-refundable application fee of 20 USD			
3. Two recent passport-sized pictures (3 months old and under)			
4. Copies of Theological Certification			
5. <b>Four (4) letters of recommendation:</b>			
<ul style="list-style-type: none"> <li>• One character reference from a credential holder within or outside the Fellowship.</li> </ul>			
<ul style="list-style-type: none"> <li>• One from the applicant's senior pastor confirming consistent active involvement in spiritual ministry for a minimum of ONE year.</li> </ul>			
<ul style="list-style-type: none"> <li>• One from applicant's employer if employed in secular employment.</li> </ul>			
<ul style="list-style-type: none"> <li>• One from the spouse attesting to applicant's family life and spiritual ministry if applicant is married.</li> </ul>			
6. Certificate of Completion from the PDDI Seminar			After application

<b>APPLICATION CHECK LIST</b>	<b>Name:</b>		<b>Date Rec'd:</b>
<b>Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>Upgrade of Credentials</b>			
1. Completed application form			
2. Credential fee of 50 USD			
3. Two recent passport-sized pictures (3 months and under).			
4. Copies of Theological Certification			
5. Certificate of Completion from the PDDI Seminar			
6. Three references from three ordained ministers			
<b>Reinstatement of Credentials</b>			
1. Completed application form			
2. <b>Five (5) recommendations:</b>			
<ul style="list-style-type: none"> <li>• One character reference from a member of the district executive in which they are applying or the PAWI District from which they are coming;</li> </ul>			
<ul style="list-style-type: none"> <li>• One character reference from a credential holder within or outside the Fellowship.</li> </ul>			
<ul style="list-style-type: none"> <li>• One from the applicant's senior pastor confirming consistent active involvement in</li> </ul>			



<b>APPLICATION CHECK LIST</b>	<b>Name:</b>		<b>Date Rec'd:</b>
<b>Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
spiritual ministry for a minimum of ONE year.			
• One from applicant's employer if employed in secular employment.			
• One from the spouse attesting to applicant's family life and spiritual ministry if applicant is married.			
3. Three references from three ordained ministers (preferably Pentecostal Assemblies of the West Indies).			
4. Certificate of Completion from the PDDI Seminar.			
5. Any upgrades to Theological Certification.			
6. Reinstatement fee of 75 or 100 USD.			
7. Two recent passport-sized pictures (3 months and under)			
<b>Renewal</b>			
1. Completed application form.			
2. Credential fee of 50 USD (Under 65 years)			
3. One recent passport-sized picture (3 months and under).			

APPLICATION CHECK LIST	Name:		Date Rec'd:
Requirements	Yes	No	Comments
<b>Recognition of Non-PAWI Credentials</b>			
1. Completed application form.			
2. Five (5) recommendations:			
<ul style="list-style-type: none"> <li>• One from the organization from which they came and have been ministering;</li> </ul>			
<ul style="list-style-type: none"> <li>• Character reference from a member of the district executive in which they are applying;</li> </ul>			
<ul style="list-style-type: none"> <li>• Leadership and spiritual ministry service recommendations from a local pastor in good standing.</li> </ul>			
<ul style="list-style-type: none"> <li>• One from applicant's employer if employed in secular employment.</li> </ul>			
<ul style="list-style-type: none"> <li>• One from the spouse attesting to applicant's family life and spiritual ministry if applicant is married.</li> </ul>			
3. Copy of the Certificate of Completion from the PDDI Seminar.			
4. Copies of Theological Certification			
5. Non-refundable application fee of 20 USD			
6. Two recent passport-sized pictures (3 months and under)			

<b>APPLICATION CHECK LIST</b>	<b>Name:</b>		<b>Date Rec'd:</b>
<b>Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>FOR OFFICIAL USE</b>			

## **APPENDIX F: INTERVIEW INSTRUMENTS**

### **CONDUCTING INTERVIEWS**

#### **Guidelines for Conducting Interviews**

An interview is an important tool for obtaining pertinent information and insight when selecting candidates or determining possible actions. Certain information may never be given on an application form or CV or be voluntarily disclosed in a general conversation.

Interviews are important in the credentialing process for the following reasons:

- To gain clarification and elaboration on information given on application forms as well as to obtain information that was not given on the application.
- To gain insight and a deeper understanding of applicants' character and personality; experiences and thought patterns; applicants' calling as well as their understanding of their calling and ministry; their focus/priorities; their expectations and their motivations among other things.
- To identify strengths and shortcomings/weaknesses of the candidates as well as those of the organization (District and Fellowship).
- Overall, interviews provide information for making critical decisions.

Every interview has specific objectives and therefore the questions should be designed to achieve the objectives since the questions asked are critical to the outcome of the whole interview and the decisions to be made. Questions which can be answered by *yes* or *no* are not the most helpful. Open ended questions will encourage thoughtful responses and are more likely to provide the kind of information that you need. Design questions that will draw on the applicant's experiences as opposed to head knowledge responses. Example of experience questions: Instead of asking, "what would you do if . . . . ." ask, "what have you done when. . . . ." Invite applicants to share personal stories. "What would you do" allows for theoretical responses and "what should be said" responses. Questions must be clear and unambiguous and effectively sequenced.

#### **Conducting an Interview**

1. These interview instruments are provided to serve as guides and to assist interviewing committees in conducting comprehensive and successful interviews. *The DCC/Interviewing Committee is advised to always contextualize the interview by creating its own questions in addition to or in place of some of those in this guide.* It is not intended for interviewers to use these instruments in a legalistic, literalistic manner.
2. The DCC should always bear in mind the fact that both the committee and almost all applicants/candidates approach the interview with high expectations. Therefore, it is imperative that interviewees come to the session with the intention to disclose with honesty and openness their faith, their theological understanding, their vision for ministry and responses to whatever questions asked
3. **Listening.** Interviewers must be alert to the fact that in every good interview there are two listening processes that are going on at the same time:
  - At the first level, the committee is listening attentively to the direct answers that are being given to the questions asked.
  - At another level, the committee ought to be listening to the indirect but revealing insights that the process yields about the character and competence of the applicant/candidate. This second form of listening tend to generate the more significant and important information.
4. The interviewing committee is encouraged to corporately identify and discuss the objectives, determine the structure and approach to every interview before the start, to ensure effective sequencing of questions; encourage probing and the successful achievement of the objectives.
5. Allow applicants adequate opportunities for open expressions to flow and encourage them to ask questions as well.
6. Document every all verbal expressions and observations.

7. Immediately after every interview, the committee should process what they have heard and observed.

Below are the following interview instruments:

Included are interview instruments appropriate to specific credential applicants. Use the “Interview for First Time Applicants” for all persons applying for PAWI credentials for the first time. Additionally, it may be necessary to use the interview for the specific level of credential, for example: If a first-time applicant is applying for LTM the DCC should use the “Interview for First Time Applicants” as well as the “Interview for LTM”

### **Interview Instruments**

F.1. INTERVIEW FOR FIRST-TIME APPLICANTS

F.2. INTERVIEW FOR UPGRADES

F.3. INTERVIEW FOR REINSTATEMENT APPLICANTS

F.4. INTERVIEW FOR RENEWALS

F.5. INTERVIEW FOR SPOUSE OF APPLICANTS

**F.1. INTERVIEW FOR FIRST-TIME APPLICANTS**

<b>INTERVIEW FOR FIRST-TIME APPLICANTS</b>		
<b>Applicant/Candidate:</b>	<b>Date:</b>	<b>Time:</b>
<b>Interviewers:</b>		
Questions	Responses and comments	
1. Why are you applying for credentials?		
2. How could credential benefit you?		
3. How would your having credential benefit you, your church, the district and PAWI?		
<b>PERSONAL (Objective: To discern if the applicant's personal life, competence, relationship with God, character and morality are appropriate to a legitimate minister).</b>		
4. Tell us a little about yourself. Who is --?		
5. Share briefly with us an up-to-date account of your relationship with Jesus Christ.		
6. Share briefly with us an up-to-date account of your relationship with the Holy Spirit.  Are you baptized in the Holy Spirit and speak in tongues?		
7. Tell us about your devotional life and about how you have been keeping your daily meeting with Jesus		
8. Tell us about your family of origin. What do you remember most about your growing up years? What do you wish had been different?		

9. What experiences have influenced your personal growth in the past five years?	
10. How do other people see you? Do you agree with their perceptions?	
11. What are your greatest strengths?	
12. What are your greatest weaknesses?	
13. What life events have been most significant in helping you understand your personal strengths and weaknesses?	
14. How have you used that understanding to enhance your life and your work as a disciple of Jesus?	
15. What are the two or three biggest needs in your own life?	
16. What skills have you had cause to use in your interaction with each of the following?	
i. Peers in ministry	
ii. Family members	
iii. Persons in authority	
17. Have you done any formal study programmes recently to enhance your personal life, knowledge base and skills? If not, what do you intend to do in the near future to correct this lack?	
18. In addition to God being your strength and support, where or to whom do you look for support and encouragement in your daily living?	
19. Share with us how you have been reacting to criticism?	



20. How do you react to conflicts?	
21. Tell us about your personal devotional life? How much time do you spend in prayer and study of the Word?	
22. Describe some things you have been doing on a regular basis for your own spiritual edification? Have you been getting positive results?	
23. Do you have any health issues?	
24. What are you doing to maintain your own physical health? Are you seeing positive results?	
25. According to the Scriptures (1 Corinthians 6:13-18; 1 Thess. 4:3-5, 2 Timothy 2:21; Colossians 3:5), disciples and ministers are required to live pure lives, above reproach. Is Internet pornography, sensual movies and literature, lust, interactions with certain people or any other moral issue, a problem for you?	
26. Is there anything in your past that, if it were to come to light, would be detrimental to your career/vocation and ministry? If yes, how do you plan to deal with it?	
27. How do you hold yourself accountable to others in your spiritual, physical and moral development and practice?	
<b>Mandatory Legal Questions:</b>	

<p>28. Have you ever participated in any sexual misconduct which would include child sexual abuse (paedophilia), the sexual abuse of adolescent minors, or homosexuality?</p>	
<p>29. Have you ever been victim of any alleged offense or convicted of any crime? What was the outcome?</p>	
<p>30. Are there any pending legal actions that might incriminate you in the future?</p>	
<p align="center"><b>FINANCIAL MANAGEMENT (Objective: <i>To discern if the applicant's financial practices are appropriate to a legitimate minister</i>).</b></p>	
<p>31. What have you been doing to manage your personal finances?</p>	
<p>32. How are you personally doing financially? Are you behind in any of your financial obligations at this time? If so, how much? How much of your debt is credit card related?</p>	
<p>33. What are your views on tithing? Do you tithe consistently? Are you up-to-date with your tithes?</p>	
<p align="center"><b>FAMILY LIFE (Objective: <i>To discern if the applicant's family and their family relations can provide the support for ministerial service</i>)</b></p>	
<p>34. Tell us about your family</p>	
<p>35. How is your relationship with your spouse and children?</p>	
<p>36. What family issues you wish were different? What steps are you taking to address the issue?</p>	

37. What is your spouse’s attitude toward your ministry?	
38. What are your children’s attitudes toward your ministry?	
<p><b>NON-PASTORAL MINISTRY</b> (The activity that is done to serve the purpose of the church).  <i>(Objective: To discern if the applicant understands and is capable, as a legitimate minister, to carry out the roles and functions of a ministry).</i></p>	
39. Tell us about your ministry?	
40. How do you feel about your ministry?	
41. What purpose of the church does your ministry fulfil?	
42. In what way do you serve people?	
43. What role does your ministry play in the fulfilment of your district’s mission as well as PAWI’s.	
44. How does your ministry do what it has been called to do?	
45. Who do you partner with or gain support from to do what God has called you to do?	
46. What are your ministry goals over the next 5 years?	
47. What is the major focus of your ministry right now?	
48. Where do you believe God is calling your ministry to be in the next six months?	
49. What do you see as the two or three biggest needs in your ministry?	

**PASTORAL MINISTRY** (Objective: *To discern if the applicant understands the demands of leading a PAWI assembly and is capable, to meet them as a legitimate minister*).

50. What purpose of the Body of Christ does your personal ministry fulfil?	
51. What is the vision and mission of the assembly you lead?	
52. What purpose of the Body of Christ does your assembly fulfil?	
53. Who are you trying to reach? Your target?	
54. What are your goals over the next 5 years for the Assembly you lead?	
55. What is the major focus of your assembly right now?	
56. What are your assembly goals over the next 5 years?	
57. What role does your local church play in the fulfilment of your district's and PAWI's vision?	
58. How would you rate the spiritual health of the congregation you lead and what are the indicators on which you base your assessment?	
59. What do you see as the two or three biggest needs in the congregation that you lead?	
60. Has the assembly you lead had any major missions/evangelistic efforts in .....(the year) ?	

61. What does your assembly do to effectively disciple children, adolescents and adults?	
62. How are you building a sense of community within the congregation you lead?	
63. What are the main services of the assembly you lead?	
64. Describe your congregation's commitment to each of these services.	
65. What have you been doing to ensure the Holy Spirit and His manifestations remain an integral part of the assembly you lead?	
66. Is the assembly you lead up-to-date with remitting monthly tithes to your district? Other commitments?	
<b>LEADERSHIP: (<i>Objective: To discern if the applicant possesses the competencies and attitude to lead a ministry or a PAWI assembly</i>).</b>	
67. Tell us specifically how the assembly/ministry you lead has grown under your leadership?	
68. Describe a conflict situation which occurred among the leadership and explain how you handled it.	
69. What do you do with your leaders to build relationship and unity? Both strategic level leaders and lower level leaders?	
70. Explain how you motivate your leaders and workers.	

71. Do you have any serious areas of conflict or disagreement with (i) your assembly, (ii) the district, (ii) the fellowship PAWI?	
<b>GENERAL QUESTIONS</b>	
72. Do you see yourself as a member of a district and denominational “team”? If so, tell us how you feel you fit in the program?	
73. How can we (The district) help you achieve your life and ministry/assembly goals?	
74. Do you have any questions to ask us?	
<b>ADDITIONAL QUESTIONS FOR TRANSFERS: (<i>Objective: To discern if the applicant is sufficiently compatible with the ethos of PAWI and his/her calling to be accepted by PAWI as a legitimate/ordained minister</i>).</b>	
69. What do you know about our organization/District?	
70. Why are you leaving/left your District/Fellowship?	
71. What are you bringing to this organization/district?	
72. What would you say are the major lessons you have learned about ministry in each of the places you have served thus far?	
73. Do you have any questions concerning any of our doctrines, polices, standards or conventions?	
74. Is there any specific area of ministry/ministering with which you are uncomfortable, or which you might	

anticipate posing a significant challenge for you?	
75. What are your views on the following:	
<ul style="list-style-type: none"> <li>• Divorce and Remarriage?</li> </ul>	
<ul style="list-style-type: none"> <li>• Same sex Marriage?</li> </ul>	
<ul style="list-style-type: none"> <li>• Our response to LBGTQ....?</li> </ul>	
<ul style="list-style-type: none"> <li>• Abortion?</li> </ul>	
<ul style="list-style-type: none"> <li>• Euthanasia?</li> </ul>	
<ul style="list-style-type: none"> <li>• Women in Ministry?</li> </ul>	
<ul style="list-style-type: none"> <li>• The security of the believer</li> </ul>	
76. What are your convictions on tongues, miracles, and healings?	
77. Are you committing to the adherence to our whole constitution and Bylaws and to the position we hold on major issues?	
<b>FOR OFFICIAL USE</b>	

**F.2. INTERVIEW FOR UPGRADES**

<b>INTERVIEW FOR UPGRADE APPLICANTS</b>		
<b>Applicant's Name:</b>	<b>Current Credential:</b>	<b>Date:</b>
	<b>Upgrade:</b>	<b>Time:</b>
<b>Interviewers:</b>		
<b>Questions</b>	<b>Responses and comments</b>	
<b>Objectives:</b> <i>To discern if the candidate's spiritual, ministry and personal development growth and development is sufficient and appropriate for a higher level of credentialing.</i>		
1. Share briefly with us an up-to-date account of your relationship with Jesus Christ.		
2. Share briefly with us an up-to-date account of your relationship with the Holy Spirit.		
3. Tell us about your devotional life and about how you have been keeping your daily meeting with Jesus		
4. Why are you applying for upgrade?		
5. What have you done over the years to justify an upgrade?		
6. What would you say are the major lessons you have learned about ministry over the years?		
7. What have you been learning about yourself?		
8. Describe two major praise reports you would have had over the years.		

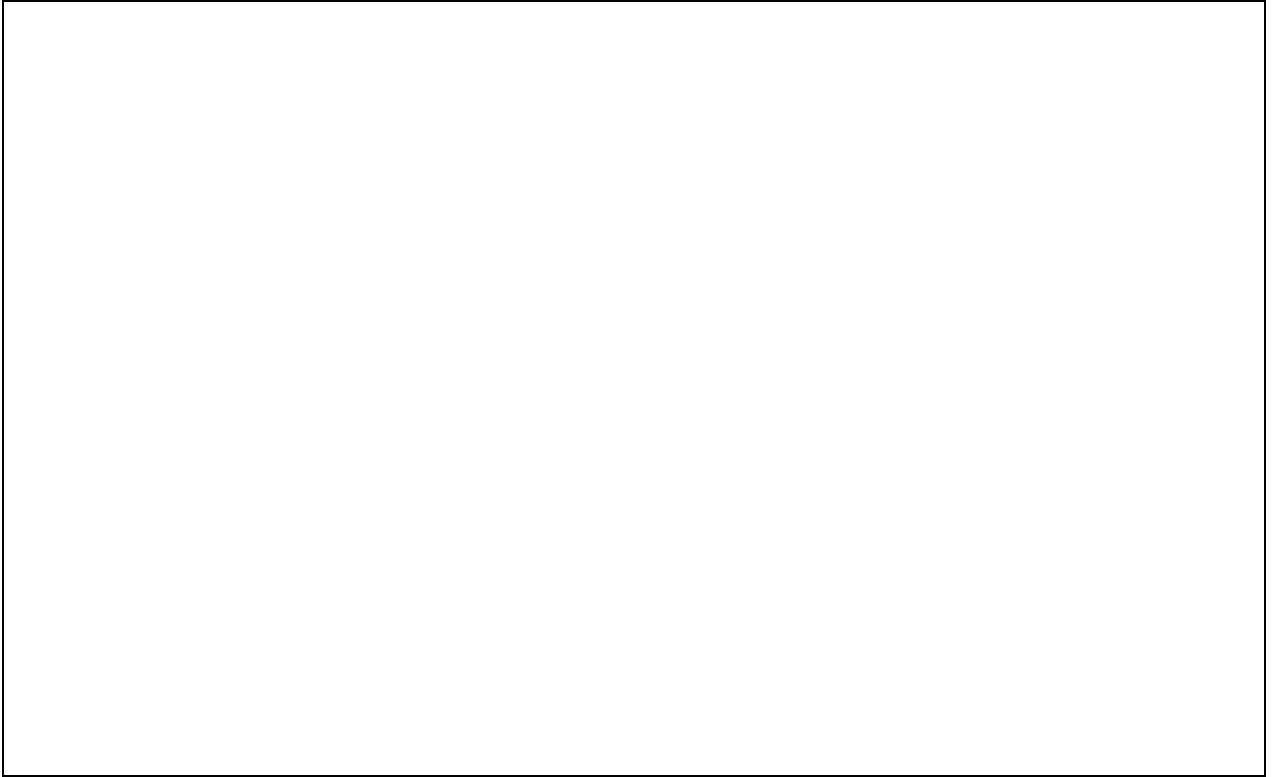


9. What aspects of ministry have you found the most fulfilling and motivating?	
10. Describe two major challenges you faced over the years and how did you handle them?	
11. How have you handled failure or those times when things did not go well?	
12. How do you resolve conflict in your personal and professional life?	
13. Where or to whom do you look for support and encouragement? How is that support expressed?	
14. What have you been doing to enhance the following?	
<ul style="list-style-type: none"> <li>• Your prayer life?</li> </ul>	
<ul style="list-style-type: none"> <li>• Study and meditation on the Word of God?</li> </ul>	
<ul style="list-style-type: none"> <li>• Worship and devotion?</li> </ul>	
<ul style="list-style-type: none"> <li>• Your interpersonal relations</li> </ul>	
<ul style="list-style-type: none"> <li>• Sharing of the gospel</li> </ul>	
<ul style="list-style-type: none"> <li>• Your disciple making efforts</li> </ul>	
<ul style="list-style-type: none"> <li>• Your convictions on tongues, miracles, and healings?</li> </ul>	
<ul style="list-style-type: none"> <li>• Your tithing and free-will giving</li> </ul>	
<ul style="list-style-type: none"> <li>• Your participation in District activities</li> </ul>	
<ul style="list-style-type: none"> <li>• Your participation in PAWI activities</li> </ul>	
<ul style="list-style-type: none"> <li>• Your health</li> </ul>	

<ul style="list-style-type: none"> <li>Your leadership skills</li> </ul>	
<ul style="list-style-type: none"> <li>Other areas</li> </ul>	
<p><b>ADDITIONAL QUESTIONS FOR UPGRADE TO LICENSE TO MINISTER:</b></p> <p><i>(Objective: To discern if the candidate understands the ministry and is sufficiently equipped and capable to be licensed as a PAWI minister).</i></p>	
15. Why are you applying for LTM credential?	
16. What is the significance of being a licensed minister?	
17. In what way do you think LTM credential will affect your ministry?	
18. Tell us about your ministry?	
19. What is the major focus of your ministry right now?	
20. Where do you believe God is calling your ministry to be in the next six months?	
21. What do you see as the two or three biggest needs in your ministry?	
22. Is there any specific area of your ministry with which you are uncomfortable?	
23. What do you feel are your primary spiritual gifts?	
24. How have you been using your gifts?	
25. What have you been doing to develop your gifts?	

26. To what degree do you feel your formal education equipped you for effective ministry as a licensed minister?	
27. To what degree do you feel your experience in ministry equipped you for effective ministry as a licensed minister?	
28. What have you been doing in the last two years to increase your understanding of theology and ministry?	
29. What are your views on the following:	
• Divorce and Remarriage?	
• Same sex Marriage?	
• Our response LBGTQ....?	
• Abortion	
• Euthanasia	
• Women in Ministry	
• The security of the believer	
• The rapture	
<i><b>Objective:</b> To discern if the candidate's family life is compatible with his/her ministry and if the family will provide the support required by a licensed minister.</i>	
30. How does your family feel about your being in the ministry?	

31. Is your family willing to support you if the demands on ministry were to increase?	
32. How do you personally go about establishing and maintaining healthy boundaries between church and family?	
33. Has there been any tension between your family and ministry. Explain	
34. Describe how you have managed the balancing of family, personal, and ministry demands on your time.	
35. According to the Scriptures (1 Corinthians 6:13-18; 1 Thess. 4:3-5, 2 Timothy 2:21; Colossians 3:5), disciples and ministers are required to live pure lives, above reproach. Is Internet pornography, sensual movies and literature, lust, interactions with certain people or any other moral issue, a problem for you?	
36. Is there anything in your past that, if it were to come to light, would be detrimental to your career/vocation and ministry? If yes, how do you plan to deal with it?	
37. How do you hold yourself accountable to others in your spiritual, physical and moral development and practice?	
<b>FOR OFFICIAL USE</b>	



**F.3. INTERVIEW FOR REINSTATEMENT OF CREDENTIAL APPLICANTS**

<b>REINSTATEMENT OF CREDENTIAL APPLICANTS</b>		
<b>Applicant/Candidate:</b>	<b>Date:</b>	<b>Time:</b>
<b>Interviewers:</b>		
Questions	Responses and comments	
<i>Objective: To discern if the candidate is fit to be reinstated as a credentialed worker of PAWI</i>		
2. Tell us about yourself		
3. Why you did not renew your credential at the designated time?		
4. Describe what was taking place in your life and ministry during the period of lapse.		
5. Why do you want to be reinstated with PAWI Credential?		
5. What guarantee does PAWI have that you will not allow your credential to lapse again?		
7. Is there any specific area of ministry/ministering with which you are uncomfortable, or which you might anticipate posing a significant challenge for you?		
8. Describe some things you have been doing on a regular basis for your own spiritual edification? Have you been getting positive results?		
9. Share briefly with us an up-to-date account of your relationship with Jesus Christ.		

<p>10. Share briefly with us an up-to-date account of your relationship with the Holy Spirit. Do you practice speaking in tongues</p>	
<p>11. Tell us about your devotional life and about how you have been keeping your daily meeting with Jesus</p>	
<p>12. Have you done any formal study programmes recently to enhance your personal life, knowledge base and skills? If not, what do you intend to do in the near future to correct this lack?</p>	
<p>13. Tell us about your personal devotional life</p>	
<p>14. How are you personally doing financially? Are you behind in any of your financial obligations at this time? If so, how much? How much of your debt is credit card related?</p>	
<p>15. Do you have any health issues?</p>	
<p>16. What are you doing to maintain your own physical health? Are you seeing positive results?</p>	
<p>17. According to the Scriptures (1 Corinthians 6:13-18; 1 Thess. 4:3-5, 2 Timothy 2:21; Colossians 3:5), disciples and ministers are required to live pure lives, above reproach. Is Internet pornography, sensual movies and literature, lust, interactions with certain people or any other moral issue, a problem for you?</p>	

<p>18. Is there anything in your past that, if it were to come to light, would be detrimental to your career/vocation and ministry? If yes, how do you plan to deal with it?</p>	
<p>19. How do you hold yourself accountable to others in your spiritual, physical and moral development and practice?</p>	
<p>20. Have you ever been victim of any alleged offense or convicted of any crime? What was the outcome?</p>	
<p>21. Have you ever participated in any sexual misconduct which would include child sexual abuse (paedophilia), the sexual abuse of adolescent minors, or homosexuality?</p>	
<p>22. Are there any pending legal actions that might incriminate you in the future?</p>	
<p>23. If you were sitting on this committee, would you recommend that your credential be reinstated? Why or why not?</p>	
<p><b>FOR OFFICIAL USE</b></p>	



**F.4. INTERVIEW FOR RENEWAL APPLICANTS**

<b>INTERVIEW FOR RENEWAL APPLICANTS</b>		
<b>Applicant/Candidate:</b>	<b>Date:</b>	<b>Time:</b>
<b>Interviewers:</b>		
Questions	Responses and comments	
<b>Objective:</b> <i>To discern the appropriateness of the applicant’s spiritual, personal and family life, ministry, competence, character and morality to continue functioning as a legitimate minister of PAWI).</i>		
38. Share briefly with us an up-to-date account of your relationship with Jesus Christ.		
39. Share briefly with us an up-to-date account of your relationship with the Holy Spirit. Have you been speaking in tongues?		
40. Tell us about your devotional life and about how you have been keeping your daily meeting with Jesus		
41. What has been the greatest frustration you have experienced in your ministry during the past two years?		
42. What has been your greatest satisfaction you have experienced in your ministry during the past two years?		
43. Tell us about a time during the past two weeks when you have spent quality time with your spouse and your children.		
44. What has been your state of health in the past two years?		

Do you have any health issues?	
45. What have you been doing to maintain your own physical health? Are you seeing positive results?	
46. How have you been holding yourself accountable to others in your spiritual, physical and moral development and practice?	
47. How often do you meet with an accountability partner?	
48. Let's talk about your weekly schedule. (a) What day do you normally take as a day off? (b) When is the normal time each week that you attempt to reserve for sermon preparation?	
49. What part of pastoring do you like most? What part do you like least?	
50. Tell us, more specifically: What part of pastoral care do you like most and  What part do you like least?	
51. What part of church administration do you like the least?	
52. Tell us about someone you have personally led to Christ during this past year.	
53. Tell us about someone you have personally disciplined during this past year.	

<p>54. Tell us about someone you have been mentoring during this past year.</p>	
<p>55. How often have you been speaking in tongues?</p>	
<p>56. What books have you been reading during the past six months?</p>	
<p>57. What Leadership programmes/courses/seminars have you participated in during the past year?</p>	
<p>58. What courses/convention/Seminar for your personal development have you participated in during the past year?</p>	
<p>59. What else have you been doing to develop/upgrade yourself?</p>	
<p>60. Share what you have been purposively doing, apart from Sunday worship and preaching and prayer meeting, to equip the members for life and ministry (service).</p>	
<p>61. Share what you have been doing to create the appropriate environment for the spiritual growth of your members</p>	
<p>62. How is Bible study conducted in your assembly?</p>	
<p>63. How satisfied/dissatisfied/concerned are you with the execution and participation of the following church responsibilities?</p> <ul style="list-style-type: none"> <li>• Prayer</li> <li>• Worship</li> </ul>	

<ul style="list-style-type: none"> <li>• Bible study</li> <li>• Sunday School</li> <li>• Ministry to the youths</li> <li>• Ministry to men</li> <li>• Ministry to women</li> <li>• Evangelism</li> <li>• Baptism</li> <li>• Discipling the believers</li> <li>• Foreign missions</li> <li>• Family life</li> <li>• Financial giving and managing of church money</li> <li>• Impacting your local community</li> </ul>	
<p>64. What have you purposively done with the church board and senior leaders, during the past two years, to build unity and a high performance team?</p>	
<p>65. Has there been any serious conflict between you and members, between members or between the assembly and the community? How did you handle it?  What was the outcome?</p>	
<p>66. Are you in complete harmony with PAW's Statement of Faith, the polity, the constitution and By-laws, Position on major issues such as LBGTQ, Abortion, Capital</p>	

<p>Punishment, and Euthanasia and the general rules and policies?</p>	
<p>67. Have your assembly been supporting the West Indies School of Theology financially? If no, would you consider supporting?</p>	
<p>68. How has your assembly contributed, during the past two years, to your District's vision and goals?</p>	
<p>69. According to the Scriptures (1 Corinthians 6:13-18; 1 Thess. 4:3-5, 2 Timothy 2:21; Colossians 3:5), disciples and ministers are required to live pure lives, above reproach. Is Internet pornography, sensual movies and literature, lust, interactions with certain people or any other moral issue, a problem for you?</p>	
<p>70. Is there anything in your past that, if it were to come to light, would be detrimental to your career/vocation and ministry? If yes, how do you plan to deal with it?</p>	
<p><b>Mandatory Legal Questions:</b></p>	
<p>71. Have you participated in any sexual misconduct which would include child sexual abuse (paedophilia), the sexual abuse of adolescent minors, or homosexuality?</p>	
<p>72. Have you ever been victim of any alleged offense or convicted of any crime during the past two years? What was the outcome?</p>	

73. Are there any pending legal actions that might incriminate you in the future?	
74. Are there any questions you wish to ask	
75. Other questions may be asked based on the responses on the application form,	
<b>FOR OFFICIAL USE</b>	

**F.5 INTERVIEW FOR SPOUSE OF APPLICANTS**

<b>INTERVIEW FOR SPOUSES OF APPLICANTS</b>		
<b>Spouse:</b>	<b>Date:</b>	<b>Time:</b>
<b>Interviewers:</b>		
Questions	Responses and Comments	
<b>Objective:</b> <i>To discern if the applicant's family life is compatible with his/her ministry and if the family will provide the support required by a licensed minister to function at optimum level.</i>		
1. Tell us about yourself		
2. Share briefly an up-to-date account of your relationship with Jesus Christ		
3. Share briefly an up-to-date account of your relationship with the Holy Spirit		
4. Tell us about your family		
5. How is your relationship with your spouse and children?		
6. What family issues you wish were different? What steps are you taking to address the issue?		
7. What are your children's attitudes toward ministry?		

<p>8. What is your attitude toward your spouse's ministry?</p>	
<p>9. How do you and your spouse go about establishing and maintaining healthy boundaries between church and family?</p>	
<p>10. Has there been any tension between your family and ministry?</p>	
<p>11. Is your family willing to support your spouse if the demands on ministry were to increase?</p>	
<p>12. How is your family doing financially? Are you behind in any of your financial obligations currently? If so, how much? How much of your debt is credit card related?</p>	
<p>13. Do you believe your spouse is truly called to specialized ministry in the Church? Why or why not?</p>	
<p>14. What qualities does your spouse have that make you confident he/she will be effective in ministry?</p>	
<p>15. Is there any specific area of your spouse's ministry/ministering with which you are uncomfortable, or which you might anticipate posing a significant challenge for you?</p>	



<p>16. What role do you think you will play in your spouse's ministry? How do you feel about fulfilling this role?</p>	
<p>17. Do you have a ministry of your own?</p>	
<p>18. What is your spouse's attitude toward your ministry?</p>	
<p>19. What role does your spouse play in your ministry? How do you feel about his role?</p>	
<p>20. Are there any questions you wish to ask us?</p>	
<p><b>FOR OFFICIAL USE</b></p>	

**APPENDIX G: ORDINATION**

**APPENDIX G. 1: APPLICATION FOR ORDINATION CHECK LIST**

<b>APPLICATION CHECK LIST</b>	<b>Name:</b>		<b>Date Rec'd:</b>
<b>Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. Completed application form			
<ul style="list-style-type: none"> <li>• His/her local Pastor, or a current active local ordained Pastor within the district</li> </ul>			
<ul style="list-style-type: none"> <li>• The respective District Executive and District Conference to which the candidate belongs.</li> </ul>			
<ul style="list-style-type: none"> <li>• An ordained minister</li> </ul>			
2. License to Minister Credential			
3. Evidence of active ministerial practice.			
4. Certificate of Completion from (PDDI Seminar)			
5. Completed three levels of assessment			After application
6. Successfully completed the two-year development and education programme.			
<b>FOR OFFICIAL USE</b>			

## G.2. INTERVIEW FOR ORDINATION APPLICANTS

INTERVIEW FOR ORDINATION APPLICANTS		
<b>Applicant/Candidate:</b>	<b>Date:</b>	<b>Time:</b>
<b>Interviewers:</b>		
Questions		Responses and Comments
<b>Objective:</b> <i>To discern the candidate's understanding of the nature, purpose and demands of being an ordained minister of PAWI as well as his calling.</i>		
1. Why do you want to be ordained?		
2. What is your understanding of ordination?		
3. Explain how ordination will impact (i) You personally?  (ii) Your ministry?  (iii) Your church?		
4. How would your being ordained benefit the fellowship?		
5. When and how did you know that God called you to be a minister in this way?		
6. For what ministry are you seeking ordination and why?		
7. What would be some of the expectations of you after ordination?		

<p>8. What do you anticipate would be some new responsibilities you will be required to perform after ordination?</p>	
<p>9. Is there any specific area of ministry/ministering with which you are uncomfortable and anticipate it might pose a significant challenge for you?</p>	
<p><b>Objective:</b> <i>To discern if the candidate's spiritual, ministry and personal development growth and development is sufficient and appropriate to receive PAWI's highest level of credentialing.</i></p>	
<p>10. How would you describe yourself as a ministerial leader from a biblical, theological, and sociological perspectives?</p>	
<p>11. Describe your prayer life</p>	
<p>12. Share briefly with us an up-to-date account of your relationship with Jesus Christ.</p>	
<p>13. Tell us about your devotional life and about how you have been keeping your daily meeting with Jesus</p>	
<p>14. Share briefly an up-to-date account of your relationship with the Holy Spirit Have you been speaking in tongues?</p>	
<p>15. What gifts are you bringing to the ministry and PAWI?</p>	

<p>16. How do you intend to exercise these gifts after ordination?</p>	
<p>17. What is your plan for enhancing them?</p>	
<p>18. How do you rate your ability and interest in the following areas? Indicate: High; Average; Low</p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Preaching</li> <li>• Worship</li> <li>• Teaching</li> <li>• Pastoral care, including visitation</li> <li>• Counseling</li> <li>• Evangelism</li> <li>• Discipling</li> <li>• Administration</li> <li>• Working with groups</li> <li>• Relating to other denominations</li> <li>• Working with community agencies</li> <li>• Disciplined study</li> <li>• Support groups</li> </ul>	
<p>19. Do you have any struggles/conflict or concerns with any major theological issue to which PAWI subscribes?</p>	
<p>20. What have you been doing in the last two years to increase your understanding of theology and ministry?</p>	

<p>21. How do you intend to keep growing in your understanding of Christian doctrine?</p>	
<p>22. To what degree do you feel your formal education equipped you for effective ministry as an ordained minister?</p>	
<p>23. To what degree do you feel your experience in ministry equipped you for effective ministry as a ordained minister?</p>	
<p>24. Describe a conflict situation that you would have encountered in your ministry. 25. How did you deal with it?</p>	
<p>26. What aspects of ministry excite you and bring you the most satisfaction?</p>	
<p>27. What aspects of ministry have been posing the greatest challenge for you?</p>	
<p>28. What is your plan for enhancing your ability and overcoming the challenge?</p>	
<p>29. Is your family willing to support you if the demands on ministry were to increase?</p>	
<p>30. How do you personally go about establishing and maintaining healthy boundaries between church and family?</p>	
<p>31. Has there been any tension between your family and ministry?</p>	
<p>32. Describe how you have managed the balancing of family, personal, and congregational demands on your time.</p>	

<p>33. What would you do differently if tensions were to arise between these priorities with respect to your time management?</p>	
<p>34. Do you have any health issues?</p>	
<p>35. What are you doing to maintain your own physical health? Are you seeing positive results?</p>	
<p>36. According to the Scriptures (1 Corinthians 6:13-18; 1 Thessalonians. 4:3-5, 2 Timothy 2:21; Colossians 3:5), disciples and ministers are required to live pure lives, above reproach. Is Internet pornography, sensual movies and literature, lust, interactions with certain people or any other moral issue, a problem for you?</p>	
<p>37. Is there anything in your past that, if it were to come to light, would be detrimental to your career/vocation and ministry? 38. If yes, how do you plan to deal with it?</p>	
<p>39. How do you hold yourself accountable to others in your spiritual, physical and moral development and practice?</p>	
<p><b>Mandatory Legal Questions:</b></p>	
<p>40. Have you ever been victim of any alleged offense or convicted of any crime? If Yes, what was the outcome?</p>	
<p>41. Have you ever participated in any sexual misconduct which would include child</p>	

sexual abuse (paedophilia), the sexual abuse of adolescent minors, or homosexuality?	
42. Are there any pending legal actions that might incriminate you in the future?	
43. How are you personally doing financially?	
44. Are you behind in any of your financial obligations currently? If so, how much? How much of your debt is credit card related?	
45. Are you committing your life time to the service of the Lord?	
46. Tell us why you should be accepted as a candidate for ordination by PAWI?	
47. Do you have any questions?	
<b>FOR OFFICIAL US</b>	



**APPENDIX G.2. DIAGNOSTIC ASSESSMENT INSTRUMENT: THE IDEAL CANDIDATE PROFILE**

**VALUES: 6- Very Frequently; 5- Frequently; 4- Occasionally; 3-Rarely; 2-Very Rarely; 1-Never.**

<p><b>A. RESOURCE MANAGEMENT:</b> The efficient and effective deployment and allocation of an organization's resources when and where they are needed. Such resources may include financial resources, human skills, production resources, or information technology.</p>										
<p><b>Instructions: Kindly circle the relevant number to indicate how you rate the candidate using the scale provided for each statement below.</b></p>										
<p><b>Example Statement:</b> Consistently seeks opportunity to develop skills</p> <p><b>Response:</b> Occasionally with this statement = 4/6</p>	6	5	4	3	2	1	Total (1 <sup>st</sup> )	Total (2 <sup>nd</sup> )	Total (Final)	Average
1. Actively pursues professional development to enhance self on an ongoing basis	6	5	4	3	2	1				
2. Takes specific action to further develop professional qualifications e.g. academic development, skills training etc.	6	5	4	3	2	1				
3. Participates in activities which demonstrate skills/qualifications attained e.g. assist in community outreach, social outreach, district activities, etc.	6	5	4	3	2	1				
4. Demonstrates an understanding of basic financial and accounting reports	6	5	4	3	2	1				

5. Seeks to maintain physical fitness and health e.g., regularly exercises, displays good eating practices, weight control etc.	6	5	4	3	2	1				
6. Generally on time for appointments, engagements and work deadlines	6	5	4	3	2	1				
<b>Human Resource Kills Overall Score</b> (Official USE only)							<b>/36</b>	<b>/36</b>	<b>/36</b>	
<b>FOR OFFICIAL USE</b>										

<b>B. LITERACY SKILLS:</b> All the skills needed for reading, writing and communication. It includes the ability to use language and other means, including technology, to understand, communicate and gain useful knowledge.							
<b>Instructions: Kindly circle the relevant number to indicate how you rate the candidate using the scale provided for each statement below.</b>							
<b>Example Statement:</b> Encourages others to embrace new forms of technology	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	Total e.g., 6/6
<b>Example Response:</b> Very Frequently to this statement = 6/6	(6)				(2)		
1. Able to keep pace with new forms of technology by learning how to utilize use these in preaching, presentations, etc.	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6

2. Able to write with accuracy and fluency, using formal and informal language and demonstrating varying levels of complexity	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
3 Able to read, understand and interpret various types of documents	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
4. Able to communicate thoughts and ideas competently both orally and in writing through the use of appropriate language	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
5. Able to speak clearly and confidently in a way which is appropriate in a given context	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
<b>Literacy Skills Overall Score (For Official USE only)</b>							<b>/30</b>

**FOR OFFICIAL USE**

<b>C. RELATIONAL SKILLS:</b> The ways in which individuals effectively interact with others.							
<b>Instructions:</b> Kindly circle the relevant number to indicate how you rate the candidate using the scale provided for each statement below.							
1. Maintains good relationship with others in the church, home, workplace and community	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	Total /6
2. Maintains a biblical perspective when resolving relational conflict	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
3. Displays genuine concern for others	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
4. Demonstrates an approachable and amenable disposition	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
5. Displays a high moral and biblical example when relating to others	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
6. Is aware of, controls and expresses emotions in a healthy constructive manner	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
<b>Relational Skills Overall Score (For Official USE only)</b>							<b>/36</b>

<b>D. HIGHER ORDER THINKING SKILLS:</b> Include critical, logical, reflective, metacognitive, and creative thinking. They are activated when individuals encounter unfamiliar problems, uncertainties, questions, or dilemmas.							
<b>Instructions:</b> Kindly circle the relevant number to indicate how you rate the candidate using the scale provided for each statement							
1. Able to identify where problems exist	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	Total /6

2. Able to identify a range of solutions to problems	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
3. Able to utilize chosen solutions to help resolve problems	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
4. Able to use original ideas to advance project	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
5. Able to collaborate with others towards a shared goal	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
6. Able to apply new knowledge to the practice of ministry	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
<b>Higher Order Thinking Skills Overall Score</b> (For Official USE only)							<b>/36</b>

<b>E. MINISTRY SKILLS:</b> The ability acquired through deliberate, systematic, and sustained effort to smoothly and adaptively carry out the activities of the ministry.							
<b>Instructions: Kindly circle the relevant number to indicate how you rate the candidate using the scale provided for each statement</b>							
1. Communicates Scripture in a way that leads hearers to worship and to experience life transformation	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	Total /6
2. Performs baptisms, weddings, funerals, ordinances and other church ministry in an appropriate manner	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
3. Leads others in making prayer a vital element of their lives	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
4. Leads others in practicing worship through stewardship of life and resources.	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6

5. Leads others in developing a process for connecting new members into the life and purposes of the church.	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
6. Provides care, counselling, and appropriate referrals for the sick, hurting, grieving, etc.	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
<b>Ministry Skills Overall Score (For Official USE only)</b>							<b>/36</b>

<b>F. SERVANT LEADERSHIP:</b> An understanding and practice of leadership that places the good of those led over the self-interest of the leader. Servant leadership promotes the valuing and development of people, the building of community, the practice of authenticity, and the sharing of power and status for the common good of everyone, the organization and those served by it.							
<b>Instructions: Kindly circle the relevant number to indicate how you rate the candidate using the scale provided for each statement</b>							
1. Models service by humbly serving those they lead, rather than expecting to be served by them	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	Total /6
2. Demonstrates concern for the welfare of others and acts in the interest of others	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
3. Utilizes a participatory style of leadership that enhances the dignity of every person	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
4. Equips and develops others and creates opportunities for others to utilize their gifts in the work of the organization	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
5. Encourages a spirit of community within the organization through building relationships and seeking consensus	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6

<b>Servant Leadership Skill Overall Score</b> (For Official USE only)							<b>/30</b>
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<b>G. SPIRITUAL FORMATION</b> is the intentional, multifaceted process of transformation into the image of Christ so that we become His continually maturing disciples.							
<b>Instructions: Kindly circle the relevant number to indicate how you rate the candidate using the scale provided</b>							
1. Models a life of personal prayer, worship and communion with God	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	Total /6
2. Maintains a consistent, daily devotional habit	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
3. Exhibits the fruits of the Spirit, listed in Gal. 6:22	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
4. Makes an intentional effort to practice various spiritual disciplines such as meditation, study, fasting, solitude, submission and celebration, etc.	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
5. Strives to consistently obey the Word of God and the voice of the Holy Spirit	Very Frequently (6)	Frequently (5)	Occasionally (4)	Rarely (3)	Very rarely (2)	Never (1)	/6
<b>Spiritual Formation: Overall Score</b> (Official USE only)							<b>/30</b>
<b>FOR OFFICIAL USE</b>							

**APPENDIX G.3. PERSONAL INFORMATION FORM**

**Findings from Interview and Diagnostic Assessment**

<b>Findings: Personal Strengths</b>		<b>Findings: Ministerial Strengths</b>	
<b>Findings Requiring Attention</b>	<b>Interventions</b>		<b>Comments</b>
<b>Personal</b>			



<b>Ministerial</b>		

**APPENDIX G.6. ORDINATION PREPARATION PROGRESS RECORD**

**PAWI ORDINATION PROCESS: PREPARATION**  
**Record of Progress during Preparation for Ordination**

<b>Process</b>	<b>Start Date</b>	<b>Actions</b>	<b>Completion Date</b>	<b>Evaluation</b>	<b>Comments</b>
Recommendation					
Interview					
Diagnostic Assessment					
Education & Development					
<ul style="list-style-type: none"> <li>• Year 1 Interventions</li> </ul>					
<ul style="list-style-type: none"> <li>• Year 2</li> </ul>					
Ministry Practices					
Final Assessment					

• Reflection					
• Final Interview					

**APPROVAL FORM**

The \_\_\_\_\_ District of the Pentecostal Assemblies of the West Indies International verifies that \_\_\_\_\_ has completed the stipulated period of preparation and has satisfied / not satisfied the requirements for ordination. The District Executive of PAWI \_\_\_\_\_ District recommends/does not recommend \_\_\_\_\_ to be ordained as a minister/apostle/prophet/evangelist/teacher/missionary of PAWI.

Signed \_\_\_\_\_ Date: \_\_\_\_\_ Stamp  
Chairman, D. C. C. Presiding Bishop

## APPENDIX G.3. SUGGESTIONS FOR INTERVENTION

### READING OPTIONS FOR INTERVENTION

A Candidate in preparation for ordination may exhibit shortcoming in a particular area and to overcome the shortcoming he may be advised to read. Below is the list of reading materials that cover all the skills and qualities required for a well-developed minister.

#### Bibliography of Reading Resources

##### SPIRITUAL DISCIPLINES

Foster, R. (1998). *Celebration of discipline: The path to spiritual growth*. New York:

HarperCollins.

Hughes, R. K. (1991). *Disciplines of a godly man*. Wheaton: Crossway Books.

Nouwen, H. (1975). *Reaching out*. New Jersey: Doubleday.

Richards, L. (1987). *A practical theology of spirituality*. Grand Rapids: Zondervan.

Sanders, J. O. (1994). *Spiritual maturity*. Chicago: Moody Press,.

Tracy, W. D., E., Janine, D. Tartaglia, J. & Weigelt, M. A. (1994). *The upward call: Spiritual formation and the holy life*. Kansas City: Beacon Hill.

Whitney, D. (1991). *Spiritual disciplines for the christian life*. Colorado Springs: NavPress.

Willard, D. (1988). *The spirit of the disciplines*. New York: Harper & Row.

##### TIME MANAGEMENT SKILLS

Blanchard, K. H. (2005). *The one minute manager: balance work and life*. London:

HarperCollins.

Covey, S. R. (1989). *The 7 habits of highly effective people: Powerful lessons in personal change*. New York, NY: Free Press.

Loehr, J. & Schwarts, T. (2003). *The power of full enganement: Manageing energy, not time, is the key to high performance and personal renewal*. New York, NY:Free Press.

Macdonald, G. (2003). *Ordering Your Private World*. Nashville: Thomas Nelson.

Smith, J. (2016). *Time management: Simple and effective time management techniques to manage procrastination, reduce stress, increase productivity + get more out of your day*. CreateSpace Independent Publishing Platform

Warren, R. (2012). *The purpose driven life: What on earth am I here for?* Grand Rapids, MI: Zondervan.

## **MINISTRY SKILLS:**

### **Preaching**

Brown, S. W. (2014). *How to talk so people will listen*. Baker Books.

Vines, J. E. (2017). *Power in the pulpit: How to prepare and deliver expository sermons*: MOODY Press.

Evans, W. (2016). *How to prepare sermons*. Chicago: Moody Press.

Perry, L. M. (1970). *Biblical sermon guide: A step-by-step procedure for the preparation and presentation* (1st ed.). Grand Rapids, MI: Baker Book House.

Spurgeon, C. H. (2010). *Lectures to my students*. Peabody, MA: Hendrickson Publishers.

Stott, J. (2014). *I believe in preaching*. Place of publication not identified: Hodder Paperback.

Stott, J. R. (1982). *Between two worlds: The art of preaching in the twentieth century*. Grand Rapids, MI: W.B. Eerdmans.

Stott, J. R. (2016). *The preacher's portrait: Five New Testament word studies*. Langham Partnership International.

Vines, J. (1999). *A guide to effective sermon delivery*. Chicago: Moody Press.

Alexander, A. (2007). *Some sermons I have preached – Part 1*. Trinidad and Tobago: Upstream Publications.

### **TEACHING**

Hendricks, H. G. (2003). *Teaching to change lives: Seven proven ways to make your teaching come alive*. Colorado Springs, Co.: Multnomah Books.

Hendricks, H. G. (1987). *The 7 laws of the teacher: Applied principles of learning*.

Richards, L. O. (1975). *A Theology of Christian Education*. Grand Rapids, Michigan: Zondervan.

Wilhoit, J. C. & Ryken, L. (2012). *Effective Bible teaching*. 2nd ed. Grand Rapids, MI: Baker Academic.

Wilkinson, B. (2005). *The seven laws of the learner: How to teach almost anything to practically anyone*. Atlanta, GA: Multnomah Books.

Yount, W. R. (2008). *The teaching ministry of the church*. 2nd ed. Nashville, TN: B&H Publishing Group.

## **COUNSELLING & PEOPLE CARE**

Skilled helper

Christian Counselling

Crabb, effective Christian Counseling

## **TIME MANAGEMENT SKILLS**

Blanchard, K. H. (2005). *The one minute manager: balance work and life*. London: HarperCollins.

Covey, S. R. (1989). *The 7 habits of highly effective people: Powerful lessons in personal change*. New York, NY: Free Press.

Loehr, J. & Schwarts, T. (2003). *The power of full enganement: Manageing energy, not time, is the key to high performance and personal renewal*. New York, NY:Free Press.

Macdonald, G. (2003). *Ordering Your Private World*. Nashville: Thomas Nelson.

Smith, J. (2016). *Time management: Simple and effective time management techniques to manage procrastination, reduce stress, increase productivity + get more out of your day*. CreateSpace Independent Publishing Platform

Warren, R. (2012). *The purpose driven life: What on earth am I here for?* Grand Rapids, MI: Zondervan

## **FINANCIAL ANALYSIS AND INTERPRETATION**

Harrison, J. S. (2003). *Strategic management of resources and relationships: Concepts and cases*. New York: Wiley.

Schermerhorn, J. R. (2004). *Core concepts of management*. Hoboken, NJ: Wiley.

## **LITERACY SKILLS**

**Digital Literacy**

## Use of ICT

Communication within digital formats/competence to use and communicate in a digital format

Jones, R. H., & Hafner, C. A. (2012). *Understanding digital literacies: A practical introduction*. London, UK: Routledge.

Alcock M. & Fisher M. L. (2014). *Mastering Digital Literacy (Contemporary Perspectives on Literacy)*, IN USA: Solution Tree Press

C. Lankshear & M. Knobel (Eds.), *Digital literacies: Concepts, policies and practices* (pp. 1–16). New York, NY: Peter Lang

Warschauer, M. (1999). *Electronic literacies: Language, culture, and power in online education*. Mahwah, NJ: Lawrence Erlbaum.

Glister, P. (1997). *Digital Literacy. USA*: John Wiley & Sons, Inc

Wiesinger S. & Beliveau R (2016). *Digital Literacy: A Primer on Media, Identity, and the Evolution of Technology*. New York, NY: Peter Lang Publishing Group

## English Literacy

Barrett G. (2016). *Perfect English Grammar: The Indispensable Guide to Excellent Writing and Speaking* Paperback. CA: ZEPHYROS Press.

Strauss J., Kaufman L. & Stern T. (2014) *The Blue Book of Grammar and Punctuation: An Easy-to-Use Guide with Clear Rules, Real-World Examples, and Reproducible Quizzes* 11th Edition. San Francisco: Jossey-Bass

Lester M. & Beason L. (2013). *McGraw-Hill Handbook of English Grammar and Usage*, 2nd Edition. USA: Mc Graw-Hill

Eckelberry A. (2016). *Writing Well (For the Rest of Us): No Grammar. No Rules. Just Common Sense*. St. Thomas Press

Lewis Norman (2014). *Word Power Made Easy: The Complete Handbook for Building a Superior Vocabulary – Expanded and Completely revised*. NY USA: Anchor Books  
Read, Writing, Interpretation and Comprehension Skills.

Cunningham, D. H., Smith, E. O., Pearsall, T. E., & Pearsall, T. E. (2005). *How to write for the world of work*. Boston: Thomson/Wadsworth.

Langan, J. (2006). *English skills*. Boston: McGraw-Hill.

Rozakis, L. (2007). *Schaum's quick guide to writing great research papers*. New York: McGraw-Hill.

## **RELATIONAL SKILLS**

### **Self-Management (Personal)**

### **Conflict Management**

#### **Conflict**

Patterson, K., Grenny, J., McMillan, R. & Switzler, A. (2002). *Crucial conversations: Tools for talking when stakes are high*. New York, McGraw-Hill.

## **FAMILY STABILITY**

Corey, G. (1996). *Theory and practice of counseling and psychotherapy*. Pacific Grove: Brooks/Cole Pub. Co.

Goldenberg, I., & Goldenberg, H. (2008). *Family therapy: An overview*. Belmont, CA: Thomson Brooks/Cole.

McGoldrick, M. (1998). *Re-visioning family therapy: Race, culture, and gender in clinical practice*. New York: Guilford Press.

Minuchin, S. (1994). *Family healing: Strategies for hope and understanding*. New York: Simon & Schuster.

Minuchin, S., & Fishman, H. C. (1981). *Family therapy techniques*. Cambridge, MA: Harvard University Press.

Worthington, E. L. (1996). *Christian marital counseling: Eight approaches to helping couples*. Grand Rapids, MI: Baker Books.

### **Emotional Intelligence**

Zull, J. E. (2002). *The art of changing the brain: Enriching teaching by exploring the biology of learning*. Sterling, VA: Stylus Pub

### **Communication Skills**



Adler, R. B. (2013). *Understanding human communication*. New York: Oxford University Press.

Griffin, E. (2014). *A first look at communication theory*. 9th Ed. New York: McGraw Hill.

Harris, S. (1993). *Human communication*. Oxford: NCC Blackwell Ltd..

*Harvard Business Review on effective communication*. (2011). USA: Harvard Business Series Press

Martin, J. N. & Nakayama, T. K. (2012) *Intercultural communication in context*. 6th Ed. New York: McGraw Hill.

Stanton, N. (2009). *Mastering communication*. 5th Ed. New York: Palgrave MacMillan Ltd.

Wood, J. (2015). *Interpersonal communication*. 8<sup>th</sup> Ed. China: Thomson Wadsworth.

### **Collaboration/Teamwork**

Colan, L., & Davis-Colan, J. (2015). *Getting the Best from Yourself and Others: How to Orchestrate Your Attitude*. Illinois: Simple Truths, LLC

Murphy, J. J. (2014). *Pulling Together 10 Rules for High Performance Teamwork*. Illinois: Simple Truths, LLC

Anderson, D. L. (2003). *Developing Team Leadership*. Norwalk, CA: Duane L. Anderson.

## **HIGHER ORDER THINKING SKILLS**

### **Critical Thinking**

Caroselli, M. (2009). 50 Activities for Developing Critical Thinking Skills. Hamherst, MA: HRD Press Inc. Retrieved from <http://spers.ca/wp-content/uploads/2013/08/50-activities-for-developing-critical-thinking-skills.pdf>

Elder, L & Paul, R. (2015). Becoming a Critic of your own thinking. Retrieved from <http://www.criticalthinking.org/pages/becoming-a-critic-of-your-thinking/478>

Global thinking citizen foundation. (n.d.). The Critical Thinking workbook: Games and activities for developing critical thinking skills. Retrieved from <http://www.schrockguide.net/uploads/3/9/2/2/392267/critical-thinking-workbook.pdf>

Higher Education Academy. (2010). Problem based learning: Primer: Retrieved from <https://www.heacademy.ac.uk/system/files/pbl.pdf>

Open Psychometric Test. (2015). Critical thinking assessment. Retrieved from <https://www.psychometrictest.org.uk/critical-thinking-test/>

The Critical thinking Community. (2015). College and University Students. Retrieved from <http://www.criticalthinking.org/pages/college-and-university-students/799>

### **Problem Solving**

Corey, G. (2016). *Theory & practice of group counseling* (9th ed.). Brooks Cole. (2008)

Eggen, P. D., Kauchak, D. P., & Garry, S. (2004). *Educational psychology: Windows on classrooms*. Upper Saddle River, NJ: Pearson/Merrill Prentice Hall.

Feldman, R. S. (2009). *Essentials of understanding psychology* (8th ed.). Boston: McGraw Hill Higher Education.

Huffman, K. (2015). *Psychology in action* (11th ed.). Wiley. (2008)

King, L. A. (2008). *The science of psychology: An appreciative view* (1st ed.). Boston: McGraw-Hill Higher Education.

Ormrod, J. E. (2003). *Educational psychology: Developing learners* (4th ed.). Upper Saddle River, NJ: Merrill/Prentice Hall.

Whitbourne, S. K. (2005). *Adult development & aging: Biopsychosocial perspectives* (2nd ed.). Hoboken, NJ: John Wiley & Sons.

Whitbourne, S. K. (2005). *Adult development & aging: Biopsychosocial perspectives* (2nd ed.). Hoboken, NJ: John Wiley & Sons.

Zeuschner, R. F. (2003). *Communicating today: The essentials*. Boston: Allyn and Bacon.

### **SERVANT LEADERSHIP**

Autry, J. A. (2001). *The servant leader; How to build a creative team, develop great morale, and improve bottom-line performance*. Roseville, CA: Prima Publishing.

Fryar, J. L. (2001). *Servant leadership: Setting leaders free*. St. Louis, MO: Concordia Publishing House.

Fryar, J. L. (2002). *Trust and teams: Putting servant leadership to work*. St. Louis, MO: Concordia Publishing House.

Greenleaf, R. K. (1977). *Servant Leadership: A journey into the nature of legitimate power & greatness*. New York: Paulist Press.

- Rardin, R. (2001). *The servant's guide to leadership: Beyond first principles*. USA: Selah Publishing.
- Rinehart, S. T. (1998). *Upside down: The paradox of servant leadership*. Colorado Springs, CO: NavPress.
- Spears, L. C. (1995) (Ed.). *Reflections on leadership: How Robert K. Greenleaf's theory of servant-leadership influenced today's management thinkers*. New York: John Wiley & Sons.
- Spears, L. C. (1998). (Ed.). *Insights on leadership: Service, stewardship, spirit, and servant-leadership*. New York: John Wiley & Sons.

### **MENTORING/DISCIPLESHIP**

- English, L.M. (1998). *Mentoring in Religious Education*. Birmingham, Alabama: Religious Education Press
- Barna, George, Dallas, & Bill. (2012). *Master Leaders: 30 Leadership Greats. 16 Keys to Success. One Amazing Conversation*. Tyndale House Pub.
- Biehl, B. (1996). *Mentoring: Confidence in finding a mentor and becoming one*. Nashville, TN: Broadman & Holman Publishers.
- Dungy, T., & Whitaker, N. (2010). *The mentor leader*. Carol Stream, IL: Tyndale House Publishers.
- Adsit, C.B. (1996). *Personal Disciple Making*. Orlando, FL: Campus Crusade for Christ
- Hull, B. (2010). *The Disciple-Making Church: Leading a Body of Believers on the Journey of Faith*. Michigan: Baker Books.
- Authur Wallis, God's chosen fast
- Falwell, J. (1981). *Fasting: What the Bible teaches*. Wheaton, IL: Tyndale House.
- Towns, E. L. (2014). *Fasting with the lord's prayer: Experience a deeper and more powerful relationship with god*. Readhowyouwant.com Ltd.

### **Demonstration of Spiritual Gifts**

- Flynn, L. B. (1974). *Nineteen gifts of the Spirit: Which do you have? Are you using them?* Wheaton, IL: Victor Books.
- Lindsay. G. *Gifts of the spirit*. (1982). Dallas Texas: Christ For the Nation Inc.
- External-** Training outsourced.

## **References**

<http://www.exerciseregister.org/cpd-training/continued-professional-development>

<https://www.pmi.org/about/learn-about-pmi/what-is-project-management>

## COURSES FOR INVERVENTION

<b>Skills and the Relevant Training Courses/Programmes</b>	
<b>Skills</b>	<b>Recommended Programmes/Courses</b>
Ministry Skills	<b>Preaching:</b> PS132 Homiletics I; GS221 Hermeneutics
	<b>Teaching:</b> CE 212 Principles of Teaching; CE 221 Teaching Methods; CE 111 Philosophy of Christian Education
	<b>Counselling:</b> PY 131 Basic Counselling Skills; GS 331 Introduction to Counselling; PY 211 Counselling Ethics
	<b>People Care:</b> PSY 221 Social Psychology; PY 222 Introduction to Communication; PY 211 Counselling Ethics; PY 233 Personality Theory
Resource management	<b>Continuous professional Development:</b> CE121 Educational Psychology; PY 112 Developmental Psychology; GS313 Research Methods I; CE 021 Writing Skills (WIST EXT)
	<b>Project Management:</b> CE 021 Writing and Presentation Skills (Wist Ext); CE 231 Evaluation and Assessment; YD 235 Project Management; YD 133 Policy Planning and Implementation
Literacy Skills	<b>Digital Literacy:</b> Use of IC; Communication within digital formats/competence to use and communicate in a digital format; CE232 Educational; Technology

	<b>English Literacy:</b> Reading, writing, interpretation and comprehension skills; GS 112 English I
Relational Skills	<b>Self-Management:</b> GS322-Introduction to Sociology;GS424Conflict Management Group Dynamics and Counselling; PY233 Personality Theory
	<b>Conflict Management:</b> GS 424 Conflict Management; PY 321 Introduction to Psychology; PY 221- Social Psychology
	<b>Family Stability:</b> CE 132 Ministry to Children; CE 215 Ministry to Youth; CE115 Ministry to Adults; CE 211 Ministry to Family
	<b>Emotional Intelligence:</b> PY 311 Advanced Counselling Skills; GS 322 Introduction to sociology
	<b>Communication Skills:</b> PY 131 Intro to Communication; GS112 English; PY 412 Group dynamics and counselling; CE 021 Writing Skills (WIST EXT)
	<b>Collaboration:</b> GS 322 Introduction to sociology; PY 131 Intro to Communication
	<b>Cooperation:</b> GS 424 Conflict Management; PY 321 Introduction to Psychology; PY221- Social Psychology
	<b>Transformational Leadership:</b> PS215Leadership Principles; PY 423 Organizational Psychology; GS335 Organizational Theory and Behaviour; GS424Conflict Management
Servant Leadership	<b>People Development:</b> CE211 Ministry to Family; PY 112 Developmental Psychology

	<b>Mentoring:</b> PS 215 Leadership Principles
Higher Order Thinking Skills	<b>Critical Thinking:</b> CE131 Ministry to Exceptional Students: CE231 Evaluation and Assessment; PY322 Trauma Intervention Strategies
	<b>Problem Solving:</b> GS 424 Conflict Management: PY 131 Intro to Communication
	<b>Prayer:</b> PS111 Spiritual formation; <b>Fasting</b> External <b>Devotion Life:</b> Spiritual Emphasis
Spiritual Formation/Maturity	Demonstration of Spiritual Gifts; Demonstration of the Fruit of the Spirit

**APPENDIX G.7. SKILLS COMPETENCY LISTING**

A description of the competencies required for each skill

<b><i>Skill Area</i></b>	<b><i>Skill Competencies</i></b>			
<i>Resource Management Skills</i>	<i>Pursues professional development to enhance self on an ongoing basis</i>	<i>Maintains physical fitness and health e.g., regularly exercises, displays good eating practices, weight control etc.</i>	<i>Analyses and Interprets basic financial and accounting reports</i>	<i>Takes specific action to further develop professional qualifications e.g. academic development, skills training etc.</i>
<b><i>Skill Area</i></b>	<b><i>Skill Competencies</i></b>			
<i>Literacy Skills</i>	<i>Keeps pace with new forms of technology by learning how to utilize use these in preaching, presentations</i>	<i>Writes with accuracy and fluency, using formal and informal language and demonstrating varying levels of complexity</i>	<i>Communicates thoughts and ideas competently both orally and in writing through the use of appropriate language</i>	<i>Speaks clearly and confidently in a way which is appropriate in a given context</i>
<b><i>Skill Area</i></b>	<b><i>Skill Competencies</i></b>			
<i>Relational Skill</i>	<i>Maintains good relationship with others in the church, home, workplace and community</i>	<i>Maintains a biblical perspective when resolving relational conflict</i>	<i>Displays genuine concern for others</i>	<i>Is aware of, controls and expresses emotions in a healthy constructive manner</i>



<b><i>Skill Area</i></b>	<b><i>Skill Competencies</i></b>			
<i>H.O.T. Skills</i>	<i>Able to identify where problems exist</i>	<i>Analyses situations</i>  <i>Collaborates with others towards a shared goal</i>	<i>Create and apply new knowledge in the profession</i>  <i>Apply new knowledge to the practice of ministry</i>	<i>Utilize chosen solutions to help resolve problems</i>
<b><i>Skill Area</i></b>	<b><i>Skill Competencies</i></b>			
<i>Ministry Skills</i>	<i>Communicates Scripture in a way that leads hearers to worship and to experience life transformation</i>	<i>Performs baptisms, weddings, funerals, ordinances and other church ministry in an appropriate manner</i>	<i>Provides care, counselling, and appropriate referrals for the sick, hurting, grieving, etc.</i>	<i>Leads others in developing a process for connecting new members into the life and purposes of the church.</i>
<b><i>Skill Area</i></b>	<b><i>Skill Competencies</i></b>			
	<i>Models service by humbly serving those they lead, rather than expecting to be served by them</i>	<i>Demonstrates concern for the welfare of others and acts in the interest of others</i>	<i>Utilizes a participatory style of leadership that enhances the dignity of every person</i>  <i>Encourages a spirit of community within the organization through building</i>	<i>Equips and develops others and creates opportunities for others to utilize their gifts in the work of the organization</i>

			<i>relationships and seeking consensus</i>	
<b><i>Skill Area</i></b>	<b><i>Skill Competencies</i></b>			
	<i>Models a life of personal prayer, worship and communion with God</i>	<i>Maintains a consistent, daily devotional habit</i>	<i>Exhibits the fruits of the Spirit, listed in Gal. 6:22</i>  <i>Strives to consistently obey the Word of God and the voice of the Holy Spirit</i>	<i>Makes an intentional effort to practice various spiritual disciplines such as meditation, study, fasting, solitude, submission and celebration, etc.</i>
<b><i>Character Area</i></b>	<b><i>Character Qualities</i></b>			

## **APPENDIX G.8. SUMMATIVE ASSESSMENTS**

The summative assessment consists of **a written reflection** and **a final interview** and is in partial fulfilment of the requirements for ordination.

### **Instructions**

These are the final assessments to determine the candidate's readiness for ordination.

They should be administered at the end of the candidate's period of Education and Development.

The supervisor/DCC will determine when the assessment should be administered, however, candidates may also request the assessment when they think they are ready.

The written reflection is a 'take-home' assignment and candidates should be allowed a maximum of ONE MONTH for submission.

Ordination candidates are expected to be aux courant with the following official documents of the Pentecostal Assemblies of the West Indies. They are available on its website.

1. Pentecostal Assemblies of the West Indies Policy and Procedural Manual
2. PAWI Constitution July 2015 Excerpt
3. PAWI Bylaws July 2015 Excerpt
4. Child Protection Policy
5. Church Ministries Policy
6. Church Planting Policy
7. Position Paper on Same Sex Marriages
8. Strategic Plan 2014-2019
9. Position Papers

## **APPENDIX G.8.1. PERSONAL REFLECTION**

**Assignment:** Submit to your supervisor, a written account of your personal reflections on your participation in the 'Preparation for Ordination' exercise. Include the following aspects:

- How the two-year experience prepared you for ministry
- Experiences gained
- Important lessons/principles learnt
- How these lessons were applied then and in the future
- Your personal learning/principles that were modified or discarded
- Areas of satisfaction
- Areas of concern or dissatisfaction
- If you can relive your past years in ministry what would you do differently?
- Recommendations/Suggestions

### **Guidelines**

1. Date and mode of submission will be determined by the respective district executive.
2. Document must be typed using size 12 font.
3. All aspects listed above should be addressed
4. Expectation: THREE to SIX pages in length.
5. Failure to submit reflection on the scheduled date will delay the decision to grant approval for ordination.

**APPENDIX G.8.2. FINAL INTERVIEW FOR ORDINATION**

<b>FINAL INTERVIEW FOR ORDINATION CANDIDATES</b>		
<b>Applicant/Candidate:</b>	<b>Date:</b>	<b>Time:</b>
<b>Interviewers:</b>		
Questions	Responses and comments	
<b>Objective:</b> <i>To determine the impact of the Preparation for Ordination on the candidate's life and capability for ministry</i>		
1. Share briefly, an up-to-date account of your relationship with Jesus Christ.		
2. Describe your prayer life		
3. Tell us about your devotional life and about how you have been keeping your daily meeting with Jesus		
4. Share with us how you currently feel about your call to ministry		
5. What has been the greatest frustration you have experienced during the period of preparation for ordination?		
6. What has been your greatest excitement you have experienced during the period of preparation for ordination?		
7. How did you maintain spending quality time with your spouse and your children during the preparation period?		
8. Share briefly, your experiences during your mentoring period?		
9. Review your call to Christian ministry		

<p>10. Now that you have completed your period of preparation, what experiences have you had that confirm for you that your call to ministry is authentic and that ministry may be an appropriate career for you?</p>	
<p>11. Has your call been confirmed by others? How?</p>	
<p>12. To which ministry gift do you want to be ordained?</p>	
<p>13. Has your gift been confirmed by others?</p>	
<p>14. What are your strongest abilities, experience and skills that will enable you to be effective in ministry?</p>	
<p>15. What experiences in your preparation have shaped your understanding of theology?</p>	
<p>16. Share how your formal education equipped you for:</p> <ul style="list-style-type: none"> <li>• The ordination process?</li> <li>• Effective ministry as an ordained minister?</li> </ul>	
<p>17. Share how your ministry experience equipped you for:</p> <ul style="list-style-type: none"> <li>• The ordination process?</li> <li>• Effective ministry as an ordained minister?</li> </ul>	
<p>18. Name someone whom you will hold as a model for good ministry. What qualities of</p>	

<p>ministering would you like to emulate about this person's?</p>	
<p>19. Is your understanding of ordination the same now as it was two years ago?</p>	
<p>20. Is your understanding of ministry the same now as it was two years ago?</p>	
<p><b>Objective:</b> <i>To discern the candidate's readiness for Ordination and ministry</i></p>	
<p>21. Describe how you feel with respect to your readiness to function as an ordained minister</p>	
<p>22. Has the description of yourself as a ministerial leader from a biblical, theological, and sociological perspectives the same as it was before the preparation period or has it changed? Explain</p>	
<p>23. How do you rate your ability and interest in the following areas in light of your new experiences? Indicate: High; Average; Low</p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Preaching</li> <li>• Worship</li> <li>• Teaching</li> <li>• Pastoral care, including visitation</li> <li>• Counseling</li> <li>• Evangelism</li> <li>• Discipling</li> <li>• Administration</li> <li>• Working with people (groups and individuals)</li> </ul>	

<ul style="list-style-type: none"> <li>• Relating to other denominations</li> <li>• Working with community agencies</li> <li>• Disciplined study</li> <li>• Support groups</li> <li>• Personal development</li> </ul>	
<p>24. What are your expectations of yourself?</p>	
<p>25. What are your strongest abilities, experience and skills that will enable you to be effective in ministry?</p>	
<p>26. What skills do you possess now for ministry, and how will you use them after your ordination?</p>	
<p>27. What skills do you possess to aid you in living with conflict and overcoming failure?</p>	
<p>28. What does it mean for an ordained minister to be a “leader”?</p>	
<p>29. How will you lead in business meetings, worship, pastoral care, and as a teacher?</p>	
<p>30. What do you see as the responsibilities of the church to the community in relation to domestic violence, crime, false teachings and all forms of immorality? How will you respond to the church members? How will you respond to the community?</p>	
<p>31. As an ordained minister, how will you relate to and serve persons of a different race, ethnicity, political persuasion,</p>	



religious beliefs and social status and behaviour other than your own?	
32. What aspects of ministry is now posing the greatest challenge for you?	
33. What is your plan for enhancing your ability and overcoming the challenge?	
34. Is there any other aspect of ministry/ministering with which you are uncomfortable and anticipate it might pose a significant challenge for you?	
35. What are your plans for continuing professional development as a minister?	
36. What aspects of Jesus' ethical teaching and moral example are most important to your life and ministry?	
<b>Objective:</b> <i>To discern if the candidate is sufficiently compatible with the ethos of PAWI to be ordained a minister).</i>	
37. Have you resolved any of the struggles/conflict or concerns you may have had with those major theological issue to which PAWI subscribes?  If Yes, explain?	
38. Is there any major theological issue that you are still having a struggle with subscribing to?  If Yes, explain?	

<p>39. Do you agree with PAWI's expectations of you?</p>	
<p>40. Will you cooperate with and subscribe to the following principles, practises and doctrines for which PAWI stands, including the teaching and application of the baptism in and manifestations of the Holy Spirit?</p> <p>Indicate Yes or No</p> <ul style="list-style-type: none"> <li>• Moral integrity</li> <li>• Consistent spiritual growth and maturity</li> <li>• Ministry excellence</li> <li>• Upholding the constitution and bylaws, beliefs, and ideals of PAWI</li>   <li>• Lifelong learning and participation in annual continuing education program established by PAWI/WIST</li> <li>• Attendance at all district and general conferences</li>   <li>• Fostering the longevity of PAWI</li> <li>• Being loyal to PAWI</li> </ul>	
<p>41. How do you intend to contribute to the advancement of:</p> <ul style="list-style-type: none"> <li>• PAWI</li> <li>• Your church</li> <li>• Your community?</li> <li>• What role would you like to play in your district/fellowship?</li> </ul>	

<ul style="list-style-type: none"> <li>• Explain how you feel about fulfilling this role?</li> </ul>	
<p>42. As an ordained minister of PAWI, what is your relationship with other credentialed ministers in your district?</p> <p>What is your relationship with members of the General executive?</p>	
<p>43. Are you au courant with the following official documents of the Pentecostal Assemblies of the West Indies:</p> <ul style="list-style-type: none"> <li>• Pentecostal Assemblies of the West Indies Policy and Procedural Manual</li> <li>• PAWI Constitution July 2015 Excerpt</li> <li>• PAWI Bylaws July 2015 Excerpt</li> <li>• Child Protection Policy</li> <li>• Church Ministries Policy</li> <li>• Church Planting Policy</li> <li>• Position Paper on Same Sex Marriages</li> <li>• Strategic Plan 2014-2019</li> <li>• Position Papers</li> </ul>	
<p><b>Mandatory Legal Questions:</b></p>	
<p>44. Have you ever been a victim of any alleged offense or convicted of any crime?</p> <p>If Yes, what was the outcome?</p>	
<p>45. Have you ever participated in any sexual misconduct which would include child sexual abuse (paedophilia), the sexual abuse of adolescent minors, or homosexuality?</p>	

<p>46. Are there any pending legal actions that might incriminate you in the future?</p>	
<p>47. How are you personally doing financially?</p>	
<p>48. Are you behind in any of your financial obligations currently? If so, how much? How much of your debt is credit card related?</p>	
<p>49. If you were sitting on this committee, would you recommend yourself for ordination? Why or why not?</p>	
<p>50. Are there any questions you wish to ask or comments you wish to make for the improvement of the process?</p>	
<p><b>FOR OFFICIAL USE</b></p>	

## **APPENDIX H. PAWI ASSESSMENT OF FIVE-FOLD MINISTRY GIFTS**

This assessment has a degree of subjectivity therefore the impact of the candidate's ministry must also be substantiated by evidence.

The following traits and practices are some of the major qualifying marks of the five-fold ministry gifts. This instrument should be used by the interviewer and not to be filled out by the candidate as a questionnaire. It is used to evaluate the candidate's claim to one or more of the five-fold ministry gifts. Where the candidate did not identify their ministry gift or is uncertain, the scale will be used to determine candidate's ministry fit.

*Rate candidates from 5 to 1 with 5 being the most consistently displayed trait or practice and 1 being too many to consider.*

Candidate's Name \_\_\_\_\_ Date \_\_\_\_\_

Interviewer's Name \_\_\_\_\_ Final Mark \_\_\_\_\_

Qualifying Traits and Practices	Consistent –no breaks or lapses (5)	Few breaks or 1-2 lapses (4)	Fair - 3-5 lapses (3)	More than 6 Lapses (2)	Too many to consider (1)	Total Mark
<b>Apostle: Has been</b>						
Maintaining intimacy with Christ – inferred from visible lifestyle *						
Displaying Christian character consistently *						
Consistently demonstrating maturity in the fruits of the spirit *						
Maintaining healthy and cooperative relationship with other ministers in the body of Christ – not a ‘one man’ performer but works well in team ministry. *						
Teaching and preaching the one TRUE gospel- true to the gospel of the early apostles *						
Ensuring the faith is transmitted from one context to another:						
Ensuring the faith is transmitted from one generation to the next.						
Giving leadership in establishing Churches in new contexts *						
Planting new churches						
Shepherding and teaching the people in the newly established churches *						

Developing leaders *						
Pastoring Pastors						
Experiencing or has experienced suffering for the Gospel *						
Doing or has done significant evangelistic/ missionary work/service						
Manifesting the power of God in ministry: <i>miraculous healings, raising the dead, supernatural occurrences</i> *						
<b>Total Possible Mark for Apostle</b>						<b>75</b>
<b>Actual Mark for Candidate</b>						
<b>Prophet: Has been</b>						
Spending unusual amount of time in the Word and with God *						
Edifying and strengthening the brethren						
Encouraging and challenging the brethren						
Displaying unique gifts at times with insight into future events						
Giving predictive warnings to the church or individual *						
Confirming things God is already dealing with in a person's life and or leadings that God's servant has already received *						
Manifesting the gifts of prophecy - conveying vision and purpose to the people of God *						

giving word of wisdom and accurate word of knowledge to people *						
Preaching messages that cut deeply *						
insisting (by actions) that the community obeys what God has commanded						
Questioning the religious status quo (publicly)						
Handling ridicule with humility *						
<b>Total Possible Mark for Prophet</b>						<b>60</b>
<b>Actual Mark for Candidate</b>						
<b>Evangelist: Has been</b>						
Demonstrating an anointing that draws people to Christ *						
Travelling to any region, city or country where people need to hear the gospel message *						
Inclined to go and proclaim the Good News outside the church where sinners are rather than in the church *						
Preaching Christ the Saviour as the heart of his/her message *						
Demonstrating a passion for souls that is adaptable to mass evangelism or personal evangelism						
Recruiting others to the cause						
<b>Total mark for Evangelist</b>						<b>30</b>
<b>Actual Mark for Candidate</b>						
<b>Pastor: Has been</b>						



Demonstrating the ability to teach God's Word*						
Showing love to people *						
Leading the people						
Making and developing disciples *						
Displaying Christian maturity						
focusing on the nurturing of God's flock *						
focusing on the protection of God's flock *						
caregivers of the community						
focusing on the spiritual maturity of God's flock						
Motivated by love for God and the people and not by money *						
<b>Total Possible Mark for Pastor</b>						<b>50</b>
<b>Actual Mark for Candidate</b>						
<b>Teacher: Has been</b>						
Demonstrating a teachable spirit *						
A passion to see others understand God's Word						
A passion to dig into God's Word and explain it						
Committing oneself to disciplined study of the Word *						
Taking profound biblical and theological truths and communicating						

them in such a lucid way that ordinary people can readily grasp them. *						
A passion to see members of the body of Christ mature in the Word and wisdom						
Applying the Word of God to the lives of the people *						
Involved in discipling and training others to do likewise						
promoting and preserving truth and diligently trying to produce holiness in God's people						
helping the brethren remain faithful to Christ's word						
Making and developing disciples. *						
<b>Total mark for Teacher</b>						<b>55</b>
<b>* Critical Traits and Practices</b>			<b>Actual Mark for Candidate</b>			

### RATING

Five-Fold Ministry Gift	Meets the Criteria	Great Potentials	Below Criteria
<b>Apostle</b>	<b>75 - 60</b>	<b>59 - 45</b>	<b>Below 45</b>
<b>Prophet</b>	<b>60 - 50</b>	<b>49 - 40</b>	<b>Below 40</b>
<b>Evangelist</b>	<b>30 - 25</b>	<b>24-20</b>	<b>Below 20</b>
<b>Pastor</b>	<b>50 - 40</b>	<b>39 - 30</b>	<b>Below 30</b>
<b>Teacher</b>	<b>55 - 45</b>	<b>44 - 35</b>	<b>Below 35</b>
<b>*Critical traits and practices must be given due consideration</b>			

## **APPENDIX I. SEMINAR CURRICULUM**

### **SEMINAR DOCUMENTS**

1. Seminar Curriculum
2. Seminar Study and Assessment Questions
3. Ablaze

### **GUIDELINES FOR CONDUCTING THE SEMINAR**

This seminar is compulsory for all first-time applicants.

Each district is responsible for conducting the seminar. Each district will determine the frequency, dates and mode of delivery. A district may appoint a coordinator who is competent in conducting seminars and is knowledgeable on the history and operations of PAWI.

Some information needs to be updated to always reflect current facts. Example: changes to the constitution and By-Laws, organizational structures of PAWI and districts.

#### **Modes of Delivery**

Seminars may be conducted using Face-to-Face, Online or a combination of both.

**One suggested approach** is to give participants the study materials and allow them to study them using the Study Questions. On a scheduled date, conduct a one-day seminar in which the questions would be discussed and at the end the examination may be taken.

**Try to avoid participants doing the examination at home.**

## **CURRICULUM FOR SEMINAR**

### **PAWI's DISTINCTIVE DOCTRINES AND IDEALS SEMINAR**

**Target Group:** First-Time applicants for PAWI credential

**Purpose of the seminar:** To enable first-time ministerial credential applicants to become au courant with the doctrinal beliefs, philosophy, values, practices, principles and operations of PAWI. This is done to encourage organizational loyalty, ministry excellence and the overall growth and development of PAWI.

**Objectives:** At the end of the seminar applicants will

- i. Describe their conception of a credentialed worker/minister.
- ii. Survey briefly, the history of PAWI
- iii. Discuss the nature and current operations of PAWI
- iv. Carefully examine the constitution and bylaws of PAWI
- v. Commit to upholding the expectations of PAWI credential holders.

#### **Certification**

Participants who attend the full seminar and satisfy all the requirements shall be awarded a Certificate of Completion.

#### **INSTRUCTIONS FOR APPLICANTS**

- i. Secure a copy of the book “Ablaze” authored by Rev. Thomas Maginley (2010). Read chapters 2, 3, 4 and the chapter on your specific district. Chapters 1, 13 and 14 are recommended but not compulsory.
- ii. Study the notes below
- iii. Read PAWI Constitution and Bylaws.

- iv. Answer the study questions and submit the completed booklet to your District office at least ten days prior to the scheduled seminar. Answering the study questions will help you understand and apply the given information.

## **CONTENTS**

### **MODULE 1.**

#### **1.0 BECOMING A CREDENTIAL HOLDER**

- Definition of ‘credential’
- What it means to be a credential holder
- Purpose for Obtaining Credentials
- Benefits of Obtaining Credentials
- Expectations of a Credential Holder

### **MODULE 2.**

#### **2.0 HISTORICAL OVERVIEW OF PAWI**

- How PAWI started
- When and where, growth
- The early governing structure
- The present governing structure
- Names and designations of each current executive member
- Names of districts and presiding bishops

### **MODULE 3.**

#### **3.0 PAWI TODAY**

- Mission, Vision and Core Values
- Organizational Structure
- Logo

- The General Executive Members
- Districts and Bishops
- Missions
- Membership and Local Assemblies
- WIST

## **MODULE 4.**

### **4.0 PAWI CONSTITUTION AND BYLAWS**

- i. Definition, purpose.
- ii. Articles I – IV
  - Interpretation
  - Name
  - Objectives, Functions and Powers
- iii. Article V-X
  - Statement of Faith
  - Membership
  - Organizational Structure
  - General Conference
  - Compositional of General Executive
  - National Conference
- iv. Article XI-XV
  - Districts
  - Assemblies and Other bodies
  - Bylaws
  - Amendments
  - Dissolution
- v. Bylaw 1-4
  - Parliamentary Order
  - General Conference
  - General Executive

- Property
- vi. Bylaw 5-9
  - Ministerial Credentials
  - Discipline
  - District Conference
  - District Executive
  - Assemblies
- vii. Bylaw 10-13
  - Departments, Divisions and ministries
  - Ministerial Codes
  - Residual Power, Repeal and Amendments

## NOTES

### MODULE 1. BECOMING A CREDENTIAL HOLDER

- a. Definition of ‘credential’: Evidence or testimonial that gives a title to credit or confidence to act.
- b. What it means to be a credential holder?
 

Authority to conduct ministry in any PAWI church or officiate in any related activity or to act on behalf of PAWI in accordance with its constitution and bylaws.
- c. What is the purpose for obtaining Credentials? (AIM)
  - i. Affirmation and recognition of God’s calling to and gifting for ministry
  - ii. Identification with a community of credential holders and hence the opportunity for personal development and ministry enhancement.
  - iii. Maintenance of the purity of the doctrines and ideals of PAWI
- d. Benefits of Obtaining Credentials

- i. Recognition
  - ii. Membership and fellowship
  - iii. License to minister
  - iv. Legal requirement: In many cases, Ordination is the requirement of the State for the fulfilment of recognized, legitimate ministerial functions. Example: performing marriages.
- viii. Expectations of a Credential Holder
- Commitment to:
- Moral integrity
  - Consistent spiritual growth and maturity
  - Ministry excellence
  - Upholding the constitution and bylaws, beliefs, and ideals of PAWI
  - Lifelong learning and participation in annual continuing education program established by PAWI/WIST
  - Attending all district and general conferences
  - Fostering the longevity of PAWI
  - Loyalty to PAWI

## **MODULE 2. HISTORICAL OVERVIEW OF PAWI**

As early as 1910, there were zealous and devout Christians in the Caribbean region who testified to the experience of a personal Pentecost. In 1912, on the island of Montserrat, American Missionary, Rev. Robert J. Jamieson, whose Pentecostal experience has revolutionized his life and ministry, found support for his cause in a small band of people of similar persuasion. Among this group were individuals such as A.B. Mulcare, Snr. William Morgan and Lydia Mings (nee Downey).

Under this new stimulus, this young church spread rapidly in Montserrat and throughout other Caribbean Islands, from St. Croix in the north to Trinidad and Tobago in the south. Rev. Jamieson and his associates, who eventually comprised nationals and Pentecostal Missionaries



from the United States of America and Canada, sought to establish a Pentecostal Movement. It shall be noted, that group of followers became the nucleus of what is today known as the *“Pentecostal Assemblies of the West Indies”*

### **The Pentecostal Assemblies of the West Indies**

On August 17, 1946, the Pentecostal Movement in the Caribbean held its first Conference at Petit Valley in Trinidad. At that Conference, the movement became affiliated with the Pentecostal Assemblies of Canada (PAOC), and was officially declared as the West Indies District of P.A.O.C. The West Indies School of Theology was established at that Conference. This Conference is known today as the “General Conference of the Pentecostal Assemblies of the West Indies.”

The establishment of the West Indies School of Theology (W.I.S.T) at the Woodbrook Pentecostal Chapel in Trinidad in 1946 is considered by many to be the most significant contribution to the Caribbean region by the parent body (PAOC). The School graduated its first group of students in 1949. WIST has since been responsible for training thousands of national ministers, lay workers and church leaders through its main campus and Extension Schools dispersed among PAWI Districts. Today, WIST graduates pastor some 90% of its churches throughout the region. Others give able spiritual leadership to varied ministries, regionally and globally.

By 1952 the PAOC was affiliated with churches in five islands of the West Indies Trinidad: 18 churches and 1,000 members; Barbados: 11 churches and 450 members; Grenada: 7 churches and 250 members; Montserrat: 8 churches and 350 members; and Antigua: 8 churches and 261 members. A total of 5 Districts, 52 churches and 2311 members.

At the 1958 Conference held in Trinidad, the name of the Fellowship was changed to the Pentecostal Assemblies of the West Indies. This decision afforded the young Fellowship to become self-governing, self-propagating and self-supporting. Delegates present were from Montserrat, Barbados, Grenada and Trinidad and Tobago.

## **The Early Governing Structure**

With PAOC passing the baton of leadership to Caribbean nationals, the under-mentioned persons created history when they were either elected or appointed to serve as follows:

General Superintendent	Rev. Patrick Ryan (deceased)
President of WIST	Rev. Dennis White
Executive Director of Missions	Rev. Wharton G. Nicholson
Youth Ministries Director	Rev. Wharton G. Nicholson
Women's Ministries Director	Rev. Lucille Daniel
Men's Ministries Director	Rev. Levi Duncan
Christian Education Director	Miss Audrey Cambridge
Regional Crusaders Commissioner	Rev. Irvin Smith

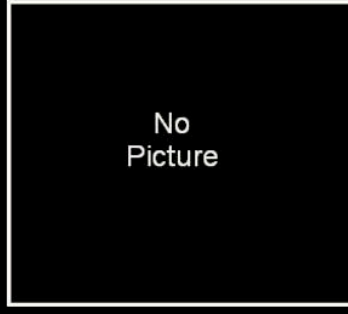
## General Bishops through the years



**Rev. Patrick Ryan  
(Deceased)**



**Rev. Dennis White**



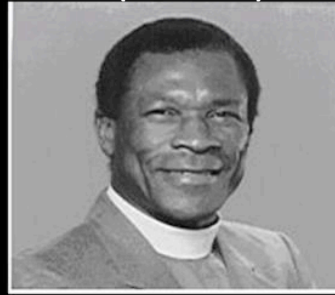
**Rev. Frederick Coombs  
(Deceased)**



**Rev. Alvin Nicholson**



**Rev. Torrance Bobb**



**Dr. Turnel Nelson (Deceased)**

### **The Pentecostal Assemblies of the West Indies in Trinidad and Tobago**

In 1956 the churches in Trinidad were divided in two sections, North Trinidad and South Trinidad, headed by Rev. Patrick Ryan and Rev. Larry Ulseth respectively as Field Directors. The title was changed in 1976 to Presbyter.

PAWI was legally established in Trinidad and Tobago as a charitable church organization in 1965 by an Act of Incorporation, No 29 of 1965.

1980 saw the advancement of the North churches where they were divided in to the North East and North West Districts.

The National Council of Trinidad and Tobago was established in 1986 for the purpose of having one legal covering to represent PAWI member churches.

1999 saw the continued growth of PAWI with the establishment of the Central District which was made up of 11 churches

### **The West Indies School of Theology**

In 1946, missionaries of the Pentecostal Assemblies of Canada founded the West Indies School of Theology. This school was intended to provide training for people who became pastors in the West Indies District of the Pentecostal Assemblies of Canada. As the vision expanded and the student body increased, classes were removed from the Woodbrook Pentecostal Chapel, its birthplace, to the El Dorado Pentecostal church.

In 1954, the six and one third acre campus at Fourth Bridge, Maracas Valley, was purchased, and from that time has been the home of the school. Since its founding, the scope of the school has gone beyond training for Pastoral Ministry and now includes training for Evangelism, Christian Education, leadership in para-church organizations and general leadership for the church. The student population has significantly increased from six (6) in 1946 to an average of 130 over the past five years. Approximately 85% of our students come from member churches of the Pentecostal Assemblies of the West Indies. The remaining 15% comprise representatives from other Evangelical church groups. Students are drawn mainly from the English speaking Caribbean countries. The leadership had completely changed from Canadian missionaries to Caribbean nationals. The first Caribbean national President was appointed in 1970. Since that date, all Presidents have been W.I.S.T graduates.

## **Presidents**

<b>NAME</b>	<b>YEARS</b>	<b>NAME</b>	<b>YEARS</b>
Rev. A. T Jacobson	1946-1955	Rev. Alvin Nicholson	1979-1986
Rev. Robert Eames	1955-1964	Rev. Cecil Vincent	1986-1988
Rev. C.A. Barker	1964-1970	Rev. Lew Thomson	1989-1991
Rev. Dennis White	1970-1974	Rev. Pat Glasgow	1991-present
Rev. Thomas Maginley	1974-1979		

**The Extension Division** of the West Indies School of Theology was introduced to help church leaders, departmental workers and other members to acquire theological training; thus equipping themselves further in the knowledge of God's Word. The certificate program was started in 1978 with a total of twenty-four courses to be covered in two years. By 1999 the number of courses was reduced to twelve. Feedback from different sources suggested that a certificate program of two years was too long and the course of study was not specific. The program was revised resulting in the Certificate in Practical Ministry. This new program runs for one year and a student can select a course of study from one of five ministry focuses: Biblical Studies, Christian Education, Lay Counselling, Youth Work and Basic Ministry Skills.

### **MODULE 3. PAWI TODAY**

PAWI has come a long way from the time that it was founded in Montserrat which still bears witness (though through the presence of a single church there due to the ravages of the volcano which has destroyed nearly the whole of the southern part of that island). Today the Fellowship comprises twelve Districts in most English-speaking islands of the Caribbean, and a number of outreach or missionary endeavours in such places as Queens, NY, Brazil, Suriname, Guadeloupe and Venezuela.

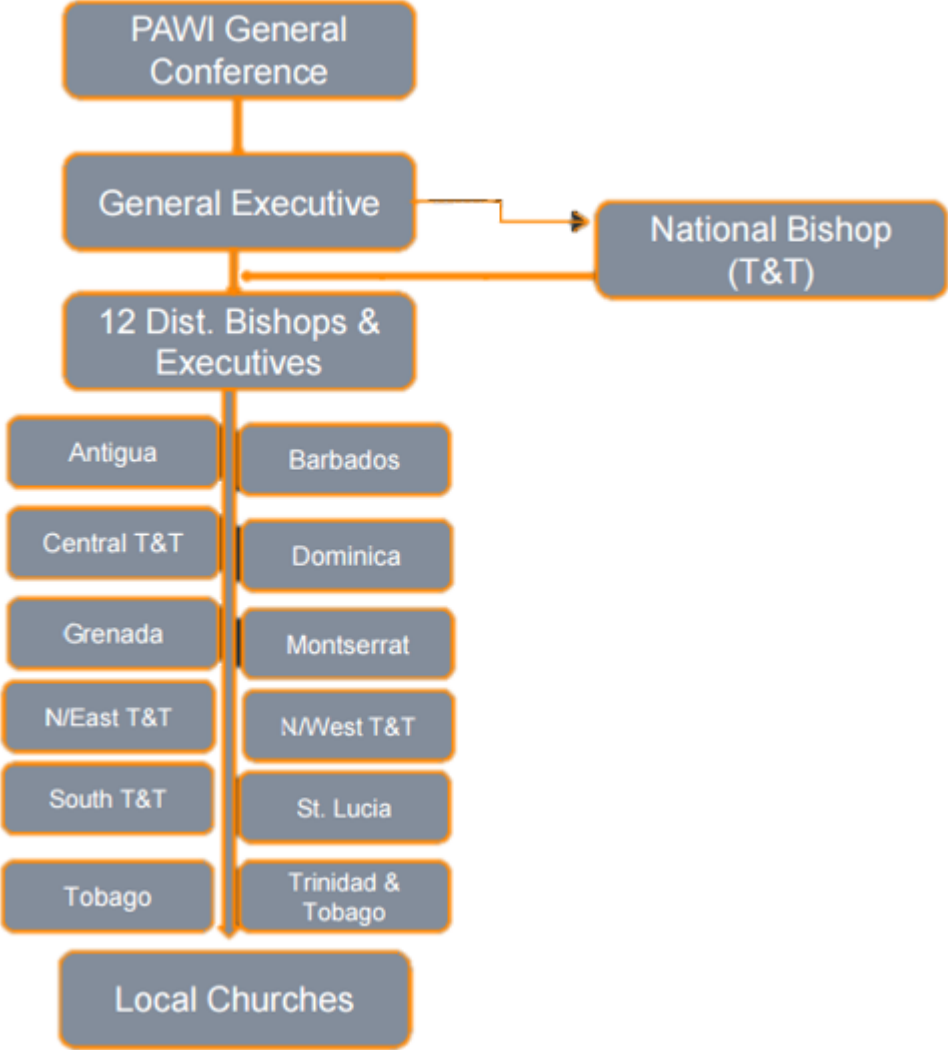
**Vision:** To be a vibrant, global organization, built upon sound biblical truths and unity, which utilizes its resources to serve all people.

**Mission:** PAWI exists to fulfil the purpose of God by transforming people and communities everywhere, by the gospel of Jesus Christ, through the power and manifestation of the Holy Spirit for the Glory of God.

**Core Values:**

- *Integrity* - We shall conduct ourselves and the business of PAWI with the highest integrity and uprightness of heart
- *Accountability* - We shall take full responsibility for our actions and decisions and will be answerable for their resulting consequences.
- *Loyalty* - We shall be loyal to our commitment and obligation to God and to our duties and responsibilities
- *Godliness* - We shall demonstrate Godliness through our adherence to the virtues of God
- *Faith* - We shall rely on and trust the Word of God as the determining factor for every decision we make
- *Fear of God* - We shall live daily in the fear and reverence of God
- *Respect* - We shall demonstrate utmost respect for ourselves and for others

**The present governing structure of the Pentecostal Assemblies of the West Indies (Simple Organizational Chart)**



## **Organizational Structure**

In order to accomplish its purpose as spelt out in its Mission Statement and Objectives, P.A.W.I. International is organized as follows:

### **GENERAL CONFERENCE**

The highest decision making body, which meets biennially.

### **GENERAL EXECUTIVE**

The GE gives oversight between General Conferences. The General Executive is responsible for:

- Human resource development at all levels of organization (i.e. identifying skills needed and Providing the infrastructure for social ministry on a macro scale.
- Maximizing the use of finances and creating new streams of income for PAWI.
- Creating a structure for effective communication throughout the organization especially from the head office to all congregation members
- Encouraging greater real estate development..

### **DISTRICT CONFERENCE**

Highest decision-making body in each District, which meets annually.

### **DISTRICT EXECUTIVE**

Gives oversight to the District between District Conferences. The District acts as the facilitator and middle manager in ensuring that the directives of the executive body are carried out.

Secondly, they will also be responsible for ensuring that the primary objectives of the church are well mapped out and that they are being executed. In their role as the overseer of churches, the District also acts as liaison/communication facilitator between the executive and the pastors and churches, ensuring a two-way flow of information.

### **LOCAL ASSEMBLY**

Led by a pastor and together, in each locale, form a District. The responsibilities of the local



church are evangelism, missions, edification of the body (counselling, discipling, family growth) and financial stewardship.

<b>General Executive Members</b>	
General Bishop	Bishop Dr. Pat Phillip Glasgow
Assistant General Bishop	Bishop Ophneil Forde
General Administrator	Rev Nolan Warner
Executive Director of Church Ministries	Rev Cynthia Jack
Executive Director of World Missions	Rev Nigel Henry
Districts Bishops	
Three members at Large:	
<ul style="list-style-type: none"> <li>• Mr. Andy Downes</li> </ul>	
<ul style="list-style-type: none"> <li>• Rev. Lurton Patterson</li> </ul>	
<ul style="list-style-type: none"> <li>• Mrs Samantha Lawson</li> </ul>	
Chairman of the Board of Directors of WIST	Rev. Dr. Pearl Rivers
<b>Districts</b>	<b>Bishops</b>
Northwest Trinidad	Bishop Derick Henry
Northeast Trinidad	Bishop Warren Harper
Central	Michael Brathwaite
South	Anthony Roberts
Tobago	Bishop Dr Vernon Arthur
Trinidad & Tobago National Bishop	Hasarat Ali
St Vincent & The Grenadines	Sonny Williams
Barbados	Dr. Gerry Seale
Grenada	King
Antigua	Stephen Andrews
Montserrat	Dr Pat Glasgow
Dominica	
St Lucia	



Rev. Dr. Pat Glasgow  
General Bishop & President of WIST

The logo of the fellowship has transformed over the last 50 Years



## Membership of PAWI

### Statistics

- 36,000 Members
- 240 Churches
- 495 Credentialed Workers



**WIST Logo**

### **The West Indies School of Theology (WIST)**

The West Indies School of Theology (WIST) is the official training institute of the Pentecostal Assemblies of the West Indies (PAWI).

The institution was established to train Caribbean nationals for the growing ‘mission field’. The (WIST), established sixty-seven (67) years ago, is one of the primary theological training institutions in the region. Graduates of WIST fill ninety-eight percent (98%) of PAWI’s pulpits. Other graduates are presently ministering in the United Kingdom, the United States, Canada, Kenya, Zambia, Ghana, Venezuela, Brazil and most of the English-speaking Caribbean islands. WIST provides ministerial training to Christians for the purpose of developing godly servant-leaders for the fulfilling of ‘The Great Commission’ - a mission which flows out of the overall mission of PAWI, its parent body and main financial contributor. WIST also seeks to prepare the Christian for subsidiary tasks other than pulpit ministry. WIST comes under the auspices of the Board of Governors and a Board of Directors. In its continual pursuit of excellence, the institution has obtained accreditation by both the Caribbean Evangelical Theological Association (CETA) and The Accreditation Council of Trinidad and Tobago (ACTT).

Preparation of students for all aspects of leadership and ministry is considered a high priority. Alongside classroom instruction, the school makes provision for practical training and experience. Students are encouraged to become involved in various activities including Evangelism, Children’s and Youth Ministry and School Outreach. During the student’s training programme, some opportunity is given for the testing of theory through practical ministry. This exercise includes the following: Leadership (e.g. Pastoral Work), Christian Education, Missionary Outreach, and other functions necessary to the local church. The educational

experience at WIST is developed in the context of the historic and evangelical Christian faith. The educational philosophy of WIST rests upon a theological base, which respects the forthright commitment to evangelical theology and to those spiritual, intellectual, moral, and attitudinal values deeply rooted in the Holy Scriptures.

Programmes currently being offered at the main campus are: The Diploma and Bachelor in Inter-Disciplinary Studies in the following disciplines:

- Pastoral Studies,
- Bible and Theology,
- Missions
- Christian Education.
- Bachelor of Arts in Psychology and Counselling
- Diploma and Bachelor of Arts in Youth Development.

The Diploma in Bible and Theology is also being offered at Branch Campuses in Barbados, Tobago, South Trinidad, St. Vincent and the Grenadines, and St Lucia.

A Modular Bachelor of Theology Degree has been recently introduced in South Trinidad and Barbados. The ‘Certificate in Practical Ministry’ with emphasis on Biblical Studies, Christian Education, and Ministry to Youth, Basic Ministry Skills and Lay Counselling Ministry is offered at the Extension sites in North and South Trinidad, Barbados, Tobago, St. Vincent and the Grenadines, Antigua, Montserrat, St Lucia and Grenada.

The following programmes are offered online:

- An Advanced Certificate in Bible and Theology
- All core courses
- Some courses are taught using a blended mod

## **Missions**

PAWI’s focus on global evangelization is directed by PAWI Missions Agency (PAWIMA), the Missions arm of the fellowship. The general Director of Missions is Bishop Nigel Henry.

PAWIWMA was established in 2009 to enable every PAWI District and their related churches to be effective in the worldwide participation of the Missions mandate, provide training in all relevant functions of global missions as well as develop management and policy guidelines for effective mobilization of PAWI missions.

PAWIMA functions under the direct supervision of the General Executive in order to achieve the following objectives:

- Promote the world vision of PAWI
- Facilitate our missionaries on the field
- Disseminate PAWI's world vision to all Districts
- Co-ordinate disaster information and relief supplies

PAWI has missionaries and or projects in Brazil, India, Suriname, Guadeloupe, St Martin, Malawi and Zambia.

#### **MODULE 4. PAWI CONSTITUTION AND BYLAWS**

All the information can be found in the Constitution and Bylaws of PAWI which can be downloaded from the PAWI's website: <http://pawi-online.org/>

## **STUDY AND ASSESSMENT QUESTIONS**

### **STUDY AND ASSESSMENT QUESTIONS**

#### **INSTRUCTIONS**

Answer the study questions to help you understand and apply the information given and submit the completed booklet to your District office at least ten days prior to the scheduled seminar.

#### **MODULE 1**

1. What does it mean to be a credentialed worker with PAWI?
2. What is the purpose for obtaining ministerial credentials with PAWI?
3. Why does PAWI require its ministers and workers to be credentialed?
4. What do you stand to benefit from holding credential with PAWI?
5. What does PAWI expect of you upon receiving credential?

## **MODULE 2**

1. In what year and which island was PAWI birthed?
2. In what year was PAWI legally established in Trinidad and Tobago as a charitable church organization?
3. When did PAWI become affiliated to the Pentecostal Assemblies of Canada?
4. How old is WIST?

## **MODULE 3**

1. State the following organizational information for PAWI:

- Mission

- Vision

- Core Values

2. Which one is PAWI's current logo? Circle the corresponding letter.



A



B



C

3. Which one is WIST's logo? Circle the corresponding letter.

4. Give the name and office(s) the following persons



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5. Where is the main campus of WIST located?

6. What is the purpose for the establishment of WIST extension Division?



7. Describe the role of each component of the governing structure of PAWI

i. **GENERAL CONFERENCE**

ii. **GENERAL EXECUTIVE**

iii. **DISTRICT CONFERENCE**

8. Complete the following tables

Table 1.

<b>General Executive Members</b>	
<b>Office</b>	<b>Officer</b>
• General Bishop	•
• Assistant General Bishop	•
•	• Rev Nolan Warner
•	• Rev Cynthia Jack
• Executive Director of World Missions	•
•	• Rev. Dr. Pearl Rivers
• Three members at Large:	1. Mr. Andy Downes
	2.
	3. Mrs Samantha Lawson
Districts Bishops	NA

Table 2

Districts	Bishops
• Northwest Trinidad	•
• Northeast Trinidad	•
•	• Michael Brathwaite
• South	• Anthony Roberts
• Tobago	•
• Trinidad & Tobago National Bishop	•
•	• Sonny Williams
•	• Dr. Gerry Seale
• Grenada	• King
• Antigua	•
• Montserrat	•
• Dominica	•
• St Lucia	•

9. What does the acronym WIST represent?

10. What is the role of WIST in PAWI?

11. What does the acronym PAWIMA represent?

12. What is the role of PAWIMA in PAWI?

13. Name two countries/islands where PAWI has missionary projects:

- i.
- ii.

#### **MODULE 4 QUESTIONS**

14. Where is PAWI's registered office located?

15. What is the difference between the Constitution and the Bylaws?

16. The four levels of Credentialing for PAWI ministers and workers are?

- I. First Level:
- II.
- III.
- IV. The highest level:

17. Summarize the objectives of PAWI:

- i.
- ii.
- iii.
- iv.

v.

vi.

vii.

viii.

ix.

x.

xi.

18. The operations of PAWI are governed by \_\_\_\_\_ and bylaws.

19. The \_\_\_\_\_ is the highest credential of PAWI.

20. A vote is accepted when there is a \_\_\_\_\_ majority.

## SECTION II

This section is divided into five (5) segments: Reflection components: Matching, True & False, Recall, Interpretation Statement of Faith.

1. Match each term with the correct definition.

a. Fellowship	(.....) the part of this document recording the fundamental laws and principles of the Fellowship.
b. General Conference	(.....) means the Pentecostal Assemblies of the West Indies.
c. Bylaws	(.....) the number of members present to conduct a meeting.
d. Quorum	(.....) means a local church congregation of PAWI
e. Other bodies	(.....) means the highest and ultimate governing body of the fellowship.
f. Assembly	(.....) means fellowships, ministries and para-church organizations.
g. Constitution	(.....) means any geographical entity established under Article XI.
h. District	(.....) The ability to adjust, revoke and introduce new provisions to the bylaws and constitution.
i. Credential	(.....) the part of the document comprising the laws adopted by the General Conference.
j. Amendment	(.....) A means of authorizing someone as a member of the fellowship.

2. Identify if the statements presented are true or false.

Statement	True	False
<p>1. We believe in the Holy Scriptures both Old and New Testaments as being tested by history and the church.</p> <p>2. The General Conference conducts plenary sessions established by the constitution for annual meetings.</p> <p>3. A License to Minister Credential is obtained after two years of proven ministry as a Lay Worker.</p>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>
<p>4. The District Conference is constitutionally due biannually.</p> <p>5. The Pentecostal Movement started in Canada with the establishment of the PAOC in 1903.</p> <p>6. In 1958 at the 7<sup>th</sup> Biannual Conference the West Indies District became independent from PAOC.</p> <p>7. Bylaws are enacted by the General Executive by a simple majority.</p> <p>8. A church having a Dependent status has not sufficiently accepted full responsibility of its operations.</p> <p>9. The Church Board can be elected by 2/3 of the church membership.</p>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>

10. The spouse of a minister may hold the Certificate of Recognition.	<input type="radio"/> <input type="radio"/>
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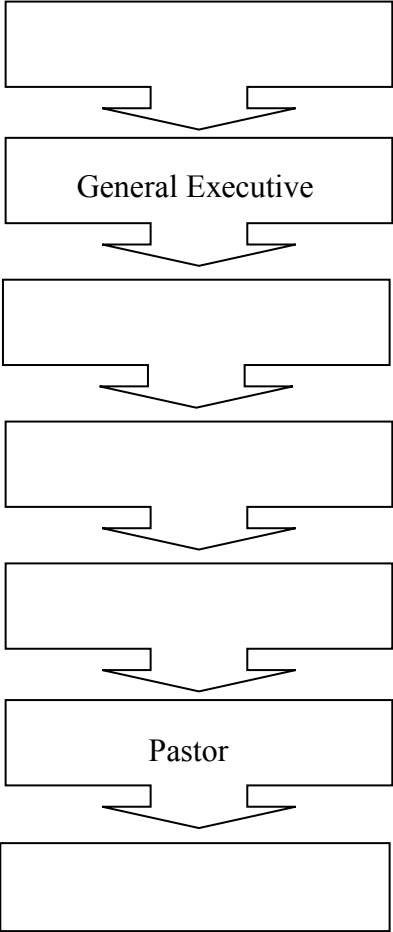
3. In order to be selected as a Presiding Bishop you shall have served \_\_\_\_\_ years of consecutive ministry.

4. \_\_\_\_\_ Churches are self-sufficient in handling its operations.

5. Type of Credentials: \_\_\_\_\_  
 \_\_\_\_\_

6. The country of Trinidad and Tobago has \_\_\_\_\_ districts, which are  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Complete the Organizational Structure:



**Statement Interpretation:** present your understanding of the following statement.

Membership:

*Membership in PAWI shall be open to those groups and individuals who subscribe to and agree to be governed by the Statement of Faith, principles, purposes and objectives of the Fellowship as set forth in the Constitution and Bylaws, and who are approved for membership.*

8. Present your understanding of this statement; also state your views as to the advantages and disadvantages that can be foreseen in relation to this statement.

### **Statement of Faith**

9. State the importance of PAWI as a fellowship to you.

10. List PAWI's Statement of Faith in your own words

**The End**



**APPENDIX K. CERTIFICATE OF COMPLETION**



**PAWI**  
SINCE 1910

THE PENTECOSTAL ASSEMBLIES OF THE WEST INDIES

# **CERTIFICATE AWARDED TO**

---

*upon completion of*

**PAWI'S DISTINCTIVE DOCTRINES  
AND IDEALS SEMINAR**

DATE:

**PAWI**  
SINCE 1910

---

*General Bishop*

---

*District Presiding Bishop*

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