

Competency Review Sheets

Competency: TC1

Demonstrate understanding of, and commitment to, ministerial ethics

Elements:

TC 1.1 Commit to open and fair dealings within and between other churches.

Performance Criteria:

Discuss the ministerial ethics associated with the following situations:

- *Recruitment of a team member from another department;*
- *Handling a fellow team member criticising another church department leader;*
- *Problems that could occur in inter-church or combined church activities and how these could be overcome;*
- *Transfer of members from one church to another;*
- *Counselling requests from members of another church; and*
- *Visiting another church as a guest speaker*

TC 1.2 To protect vulnerable members of the local church from exploitation

Performance Criteria:

Able to:

- Describe appropriate courses of action in a range of situations.
- Answer questions about the best course of action in several of these.

TC1.3 Identify the ethical issues associated with church policies in the following areas:
finance, Occupational Health and Safety, Duty of Care, Information Management.

Performance criteria

Discuss the ethical issues associated with the above listed policies.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TC2

Know and understand Local Church direction and values

Elements:

TC 2.1 Articulate the vision and mission statements of the local church.

Performance Criteria:

- Recount the vision and mission statements and explain the value of each.

TC 2.2 Outline the history of the candidate's local church.

Performance Criteria:

- Give a brief summary of the history of the candidate's church and answer questions about its development.

TC 2.3 Express and outwork the core values of the local church.

Performance Criteria:

- Articulate the core values of the candidate's local church and describe how they are reflected in at least two ministry areas within that church.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TC3

Understand the Vision and Values of the CRC

Elements:

TC 3.1 Articulate the vision of the CRC.

Performance Criteria:

- Answer questions about the vision of the CRC, based upon the relevant documents.

TC 3.2 Promote the values of the CRC.

Performance Criteria:

- Explain the importance of the values of the CRC and describe steps they have taken by the candidate to promote them in their church.

TC 3.3 Explain the Biblical basis of, and the CRC's commitment to, world missions.

Performance Criteria:

TC3.3.1 Outline the Biblical basis of world missions, commenting on at least 3 relevant passages of Scripture

TC3.3.2 Explain how the CRC has responded to the Biblical mandate.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TC4

Implement established CRC and local church policy

Elements:

TC 4.1 Articulate and understand the church's policies.

Performance Criteria:

- Answer questions about the church's policy in several key areas.

TC 4.2 Implement Key Policies within the local church

Performance Criteria:

Show how a key church policy has been implemented by the candidate in at least one real-life situation.

TC 4.3 Outline key CRC Policies as they relate to the local church

Performance Criteria:

Explain how key CRC policies apply to the local church

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TC5

Experience the total ministry life of the local church

Elements:

TC 5.1 Describe the various ministry departments within the local church.

Performance Criteria:

- Describe the ministry structure of the local church.

TC 5.2 Describe the purpose and strategy of various departments.

Performance Criteria:

- Answer questions about the purpose and strategy of various departments.

TC 5.3 Demonstrate personal experience within several departments of the local church

Performance Criteria:

- Provide evidence of the candidates involvement in at least three departments of the local church.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TC6

Complete compliance requirements for CRC Duty of Care and demonstrate outworking

Elements:

TC6.1 Certification to at least Coordinator level of Duty of Care

Performance Criteria:

The National Office has confirmed the adequacy and currency of submitted evidence of certified training to at least Coordinator Duty of Care training. Training must include;

- Child-safe environments;
- Recognising and responding to abuse and neglect; and
- Mandatory notification.

TC6.2 Appropriate check or card for the State or Territory of residence with respect to working with children. (Note that this should be at the level required to be at minimum a child care worker in the State or Territory of residence. Refer to documentation on the CRC website or contact the National Office for correct documents required)

Performance Criteria:

The National Office has confirmed the adequacy and currency of either:

- a submitted Working with Children's Card or other similar check appropriate for the State or Territory with respect to working with children; or
- a license or certification as an appropriate professional (i.e. Teachers Registration)

TC6.3 Outwork Duty of Care Preparedness

Performance Criteria:

Show your coach redacted examples of documentation showing the exercise of your Duty of Care:

- TC6.3.1 The functioning of your team member registration process for a team; and
- TC6.3.2 The functioning of a program with safety plans and permission to proceed.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM1

Demonstrate good relational skills

Elements:

TM 1.1 Demonstrate an ability to establish healthy friendships in a range of relational contexts.

Performance Criteria:

- Provide a self-analysis of recent effectiveness in establishing healthy friendships in a range of relational contexts (such as the local church, the work place, recreational settings)

TM 1.2 Relate well to superiors and subordinates.

Performance Criteria:

- Provide evidence from both a superior and a subordinate commenting favourably on their relationship with the candidate.

TM 1.3 Effectively manage conflict.

Performance Criteria:

- Outline a brief plan for managing conflict in the local church.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM2

Demonstrate effective personal time-management

Elements:

TM 2.1 List priorities for use in establishing effective time management.

Performance Criteria:

Submit a list of priorities for effective personal time management.

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TM 2.2 Prioritise tasks and appointments.

Performance Criteria:

- Provide evidence of prioritising tasks and appointments

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM3

Exhibit good decision-making skills

Elements:

TM 3.1 Make informed decisions.

Performance Criteria:

Able to:

- Provide background research relevant to making informed decisions in a range of situations

TM 3.2 Make decisions which are free from self interest.

Performance Criteria:

- Outline a process for ensuring that decisions are made without self interest and demonstrate its application in a range of church events.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM4

Lead a person to Christ and follow them up

Elements:

TM4.1 Understand the need for evangelism

Performance Criteria:

Explain the biblical mandate for evangelism, especially as it relates to the local church

TM 4.2 Present the Gospel clearly.

Performance Criteria:

- Outline a brief Gospel presentation to use with individuals.

TM 4.3 Lead people to Christ.

Performance Criteria:

- Provide evidence of personally lead someone to Christ.

TM 4.4 Effectively follow up a new Christian.

Performance Criteria:

- Describe the action taken in successfully following up a new believer and integrating them into the local church.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM5

Lead a person through Water Baptism

Elements:

TM 5.1 Outline the biblical teaching on Baptism in water by emersion.

Performance Criteria:

- Outline a brief presentation on water baptism for a baptismal candidate

TM 5.2 Design an appropriate Baptismal service.

Performance Criteria:

- Submit an outline of a service or segment of a service, in which Water Baptism is practised, highlighting the essential elements.

TM 5.3 Baptise a candidate.

Performance Criteria:

- Provide evidence of having performed a water baptism.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM6

Lead a person to Spirit Baptism

Elements:

TM 6.1 Clearly present the need for the Baptism in the Spirit.

Performance Criteria:

- Outline a brief presentation that inspires people to seek Baptism in the Spirit

TM 6.2 Effectively lead people to Spirit baptism with the evidence of speaking in tongues.

Performance Criteria:

- Provide evidence to Spirit baptism with the evidence of speaking in tongues.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM7

<i>Operate the nine Gifts of the Holy Spirit</i>
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Elements:

TM 7.1 Demonstrate a Biblical understanding of the nine Gifts of the Holy Spirit as described in 1 Corinthians 12-14

Performance Criteria:

- 7.1.1 Outline a brief presentation of the Biblical teaching about each of the nine gifts and a biblical example of each where possible.

TM 7.2 Operate the voice gifts.

Performance Criteria:

- Describe an incidence of the candidate's personal operation of the gift of prophecy, and of giving a message in tongues and the interpretation of tongues.

TM 7.3 Operate the revelation gifts

Performance Criteria:

Able to:

- Describe an incidence of the candidate's personal operation of bringing a word of knowledge, word of wisdom and distinguishing of spirits

TM 7.4 Operate the power gifts

Performance Criteria:

Able to:

- Describe an incidence of the candidate's personal operation of the gift of faith, gift of healing and gift of miraculous power.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM8

Lead a small group effectively

Elements:

TM 8.1 Establish pastoral care in a discipleship-based small group.

Performance Criteria:

- Outline a practical pastoral care program for a discipleship-based small group.

TM 8.2 Identify, appoint and disciple an assistant leader.

Performance Criteria:

- Draft a procedure for identifying, appointing and discipling an assistant leader.

TM 8.3 Identify the place and purpose of a discipleship-based small group within the local church.

Performance Criteria:

Able to:

- Chart the organisational structure of the candidate's local church, showing the place and purpose of discipleship-based small group's in relation to the whole.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM9

Work in a team within the local church

Elements:

TM 9.1 Show support for other members of a team within the local church.

Performance Criteria:

Able to:

- Articulate a personal philosophy of teamwork which is applicable to the local church.
- Describe the candidate's personal supportive involvement in teams within the local church.

TM 9.2 Demonstrate support for team decisions when the candidate's personal view has been overruled.

Performance Criteria:

Able to:

- Report on a significant incident in which the candidate's own view was overruled, reflecting on how the situation was personally handled.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM10
Lead a Bible Study

Elements:

TM 10.1 Prepare a Bible study that encourages group participation

Performance Criteria:

Submit a personally-developed Bible study that encourages group participation

TM 10.2 Frame open questions relevant to an open Bible study.

Performance Criteria:

Able to:

- Include several open questions in the above mentioned Bible study

TM 10.3 Include all participants in a Bible study

Performance Criteria:

Able to:

- Outline a strategy for including reticent people in a Bible study discussion.

TM 10.4 Manage difficult or disruptive people.

Performance Criteria:

- Outline a strategy for managing difficult or disruptive people.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM11 <i>Lead a worship service</i>
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Elements:

TM 11.1 Prepare full programme outlines for church services

Performance Criteria:

Provide programme outlines for a church worship service and a special outreach service.

TM 11.2 Work with relevant personnel including the preacher, the song leader, technical crew, ushers, band etc in leading church services.

Performance Criteria:

- Write a self-evaluation of the candidate's interaction of working with the above mentioned personnel in leading a service.

TM 11.3 Present public announcements effectively

Performance Criteria:

- Provide evidence of having effectively presented public announcements in a service

TM11.4 Effectively introduce an offering

Performance Criteria:

Provide evidence of having effectively introduced an offering in a service.

TM11.5 Effectively lead others in the participation of communion

Performance Criteria:

Provide evidence of having effectively lead others in the participation of communion.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM12

Preach effective sermons

Elements:

TM 12.1 Prepare a sermon.

Performance Criteria:

- Submit a sermon transcript or detailed outline of at least two sermons that the candidate has prepared and preached.

TM 12.2 Deliver sermons to an audience.

Performance Criteria:

TM 12.2.1 Write a reflective self-evaluation of the sermons described above, including details of when and where they were preached and of their effectiveness.

TM 12.2.2 Discuss the effectiveness of the challenge and any ministry response to the sermons mentioned above.

TM 12.2.3 Provide evidence of the faithful interpretation of scripture in the delivery of the sermons described above

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM13

Demonstrate effective communication skills

Elements:

TM 13.1 Demonstrate effective pastoral communication

Performance Criteria:

Able to:

- Submit a critical incident report of a particularly difficult or effective pastoral discussion
- Describe the suitability of various technologies for church related communication tasks

TM 13.2 Write effective correspondence.

Performance Criteria:

Able to:

- Submit correspondence (without specific identification that could breach privacy) which has been personally written either to address a pastoral issue or to inform church members of a change which is to be implemented.

TM 13.3 Prepare effective promotional material.

Performance Criteria:

- Submit promotional and invitational materials that have been prepared by the candidate for use in the local church

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TM14

Being led and enabled by the Holy Spirit

Elements:

TM 14.1 Demonstrate a Biblical understanding of being led and enabled by the Holy Spirit.

Performance Criteria:

- Outline the key ways in which the Holy spirits leading and enabling may be enacted showing appropriate scriptural support.

TM 14.2 Experience the Spirit's leading and enabling.

Performance Criteria:

Able to:

- Describe and reflect on instances of the candidate's recognition and effective response to the spirit's leading and enabling in their personal, ministry and mission life.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TP1

Exhibit a definite sense of the personal call of God

Elements:

TP 1.1 Substantiate the personal call of God and discuss its implications.

Performance Criteria:

Able to:

- Articulate the process which led to the candidate's conviction of being called and the ways in which the implications of this call have been considered, being ready to answer questions in this regard.

TP 1.2 Demonstrate a willingness to sacrificially respond to the call.

Performance Criteria:

Able to:

- Report on how the cost of ministry has been counted, how this has been worked through with family and other stakeholders, and any examples of sacrifices that have already been made.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TP2

Establish goals for personal/marriage/family development

Elements:

TP2.1 Outline goals and a suitable plan for personal development over a 3 year period

Performance Criteria:

Able to:

Outline a 3 year personal development plan accompanied by clear goals

TP2.2 Demonstrate an understanding of the value of the mutual involvement of a husband and wife in determining goals for their marriage

Performance Criteria:

Discuss [and demonstrate if married] the ways in which a husband and wife should work together to determine goals for their marriage and for ministry

TP2.3 Outline goals and strategies for family developments, which shows considerations for children of different ages.

Performance Criteria:

Describe the goals and strategies relevant to family development showing consideration for children of different ages.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TP3

Establish deeper personal devotional and study habits

Elements:

TP 3.1 Demonstrate a regular and effective personal prayer, word and worship life

Performance Criteria:

- Describe examples of the candidate's application and benefits of praise and worship and how this practice has been deepened over time
- Provide evidence of consistently hearing and obeying God through his word over an extended period
- Provide an analysis of multiple answers to prayer over a defined period of time

TP 3.2 Establish deepening Bible study habits.

Performance Criteria:

Able to:

- Provide evidence of the personal benefit gained from studying the Bible Provide examples of diverse resources that have deepened the candidates Bible study habits

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TP4

Demonstrate personal integrity and stability

Elements:

TP 4.1 Honour promises under pressure.

Performance Criteria:

Able to:

- Provide evidence of having resisted pressure in order to honour a promise

TP 4.2 Refrain from exaggerations, generalizations and highly speculative statements.

Performance Criteria:

Able to:

- Demonstrate consistent avoidance of exaggeration, generalization and highly speculative statements in order to avoid misrepresentations of truth.

TP 4.3 Avoid Rash and Presumptive Courses of Action

Performance Criteria:

Able to:

- Provide examples of how the candidate has avoided rash and presumptive courses of action by learning from personal circumstances and others

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TP5

Model attributes of servant-hood

Elements:

TP 5.1 Understand Jesus' teaching on, and example of, servant-hood

Performance Criteria:

Provide examples of Scriptures in which Jesus teaches on and models servant hood and briefly reflect on insights gained

TP 5.2 Show a willingness to serve others.

Performance Criteria:

- Discuss the extent to which the candidate has served, and is willing to serve, others in various settings.

TP 5.3 Create opportunities to serve without being asked.

Performance Criteria:

Able to:

- Report on service initiatives undertaken.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TP6

Powerfully applying God's Word in everyday life

Elements:

TP 6.1 Use Scripture to overcome temptation.

Performance Criteria:

Able to:

- Discuss strategies for overcoming temptation by utilising the scriptures.

TP 6.2 Allow Scripture to inform and direct decision making.

Performance Criteria:

Able to:

- Describe examples on how Scripture has informed and directed decision making in everyday life.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TP7

Establish Convictions regarding personal financial stewardship

Elements:

TP 7.1 Outline personal convictions about tithing and giving.

Performance Criteria:

Able to:

- Briefly describe personal convictions about the necessity of giving at least a tenth of one's income to the local church providing relevant scriptural support

TP 7.2 Demonstrate consistent application of convictions regarding personal finance

Performance Criteria:

- Provide evidence of the candidate's generosity, tithing, giving and management of their finances over a three month period to demonstrate the Lordship of Christ in this area.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TT1

Articulate a personally applied knowledge of ministry gifts

Elements:

TT 1.1 Outline Biblical teaching concerning the ministry gifts of Apostle, Prophet, Evangelist, Pastor, and Teacher.

Performance Criteria:

- Describe the Bible's teaching on the role of each ministry gift.

TT 1.2 Analyse the personal gift mix.

Performance Criteria:

Able to:

- Analyse the correlation between the candidate's personal ministry and the ministry gifts of Apostle, Prophet, Evangelist, Pastor and Teacher.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TT2

Demonstrate basic hermeneutical skills

Elements:

TT 2.1 Exhibit familiarity with the principles of exegesis.

Performance Criteria:

Able to:

- Discuss reasons for various exegetical rules, providing relevant scriptural examples.

TT 2.2 Apply hermeneutic principles to passages from various biblical genres.

Performance Criteria:

Able to:

- Provide examples showing the interpretation of Scripture passages from different genres.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TT3

Exhibit basic biblical and doctrinal knowledge and an overview of church history

Elements:

TT 3.1 Familiarity with basic Christian doctrine and church history.

Performance Criteria:

- Submit certificate(s) showing successful completion of Video Bible College, at Certificate IV level, or equivalent.

TT 3.2 Defend key doctrines against attack.

Performance Criteria:

- Verbally, or in writing, defend one key Christian doctrine against a familiar opposing view.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____

Competency Review Sheets

Competency: TT4

Show evidence of basic Biblical knowledge

Elements:

TT 4.1 Familiarity with the content and background of the Scriptures.

Performance Criteria:

Able to:

- Submit certificate(s) showing successful completion of Video Bible College, at Certificate IV level, or equivalent.

TT 4.2 Familiarity with basic Old Testament and New Testament content.

Performance Criteria:

Able to:

- Present a brief overview of the Gospel story as it is developed in the Old and New Testaments and answer basic questions regarding the content of various parts of the Bible.

Candidate, _____, has demonstrated competency in this area.

Signed _____ Date _____