

The Salvation Army Canada & Bermuda Territory  
Ministry Placement Program



**CANDIDATES**  
Canada & Bermuda

Participant Handbook

Issued by: Territorial Candidates Department  
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**PURPOSE:**

This program will provide ministry, training, and development opportunities to individuals considering the possibility of full-time vocational ministry within The Salvation Army.

The Ministry Placement Program is a one-year intentional placement opportunity to encourage leaders in the church to consider their calling while strengthening their character and ministry experience for long-term effective leadership within The Salvation Army. Program participants will have the opportunity to learn more about the unique calling of officership, and experience practical ministry. Throughout the course of the program, the participant will be encouraged to grow in their own spiritual life and to be a part of the spiritual growth of those they minister to in the context of; congregational life, social services, youth ministries, community involvement and work with those who partner with, and volunteer in, our various ministries and outreaches.

**RATIONALE:**

We believe that participants who complete the program will be able to better explore the calling to full-time vocational ministry, as well those who participate in the program will have an enhanced sense of the reality of fulltime vocational ministry within The Salvation Army.

**OUR MISSION:**

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

**OUR VISION:**

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

**VALUES:**

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

**EXPECTATIONS OF PARTICIPANTS:**

The essence of Salvation Army Officership in the Canada & Bermuda Territory is currently defined by 9 competencies:

1. Spiritual Maturity
2. Sense of Vocation
3. Commitment to Mission and Ministry

4. Healthy Awareness of Self and Others
5. Salvationism
6. Leadership
7. Planning and Initiative
8. Resource Management
9. Specialist Skills and Aptitude

The Ministry Placement Program will introduce individuals to a variety of Salvation Army ministries, doctrine, and practices while utilizing their abilities and leadership.

Participants involved with the Ministry Placement Program will be individuals who demonstrate potential for Salvation Army leadership. Participants may have expressed an interest in serving God as an Officer in The Salvation Army, however that is not a requirement for participation. Common characteristics may include but not be limited to:

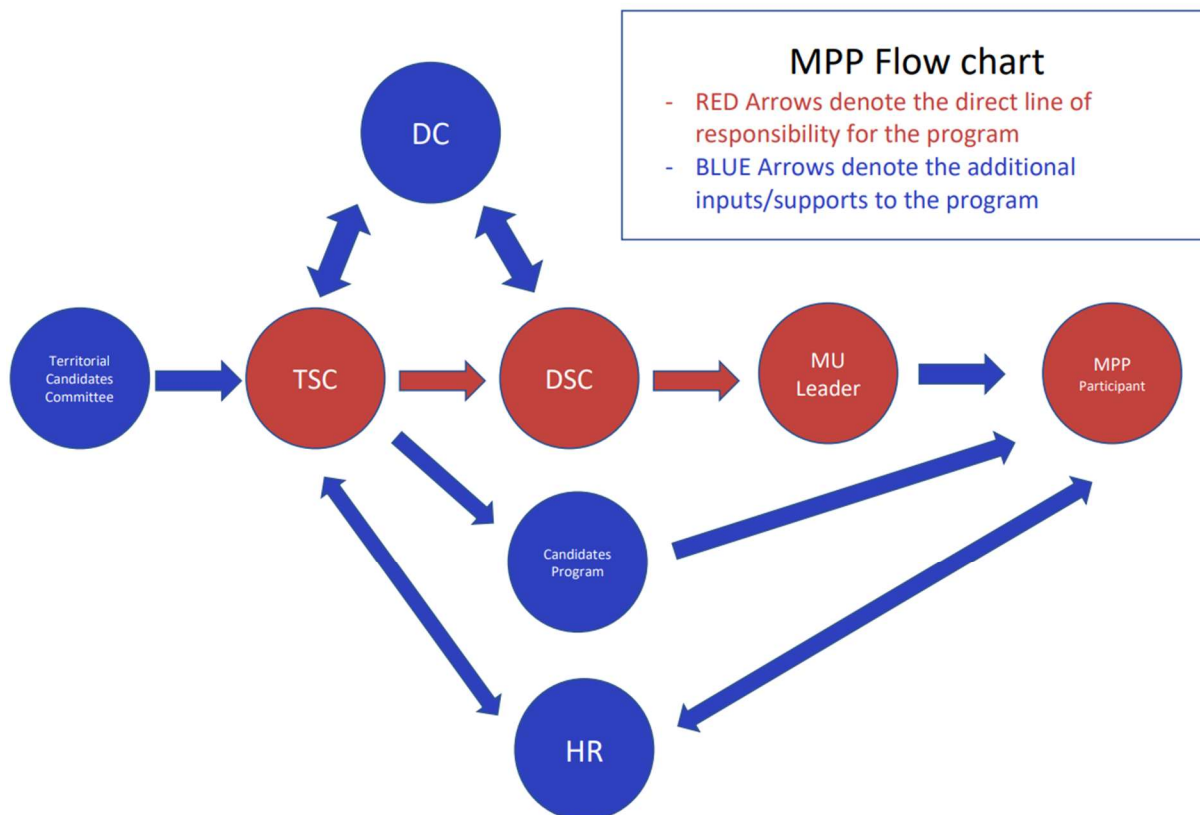
- Lives out, in word and deed, a personal faith in Jesus Christ
- Evidence of leadership ability
- An expression of interest to full-time ministry
- A high degree of initiative and work ethic
- A desire to experience and understand the ministry of a Salvation Army Officer
- An active member of a local congregation

## **PLACEMENT:**

The Divisional Commander and Divisional Secretary for Candidates will suggest a location placement for program participants in consultation with the Area Commander and Corps Officer to ensure the supervisors and placement are a good place for a person exploring God's calling to discern their call. Placemen will be confirmed with the Territorial Secretary for Candidates who will confer with the Secretary for Personnel.

## **REPORTS:**

Reporting is an important part of this program. The participant reports directly to the Corps Officer or Ministry Unit Leader where they are placed. The corps officer or Ministry Unit Leader reports to the Divisional Secretary for Candidates. The Divisional Secretary for Candidates reports to the Territorial Secretary for Candidates. This will be supported by Territorial Human Relations support. The participant and Officer reports should be forwarded to the Divisional Secretary Candidates with a copy to the Territorial Candidates Office on March 3 and August 5.

**ORGANIZATIONAL CHART:****THE OFFICER'S ROLE**

The Officer or Ministry Unit Leader supervisor will serve as mentor, encourager, teacher, trainer, supervisor, and other appropriate leadership roles, as well as be a good example and role model of officership. Officers will give the participants ample opportunity to participate in a full range of experiences. The participant will be a help and support in the day to day ministry and operations of the ministry unit while be trained and prepared potentially for officership. The officer is asked to be intentional and to honour the program requirements. The participant is asked to understand that they will be required to participate in all facets of the officer experience.

The officer and participant should establish a regular pattern of (minimum bi-weekly) check in meetings. At each appointment, progress through the curriculum should be noted as well as guidance in setting goals, discussion on any areas they are experiencing discouragement in and what they are finding joy in. Some sample topics...

- Spiritual growth and disciplines
- Emotional self-awareness and growth

- Intellectual understanding of the Bible, SA doctrines, Officership, and servanthood
- Social needs, especially in building a network of support
- Physical development in dealing with stress, proper nutrition, exercise and healthy emotions.

During the first week, the officer should conduct an orientation that includes:

- Expectations and schedule for development discussions
- Relationship building
- Corps calendar, divisional events and any upcoming events the officer wishes to emphasize.
- Facility tour which includes instructions for building use and access codes.

## **The DSC Role**

Quarterly Meeting: At quarterly intervals, the Divisional Secretary for Candidates will meet with the officer/ministry unit leader and Ministry Placement Participant separately and together to discuss the overall program and any concerns, suggestions for improvement, learnings, and successes.

As the primary contact for the MU leader the DSC will connect with the MU leader and participant and be the first point of contact for the supervisor if there are concerns. If disciplinary action is required the DSC, supervisor, TSC and THQ HR will work collaboratively.

Facilitate Discussion on Officership: During these encounters the DSC will be an encourager to the participant concerning officership. This is a time to answer questions, help the participant explore topics of candidacy, training and allow them to work through concerns or doubts.

## **THE TSC ROLE**

Monthly Meeting with Participants: The Territorial Secretary for Candidates is the facilitator of the program and will work with the divisions to implement and oversee the effectiveness of the program. The Territorial Secretary for Candidates *in partnership with the Divisional Secretary for Candidates* will meet via TEAMS with the participant group monthly to share experiences, discipleship, and prayer.

Quarterly Meeting with officers/ministry unit leaders: The Territorial Secretary for Candidates will host an initial TEAMS meeting to review expectations of the program, answer questions, and to clarify goals. Throughout the course of the program, the supervisors will meet with the Territorial Secretary for Candidates quarterly. As well, the TSC, will be available to the DSC and Supervisor if there are any concerns with the participants in the program.

It should be noted that when hired, the participant will be hired as a THQ employee and responsibility for employees is therefore through THQ.

**MENTORING**

The participant with the assistance of the Corps Officer Supervisor will find a suitable mentor for the duration of the Ministry Placement Program. It is expected that this mentor relationship begins within the first month of the program. If there is difficulty in finding a suitable mentor, the TSC can assist in the process. Participants are required to meet with their mentor once/month or more as desired and agreed upon with their mentor. Once a mentor has been identified, the TSC should be notified and some mentoring tools will be sent to the mentor.

## Appendix 1: Suggested Training Schedule

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The following provides a suggested approach to provide a broad exposure and ample opportunities to understand the spirit, mission, and ministry of The Salvation Army.

### *First Quarter: September – November*

#### Spiritual Maturity

- Establish and articulate a personal rhythm of Bible study and prayer
- Develop and present a devotional
- Share testimony
- Sunday meeting participation

#### Commitment to Mission and Ministry

- Pastoral and Community Care visitation

#### Leadership

- Lead and plan for at least one assigned ongoing program
- Attend Corps Council

#### Planning & Initiative

- Participate in Christmas preparations and planning

Attend appropriate Divisional Events, MPP Orientation (September 12-14, 2023),

Explore Your Call Weekend (September 28-October 1, 2023)

Foundational Leadership Certificate Module, Booth University College- Introduction to Officership, Learning Pathways

Divisional Check-in

Territorial Check-in

Required Reading: *God in my Everything – Choose one: God in my Everything – Ken Shigematsu, Celebration of Discipline Richard Foster, The Divine Conspiracy- Dallas Willard, or Spiritual Disciplines Handbook- Adele Calhoun, Becoming Rooted- Randy Woodley*

### *Second Quarter: December – February*

#### Spiritual Maturity:

- Ongoing consistency in personal Bible study and prayer
- Develop and present Bible study
- Basic sermon preparation and delivery

#### Healthy Awareness of Self and Others

- Demonstrates healthy self-care rhythms

- Set goals for personal growth and development

#### Resource Management

- TSA structures and systems

#### Commitment to Mission and Ministry

- Pastoral Care
- Christmas Community Care Activities
- Christmas Fund Raising and Social Events
- Community involvement (i.e. ministerial association, Rotary, etc.)
- Working with volunteers

#### Salvationism

- Basic understanding of SA history and doctrine
- World Missions – The International Army

#### Attend appropriate Divisional Events

Foundational Leadership Certificate Module, Booth University College- Introduction to Officership/English Writing, Learning Pathways

Divisional Check-in

Territorial Check-in

Required Reading: *Choose one: A Sermon workbook – Thomas Troeger & Lenora Tubbs Tisdale, The Preaching Life- Barbara Brown-Taylor, The Homiletical Plot- Eugene Lowry*

#### *Third Quarter: March-May*

#### Spiritual Maturity:

- Ongoing consistency in personal Bible study and prayer
- Preach twice this quarter

#### Planning and Initiative

- Day Camp and/or Vacation Bible School organization and planning

#### Healthy Awareness of Self and Others

- Communication Skills

#### Resource Management

- Finances
- Vehicle and Property Maintenance

#### Salvationism

- TSA Theology and positional statements

#### Attend appropriate Divisional Events

Foundational Leadership Certificate Module, Booth University College- Introduction to  
Officership/English Writing, Learning Pathways  
Divisional Check-in  
Territorial Check-in

Required Reading: *Choose one: The Emotionally Healthy Leader- Peter Scazzero,*  
*Change your Questions,*  
*Change Your Life- Merilee Adams, or Tempered Resilience- Tod Bolsinger, Unsettling*  
*Truths- Mark*  
*Charles & Soong-Chan Rah*

### *Fourth Quarter: June – July*

Include any training from previous quarters that was deferred

Spiritual Maturity:

- Ongoing consistency in personal Bible study and prayer
- Preach twice this quarter

Leadership

- Follow through on Day Camp and/or Vacation Bible School

Attend appropriate divisional events

Divisional Check-in

Territorial Check-in

Required Reading: *Choose one: The Pastor- Eugene Peterson, The Wounded Healer-*  
*Henri Nouwen,*  
*Pastor- William Willimon, The Making of Biblical Womanhood- Beth Allison Barr,*  
*Dangerous Calling Paul*  
*David Tripp, Love is the Way- Bishop Michael Curry*

## Ministry Placement Program Participant

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

### Mission Statement

The Salvation Army exists to **share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.**

### Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

### Core Values:

The Salvation Army Canada and Bermuda Territory has four core values:

**Hope:** We give hope through the power of the gospel of Jesus Christ.

**Service:** We reach out to support others without discrimination.

**Dignity:** We respect and value each other, recognizing everyone's worth.

**Stewardship:** We responsibly manage the resources entrusted to us.

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### POSITION PURPOSE SUMMARY:

This position will participate in ministry, training, and development opportunities by way of ministry placements within the Canada and Bermuda Territory. The purpose of the Ministry Placement Program is to prepare individuals who feel a sense of calling to full time ministry, and this role is specifically designed to allow opportunities to explore full-time vocational ministry within The Salvation Army in response to that calling.

Participants will experience the day-to-day life and ministry of the Officer(s)/Ministry Unit Leader(s) they work alongside. There will be a focus on training in areas of practical leadership skills including Finance & Budgeting, HR, Facility Management, etc.

While learning more about this unique calling and ministry opportunity, Participants will grow in their own spiritual life through participation in structured spiritual development activities. They will also be accountable to be a part of the spiritual growth of those they minister to in the context of congregational life, social services, youth ministries, and community involvement. The scope of possible ministry contributions and daily activities is broad within the context of this program and will be tailored to the Candidate and the Corps/Ministry Unit context to which they are assigned.

### ACCOUNTABILITIES:

In a corps setting:

- Participate in worship and Christian education programs (Sunday school, bible studies, small groups etc.) including planning, leading meetings, preaching, teaching, and supporting others in those roles
- Participate in and coordinate, as assigned, the development of corps programming, worship arts, music programs, special programming (VBS, day

camps, outreaches), character building and leadership training for corps members

- Represent The Salvation Army at community events including, but not limited to: service clubs, committee participation, school functions, and ministerial associations
- Participate in and coordinate, as assigned, seasonal programs including Christmas (kettle campaigns, Christmas hamper program, etc.), summer camping ministries and other special events
- Participate in pastoral and evangelistic ministries, Pastoral Care Council, Ministry Board and Youth and Adult Planning Committees
- Facility preparation for programming
- Support Corps/MU fundraising efforts

In a social setting:

- Participate in various programming activities in direct mission support of clients and those living in residential settings
- Be introduced to chaplaincy services to better understand the scope and impact of the role with clients and employees
- As a temporary member of the MU leadership group, participate in leadership meetings to observe and better understand leadership and operational challenges
- Be exposed to union discussions and preparation of union negotiations (as appropriate)
- Where possible, shadow each departmental leader in their day-to-day roles
- Participate in the preparation of the MU accreditation documentation and on-site activities
- Dedicate themselves to learning the practical skills required of an officer role such as budgeting, leadership, HR, etc.

Participate in the development of MU budgets and strategic planning.

Complete all required reading, reports and learning reflections as outlined in the program.

Ensure that all required site-specific and general TSA training has been completed, along with police and vulnerable sector screenings as required.

## **CRITICAL RELATIONSHIP MANAGEMENT**

**Governance Boards and Councils:** None

**Internal:**

- Corps Officer(s) / MU Leaders
- Divisional Secretary for Candidates
- Territorial Secretary for Candidates
- Corps/MU Staff

**External:**

- Congregants
- General Public
- Clients / Program Participants

- Parents
- Community Leaders
- Volunteers
- Community Service Workers and Residents

**MANAGERIAL/TECHNICAL LEADERSHIP RESPONSIBILITY:**

- Reports directly to: Corps Officer / MU Leader
- Direct reports for this position: None, possible leadership responsibilities for volunteers

**FINANCIAL AND MATERIALS MANAGEMENT:**

- None

**WORKING CONDITIONS:**

- Working conditions will vary in this program. It will range from general office conditions, Community and Family Services locations, Shelters, Corps
- Up to 5% travel required

**The above responsibilities must be performed in keeping with The Salvation Army's Mission, Vision and Values, in a professional manner, upholding our code of conduct.**

**EDUCATION AND EXPERIENCE QUALIFICATIONS:****Education, Qualifications and Certifications:**

- Grade 12 diploma is required
- Must have a valid driver's license

**Experience and Skilled Knowledge Requirements**

- A commitment to mission and ministry, demonstrating a desire and capacity to respond in Christ's name to a range of human needs
- Healthy awareness of self and others as shown through learning and developing spiritual gifts, talents, and skills, as well an understanding of self-limitations and areas for growth
- Identification with The Salvation Army in principle and in practice
- Ability to demonstrate servant leadership while setting and achieving clear goals
- Ability to balance priorities and demonstrate planning skills and initiative

**Skills and Capabilities (examples provided below):**

- Commitment to Christ evidenced by honesty, integrity, trustworthiness, dependability, humility, patience, and an awareness of and response to God's direction
- Growing understanding of the preaching task
- Comfortable in providing pastoral care through listening, prayer and service
- Developing communication skills in areas such as preaching, listening, leading
- Proven ability to use time effectively and productively

- Willingness to engage in evangelism/proclaiming the gospel
- Demonstration of continued personal development
- Capacity to learn about finances, programs, resources and people

## Appendix 1: The Interview and Development Process

The interview and development process is intended to be a positive and encouraging experience for the participant. While there may be a need to address sensitive issues or confront unacceptable practices or attitudes, this should be done from the mentor's heart, with a desire to grow the participant.

The Corps Officer and the participant should fill out the following form together each time they meet. The Corps Officer should use the provided candidate development tool from Leadership Development to guide the discussion.

## Ministry Placement Program Development Tool

[illegible]

## Appendix 2: Participant 6 Month Report

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### Ministry Placement Program Participant Self-Examination – 6 Month Report

**Participant:**

**Corps:**

**TO BE COMPLETED BY THE PARTICIPANT – Please answer each of the following as thoroughly as possible.** The process provides an opportunity to build on strengths, set new challenges, and identify opportunities for improvement. Please use back or additional sheet of paper as needed.

Due at THQ Candidates on March 3 and August 5 – provide a copy to the Divisional Secretary for Candidates.

1. Describe your spiritual growth since you began the Ministry Placement Program.
2. Explain your understanding of Salvation Army Officership at this time. How has the Ministry Placement Program enhanced your understanding of Salvation Army Officer ministry?
3. What has brought you the greatest satisfaction since beginning the Ministry Placement Program and how is it contributing to your growth in ministry skills?
4. What has brought you the greatest challenge since you began the placement program, and what have you done to work through it?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The Mentoring Covenant**

The following is included for you to sign and date as a mutually agreed upon set of expectations that will guide your relationship. It is updatable at any time.

Participant:

Mentor:

Time covered: \_\_\_\_\_ to \_\_\_\_\_

**Mutual Expectations:****Meeting Times (frequency, best time):****Between meeting communication strategies:****Confidentiality Parameters:**

Participant's Signature and Date: \_\_\_\_\_

Mentor's Signature and Date: \_\_\_\_\_