

MINISTRY INTEGRATED LEARNING (MIL): Structure & Policy

THE APOSTOLIC FAITH MISSION OF SOUTH AFRICA



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■ STRUCTURE AND POLICY

1. INTRODUCTION

This policy was accepted by the 2008 July NLF and amended at the March 2009, March 2011, July 2011, March 2012, November 2013 and March 2015 NLF meetings.

In order for a person to become an ordained pastor of the Apostolic Faith Mission of South Africa (AFM of SA), an NQF 7 qualification (B.Th degree) or equivalent thereof is required, as well as the successful completion of the Ministry Integrated Learning (MIL) programme as determined by the National Leadership Forum. (Ordination implies recognition of the following: that a person has obtained the necessary qualification prescribed by the AFM of SA; that a person completed the Ministry Integrated Learning programme; and that a person satisfied the church with regard to his calling at Assembly, Regional and National level.)

In the MIL programme a candidate is given the opportunity to execute in practice what was learned during his/her theoretical and academic ministerial training. Continuous assessment of the performance of the candidate will be provided by the mentor/coach and adjustments/corrections suggested. A final assessment by the Education and Training Department (E&T Department) will determine whether the candidate had successfully completed his/her Ministry Integrated Learning. If the results are not to the satisfaction of the E&T Department, the E&T Department may extend the Ministry Integrated Learning participation period until the candidate successfully completes the final assessment.

2. MIL APPLICATION

2.1 MIL Application Forms

A MIL application form must be completed by a candidate which will contain the following information:

- Candidates' testimony of conversion;
- Date and place of the Baptism of Believers;
- Testimony of the Baptism in the Holy Spirit;
- Calling for pastoral ministry;
- Candidate's declaration of willingness to undergo additional training as may be required by the Education and Training Department;

Furthermore, recommendations are also required by the following relevant persons/bodies:

- The Presiding Pastor/Assembly Leader of the local assembly where the candidate worshipped for the past year;
- The local Governing Body where the candidate worshipped for the past three years;
- The Regional/Network committee under which the assembly resorts.

The following documentation has also to be supplied by the applicant:

- Certified copies of all theological and other relevant qualifications; Certified copy of ID document.

2.2 **Application form Availability and Submission Date**

Entrants into MIL start at the beginning of the first semester of each year (i.e. on 1 January). Closing dates for submission of applications is during the previous August – the exact date is supplied with the application form. Applications forms are available on request from the MIL Coordinator at the address provided below. Late applications are at risk of not being included in the lists submitted for approval to the E&T Governing Body and NLF, that meet in the latter part of the year.

Application forms available from the MIL website:
www.milafm.co.za or from the MIL Coordinator:

Email: mil@afm-ags.org

2.3 **Interviews**

Qualifying applicants will be invited to interviews with the appropriate Regional Leadership Committee and thereafter interviews on national level as arranged by the E & T Department.

2.4 **Agreement**

A candidate whose application towards MIL is successful, will enter upon an agreement with the E & T Department (See Annexure A).

3. **INVOLVEMENT IN MINISTERIAL AREAS**

Under supervision of a coach/mentor, a minimum level of INVOLVEMENT or at least meaningful EXPOSURE with regard to the following ministerial areas is compulsory:

- 3.1 Leadership - e.g. (but not limited to):
 - a. Strategic planning;
 - b. Vision casting; and
 - c. Responsibility for a ministry.

- 3.2 Management and Administration - e.g. (but not limited to):
- a. Business meetings of the church;
 - b. Administrative processes;
 - c. Financial processes; and
 - d. Application of the constitution of the AFM of SA.
- 3.3 Contextualised community and social involvement - e.g. (but not limited to):
- a. Feeding schemes;
 - b. Care for the elderly;
 - c. Networking with existing structures in society;
 - d. Prison;
 - e. Schools in the area;
 - f. Police forum; and
 - g. HIV/AIDS prevention projects.
- 3.4 Personal development - e.g. (but not limited to):
- a. Time management;
 - b. Financial planning;
 - c. IT literacy;
 - d. Lifelong learning;
 - e. Daily devotionals;
 - f. Developing a good self-knowledge and esteem; and
 - g. Implementing Christian values.
- 3.5 Pastoral care - e.g. (but not limited to):
- a. Ministering to the sick;
 - b. Counselling;
 - c. Relationship building; and
 - d. Ministering to the bereaved.
- 3.6 Practical and liturgical skills – e.g. (but not limited to):
- a. Preaching;
 - b. Serving Holy Communion;
 - c. Ministering Water Baptism;
 - d. Dedication of children;
 - e. Conducting funerals;
 - f. Creatively planning and facilitating an inspiring service; and
 - g. The use of relevant technology.
- 3.7 Evangelism and missions – e.g. (but not limited to):
- a. Planning and implementing an effective strategy for missions; and
 - b. Marketing the mission strategy with the objective of generating resources.
- 3.8 Diverse specialised ministries within assembly – e.g. (but not limited to):
- a. Young adults youth group;
 - b. Teenagers group;
 - c. Children’s church;
 - d. Small groups; and
 - e. Ministry to singles, etc.

4. ASSESSMENTS

- 4.1 A report of the candidate's exposure and involvement with regard to the different ministerial areas in point 3 must be submitted by said candidate to the MIL Coordinator at the end of each quarter (full time candidates), or semester (part time candidates)..
- 4.2 A confidential assessment report by the mentor must also be submitted to the MIL Coordinator at the end of each quarter (full time candidates), or semester (part time candidates).
- 4.3 A final assessment by the Education and Training Department will be conducted at the end of the MIL period, which will take into account the written assessment reports and final recommendations by the mentor and Governing Body of the local assembly.

5. WORKSHOPS

- 5.1 Candidates will have to attend 4 compulsory workshops at dates and venues which will be disclosed to candidates after registering for the MIL programme. Candidates doing MIL full-time (one year) will attend one workshop each quarter. Candidates doing MIL part-time (two years) will attend one workshop per semester. (Also see paragraph 10 "Duration".) Discussions will focus on:
- General matters pertaining to MIL;
 - Compulsory books prescribed for reading during the MIL period, and
 - Relevant themes with regard to practical ministry.
- 5.2 The submission at the beginning of a workshop of the summary of the book associated with a specific workshop, as well as the progress reports of the preceding quarter (for full time candidates) or preceding semester (for part time candidates), be a prerequisite for candidates to be allowed to attend a workshop.

6. COMPULSORY READING

At least 4 compulsory books will be prescribed which will focus on practical ministerial issues, one each concurrent with the four workshops. A summary of the relevant prescribed book must be submitted by the candidate at the workshops mentioned in the previous paragraph. These books will also be discussed at the workshops.

7. ORDINATION PROCESS

- 7.1 After the successful completion of MIL the candidate may apply for ordination. The process entails recommendations from the Mentor, Governing Body, Regional Committee and a final interview by an NLF-subcommittee as arranged by the E&T Department. Based on the total MIL assessments and the final recommendations, the E&T Department will recommend candidates to the NLF for ordination.
- 7.2 In terms of the AFM's constitution Article 2.4.5 and Appendix 2.4.5, a person qualifies to be called as a pastor to an AFM assembly only after ordination. An assembly can thus not call candidates participating in the MIL programme. The office of the General Secretary handles the call process and when an ordained pastor is considered for a call to an assembly permission and approval must first of all be obtained from the General Secretary.

8. MENTORS

- 8.1 Mentors will oversee and guide the candidate through the MIL process. Guidelines towards coaching and mentoring will be provided at the first compulsory workshop at the beginning of each candidate's MIL programme. Therefore it is compulsory for mentors to also attend the first workshop in order to facilitate and guide the candidate effectively through the MIL programme.
- 8.2 Pastors may participate as mentors if they comply with the following minimum requirements:
- 8.2.1 An AFM ordained Pastor;
 - 8.2.2 Preferably a presiding pastor – or if not possible, a pastor on the pastoral staff involved in all or most of the ministerial areas within the assembly – with at least 5 years ordained experience
 - 8.2.3 Consent from the local assembly Governing Body;
 - 8.2.4 Approved by the Regional Committee; and
 - 8.2.5 Willingness to subscribe to the Guidelines and Code of Conduct for Mentors as prescribed by the E&T Department and approved by the NLF (see Annexure B).
- 8.3 Mentors will enter into an agreement with the E & T Department (See Annexure C). by the NLF (see Annexure B).
- 8.4 In the instance where a candidate wants to change from his approved mentor to another mentor, permission must first be obtained from the relevant Regional Committee as well as the E&T Governing Body and NLF.

9. PARTICIPATING ASSEMBLIES

- 9.1 AFM assemblies will provide the context in which MIL candidates receive exposure and involvement to the ministerial areas as indicated in point 3.
- 9.2.1 For an assembly to qualify in this regard, the following minimum requirements have to be met:
- 9.2.2 Availability of mentors in terms of 8.2; and
 - 9.2.3 Ability to demonstrate/involve candidates to the competencies referred to in paragraph 3.
- 9.3 Ideally, a candidate is encouraged not to do his/her MIL at their home assembly or in an assembly where family members are part of the leadership, so as to allow for enriching experiences and a broader exposure to ministry.
- 9.4 Whether a candidate is accommodated on a full-time or part-time basis in the assembly (see paragraph 10), an agreement must be entered into between the Governing Body of the Assembly and the MIL candidate. In this agreement normal labour relations practices, as well as relevant principles contained in the constitution of the AFM, would be observed, i.e. 21 days leave, time off for study, permission to attend the MIL workshops, etc. A standard service agreement between a pastor and governing body that can be used as a guideline for such an agreement can be obtained from the department of the General Treasurer at the AFM of SA Head office.

- 9.5 After an assembly is approved with regard to accommodating a candidate for his/her MIL program, an agreement will be entered into between the Governing Body of said assembly and the E&T Department (see Annexure D).
- 9.6 A MIL candidate must be a fully committed member of the assembly that accommodates him/her with regard to the MIL programme, and the approved mentor of the candidate, must be a pastor of said assembly. The candidate must reside in the geographical area that is serviced by that assembly.
- 9.7 In the instance where a candidate wants to change from his approved assembly to another assembly, permission must first be obtained from the relevant Regional Committee as well as E&T Governing Body and the NLF.
- 9.8 Assemblies accommodating MIL candidates will be required to grant said candidates the opportunity to be exposed and involved in the Governing Body of the Assembly either as a member or as an observer at Governing Board meetings.
Consent from the local assembly Governing Body;
Approved by the Regional Committee; and

10. DURATION

The Ministry Integrated Learning extends over a minimum period of one year full-time or two years part-time.

Full-time implies that a candidate is working full-time in the assembly (without doing another secular job) and thus available for 40 hours per week of assembly work.

Part-time implies that a candidate is doing a secular job, but is still available for 20 hours per week of assembly work. The time referred to includes preparation time for sermons, house visitation, attendance of meetings etc.

In the instance where a candidate started out as a part-time candidate but subsequently changed to being full-time, credit will be awarded on the basis of two months part-time equal to one month full-time.

11. REGISTRATION FEE

A registration fee of R 3,500.00 has to be paid during January of the year of participation, to confirm a candidate's participation in the MIL programme the following year.

Beneficiary: AFM of SA - E&T Department
ABSA account no: 1000710764
Branch code: 632-005

Use 'MIL' and ID. number as reference.

This fee will cover the prescribed books, materials handed out at workshops as well as refreshments and meals during workshops.

Please email (mil@afm-ags.org) proof of payment to the MIL Coordinator.
Please print full name and cell. no. clearly on email.

ANNEXURE A

EXAMPLE OF AGREEMENT BETWEEN MIL CANDIDATE AND THE EDUCATION AND TRAINING DEPARTMENT

AGREEMENT BETWEEN [REDACTED]
(FULL NAME OF CANDIDATE) AND THE EDUCATION AND TRAINING DEPARTMENT.

I, [REDACTED]
(full name of candidate) hereby agree to the following:

1. I have familiarised myself with the guidelines and code of conduct for MIL candidates and that I subscribe to it.
2. I commit myself to do the MIL on [REDACTED] basis.
[specify full time basis (40 hours a week) or part time basis (20 hours a week)]
3. I will commence with MIL on [REDACTED DD/MM/YY]
4. I understand that it is not compulsory for the assembly to support me financially, but if the Assembly is able and willing, such an arrangement can be negotiated between the Governing Board and myself.
5. I understand that after I have successfully completed my MIL period, the assembly has no further obligation towards me. If, however, they are interested in calling me as a pastor of our assembly, they can direct such a request to the office of the General Secretary.
6. I declare that I am aware that ordination towards becoming a pastor in the AFM is subject to the successful completion of my MIL and the subsequent approval of the NLF of my application towards ordination. I also declare that I am aware that the AFM of SA is under no obligation to place me in the ministry after ordination.
7. I further declare that I (including my parents or dependants) shall not:

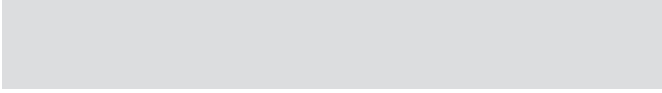
Institute any claim of any nature whatsoever against [REDACTED]
(name of assembly) or the AFM of SA or its employees who act within their employment capacity;

in anyway whatsoever hold the [REDACTED] (name of assembly) or AFM of SA responsible for any loss or damage that I may suffer in person or in respect of any property of mine or which may arise directly or indirectly from my commitment as a MIL participant, towards the [REDACTED] (name of assembly) or AFM of SA resulting from any act or omission whatsoever during the full period of my Ministry Integrated learning, regardless of the manner in which such loss or damage may have occurred and regardless of who/what may be responsible.

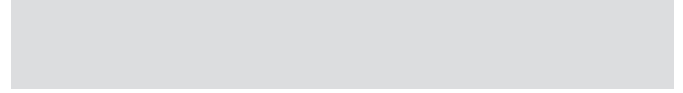
I undertake to participate in any activity that I am expected to participate in, on my own responsibility, voluntarily and on my own risk.

Should I be injured in such a manner that I cannot personally give consent to any medical treatment or medical intervention for which I may be in dire need, the supervisory staff of the [REDACTED] (name of assembly) or AFM of SA may sign the necessary letters of consent on my behalf.

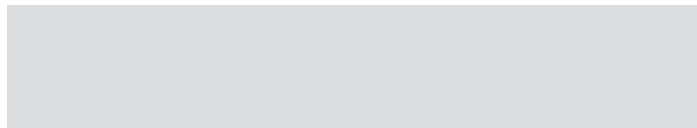
8. Finally, I understand that the terms of this indemnity shall remain in force for the duration of my Ministry Integrated learning. I further understand that if I breach any of the guidelines and code of conduct with regard to a MIL candidate, disciplinary action might be taken against me which might include immediate dismissal from the program.



National MIL Coordinator
(On behalf of E&T Department)



Signature of Candidate



Date:

ANNEXURE B

GUIDELINES AND CODE OF CONDUCT FOR THE COACH/MENTOR

1. RESPONSIBILITIES

- a. Assure that the candidate is either involved or at least has meaningful exposure to the various ministerial areas in the assembly as prescribed in the MIL Structure and Policy (paragraph 3 above).
- b. It is expected that the mentor and candidate have a weekly meeting to discuss progress, problems, etc

2. ASSESSMENTS

- a. A portfolio of the candidate's exposure and involvement with regard to the different competencies areas in 3.1 must be submitted by said candidate at the end of each quarter to the MIL Coordinator.
- b. A confidential assessment report by the mentor must also be submitted at the end of each quarter to the MIL Coordinator.
- c. A final assessment by the Education and Training Department will be conducted at the end of the MIL period, which will include written assessment reports by the mentor and pastor of the assembly (if different from mentor) and the local assembly governing body on areas such as perceived integrity, passion for ministry, etc

3. GENERAL CONDITIONS

Unless otherwise agreed upon between the assembly and MIL mentor, there is no financial responsibility from either the E&T Department or the MIL candidate towards the mentor

4. CODE OF CONDUCT

- a. It is emphasized that the MIL candidate must not be seen as "cheap labour" but as a protégé under the wings of a mentor. The mentor is going to have a significant impact on the forming of a future pastor! In this light it is expected that the mentor:
 - b. Shall treat the candidate as a colleague.
 - c. Shall not insist on the execution of duties from the candidate outside the perimeters of the MIL policy.
 - d. Shall, if a problem with regard to the performance, attitude etc. with the MIL candidate arises, try by all means to sort it out with the candidate. If all else fails, the mentor must then approach the E&T Department who will advise and assist him/her further.
 - e. Shall with regard to the candidate uphold general labour relations principles concerning working hours, days off, etc.

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ANNEXURE C

EXAMPLE OF AGREEMENT BETWEEN MENTOR AND THE EDUCATION AND TRAINING DEPARTMENT

AGREEMENT BETWEEN [REDACTED]
(FULL NAME OF MENTOR) AND THE EDUCATION AND TRAINING DEPARTMENT.

I, [REDACTED]
(full name of mentor) hereby agree to the following:

1. That I will act as mentor for [REDACTED] (name of Ministry Integrated Learning (MIL) candidate).
2. That I would assist the candidate wherever needed towards the exposure and/or participation with regard to the required areas of competencies (e.g. pastoral care, management and administration, liturgical practices such as preaching etc. - for further details see the MIL Structure and Policy – available on the AFM’s website www.afm-ags.org).
3. That I understand that it is not compulsory for the assembly to support the candidate financially, but if the assembly is able and willing, such an arrangement can be negotiated between the Governing Board and candidate.
4. That I understand that after the candidate has successfully completed his/her MIL period, I have no further obligation towards the candidate. If, however, the assembly is interested in calling the candidate as a pastor, they can direct such a request to the office of the General Secretary.
5. That I understand that, unless otherwise agreed upon between the assembly and myself, there is no financial responsibility from either Education or Training Department or MIL candidate towards the mentor.
6. That I understand that the MIL candidate must not be seen as “cheap labour” but as protégé under the wings of a mentor. In this light I undertake to:
 - 6.1. Treat the candidate with the same dignity as I would treat other colleagues;
 - 6.2 not insist on the execution of duties from the candidate outside the perimeters of the MIL policy;
 - 6.3 if a problem with regard to the performance, attitude etc. with the candidate arises, try by all means to sort it out with the candidate. If all else fails, I will approach the Education and Training Department to advise and assist me further; and
 - 6.4 with regard to the candidate uphold general labour relations principles concerning working hours, days off, etc.

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ANNEXURE D

EXAMPLE OF AGREEMENT BETWEEN GOVERNING BODY AND THE EDUCATION AND TRAINING DEPARTMENT

We, the Governing Body of [REDACTED]
(name of the assembly), in accordance to a decision taken on [REDACTED DD/MM/YY] hereby agree
to the following:

1. That pastor [REDACTED] be permitted to act as mentor for the Ministry Integrated Learning (MIL) candidate.
2. That we have familiarized ourselves with the guidelines within the MIL Structure and Policy and that we subscribe to it.
3. That we would assist to the mentor wherever needed towards the exposure and or participation of the candidate with regard to the required competencies (see the MIL Structure and Policy).
4. That we understand that it is not compulsory to support the candidate financially, but if the Assembly is able and willing, such an arrangement can be negotiated between the Governing Board and candidate.
5. That if a candidate is accommodated on a full-time basis (available 40 hours per week) or part-time basis (available 20 hours per week) in the assembly, an agreement would be entered upon between the Governing Body of the Assembly and the MIL candidate. In this agreement normal labour relations practices, as well as relevant principles contained in the constitution of the AFM, would be observed, i.e. 21 days leave, time off for study, permission to attend the MIL workshops, etc. Such a service agreement can be obtained from the Education and Training Department.
6. That we understand that after the candidate has successfully completed his/her MIL period, we have no further obligation towards the candidate. If, however, we are interested in calling the candidate as a pastor of our assembly, we can direct such a request to the office of the General Secretary.