MY CREDO AND COMPETENCIES

There are many types of reflective papers. A Credo is one of these. "Credo is Latin for 'I Believe.' It refers to a statement of religious belief. Evidences of spiritual maturity and testimony are expressed through the writing of a personal Credo." The first part of this paper is focused on your beliefs and spiritual maturity.

The paper also is to include a second element. This is a summary of how you have worked to develop the identified commission pastor competencies. As a result, the paper should have two parts: 1. My Credo and 2. My Competencies. Putting these two parts together, an outline for your credo and competencies should use the following pattern.

My Journey
This could be a short introduction summarizing such things as your roots in the faith, calling, and how you came to be in the Commissioned Pastor process. It introduces you to the reader.

My Faith
This is a summary of your view on the major doctrines of the Christian faith. You should cover, at least, the following eight areas.
I Believe: Scripture
I Believe: God
I Believe: Christ
I Believe: Holy Spirit
I Believe: Human Nature
I Believe: Sin
I Believe: Salvation
I Believe: Ministry of the Church

My Competencies
Under this heading, briefly summarize the ways in which you are able to demonstrate competency in each of the ten required areas. Give the highlights only. Two or three pages total would be great. Make reference to items posted in your e-portfolio. Emphasize courses and other training opportunities you have experienced while in training for pastoral ministry. This could be done in paragraph form or through bullet points. Under each of the competency areas present a short list of some of the ways you have prepared (or been prepared) to show competency.

Competency Area 1: Maturity of Faith.
Competency Area 2: Personal Integrity and Call.
Competency Area 3: Understanding of the Old and New Testaments and Biblical Interpretation.
Competency Area 4: Reformed Theology and Tradition.
Competency Area 5: Church History.
Competency Area 6: Knowledge of and Adherence to the Constitution of the Reformed Church in America (the Government, the Standards and the Liturgy).
Competency Area 7: Nature and administration of the sacraments.
Competency Area 8: Ability to preach.
Competency Area 9: Capability to minister within the church.
Competency Area 10: Understanding of and adherence to pastoral ethics and practices.

Paper Design and Style
The above guidelines were for the content of the paper, that is, for the information to be contained in the paper. The following material is about its written style, such things as headings, margins, spacing, fonts, etc.

Important Note: Because this is likely to be a public document that is emailed to members of Classis and parts of it discussed at a Classis meeting, participants are strongly encouraged to receive feedback from their mentors about the paper's content. Those without strong writing competencies should enlist an editor to assist them with style and grammar issues.

1.   General Format:
    a. Margins: Adjust the margins to 1 inch on all four sides.
    b. Font: Use New Times Roman, 12 point.
    c. Spacing: Use double spacing throughout your paper, except for indented quotes, footnotes, bibliography, and title page.
    d. Spacing: Use no extra spaces between paragraphs.
    e. Indents: Indent the first line of paragraphs by ½ inch.
    f. Edges: Use flush left edge and jagged right edge.
    g. Size: 10 – 15 pages.
Page numbers: Include page numbers on the upper right of each page, other than the title page, which is to have no page number.

2.   Include a Separate Title Page:
    a.   Include the name of your paper centered and ¼ down the page, all upper case. For example: "MY CREDO AND COMPETENCIES"
    b.   Include your name centered and ½ down the page, all upper case.
    c.   Include the following three lines under your name, about ¾ down the page:
        SUBMITTED TO THE CLASSIS OF _____ IN PARTIAL FULFILLMENT OF
                THE COMMISSIONED PASTOR PREPARATION PROCESS
                                    [Date]

3.   Quotes, Footnotes, and Bibliography
    a. Quotes that are 100 words or less should be included within the paragraph. Place a double quotation mark at the beginning and end of the quote.
    b. Quotes that are more than 100 words should be in a separate paragraph that is indented ½ inch from the left margin. Use single spacing for an indented quote to set it apart. Do not use quotation marks at the beginning or end of indented quotes. Include a double space before and after the indented quote.
    c. Insert a footnote number at the end of each quote with the footnote added at the bottom of that page. Fortunately, Word does this for you through clicking on <References> and <Insert Footnote>. You can then type in the footnote information on the bottom.
    d. Use the Chicago/Turabian style (notes and bibliography format) for your footnotes and bibliography. If this is new to you, reference such sites as: http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html. See also the "Cheat Sheet" attached.
    e. Add a bibliography at the end of your paper. Again follow the Chicago/Turabian style (notes and bibliography format).

4. Headings within the Paper:
   a. Main headings: Centered, title case, and bold.
   b. Secondary headings: Left margin, title case, underlined, but not bolded or italicized.

5. Length:
   a. The original guide stated the paper should be about 10-15 pages in length. Please edit your content to within that length.
   b. Title page, competency development summary, and bibliography may be in addition to this length.

Cheat Sheet Chicago Style 16th Edition
On Footnotes and Bibliography System By: Jonathan Roach

Footnotes or endnotes are used and must correspond to the superscripted number in the text. Besides providing bibliographic notes, the note may provide additional information on the information in the text. Full citation should be given on first use of the source, but a shortened form with only author, shortened title, and page number may be listed afterwards. DOI are preferred over URL addresses when available.

A. Book
[1] Justo Gonzalez, *Essential Theological Terms* (Louisville, KY: Westminster John Knox, 2005), 45.

B. E-Book
[1] Jane Austen, Pride *and Prejudice* (New York, NY: Penguin Classics, 2007), Kindle edition, chap. 23.

C. Book with multiple authors
[1] Leonard Goss and Carolyn Standford Goss, *The Little Style Guide* (Nashville, TN: Broadman & Holman, 2004), 21.

D. Chapter in an edited book
[1] Brendan Phibbs, "Herrlisheim: Diary of a Battle," in *The Other Side of Time* (Boston, MA: Little and Brown, 1987), 163.

E. Journal Article
[1] Paul Thompson, "Democracy and Popular Power in Beijing," *Radical America* 22 (September 1988): 22.

F. Electronic Journal Article
[1] Patrick Charles et al., "SMART-COP: A Tool for Predicting Needs," *Clinical Infectious Diseases* 47, no. 2 (2008): 377, accessed July 17, 2008, doi:10.1086/589754.

H. Holy Scripture
[1] Orthodox Study Bible New King James Version (Nashville, TN: Thomas Nelson, 2008) Gen. 1:15.