

Request for Reconsideration of Board of Ordained Ministry's Decision

Each year the Board of Ordained Ministry interviews many candidates in the process towards ordination. This in itself is a daunting task. After the interviews, Board members carefully and prayerfully review each candidate before making a decision. The Board's decision is then presented to the Clergy in Executive Session for their affirmation.

When the Board decision is to "Recommend" a candidate it means that the candidate has met or exceeded all the requirements in terms of completeness and quality of work. The Board is satisfied that the candidate is ready to move on to the next step in the process.

When the Board decides to "Not Recommend" a candidate, it indicates that the candidate has not completed all of the requirements or that the work has been less than satisfactory. Frequently, the Board sees a need for continued focus and growth in one or more areas. It may be related to working skills, emotional and/or spiritual growth. The candidate will generally remain at the current step in the process.

Once a candidate has been commissioned and been admitted to provisional membership, the Board may render a decision to "Discontinue". This would indicate that the candidate would no longer continue in the process towards ordination.

It is always painful when an unfavorable decision is rendered. The Board strives to be diligent in its preparation, reading and interview of each candidate. Prayerful consensus is sought in making each decision. When the decision of the Board is "Not Recommend" or "Discontinue", that decision is based on clear concerns and only after appropriate information and reasons have been considered.

In spite of all the work and prayer that goes into the decision making process, there are occasions when some significant piece of information or perspective has been missed. Thus, the Board affords the opportunity for candidates to request that the Board reconsider its decision. The Board will provide specific reasons or concerns that led to the decision.

The following information is provided for candidates who wish to request reconsideration of an unfavorable decision. The request for reconsideration should address the specific reasons and/or concerns cited by the Board.

Procedure for Requesting Reconsideration

1. Candidate is notified of the Board's decision to "Not Recommend" or "Discontinue"
 - a. Notification is made verbally within 48 hours after adjournment of the Board's voting sessions
 - i. Decision is given
 - ii. Concerns/reasons are cited
 - iii. Candidate is given the team captain's name if the candidate wishes further clarification
 - b. Written letter is sent to candidate
 - i. Verifies the decision
 - ii. Cites the concerns/reasons
 - iii. Includes information regarding request for reconsideration
2. If the candidate chooses to request reconsideration
 - a. The candidate may wish to call the Chair of the Board to discuss the request for reconsideration
 - b. After receiving verbal notification of the decision (phone call) and within 7 days the candidate must submit a written request for reconsideration to the chair of the Board of Ordained Ministry
 - i. If sent via mail, request must be postmarked by: **March 20, 2014**
 - ii. If sent via email, must be sent by: **11:59 pm, March 20, 2014**
 - c. The chair of the Board will acknowledge receiving the request
 - d. The candidate will then have an additional two weeks to gather further written documentation
 - e. Submit written documentation to Chair of the Board by **April 3, 2014**
 - i. Candidate must write a cover letter indicating the basis by which the candidate is requesting reconsideration
 1. Must address the issues/concerns/reasons cited by the Board
 2. 2-3 page maximum
 - ii. Candidate *may* submit supporting written documentation relating to the issues/concerns/reasons from any or all of the following
 1. District Superintendent
 2. Chair or Member of District Committee on Ordained Ministry
 3. Members of current ministry appointment
 4. Colleagues
 5. Seminary professors
 - iii. Inasmuch as the Mentors are asked to serve in a role of confidentiality and are asked not to make evaluative reports to the Board, it is strongly suggested that the Mentor not be asked to submit written documentation in support of the candidate's request
 1. If the candidate and mentor agree that the mentor's input is important and similar input is not available from other sources, the mentor may submit a document
 - f. The chair of the Board will acknowledge receiving the materials and will give the candidate a time and location to meet with the Board during their meeting on **April 9, 2013**

- g. Materials will be distributed to Board members
 - i. Copies may also be sent to the District Superintendent, Mentor and/or Chair of the DCOM
 - ii. Please keep documents to a reasonable length
 - h. Documentation may only be submitted after the written request is received by the chair of the Board
3. Candidate meets with Board of Ordained Ministry
- a. Candidate will be given 20 minutes to present his/her information to the Board
 - b. Candidate may be accompanied by one or two clergy (**no lay persons may come**)
 - i. May be present as silent, prayerful support
 - ii. May be a DS, Chair of DCOM, Colleague, Mentor, etc.
 - iii. May address the Board with pertinent information as part of the 20 minute presentation
 - iv. Again, considering the nature of the Mentor relationship, it is encouraged that a mentor would be present as a support person and not address the Board
 - c. Following the candidate's presentation, the Board may ask questions of the candidate and/or the clergy who addressed the Board on their behalf
 - i. If the Mentor or other clergy comes as a silent, prayerful support, the Board will not ask questions of them
 - d. Candidate and accompanying clergy will be excused
4. Final Decision
- a. Board of Ordained Ministry will determine whether or not to reconsider their original decision
 - i. A motion to reconsider must come from someone who voted in favor of the original decision
 - 1. If there is no motion or if the motion fails, the original decision stands
 - 2. If a motion to reconsider passes, the Board will then reopen the discussion regarding the candidate
 - b. If the Board reconsiders its decision, a new motion will be made
 - i. The motion may be to uphold or to change the original decision
 - ii. The vote will be by written ballot
 - iii. The decision will be final and will be presented to the Clergy in Executive Session
 - c. The Candidate will be **notified in writing** of the Board's decision by the Chair of the Board within **one week** of the meeting
 - i. The Board may also choose to notify the candidate by telephone
 - ii. The Chair will inform the candidate prior to dismissal if he/she will receive a phone call in addition to the written notice
 - d. Copies of the written notice will also be sent to
 - i. Candidate's Mentor
 - ii. District Superintendent
 - iii. Chair of DCOM
 - iv. Dean of Cabinet
 - v. BOOM secretary and registrar