

**Susquehanna Conference  
Provisional Member Handbook  
COMMISSIONED in 2016 and later  
Elder's Orders  
2017-2018**



**Mentoring**

**Supervision**

**Continuing Education**

**Guided Peer Mentoring**

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## Introduction

You are beginning or continuing a wonderful journey from readiness to effectiveness. This Handbook is meant to help you navigate the many requirements, deadlines, and expectations.

Provisional Clergy Membership for Elders in the Susquehanna Annual Conference is a journey moving from “readiness” (demonstrated by showing proficiency in worship and preaching, theology, creating and leading Bible study, and healthy life issues and ability to create a realistic plan for making disciples in the local church.) to “effectiveness” (demonstrated by your ability to employ the components of readiness into a local ministry setting in a way that produces compelling and convincing evidence of fruit) in preparation for ordained ministry in the United Methodist Church.

Provisional Clergy Membership for Deacons in the Susquehanna Annual Conference is a journey moving from “readiness” (demonstrated by showing proficiency in connecting the church and the world, theology, creating and leading Bible study, and healthy life issues.) to “effectiveness” (demonstrated by your ability to employ the components of readiness and sharing the word in worship and preaching in a specialized ministry while leading your ministry setting in an ordination project) in preparation for ordained ministry in the United Methodist Church.

This is a significant touchstone in your journey of moving on to perfection in the Wesleyan spirit and tradition. Your call has been affirmed by your local and connectional community of faith. You have a solid academic foundation of all the fundamentals. It has been tried and tested by at least your seminary community and the Board of Ordained Ministry. **Now is the time to deepen and broaden your call by sharpening your gifts, skills, knowledge, and experience to effectively apply them to the real and complex world of ministry.** Your ability to translate your proficiency, in the components of ministry, to effectiveness in the practice of ministry will not only be affected by your individual gifts and calling, but also by your home/family life, opportunities, and your local setting. Time is needed to not just demonstrate effectiveness but also the consistency of effectiveness.

This call of Jesus Christ through the United Methodist Church is offering you unprecedented opportunities and challenges. It is beckoning your best spirit of effective clergy leadership to make disciples of Jesus Christ for the transformation of the world. The Board of Ordained Ministry is also on a journey with the church to continue the ongoing development of this residency program so we can offer a life-giving experience that uniquely fits your call, gifts, and needs to offer our best to the world.

**The Book of Discipline 2016, ¶326 and our Board of Ordained Ministry allows ordination after a minimum of two years if a resident demonstrates effectiveness. Those who are not ordained after two years have not failed. It does not mean that he or she does not have the gifts and graces for ordained ministry. It is best understood as an opportunity for a resident to grow in ministry rather than a requirement that must be quickly met. In fact, there is no expectation that you complete the provisional process in two years. The amount of time in provisional membership only becomes crucial when a resident nears the end of eight year period of opportunity. (The Book of Discipline 2016 ¶327)**

## **Contacts**

We are here to serve you! Contact us if we can help!

Convener of Provisional In-service Committee, BOOM

Rev. Ryan Gephart  
570 S High St  
Selinsgrove, PA 17870-1302  
O: (570) 374-8539  
[rgephart@susumc.org](mailto:rgephart@susumc.org)

Elder's Registrar, BOOM

Rev. Julia Piper  
14089 Second St.  
Mount Union, Pa 17066  
O: (814) 542-9403  
[jpiper@susumc.org](mailto:jpiper@susumc.org)

Deacon's Registrar, BOOM

Rev. Karen McCachren  
267 East Fourth St.  
Lewistown, PA 17044  
(O):717-248-1011  
(Cell)717-437-6023  
[kmccachren@susumc.org](mailto:kmccachren@susumc.org)

Local Pastor and Associate Member Registrar, BOOM

Pastor David Walker  
408 Wyoming Ave  
West Pittston, PA 18643-2827  
O: (570) 655-1083  
[dwalker@susumc.org](mailto:dwalker@susumc.org)

Chaplain of BOOM

Rev. Jan Hughes  
[jhughes@susumc.org](mailto:jhughes@susumc.org)

## **GENERAL GUIDELINES FOR PAPERWORK SUBMISSION**

***A minimum of one full annual conference year, from the time of your commissioning, is required before you may choose to petition for ordination through submitted paperwork***

1. All work submitted is to be original work.
  - a. You are expected to use outside sources in your work
  - b. Material used from other sources should be properly marked and sources cited
2. Do not write to “please” the Board; rather the material should reflect your personal understanding.
3. In the year you are petitioning for ordination you are to have your Mentor review your paperwork before it is submitted to the Board. Deadline to submit your paperwork to your Mentor is 2 weeks before Labor Day.
  - a. Ask your Mentor to send an email to your Registrar verifying that the Mentor has read the material. This is simply an acknowledgement that the material has been read and does not indicate approval/non-approval by the Mentor.
4. Your mentor and/or others may review and offer feedback on your work using these guidelines:
  - a. Give general observations rather than “coach” the candidate to make specific statements
  - b. give appropriate feedback concerning
    - i. Organization of material
    - ii. Appropriate use of (or lack of) personal examples
    - iii. Completeness of candidate’s answer
    - iv. Thoughts that are incomplete or not clearly articulated
    - v. Points that need to be clarified or defined
5. The Bible is a book title. Please capitalize it appropriately.
6. Be attentive to the use of inclusive language when writing and presenting your work.
7. You may have a knowledgeable person check your papers for grammar and spelling.
8. You will be sent specific instructions with a website and password to upload your documents. Please follow the naming protocol and other instructions carefully.
9. Once your work is submitted, it may not be edited or revised in any way.
10. In the year that you are petitioning for ordination the deadline is firm. Uploaded material will be time stamped upon submission. The deadline is **11:59 pm, on Labor Day**.
11. Forms and references that are submitted via hard copy must be **in** the registrar’s office (not postmarked) by **11:59 pm, on Labor Day**. If you are using the US postal system, mail early! Please remember that sending mail overnight or express does not necessarily mean it will get to the Registrar when the post office says it will. Please plan a head! Arrangements to hand deliver materials are to be made with your Registrar.

### **Registrar**

Rev. Julia Piper, Elder’s Registrar, BOOM:  
14089 Second St.

Mount Union, Pa 17066 O: (814) 542-9403 jpiper@susumc.org

## Provisional Member

Upon commissioning as a Provisional Member, residents enter Provisional status. During the years of residency The Resident will take part in the following resources and submit the required paperwork as described below.

1. Attend a New Clergy Orientation session. If you attended previously, you do not need to attend again. This year it is scheduled for Monday, July 17, 2017, 9:30-4:00 at the Conference Office. Contact Lisa Bender (lbender@susumc.org) to register.
2. Attend a Seminar/s as Required described on Page 18 under Required Seminars.
3. Meet at least every other month with a Mentor assigned by the Board in consultation with the resident's District Superintendent. Mentoring may be done as a group or one-on-one. If your mentor is no longer able to serve contact David Dearing [ddearing@susumc.org](mailto:ddearing@susumc.org)
4. Meet quarterly with a regional guided peer mentoring group to which you will be assigned. Times/and locations of these meetings will be announced. Co-ordinator: Christina McDermott [cmcdermott718@gmail.com](mailto:cmcdermott718@gmail.com)
5. Participate in a retreat on **September 17-18, 2017 at Mount Asbury**. This retreat will be an opportunity to form and grow relationships with your peers. Co-ordinator: Ryan Gephart
6. Interview with the Board of Ordained Ministry. Please reserve **February 26-27, 2018** for your interview. Your specific date and time will be sent to you in January. Please remind your mentor that he or she comes with you and is a silent presence while the interviews take place.
7. **Implementation of Discipleship Plan:** One of the main evidences of effectiveness is your ability to make disciples and lead others in making disciples. This plan is to be implemented and adjusted in a way that demonstrates consistency of effectiveness, equipping of laity, and a clear process for disciple making in your local setting. As you move through this process, keep in mind that you will need to demonstrate this journey not just the end result (i.e. this is not a project, but a Calling).
8. **Materials to be submitted by January 9, 2018 include:**
  1. **District Superintendent evaluation (with Vital Signs) REQUESTED BY YOU.** Submitted online.
  2. **Form 103**  
Located at: <http://www.bomlibrary.org/home-page/candidacy-and-conference-relations-forms/>  
**Mailed to the registrar to be received by the deadline. (January 9, 2018)**  
The Board of Ordained Ministry asks that you get a Physical Exam every 5 years and have your doctor fill out the Medical Form. However, if your health has changed significantly in less than five years, please redo the Medical Form with your doctor.  
Note: this is a new Form 103.

(cont.)

### **3. Three (3) Reference Forms (Only if you have moved in the last year)**

Submitted online at: <http://scboom.org/personalreference>

Completed By: 1) A lay person who knows you very well who has worked with you this past year in ministry.

2) A pastor other than your District Superintendent who knows you well

3) The Staff/Parish Relations Chair

If the personal reference is not able to complete on-line please have them complete the paper form (Page 25), scan it and email to the appropriate registrar by the deadline (January 9, 2018).

### **4. Form 102**

Located at: <http://www.bomlibrary.org/home-page/candidacy-and-conference-relations-forms/>

submit to: <http://scboom.org/userpanel>

### **5. Form 105**

Located at: <http://www.bomlibrary.org/home-page/candidacy-and-conference-relations-forms/>

submit to: <http://scboom.org/userpanel>

**6. Candidate Information Form** Located on page 23      submit to: <http://scboom.org/userpanel>

**7. Check-in Paper** Page 8.      submit to: <http://scboom.org/userpanel>

9. Participate in an educational day, April 19, 2018. More information to follow.

10. Attend the Provisional Membership Dinner with your Mentor prior to the beginning of Annual Conference.

### **11. Communicate with Registrar**

Please be sure to communicate with your Registrar if there is a change in your contact information or if you decide to take an Extension By Choice. Communication is important to the process.

Also, please respond in a prompt manner to emails, phone calls, and written letters from your Registrar.

Blessings on your journey.

# **YEARLY CHECK-IN PAPER**

Please format your answers:

- MS Word (compatible)
- Name the document: 2018 Lastname, Firstname Check In
- Double-spaced
- Times New Roman 12 pt. font
- Margins should be no less than 1 inch or greater than 1.5 inches
- Insert your name in the header and page numbers in the footer
- Footnotes or Endnotes and Bibliography as appropriate
- Check grammar and spelling (remember that spell check does not catch all typographical errors)

All Provisional candidates in ministry will submit a yearly checkin paper. The check-in involves a paper and an interview to help the Board keep in touch with the resident' and the resident's life and ministry. There is no "pass" or "fail" with this assignment or interview. Failure to complete the work and the interview will not reflect well. This will help the interview team to have a starting point when they meet with you.

## **Assignment:**

1. Write a paper that describes your current situation. Be sure to include pertinent information such as
  - a. How are things going in your appointment?
    - i. Are there particular issues or concerns?
    - ii. Is the church/charge being emotionally/spiritually supportive?
  - b. How are things going in your personal/family life?
    - i. Are there particular challenges that you are facing?
    - ii. What are your sources of emotional and spiritual support?
  - c. What is your perception of your ability to continue towards ordination?
    - i. What is your projected time frame?
    - ii. What needs to happen for you to be able to move forward?
  - d. Where do you see God at work in your life? In those around you?
  - e. How are things going with your plan for making disciples?
    - i. What have you learned?
    - ii. What are your struggles or concerns?



## **Petitioning for Ordination and Full Membership**

1. When there is clear and compelling evidence of effectiveness, complete the requirements of the Susquehanna Conference, following the instructions and guidelines provided by the Elder's Registrar. This includes: theology, worship, evidence of effectiveness directly related to your discipleship plan, and convincing and compelling evidence of effectiveness as a result of your ministry.

2. Submit your written materials to your mentor for review two weeks before Labor Day. Ask your Mentor to send an email to your Registrar verifying that the Mentor has read the material. This is simply an acknowledgement that the material has been read and does not indicate approval/non-approval by the Mentor.

3. All material will be submitted to the Board of Ordained ministry through the Elder's Registrar, to be considered for an onsite consultation, by **11:59 pm, on Labor Day, Monday, September 4, 2017 (if petitioning for ordination in 2018.)** A minimum of one full annual conference year from the time of your commissioning is required before you may choose to petition the board.

### **4. Materials to be submitted include:**

**1.) District Superintendent evaluation (with Vital Signs) REQUESTED BY YOU.** Submitted online.

**2.) Form 103**

Located at: <http://www.bomlibrary.org/home-page/candidacy-and-conference-relations-forms/>

**Mailed to the registrar to be received by the deadline.**

The Board of Ordained Ministry asks that you get a Physical Exam every 5 years and have your doctor fill out the Medical Form. However, if your health has changed significantly in less than five years, please redo the Medical Form with your doctor.

Note: this is a new Form 103.

**3.) Three (3) Reference Forms**

Submitted online at: <http://scboom.org/personalreference>

Completed By:1) A lay person who knows you very well who has worked with you this past year in ministry.

2) A pastor other than your District Superintendent who knows you well

3) The Staff/Parish Relations Chair

If the personal reference is not able to complete on-line please have them complete the paper form (Page 24), scan it and email to the appropriate registrar by the deadline.

**4. Form 102**

Located at: <http://www.bomlibrary.org/home-page/candidacy-and-conference-relations-forms/>

submit to: <http://scboom.org/userpanel> (cont)

## 5. Form 105

Located at: <http://www.bomlibrary.org/home-page/candidacy-and-conference-relations-forms/>  
submit to: <http://scboom.org/userpanel>

6. **Candidate Information Form** Located on page 23      submit to: <http://scboom.org/userpanel>

7. **The following Assignments to be submitted at:** <http://scboom.org/userpanel>

- 1) **The Petitioning for Ordination and Full Member Theology Assignment.** (page 11)
- 2) **The Petitioning for Ordination and Full Member Worship Assignment.** (page 12-13)
- 3) **The Petitioning for Ordination and Full Member Discipleship Plan Assignment.**(page 14)
- 4) **The Evidence of Effectiveness Assignment.** (page 15)

5. Meet at least every other month with a Mentor assigned by the Board in consultation with the resident's District Superintendent. Mentoring may be done as a group or one-on-one. If your mentor is no longer able to serve contact David Dearing [ddearing@susumc.org](mailto:ddearing@susumc.org)

6. Continue to meet quarterly with a regional guided peer mentoring group to which you will be assigned.

Times/and locations of these meetings will be announced.

Co-ordinator: Christina McDermott [cmcdermott718@gmail.com](mailto:cmcdermott718@gmail.com)

7. Participate in a retreat on **September 17-18, 2017 at Mount Asbury**. This retreat will be an opportunity to form and grow relationships with your peers. Co-ordinator: Ryan Gephart

8. Upon acceptance of your petition you will host an onsite consultation, following the instructions and guidelines provided by the Elder's Registrar. This will be scheduled between the first Saturday of November 2017 and the first Saturday of February 2018.

9. Interview with the Board of Ordained Ministry through the onsite consultation regarding your submitted materials and your clear and compelling evidence of effectiveness.

10. If you are not petitioning or have not been granted an on-site consultation you must attend a check-in Interview with the Board of Ordained Ministry. Please reserve date **February 26-27, 2018** for your interview. Your specific date and time will be sent to you in February. Please remind your mentor that he or she comes with you and is a silent presence while the interviews take place.

11. Participate in an educational day, April 19, 2018. More information to follow. William McNeal, coordinator.

12. Upon recommendation to continue in the Provisional process as a result of your petition or your onsite consultation, develop and follow a plan to address the growth area(s) identified by the Board of Ordained Ministry. The interview Team Captain and your District Superintendent must approve the plan. The plan must be submitted to the appropriate Registrar no later than **June 1, 2018**.

# Petitioning for Ordination and Full Member

Susquehanna Conference Board of Ordained Ministry

## Theology Elder's Orders

### **Please format your written work using the following guidelines:**

- MS Word (compatible)
- Name the document: 2017 Lastname, Firstname FME Theology
- Double-spaced (suggested length is 20-30 pages, plus bibliography)
- Times New Roman 12 pt. font
- Margins should be no less than 1 inch or greater than 1.5 inches
- Insert your name in the header and page numbers in the footer
- Footnotes or Endnotes and Bibliography as appropriate
- Check grammar and spelling (remember spell check does not catch all typographical errors)
- Type each question prior to your answer, and submit your paper as one file, not one for each question.

Answer all questions in ¶ 335 (pages 268-270) found in the 2016 Book of Discipline.

### **Questions to Ask Yourself:**

- The sense of the Discipline's questions for those seeking full membership is, "How has the practice of ministry affected ..." Have I given examples and reflected on how my experiences have helped my understanding?
- In the answers given, in what ways do I demonstrate knowledge of the biblical foundations and the theological processes of our United Methodist tradition?
- Have I shown the ability to articulate doctrines and issues important to the situations described?
- Have I shown the ability to make connections between theology and pastoral practice?
- Have I shown understanding of God's grace in both theory and practice?
- What sense of me and my call as an ordained clergy person is revealed in the assignment?
- Are my answers clear and concise?

# Petitioning for Ordination and Full Member

## Susquehanna Conference Board of Ordained Ministry

### Worship

#### Elder's Orders

#### **Please format your written work using the following guidelines:**

- MS Word (compatible)
- Name the document: 2017 Lastname, Firstname FME Worship
- Double-spaced
- Times New Roman 12 pt. font
- Margins should be no less than 1 inch or greater than 1.5 inches
- Insert your name in the header and page numbers in the footer
- Footnotes or Endnotes and Bibliography as appropriate
- Check grammar and spelling (remember spell check does not catch all typographical errors)

#### **Worship Service & Sermon**

Plan, design, and conduct a worship service using the assigned text, Isaiah 25:1-9, as the basis for your sermon.

Preach the sermon during a typical worship time, rather than at an occasion which might cause you to shorten the sermon.

While you may not often preach from an Old Testament text, the Board believes that demonstrating an ability to preach from an Old Testament lection is an appropriate challenge for Elder candidates. We trust that you will prepare and preach a sermon which is good news for the people, a sermon which lifts up the grace-filled promises of God and is also faithful to the context and content of this lection.

The style of worship should be reflective of typical worship service(s) in your appointment. If it is customary to use a liturgist, please do so. The Board will be looking at theme, continuity and flow of worship, your ability to lead worship, appropriate choice of hymns, and the content and delivery of the sermon.

#### **Directions and Guidelines**

1. Prepare a cover sheet for the worship services, which briefly describes the congregation and the setting in which you preached the sermon. Include a "Theme Sentence" which sums up the sermon.
2. Include an electronic copy of the Sunday worship bulletin.
3. Include a full manuscript of the sermon with footnotes. You may prepare the manuscript before or after you preach the sermon. If you transcribe the sermon after it has been preached, please edit and format it appropriately.
4. Include a bibliography of references.
5. Provide video of the entire worship service. Submit 2 copies on a USB flash drive, marked with your name, scripture, and 2016. Or, upload video directly to the cloud via a Dropbox upload link that will be provided to you. Acceptable file formats are .mov, .mpeg4, .mp4, .avi, or .wmv. The maximum file size is 10 GBs. **When uploading material please do it early because in some situations it can take a long time.**
6. It is suggested that you do a practice recording of a service before you record for the Board. Review the file and make any technical adjustments necessary. If you can have someone operating the camera, it is helpful to pan the congregation during the service and use the zoom as might be appropriate.
7. The entire worship service is required to be recorded. If announcements are done prior to the beginning of worship, do not include in the recording.

(cont)

**Questions to Ask Yourself:**

- What evidence is there in my sermon that I have done exegetical and theological background work in preparing the sermon?
- Have I created a sermon which is clearly related to the text?
- Can I state the theme of the sermon in one sentence?
- How does this sermon bring the text alive for the hearer?
- Is there an answer to the questions, “So what?” and “What’s next?”
- Have I proof-read the manuscript I am providing to the Board?
- Does the sermon stay relatively close to the manuscript? The Board is not looking for “exact,” but if you depart greatly from the written manuscript, such as adding two or three illustrations, skipping large portions, etc., consider rewriting the manuscript.
- Do I appear to be reading the manuscript or am I able to make eye contact and deliver the sermon with appropriate energy?
- Have I applied the Biblical Text to the Community, to the World?
- Is my work clear and concise?
- Have I included the required attachments and worship bulletins?

# **Petitioning for Ordination and Full Member**

## Susquehanna Conference Board of Ordained Ministry

### **Discipleship Plan**

#### Elder's Orders

**Please format your written work using the following guidelines:**

- MS Word (compatible)
- Name the outline: 2017 Lastname, Firstname FME Proposal
- Name the main document(s): 2017 Lastname, Firstname FME Discipleship Plan
- Double-spaced (average 3-6 pages)
- Times New Roman 12 pt. font
- Margins should be no less than 1 inch or greater than 1.5 inches
- Insert your name in the header and page numbers in the footer
- Footnotes or Endnotes and Bibliography as appropriate
- Check grammar and spelling (remember spell check does not catch all typographical errors)

The Great Commission of Jesus, to make disciples, is central to your call to ordained ministry. This commission is personal, in the ways you plan to grow individually as a follower of Jesus, and public, seen through the ways you live your life in ways that make disciples of others. Your call to ordained ministry requires you to understand, live, and promote this commission in the lives of those in the community you serve.

Please submit the plan for making disciples in your local setting(s). This plan should demonstrate your ability to effectively adapt and implement the academic understanding of your commissioning discipleship plan, a Process for Making Disciples, to a specific local setting. It should show a sensitivity to the individual culture of your local church community. Please do not simply import an arbitrary plan, but rather demonstrate how you have been able to take the key components of your academic understanding, of how churches can be intentional in making disciples, and adapt that knowledge to your local setting.

This paper should include the process that resulted in the current plan, and how your leadership was helpful and effective in its development and future areas of growth. Also, please demonstrate how this plan has been fruitful in making disciples of Jesus.

**Questions to Ask Yourself:**

- How did you identify what was needed in regards to your local setting and their plan for making disciples?
- What adaptations or changes needed to be made to more effectively make disciples? How did those changes come about? How was your leadership effective in walking the congregation through those changes?
- What has been the fruit of your leadership as it pertains to an intentional plan for making disciples?
- What barriers were/are people facing in their journey to Jesus and in growing with Jesus in your local setting?
- What has your local church done, through your leadership, to help shepherd them closer to Jesus?
- What are areas of future growth for your local church's discipleship plan?
- What have you learned through this process that will help you in the future?

# **Petitioning for Ordination and Full Member**

## Susquehanna Conference Board of Ordained Ministry

### **Evidence of Effectiveness**

#### Elder's Orders

As you petition for ordination, you have already demonstrated your proficiency in the key components of ministry (Worship, Theology, Healthy Life Issues, Bible Study, and the understanding of a Process for Making Disciples) through your work in the commissioning process. Your "Evidence of Effectiveness" paper should demonstrate your ability to effectively implement and adapt these key components of ministry to a local, and unique, setting in a way that bears fruit for the Kingdom of God.

Please describe the compelling evidence of fruit that you see in the body of Christ where you serve. Be sure to make note of how your leadership and presence as Pastor have been helpful in aiding this spiritual growth.

#### **Please format your written work using the following guidelines:**

- MS Word (compatible)
- Name the outline: 2017 Lastname, Firstname FME Proposal
- Name the main document(s): 2017 Lastname, Firstname FME Discipleship Plan
- Double-spaced (average 4-8 pages)
- Times New Roman 12 pt. font
- Margins should be no less than 1 inch or greater than 1.5 inches
- Insert your name in the header and page numbers in the footer
- Footnotes or Endnotes and Bibliography as appropriate
- Check grammar and spelling (remember spell check does not catch all typographical errors)

#### **Questions to Ask Yourself:**

- How am I discerning, casting, and implementing vision? What's the next step toward achieving our vision?
- How has God used my leadership to empower laity and raise up leaders?
- Is my ministry growing, stable, or declining, and how do our Vital Signs help tell this picture?
- In looking at our Vital Signs, where are they accurate? And, what are they not telling us?
- What are the specific challenges and opportunities for disciple-making in our community?
- What are the two biggest challenges in my ministry, and what am I doing to address them?
- What have been most recent my measurable goals, and how have I met them? What are my measurable goals for the next phase of my ministry?

## **Approved for Ordination at Annual Conference 2018**

1. You will **not** attend a check-in Interview with the Board of Ordained Ministry. (See #9)
2. You will **not** participate in the educational day on April 19, 2018 (See #10)
3. You will most likely meet with the Bishop.  
(The Date and format will be at the convenience of the Bishop.)
4. Be recommended by the Board of Ordained Ministry and approved by the clergy session of Annual Conference.



## **Provisional Extension**

Until the time you choose to petition or re-petition for ordination you will follow the guidelines for Provisional Membership on pages 5-6

A minimum of two annual conferences must pass from the time of a consultation before you may choose to re-petition the board.

When you choose to re-petition you will follow the guidelines on pages 8-9. You will only submit the written work that was not approved previously.

## **Required Seminars**

At least one of the following two seminars must be completed prior to ordination. The cost of the trip/s is covered by the Board of Ordained Ministry. It is **strongly recommended** you complete these in the year following commissioning but must be completed before ordination:

1. The General Board of Church and Society Seminar in Washington, D.C.

Rev. Mark Reisinger is the contact person at [mreisinger@susumc.org](mailto:mreisinger@susumc.org), 717-766- 3281

2. Attend an Effective Ministry Leadership Conference. This can be done at various Leadership Conferences offered at various locations and times. This will need Pre-approval by the Provisional In-Service Committee. Contact the convener, Ryan Gephart.

It is recommended that Provisional members seek a cross cultural experience, especially if you did not gain this kind of experience through seminary. You will find many VIM experiences available through the Annual Conference and the United Methodist connection.

## **The Four Components of Provisional Membership**

There are four components of provisional membership that work and flow together to produce healthy ministry. This process is highly relational. It is only when all these relationships are open to and transferring the spirit of God that this process can work optimally. Our goal is to offer a life-giving experience that best prepares you for professional ordained ministry in the United Methodist Church.

**Mentoring:** Of the four components, mentoring if done well, can offer the strongest influence in a resident's ministry. We see a growing need for effective leadership in the church. Leadership is a popular concept and much needed, and while there are leadership skills that can be taught, it is the heart of a leader that is best "caught". Leadership can be mysterious yet we all know it when we see it. We encourage mentor/resident relationships that are covenantal and confidential. You are encouraged to meet at least six times a year with your Mentor. It is your responsibility to contact your Mentor and be faithful in keeping appointments. Mentoring is not supervision. The goal is to listen, respond, to guide, to challenge, to model, and to encourage.

**Supervision:** Supervision is provided by your District Superintendent and the Board of Ordained Ministry. Your District Superintendent is primarily responsible for professional supervision and the Board of Ordained Ministry is responsible for credentialing supervision. Your District Superintendent will evaluate your ministry performance in your licensed local church appointment/ministry setting with the assistance of your local Staff Parish Relations Committee or other appropriate group. The Board of Ordained Ministry will evaluate the spirituality, skills, knowledge, articulation, and maturity needed for ordination credentials. While these are closely related it is when these function together that "effectiveness" is evaluated and determined. A resource that may be helpful in supervision is Watching Over One Another in Love, A Wesleyan Model for Ministry Assessment by Gwen Purushotham.

**Continuing Theological Education:** It will be our goal to continue to provide experience and learning that develops your applied theology. We will be intentional at listening to your needs and offering resources and experiences that will build upon your academic knowledge. We will focus on offering practical training and experiences that you did not receive in seminary. Part of this is learning from colleagues. We can't stress enough the value of close and frequent relationships with your brothers and sisters in Provisional Membership. Our Provisional Membership process will create space and opportunity for those relationships to form and grow. To be an effective Elder/Deacon in the United Methodist Church continued spiritual, personal, and professional formation is vital. The Provisional Membership program is designed to help you develop this desire and form good habits now so continuing formation becomes natural.

**Guided Peer Mentoring Group (GPM):** Studies have shown that guided peer mentoring groups are an important part of the formation of provisional clergy. The practice of spiritual disciplines, theological sharing of ministry practices and worship together help make the Guided Peer Mentoring Group an effective means of providing the experiences for clergy growth.

The guided peer mentoring group will be composed of Provisional Members from geographical regions and a facilitating Elder or Deacon.

The guided peer mentoring group will meet quarterly at a location that is as central as possible to members.

Guided Peer Mentoring Groups can be structured into three (3) basic parts:

1. Spiritual discipline(s) chosen by the group.

This could be a study of a book of the Bible other than texts used for preaching; a book study; a particular prayer practice; prayer and fasting; or another spiritual discipline decided upon by the group. The spiritual practices may be practiced outside the group between meetings and reflected upon during the meetings with the GPM group and/or practiced within the group time.

2. Theological reflection of challenges, conflict, questions of faith issues, etc. in the provisional member's ministry.

There are a variety of formats for theological reflection which will be provided. Provisional Members will choose the format that best suits them to prepare for presentation to their GPM group.

3. Learning topics to be determined by the facilitator and the group.

These could be areas of growth for the provisional member within the group. The group can ask a speaker to come for part of the day, read an article or book on a topic and discuss as a group, or other methods agreed upon by the group and facilitator.

A covenant will be drawn up by the group with the help of the facilitator. The covenant will include an understanding of their time together including confidentiality, commitment to participation, listening in the spirit of love, not trying to "fix" one another and group guidelines of respect.

Guided Peer Mentoring Groups have the flexibility to use their time together to the best purpose. For example, if all members of the group are interested in conflict management, more time could be set aside for a speaker. In another session it might be the theological reflection that takes most of the time. Each member will have an opportunity to share at least one theological reflection.

The facilitator will report only attendance and participation to the Board. Confidentiality will be strictly observed by all members of the group and the facilitator.

It is recommended that each GPM group session begin with a time of worship and sharing Holy Communion.

## **A Word to Mentors**

Thank you for generously giving of yourself and time to support a resident in ministry. You are making a significant contribution. You are strengthening the ministry of a resident and you are developing strong spiritual leadership in our annual conference. Trust is one of the fundamental building blocks of a successful mentoring relationship. A key factor in its development is a shared understanding of the degree to which communication between mentors and residents is considered confidential both by the individuals themselves and the structures of the annual conference. Please be committed to this relationship.

The role of the mentor is **non-evaluative** in the sense that you will not submit an evaluation of the candidate to the Board or District Superintendent. The only report requested from you is a verification of your meeting times. These reports of date and time of meetings need to be submitted to Julia Piper, Elder's Registrar, Karen McCachren, Deacon's Registrar, or David Walker, Associate Member's Registrar and the resident's District Superintendent. **These reports should be submitted quarterly (end of September, December, March, June).** You may simply send an email to the appropriate registrar with dates and times of your meetings. We want to encourage the resident to be open with you without fear of repercussions. We ask that you maintain the highest standards of confidentiality, breaking confidence only in a situation where you are legally bound as a mandated reporter, or if the resident threatens to harm self or others.

Mentors will be asked to accompany resident(s) during their Board of Ordained Ministry interviews. You are to be a silent, prayerful presence and an extra set of "ears" during the interview. This will help you to assist the resident following the interview and in understanding any recommendations that may come as a result of the interview. If you are serving on the Board of Ordained Ministry, help your resident to choose another Full Member to accompany him/her during the interview.

This resource may be helpful to you:

Mentoring into Vocation: Touchstones for the Journey by Mark Fowler

## **STUDY DAYS**

Study days are offered for your benefit. They are not required but they have proven to be helpful in the sharing of ideas and information that can be useful in the preparation of your materials. Questions are welcomed and addressed at this time. An open dialogue provides much help. This day is most helpful if you bring a draft of the questions you have already prepared.

### **Theology Study Days**

**Friday, July 28, 2017** at First UMC, Williamsport beginning at 9:30am and lasting until noonish. Bring a bagged lunch if you wish.

Contact person:

Rev. Matt Lake [mlake@susumc.org](mailto:mlake@susumc.org)

**BOARD OF ORDAINED MINISTRY  
CANDIDATE INFORMATION FORM**  
(This Form is Filled Out Online, please be sure to fill it out by 1/9/18)

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

---

HOME PHONE \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

SEMINARY \_\_\_\_\_

PRESENT APPOINTMENT \_\_\_\_\_

DISTRICT \_\_\_\_\_

RECOMMENDING CHURCH \_\_\_\_\_

DISTRICT \_\_\_\_\_

**BIOGRAPHICAL UPDATE**

PLACE OF BIRTH \_\_\_\_\_

MARITAL STATUS: SINGLE \_\_\_\_\_ ENGAGED \_\_\_\_\_ MARRIED \_\_\_\_\_ DIVORCED \_\_\_\_\_

SPOUSE'S NAME \_\_\_\_\_

CHILDREN \_\_\_\_\_

**MENTOR INFORMATION**

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

BOARD OF ORDAINED MINISTRY

PERSONAL REFERENCE FORM

**Each Candidate Needs to have 3 Personal References Submitted online**

SUSQUEHANNA CONFERENCE OF THE UNITED METHODIST CHURCH

\_\_\_\_\_ is a candidate for the ordained ministry in the Susquehanna Conference.

Will you assist the Board of Ordained Ministry is assessing the candidate's qualifications and abilities for service as an ordained minister by replying to the following questions. **Submit this form on line NO LATER than September 4, 2017 to the Board of Ordained Ministry Site at <http://scboom.org/personalreference>.**

1. How long and under what circumstances have you known this applicant?
2. Give any information you can regarding home conditions and family background which would bear upon the candidate's qualifications for the Christian ministry.
3. Candidly state your perceptions about the "gifts and graces" the candidate presents for the ordained ministry. Share both strengths and weaknesses that affect the candidate's readiness and fitness for effective ministry. Where possible, document with specific examples. Please give consideration to such items as: physical condition, emotional stability, intelligence, leadership ability, ability to articulate thoughts through both speaking and writing, personality character traits, and spiritual maturity.
4. In what areas of ministry are you aware of particular growth by the candidate?
5. In what areas of ministry does growth need to occur?
6. Do you recommend this candidate for ordained ministry?

Date\_\_\_\_\_

Name/Signature\_\_\_\_\_

Position\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Email\_\_\_\_\_



BOARD OF ORDAINED MINISTRY

PERSONAL REFERENCE FORM

**Each Candidate Needs to have 3 Personal References Submitted online**

SUSQUEHANNA CONFERENCE OF THE UNITED METHODIST CHURCH

\_\_\_\_\_ is a candidate for the ordained ministry in the Susquehanna Conference.

Will you assist the Board of Ordained Ministry is assessing the candidate's qualifications and abilities for service as an ordained minister by replying to the following questions. **Submit this form on line NO LATER than January 9, 2018 to the Board of Ordained Ministry Site at <http://sboom.org/personalreference>.**

1. How long and under what circumstances have you known this applicant?
2. Give any information you can regarding home conditions and family background which would bear upon the candidate's qualifications for the Christian ministry.
3. Candidly state your perceptions about the "gifts and graces" the candidate presents for the ordained ministry. Share both strengths and weaknesses that affect the candidate's readiness and fitness for effective ministry. Where possible, document with specific examples. Please give consideration to such items as: physical condition, emotional stability, intelligence, leadership ability, ability to articulate thoughts through both speaking and writing, personality character traits, and spiritual maturity.
4. In what areas of ministry are you aware of particular growth by the candidate?
5. In what areas of ministry does growth need to occur?
6. Do you recommend this candidate for ordained ministry?

Date\_\_\_\_\_

Name/Signature\_\_\_\_\_

Position\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Email\_\_\_\_\_

**THE UNITED METHODIST CHURCH  
APPLICATION FOR CLERGY RELATIONSHIP TO THE ANNUAL CON-  
FERENCE**

\_\_\_\_\_  
First Name Middle Last Name

\_\_\_\_\_  
Street City State Zip

Home Phone (\_\_\_\_\_)\_\_\_\_\_ School or Office Phone(\_\_\_\_\_)\_\_\_\_\_

E-mail Address \_\_\_\_\_ Birthday \_\_\_\_\_

Being fully persuaded that God has called me to be a minister of the gospel of the Lord Jesus Christ, I hereby request affirmation of that call by The United Methodist Church through the granting of a clergy relationship to the annual conference. The relationship for which I am applying is

\_\_\_\_\_ Local Pastor \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time

\_\_\_\_\_ Associate Membership

\_\_\_\_\_ Provisional Membership

\_\_\_\_\_ Deacon in Full Connection

\_\_\_\_\_ Elder in Full Connection

At the same time that I am applying for this relationship to the annual conference, I am also applying for

\_\_\_\_\_ License for Pastoral Ministry

\_\_\_\_\_ License for Ministry of the Deacon

\_\_\_\_\_ Ordination as a Deacon

\_\_\_\_\_ Ordination as an Elder

\_\_\_\_\_ Recognition of orders granted by another denomination

Signature \_\_\_\_\_ Date \_\_\_\_\_

An application for membership in full connection is to be sent to the registrar of the Board of Ordained Ministry.

An application for license as a local pastor, associate membership, or provisional membership is to be sent both to the district committee and Board of Ordained Ministry.

**Information on required documentation is located on the reverse side of this page.**

**BOM Handbook, Chapter 8, Candidacy and Candidacy Forms Form 105/2013**

Documentation to be examined along with this Application for Clergy Relationship to the Annual Conference

License for Pastoral Ministry (§315)

1. All documentation for candidacy certification
2. Report of the faculty of the licensing school or transcript from an approved school of theology indicating credit for one-third of the M.Div.
3. Biographical Information Form (Form 102)
4. Medical Information Form (Form 103)
5. Notarized statement concerning any criminal behavior, criminal background and credit checks
6. Psychological assessment report and any other information required by the Board of Ordained Ministry

Associate Membership (§322)

1. Transcript from the Course of Study
2. College transcript with 60 semester hours credit or equivalent
3. Annual reports from a clergy mentor
4. Recommendation of the district superintendent
5. Biographical Information Form (Form 102)
6. Medical Information Form (Form 103)
7. Notarized statement concerning any criminal behavior, criminal background and credit checks
8. Psychological assessment report and any other information required by the Board of Ordained Ministry

Provisional Membership (§324)

1. College transcript indicating a bachelor of arts degree or its equivalent as determined by the Division of Ordained Ministry

2. Seminary transcript indicating completion of half of the MDiv, including one-half of the basic graduate theological studies; or Course of Study transcript indicating completion of five year Course of Study and 32 semester hours of graduate theological study or its equivalent through the Advanced Course of Study
3. Annual reports of the clergy mentor
4. Recommendation of the district superintendent
5. Biographical Information Form (Form 102)
6. Medical Information Form (Form 103)
7. Written responses to doctrinal questions
8. Notarized statement concerning any criminal behavior, criminal background and credit checks
9. Psychological assessment report and any other information required by the Board of Ordained Ministry

#### Membership in Full Connection (¶¶330, 335)

1. Reports of the clergy mentor
2. Recommendation of the district superintendent
3. Biographical Information Form (Form 102)
4. Medical Information Form (Form 103)
5. Written responses to doctrinal questions (where required)
6. Project that demonstrates fruitfulness in carrying out the Church's mission
7. Psychological assessment and other information as determined by the Board of Ordained Ministry (optional)

#### Recognition of Orders

1. Certificate of Ordination
2. College transcript

### 3. Seminary transcript

BOM Handbook, Chapter 8, Candidacy and Candidacy Forms

**Form 105/2013**