

**Susquehanna Conference
Provisional Member Handbook
COMMISSIONED PRIOR to 2016 for Elder's
Orders
All Commissioned for Deacon's Orders
2017-2018**



Mentoring

Supervision

Continuing Education

Guided Peer Mentoring



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Introduction

You are in the midst of a wonderful journey from readiness to effectiveness. This Handbook is meant to help you navigate the many requirements, deadlines, and expectations. We are here to help you move forward in your ministry.

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.) to “effectiveness” (demonstrated by your ability to employ the components of readiness into a local ministry while leading your ministry setting in an ordination project.) 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 proficiently apply them to the real and complex world of ministry.** Your ability to translate your readiness, 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

Elder's Registrar, BOOM

Rev. Julia Piper
14089 Second St.
Mount Union, Pa 17066
O: (814) 542-9403
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

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

Chaplain of BOOM

Rev. Jan Hughes
jhughes@susumc.org

GENERAL GUIDELINES FOR PAPERWORK SUBMISSION

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. 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 January 2, 2018.**
 - a. Ask your Mentor to send an email to your Registrar certifying 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. The deadline is firm. Uploaded material will be time stamped upon submission. The deadline is **11:59 pm, Tuesday, January 9, 2018.**
10. Forms and references that are submitted via hard copy must be **in** the registrar’s office (not postmarked) by **11:59 pm, Tuesday, January 9, 2018.** 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.

Provisional 1

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.

Each resident in Provisional status shall:

1. Complete Safe Sanctuaries and Boundaries Training (if not already completed). This training is offered by the Annual Conference at varying locations/times. Safe Sanctuaries and appropriate background checks should be updated every 3 years. Additional Boundaries and sexual ethics training must be taken each quadrennium. Make sure you are current.

2. 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.

3. Attend a Seminar/s as Required described on Page 37 under Required Seminars.

4. 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

5. 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

6. 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

7. **Materials to be submitted by 11:59pm, January 9, 2018 include:**

1. District Superintendent evaluation (with Vital Signs if on Elder track) 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 44), 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 45 submit to: <http://scboom.org/userpanel>

7. **Leadership and Conflict Resolution** Assignment (Elder Page 8, Deacon Page 10,11)

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

8. **“Three Simple Rules”** Assignment (Elder Page 9, Deacon Page 12)

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

8. 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. The interview will be based on the Leadership and Conflict Resolution requirement, District Superintendent evaluations and your written paper on Bishop Job’s book *Three Simple Rules: A Wesleyan Way of Living*. Please remind your mentor that he or she comes with you and is a silent presence while the interviews take place.

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. **Ordination Project:** This is a good time to begin to plan your Ordination Project. Any time after you are commissioned you may submit a project proposal for approval. The proposal must be approved by your registrar no later than the Fall Retreat prior to the deadline of your Ordination Candidate year but may be approved any time during your Provisional time. Once approved you should begin your ordination project.

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.

PROVISIONAL MEMBER

2018 LEADERSHIP AND CONFLICT RESOLUTION Assignment ELDER'S ORDERS

Please format your answers:

- MS Word (compatible)
- Name the document: 2018 Lastname, Firstname PME Conflict Resolution
- 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)
- Page Range: 8-12, plus bibliography

Assignment:

1. Each candidate will write a description of his or her leadership style in the church, including
 - a. Empowerment and motivation of laity
 - i. How do you involve new people?
 - ii. How do you prevent burn out in your “work horses”?
 - iii. How do the ideas of laity become reality?
 - b. Delegating responsibility
 - i. How do you allow others to share in ministry and administration?
 - c. Creating & implementing vision
 - i. How do you develop vision?
 - ii. How do you share the vision with others?
 - iii. How do you help others embrace the vision?
 - d. Approach to conflict
 - i. How do you deal with negativity that happens “behind the scenes”?
 - ii. How do you deal with open disagreement at meetings?
 - iii. How do you create an atmosphere where people can safely disagree?
2. Each candidate will write two “case studies” of actual situations from their appointment setting that shows the candidate’s ability to handle and resolve conflict. Each case study shall include
 - a. A brief description of the setting and any pertinent background information.
 - b. The style of a verbatim or narrative may be used to describe what took place and how the situation was handled. Please use fictional names (except for yourself)
 - c. Write a reflection on each case study described, considering these questions:
 - i. How did you experience the presence of Christ in this situation?
 - ii. What did you learn?
 - iii. How is God growing in you?
 - iv. Where do you sense God is taking/leading you?
 - v. If a similar situation arose, would you approach it differently? Why or why not?

PROVISIONAL MEMBER

2018 Three Simple Rules: A Guide to Wesleyan Living Assignment

ELDER'S ORDER'S

Please format your answers:

- MS Word (compatible)
- Name the document: 2018 Lastname, Firstname PME Three Simple Rules
- 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)
- Page range: 3-5 pages, plus bibliography

Assignment:

3. Read and reflect on Bishop Job's book, *Three Simple Rules: A Wesleyan Way of Living* and read pages 76-78 of the *2012 Book of Discipline*
4. Write a paper that describes how you are living out the general rules of the church which are: Do no harm, Do good, Stay in love with God **Note: this is NOT a book report**
 - a. How are you living out these rules in the church?
 - i. talk about your understanding of these rules
 - ii. give examples
 - b. How are you living out these rules in your personal life?
 - i. talk about your spiritual disciplines & how you maintain your spiritual life
 - ii. give examples
 - iii. How are you maintaining accountability in your faith walk? How do you see yourself maintaining accountability throughout your ministry

Questions to ask yourself

1. Have I reflected on how I am applying the rules in my life?
2. Have I used appropriate examples?
3. Is my work clear and concise?

PROVISIONAL MEMBER

2018 LEADERSHIP AND CONFLICT RESOLUTION Assignment DEACON'S ORDERS

Please format your paperwork:

- MS Word (compatible)
- Name the proposal: 2018 Lastname, Firstname PMD Conflict Resolution
- Name the presentation document: 2017 Lastname, Firstname PMD Church to World
- 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)
- Page Range 8-12 plus bibliography

Assignment:

1. Each candidate will write a description of his or her leadership style in their appointment(s) including
 - a. Description of Appointment(s)
 - i. Where and whom do so serve?
 - ii. What do you see as your primary leadership responsibilities?
 - iii. Describe the unique administrative structures that you navigate in your appointment(s).
 - b. Leadership Style
 - i. What are your strengths and weaknesses? How do you allow God to work through both?
 - ii. How do you empower and equip others (particularly laity) take responsibility in the ministries of the church?
 - iii. When do you 'step up'? When do you 'sit back'? How do you explain your discernment to others?
 - c. Visioning
 - i. What's your role in the visioning process?
 - ii. How do you enable others to participate in the process?
 - iii. How do you facilitate implementing the vision?
 - d. Approach to conflict
 - i. Where do you see the most conflict in your appointment?
 - ii. How do you process internal conflict? How and when do you acknowledge that conflict to others?
 - iii. How do you create an atmosphere where people can safely disagree?
 - iv. How do you deal with open disagreement in group settings or meetings?
2. Each candidate will write two "case studies" of actual situations from their appointment setting that shows the candidate's ability to handle and resolve conflict. Each case study shall include
 - a. A brief description of the setting and any pertinent background information. (cont.)

- b. The style of a verbatim or narrative may be used to describe what took place and how the situation was handled. Please use fictional names (except for yourself)
- c. Write a reflection on each case study described, considering these questions:
 - i. How did you experience the presence of Christ in this situation?
 - ii. What did you learn?
 - iii. How is God growing in you?
 - iv. Where do you sense God is taking/leading you?
 - v. If a similar situation arose, would you approach it differently? Why or why not?

PROVISIONAL MEMBER

2018 Three Simple Rules: A Guide to Wesleyan Living Assignment

DEACON'S ORDER'S

Please format your answers:

- MS Word (compatible)
- Name the document: 2018 Lastname, Firstname PMD Three Simple Rules
- 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)
- Page range: 3-5 pages, plus bibliography

Assignment:

3. Read and reflect on Bishop Job's book, *Three Simple Rules: A Wesleyan Way of Living* and read pages 76-78 of the *2016 Book of Discipline*
4. Write a paper that describes how you are living out the general rules of the church which are: Do no harm, Do good, Stay in love with God **Note: this is NOT a book report**
 - a. How are you living out these rules in the church?
 - i. talk about your understanding of these rules
 - ii. give examples
 - b. How are you living out these rules in your personal life?
 - i. talk about your spiritual disciplines & how you maintain your spiritual life
 - ii. give examples
 - iii. How are you maintaining accountability in your faith walk? How do you see yourself maintaining accountability throughout your ministry

Questions to ask yourself

1. Have I reflected on how I am applying the rules in my life?
2. Have I used appropriate examples?
3. Is my work clear and concise?

Provisional 1 Extension

During the years of residency the Resident will take part in the following resources and submit the required paperwork as described below. Each resident in Provisional I status shall:

1. Complete Safe Sanctuaries and Boundaries Training (if not already completed). This training is offered by the Annual Conference at varying locations/times. Safe Sanctuaries and appropriate background checks should be updated every 3 years. Additional Boundaries and sexual ethics training must be taken each quadrennium. Make sure you are current.

2. Attend a Seminar/s as Required described on Page 37 under Required Seminars.

3. Continue to 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

4. 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

5. Upon recommendation to continue in the Provisional 1 process 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**.

6. 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

7. **Materials to be submitted by 11:59pm, January 9, 2018 include:**

1. District Superintendent evaluation (with Vital Signs if on Elder track) 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 44), 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 45 submit to: <http://scboom.org/userpanel>

7. **Check-in Paper** Page 43. submit to: <http://scboom.org/userpanel>

8. 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. The interview will be based on the check-in paper and your Plan to address growth areas.

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. **Ordination Project:** This is a good time to begin to plan your Ordination Project. Any time after you are commissioned you may submit a project proposal for approval. The proposal must be approved by your registrar no later than the Fall Retreat prior to the deadline of your Ordination Candidate year but may be approved any time during your Provisional time. Once approved you should begin your ordination project.

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.

Extension By Choice

At times circumstances require a resident to ask for an extension in the Provisional Member process. A request for an extension must be made by January 2, 2018.

Each resident in Provisional Extension By Choice status shall:

1. Complete Safe Sanctuaries and Boundaries Training (if not already completed). This training is offered by the Annual Conference at varying locations/times. Safe Sanctuaries and appropriate background checks should be updated every 3 years. Additional Boundaries and sexual ethics training must be taken each quadrennium. Make sure you are current.

2. Attend a Seminar/s as Required described on Page 37 under Required Seminars.

3. Continue to 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

4. 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

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. Materials to be submitted by 11:59pm, January 9, 2018 include:

1. District Superintendent evaluation (with Vital Signs if on Elder track) REQUESTED BY YOU.

Submitted online.

2. Form 103

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

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Note: this is a new Form 103.

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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 44), scan it and email to the appropriate registrar by the deadline (January 9, 2018).

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6. **Candidate Information Form** Located on page 45 submit to: <http://scboom.org/userpanel>

7. **Check-in Paper** Page 42. submit to: <http://scboom.org/userpanel>

7. 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. The interview will be based on the check-in paper. Persons who are a significant distance away or on leave may request an alternate form of interview.

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

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

10. **Ordination Project:** This is a good time to begin to plan your Ordination Project. Any time after you are commissioned you may submit a project proposal for approval. The proposal must be approved by your registrar no later than the Fall Retreat prior to the deadline of your Ordination Candidate year but may be approved any time during your Provisional time. Once approved you should begin your ordination project.

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.

Ordination Candidate

When all the Provisional 1 requirements have been satisfactorily completed, the Provisional Member becomes an Ordination Candidate. Each Ordination Candidate shall:

1. Complete Safe Sanctuaries and Boundaries Training (if not already completed). This training is offered by the Annual Conference at varying locations/times. Safe Sanctuaries and appropriate background checks should be updated every 3 years. Additional Boundaries and sexual ethics training must be taken each quadrennium. Make sure you are current.

2. Continue to 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

3. 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

4. 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

5. Submit your written materials to your mentor for review by **Tuesday, January 2, 2018**.

6. **Materials to be submitted by 11:59pm, January 9, 2018 include:**

1. District Superintendent evaluation (with Vital Signs if on Elder track) REQUESTED BY YOU.

Submitted online.

2. Form 103

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

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

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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 44), scan it and email to the appropriate registrar by the deadline (January 9, 2018).

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

6. Candidate Information Form Located on page 45 submit to: <http://scboom.org/userpanel>

7. Life Issues Assignment (Elder-Page 19 Deacon-Page 26) submit to: <http://scboom.org/userpanel>

8. Ordination Project Assignment (Elder-Page 20-22 Deacon-Page 27-29)

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

9. Worship Assignment (Elder-Page 23-24 Deacon-Page 30-31)

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

10. Theology Assignment (Elder-Page 25 Deacon-Page 32)

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

7. 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. The interview will be based on the Life Issues, Ordination Project, Worship, and Theology Assignments you submitted.

8. Upon recommendation to continue in the Ordination process 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**

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.

If you are approved for Ordination you will not do steps 8, 9, and 10.

You will most likely meet with the Bishop.

(The Date and format will be at the convenience of the Bishop.)

You will be recommended by the Board of Ordained Ministry and approved by the clergy session of Annual Conference.

ORDINATION and FULL MEMBER
2018 LIFE ISSUES ASSIGNMENT
(All paragraph citations refer to the 2016 Book of Discipline)
ELDER'S ORDERS

Please format your answers:

- MS Word (compatible)
 - Name the document: 2018 Lastname, Firstname FME Life Issues
 - 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)
 - Suggested length: 8-10 pages, plus bibliography
1. Discuss ¶ 335 b) Vocation, item (1). This relates to your vocation as an ordained elder. Your response to this question should include specific examples.
 2. Please respond to the issues set forth in Paragraph 335 c), The Practice of Ministry, items (1), (2), (3), (4), (5), (6).

Questions to Ask Yourself

1. Have I addressed the various aspects of the questions in regards to my current and future circumstances?
2. Have I given examples and shown how I am already implementing measures of self-care and spiritual disciplines?
3. What sense of me and my call as an ordained clergy person is revealed in the assignment?
4. Have I given examples reflective of my practice of ministry?
5. Have I looked at myself honestly in discussing my strengths and areas to be strengthened?
6. Are my answers clear and concise?

ORDINATION and FULL MEMBER

2018 Ordination Project Assignment

(All paragraph citations refer to the 2016 Book of Discipline)

ELDER'S ORDERS

Please format your written work using the following guidelines:

- MS Word (compatible)
- Name the proposal document: 2018 Lastname, Firstname FME Proposal
- Name the main document(s): 2018 Lastname, Firstname FME Ordination Project
- 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)

The Ordination Project is to be a new ministry that will demonstrate your leadership skills in the church, your understanding of your community setting and your ability to work with others to bring the project to fruition. Throughout years of ministry, we are constantly seeking ways to address community concerns in the name of Christ. This project should exemplify the type of ministries that we will continue to be involved in as we serve in local churches. This project should demonstrate fruitfulness in carrying out the church's mission of "Making Disciples of Jesus Christ for the Transformation of the World."

Assignment

1. Choose an ordination project
 - a. It should be a NEW ministry rather than an existing one
 - i. It can be in conjunction with an existing ministry, such as adding a clothing bank to a food pantry
 - b. It should involve church members and community outreach
 - c. It should involve needs of the community that aren't currently being met
 - d. It should be something you are passionate about
 - e. There should be a distinct difference between what you are doing and a project that might be done by any social club – that is, your project should visibly be a ministry of Christ
 - f. It may be a one-time event, short series of events or an on-going ministry
 - i. If it is a one-time event, the event must be completed prior to your interview with the Board and ideally should be complete before the written work is submitted
 - ii. If it is a short series of events it should be completed if possible prior to your interview. If the series of events is spread out significantly (such as every 3 or 6 months for 2 years), you must consult with the In-Service Supervisory team to determine what must be completed prior to the interview. Your registrar is your contact person.
 - iii. If it is an on-going ministry, it must be "up and running" so that the Board has sufficient evidence to evaluate; again you must consult with the Provisional In-Service Committee to determine what must be completed prior to the interview
 - g. It should involve lay persons
 - i. You need not be the "star" of the project
 - h. It may be ecumenical, cross-cultural or a cooperative ministry
 - i. See the addendum for other suggestions regarding the project

(cont)

2. Ordination Project Proposal

- a. Create and submit a proposal for your project.
 - i. It **MUST** be approved no later than the Fall In-service Retreat (held in September) prior to the deadline when you will be submitting your materials for Ordination
 - ii. It **MAY** be submitted for approval any time after you have been commissioned
- b. The written proposal should include
 - i. Setting
 1. What is the setting for this project? Help the reviewers to understand your community and the setting this project will take place in.
 2. How have you taken into account the demographic information provided for your area through MissionInsite.
 - ii. A Purpose Statement
 1. A scriptural inspiration or basis for the project
 - a. What scripture verse or verses might be lived out in this project?
 2. Why is this being done? What need is being addressed?
 - iii. Goals/Objectives
 1. What do you hope to accomplish?
 - iv. Detailed Plan (should include “nuts and bolts” of the project)
 1. What will be done?
 2. How will you proceed?
 3. Who will be involved?
 4. What will be the timeline?
 5. What resources will be used?
 6. What is the projected outcome? What will be the “fruit” of this project?
 - v. Submit the proposal to the Provisional In-service Committee through your registrar for approval**
 - vi. When you submit/upload the additional written materials, the proposal should also be uploaded**

3. Written reflection

- a. Write a reflection of the project addressing these topics
 - i. A description of the project, how things went, what changed between the proposal and the reality of what took place?
 - ii. Did the project accomplish the goals/objectives that were set? Why or Why not? What were the fruits?
 - iii. What worked/is working well?
 - iv. What might you change if you were to do this project again?
- b. Reflect on the spiritual aspects of the project
 1. Where did you see Christ at work?
 2. How did you grow?
 3. How did this help others grow/make disciples?
 4. How was the community impacted?
- c. Include Bibliography and resources used
- d. This written reflection **AND** the proposal document are to be uploaded by the January deadline

4. Presentation

- i. As part of your interview, you are to make a presentation (no longer than 15 minutes) regarding your project (cont)

- ii. Computer based multi-media must be used and should be used in a creative way – it can involve PowerPoint, Video, Music, Slide show, etc.
 - 1. A projector and laptop will be provided for the interview; bring your presentation on a flash drive
 - 2. Additional media – posters, banners, etc. may also be used
- iii. The presentation should allow the Board to see the project in action
 - 1. May include planning stages or “process” of the project
 - 2. The “fruits” should be showcased
- b. The presentation does not need to be submitted prior to the interview
 - i. Be sure to bring any handouts (5 copies) for the interview, if applicable/appropriate to your presentation

How do I choose and plan an Ordination Project?

Look at the needs of the community or your congregation. What needs are not being met? Ask yourself what you are passionate about. Are there seminars that might “jump start” some ideas? How can I help my people “re-think” church? How might we show some radical hospitality?

Ideas that might be developed into an Ordination Project:

Ministry to single moms/dads; Local prison ministry; Food pantry/clothing ministry; develop a VIM project; radical Hospitality during community events; Respond to a political/cultural difficulty in your community; “Change the World”

Your plan might include:

Attendance at a seminar or continuing education event; teaching; service; networking or coordinating individuals or groups; gathering resources; resourcing others; media; developing resources

ORDINATION and FULL MEMBER

2018 Worship Assignment

ELDER'S ORDERS

Please format your written work using the following guidelines:

- MS Word (compatible)
- Name the document: 2018 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 that spell check does not catch all typographical errors)

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.

Worship Service & Sermon 1

Plan, design and conduct a worship service using the following assigned text as the basis for your sermon:

Isaiah 25:1-9

- 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. Manuscript with footnotes is required. Provide video of the entire worship service, either on 2 usb flash drives, or by using the Dropbox upload link that will be provided to you. Acceptable video file formats are (.mov, .mpeg4, .mp4, .avi, or .wmv). All uploaded files must be 10 gigabytes or less in size. **When uploading material please do it early because in some situations it can take a long time.**

Please be sure to view immediately after the worship service to be sure video has recorded correctly. You may want to do a practice run ahead of time. Also required is an upload of an electronic copy of the bulletin.

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.

Worship Service & Sermon 2

The second sermon may be preached on a scripture or topic of your choice. This gives you the opportunity to present your "best" sermon to the Board. It should be a part of a well presented worship service planned and conducted by you. Please provide an audio/video recording of the entire worship service. Manuscript with footnotes of the sermon is required. Be sure to review immediately after the worship service to be sure that it has recorded correctly. You may want to do a practice run ahead of time. Also required is an upload of an electronic bulletin.

(cont)

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. If you preach the second sermon in a different setting, prepare a separate cover sheet for each service. Include a “Theme Sentence” which sums up each sermon.
2. Include an electronic copy of the Sunday worship bulletin for both sermons.
3. Include a full manuscript of both sermons—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 for each sermon.
5. Digital audio/video recording
 - a. *It is suggested* that you do a practice recording of a service before you record for the Board. Review the file & 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.
 - b. The **entire** worship service for Worship and Sermon 1 and Worship and Sermon 2 is required to be recorded.
 - c. If announcements are done prior to the beginning of worship, do not include in the recording.
 - d. Submit 2 copies on a Flash drive, marked with your name, scripture, and 2018. Alternately, videos may be uploaded directly to the cloud via a Dropbox upload link that will be provided. File formats must be (.mov, .mpeg4, .mp4, .avi, or .wmv). Please test each copy before submitting. **When uploading material please do it early because in some situations it can take a long time.**
 - i. Each worship service must be recorded in a separate video file. Please be sure your name and scripture is on each.
 - ii. All forms of video must indicate “Required” and “Choice” and be sure to include 2 copies of each!
6. The assigned text is a lectionary text for **October 8, 2017**; you are not required to preach the sermon on that Sunday. However, preach the sermon during a typical worship time, rather than at an occasion which might cause you to shorten the sermon.

Questions to ask yourself

1. What evidence is there in my sermon that I have done exegetical and theological background work in preparing the sermon?
2. Have I created a sermon which is clearly related to the text?
3. Can I state the theme of the sermon in one sentence?
4. How does this sermon bring the text alive for the hearer?
5. Is there an answer to the question “So what?” or “What’s next?”
6. Have I proof-read the manuscript I am providing to the Board?
7. 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—adding 2 or 3 illustrations, skipping large portions, etc. consider rewriting the manuscript.
8. Do I appear to be reading the manuscript or am I able to make eye contact and deliver the sermon with appropriate energy?
9. Have I included the required attachments and Sunday worship bulletins?
10. Is my work clear and concise?
11. Have I applied the Biblical Text to the Community, to the World?

ORDINATION and FULL MEMBER

2018 Theology Assignment

(All paragraph citations refer to the 2016 Book of Discipline)

ELDER'S ORDERS

Please format your answers:

- MS Word (compatible)
- Name the document: 2018 Lastname, Firstname FME Theology
- 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)
- Suggested length is 20 – 30 pages, plus bibliography.
- Type each question prior to your answer and submit it as one file not individual questions.

1. Theology:

- a. Discuss ¶ 335 a) Theology items (1) (a)-(h), (2), (3), (4).

Questions to Ask Yourself

1. 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?
2. In the answers given, in what ways do I demonstrate knowledge of the biblical foundations and the theological processes of our United Methodist tradition?
3. Have I shown the ability to articulate doctrines and issues important to the situations described?
4. Have I shown the ability to make connections between theology and pastoral practice?
5. Have I shown understanding of God's grace in both theory and practice?
6. What sense of me and my call as an ordained clergy person is revealed in the assignment?
7. Are my answers clear and concise?

ORDINATION and FULL MEMBER

2018 Life Issues Assignment

(All paragraph citations refer to the 2016 Book of Discipline)

DEACON'S ORDERS

Please format your answers:

- MS Word (compatible)
- Name the document: 2018 Lastname, Firstname FMD Life Issues
- 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)
- Suggested length: 8-10 pages, plus bibliography

- 1) Discuss ¶ 330 5. b) Vocation, item (1).
- 2) Please respond to the issues set forth in Paragraph 330 c) The Practice of Ministry (1), (2), (3), (4), (5), (6).

Questions to Ask Yourself

7. Have I addressed the various aspects of the questions in regards to my current and future circumstances?
8. Have I given examples and shown how I am already implementing measures of self-care and spiritual disciplines?
9. What sense of me and my call as an ordained clergy person is revealed in the assignment?
10. Have I given examples reflective of my practice of ministry?
11. Have I looked at myself honestly in discussing my strengths and areas to be strengthened?
12. Are my answers clear and concise?

ORDINATION and FULL MEMBER

2018 Ordination Project Assignment

DEACON'S ORDERS

Please format your written work using the following guidelines:

- MS Word (compatible)
- Name the proposal document: 2018 Lastname, Firstname FMD Proposal
- Name the main document(s): 2018 Lastname, Firstname FMD Ordination Project
- 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)

The Ordination Project is to be a new ministry that will demonstrate your leadership skills in the church, your understanding of your community setting and your ability to work with others to bring the project to fruition. Throughout years of ministry, we are constantly seeking ways to address community concerns in the name of Christ. This project should exemplify the type of ministries that we will continue to be involved in as we serve in local churches. General Conference 2012 has added language to the *Book of Discipline* to indicate what has always been – that those who are ordained are to lead the people of God in *Service, Word, Sacrament, Order, Compassion and Justice/ Word, Service, Compassion and Justice, to both the community and the congregation in a ministry that connects the two.* That's what this project should demonstrate.

Assignment

1. Choose an ordination project
 - a. It should be a NEW ministry rather than an existing one
 - i. It can be in conjunction with an existing ministry, such as adding a clothing bank to a food pantry
 - b. It should involve church members and community outreach
 - c. It should involve needs of the community that aren't currently being met
 - d. It should be something you are passionate about
 - e. There should be a distinct difference between what you are doing and a project that might be done by any social club – that is, your project should visibly be a ministry of Christ
 - f. It may be a one-time event, short series of events or an on-going ministry
 - i. If it is a one-time event, the event must be completed prior to your interview with the Board and ideally should be complete before the written work is submitted
 - ii. If it is a short series of events it should be completed if possible prior to your interview. If the series of events is spread out significantly (such as every 3 or 6 months for 2 years), you must consult with the In-Service Supervisory team to determine what must be completed prior to the interview. Your registrar is the current contact person for Ordination Projects
 - iii. If it is an on-going ministry, it must be “up and running” so that the Board has sufficient evidence to evaluate; again you must consult with the In-Service Supervisory team to determine what must be completed prior to the interview
 - g. It should involve lay persons (cont)

- i. You need not be the “star” of the project
 - h. It may be ecumenical, cross-cultural or a cooperative ministry
 - i. See the addendum for other suggestions regarding the project
 - 2. Ordination Project Proposal
 - a. Create and submit a proposal for your project.
 - i. It MUST be approved no later than the Fall In-service Retreat (held in September) prior to the deadline when you will be submitting your materials for Ordination
 - ii. It MAY be submitted for approval any time after you have been commissioned
 - b. The written proposal should include
 - i. Setting
 - 1. What is the setting for this project?
 - ii. A Purpose Statement
 - 1. A scriptural inspiration or basis for the project
 - a. What scripture verse or verses might be lived out in this project?
 - 2. Why is this being done? What need is being addressed?
 - iii. Goals/Objectives
 - 1. What do you hope to accomplish?
 - iv. Detailed Plan (should include “nuts and bolts” of the project)
 - 1. What will be done?
 - 2. How will you proceed?
 - 3. Who will be involved?
 - 4. What will be the timeline?
 - 5. What resources will be used?
 - 6. What is the projected outcome? What will be the “fruit” of this project?
 - v. Submit the proposal to the In-service Supervision Team through your registrar for approval
 - vi. When you submit/upload the additional written materials, the proposal should also be uploaded
3. Written reflection
 - a. Write a reflection of the project addressing these topics
 - i. Write a description of the project, how things went, what changed between the proposal and the reality of what took place?
 - ii. Did the project accomplish the goals/objectives that were set? Why or Why not? What were the fruits?
 - iii. What worked/is working well?
 - iv. What might you change if you were to do this project again?
 - b. Reflect on the spiritual aspects of the project
 - 1. Where did you see Christ at work?
 - 2. How did you grow?
 - 3. How did this help others grow/make disciples?
 - 4. How was the community impacted?
 - c. Include Bibliography and resources used
 - d. This written reflection AND the proposal document are to be uploaded by the January deadline
4. Presentation
 - a. As part of your interview, you are to make a presentation (no longer than 15 minutes) regarding your project (cont)

- i. Computer based multi-media must be used in a creative way – it can involve PowerPoint, Video, Music, Slide show, etc.
 - 1. A projector and laptop will be provided for the interview; bring your presentation on a flash drive
 - 2. Additional media – posters, banners, etc. may also be used
- ii. The presentation should allow the Board to see the project in action
 - 1. May include planning stages or “process” of the project
 - 2. The “fruits” should be showcased
- b. The presentation does not need to be submitted prior to the interview
 - i. Be sure to bring any handouts (5 copies) for the interview, if applicable/appropriate to your presentation

How do I choose and plan an Ordination Project?

Look at the needs of the community or your congregation. What needs are not being met? Ask yourself what you are passionate about. Are there seminars that might “jump start” some ideas? How can I help my people “re-think” church? How might we show some radical hospitality?

Ideas that might be developed into an Ordination Project:

Ministry to single moms/dads; Local prison ministry; Food pantry/clothing ministry; develop a VIM project; radical Hospitality during community events; Respond to a political/cultural difficulty in your community; “Change the World”

Your plan might include:

Attendance at a seminar or continuing education event; teaching; service; networking or coordinating individuals or groups; gathering resources; resourcing others; media; developing resources

ORDINATION and FULL MEMBER
2018 Worship Assignment
DEACON'S ORDERS

Please format your written work using the following guidelines:

- MS Word (compatible)
- Name the document: 2018 Lastname, Firstname FMD 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 that spell check does not catch all typographical errors)

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.

Worship Service & Sermon 1

Plan, design and conduct a worship service using the following assigned text as the basis for your sermon:

Isaiah 25:1-9

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 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. Manuscript with footnotes of the sermon is required. Provide digital audio/video recording of the entire worship service. Be sure to review immediately after the worship service to be sure that it has recorded correctly. You may want to do a practice run ahead of time. Also required is an upload of an electronic copy of the bulletin.

Worship Service & Sermon 2

The second sermon may be preached on a scripture or topic of your choice. This gives you the opportunity to present your “best” sermon to the Board. It should be a part of a well presented worship service planned and conducted by you. Please provide an audio/video recording of the entire worship service. Manuscript with footnotes of the sermon is required. Be sure to review immediately after the worship service to be sure that it has recorded correctly. You may want to do a practice run ahead of time. Also required is an upload of an electronic bulletin.

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. If you preach the second sermon in a different setting, prepare a separate cover sheet for each service. Include a “Theme Sentence” which sums up each sermon.
2. Include an electronic copy of the Sunday worship bulletin for both sermons.
3. Include a full manuscript of both sermons *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 for each sermon.
5. Digital audio/video recording
 - a. *It is suggested* that you do a practice recording of a service before you record for the Board. Review the file & 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.
 - b. The **entire** worship service for Worship and Sermon 1 and Worship and Sermon 2 is required to be recorded.
 - c. If announcements are done prior to the beginning of worship, do not include in the recording.
 - a. Submit 2 copies on a Flash drive, marked with your name, scripture, and 2018. Alternately, videos may be uploaded directly to the cloud via a Dropbox upload link that will be provided. File formats must be (.mov, .mpeg4, .mp4, .avi, or .wmv). Please test each copy before submitting. **When uploading material please do it early because in some situations it can take a long time.**
 - i. Each worship service must be recorded in a separate video file. Please be sure your name and scripture is on each.
 - ii. All forms of video must indicate “Required” and “Choice” and be sure to include 2 copies of each! The assigned text is a lectionary text for **October 8, 2017**; you are not required to preach the sermon on that Sunday. However, preach the sermon during a typical worship time, rather than at an occasion which might cause you to shorten the sermon.

Questions to ask yourself

1. What evidence is there in my sermon that I have done exegetical and theological background work in preparing the sermon?
2. Have I created a sermon which is clearly related to the text?
3. Can I state the theme of the sermon in one sentence?
4. How does this sermon bring the text alive for the hearer?
5. Is there an answer to the question “So what?” or “What’s next?”
6. Have I proof-read the manuscript I am providing to the Board?
7. 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—adding 2 or 3 illustrations, skipping large portions, etc. consider rewriting the manuscript.
8. Do I appear to be reading the manuscript or am I able to make eye contact and deliver the sermon with appropriate energy?
9. Have I included the required attachments and Sunday worship bulletins?
10. Is my work clear and concise?
11. Have I applied the Biblical Text to the Community, and to the World?

ORDINATION and FULL MEMBER

2018 Theology Assignment

(All paragraph citations refer to the 2016 Book of Discipline)

DEACON'S ORDERS

Please format your answers:

- MS Word (compatible)
- Name the document: 2018 Lastname, Firstname FMD Theology
- 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)
- Suggested length is 20 – 30 pages + Bibliography
- Type each question prior to your answer and submit it as one file not individual questions.

Theology:

Discuss ¶ 330 5. a) items (1), (2), (3), (4). These relate to how your practice of ministry has affected your experience and understanding of several particular theological issues.

Questions to Ask Yourself

1. 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?
2. In the answers given, in what ways do I demonstrate knowledge of the biblical foundations and the theological processes of our United Methodist tradition?
3. Have I shown the ability to articulate doctrines and issues important to the situations described?
4. Have I shown the ability to make connections between theology and pastoral practice?
5. Have I shown understanding of God's grace in both theory and practice?
6. What sense of me and my call as an ordained clergy person is revealed in the assignment?
7. Are my answers clear and concise?

Ordination Candidate Extension

Provisional Members in Ordination Candidate Extension shall:

1. Complete Safe Sanctuaries and Boundaries Training (if not already completed). This training is offered by the Annual Conference at varying locations/times. Safe Sanctuaries and appropriate background checks should be updated every 3 years. Additional Boundaries and sexual ethics training must be taken each quadrennium. Make sure you are current.

2. Continue to 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

3. 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

4. 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

5. Submit your rewritten materials to your mentor for review by **Tuesday, January 2, 2018**.

6. **Materials to be submitted by 11:59pm, January 9, 2018 include:**

1. District Superintendent evaluation (with Vital Signs if on Elder track) 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.

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 44), scan it and email to the appropriate registrar by the deadline (January 9, 2018).

(cont)

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

7. Submit your rewritten materials, and fulfill any additional requirements designated by the Board.

7. 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. The interview will be based on your submitted rewritten work and any additional requirements.

8. Upon recommendation to continue in the Ordination process 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**

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.

If you are approved for Ordination you will not do steps 8, 9, and 10.

You will most likely meet with the Bishop.

(The Date and format will be at the convenience of the Bishop.)

You will be recommended by the Board of Ordained Ministry and approved by the clergy session of Annual Conference.

Ordination Candidate Extension By Choice

At times circumstances require a resident to ask for an extension in the Ordination Candidate process. At times circumstances require a resident to ask for an extension in the Provisional Member process. A request for an extension must be made by January 2, 2018.

Each resident in Provisional Extension By Choice status shall:

1. Complete Safe Sanctuaries and Boundaries Training (if not already completed). This training is offered by the Annual Conference at varying locations/times. Safe Sanctuaries and appropriate background checks should be updated every 3 years. Additional Boundaries and sexual ethics training must be taken each quadrennium. Make sure you are current.

2. Attend a Seminar/s as Required described on Page 17 under Required Seminars.

3. Continue to 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

4. 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

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. **Materials to be submitted by 11:59pm, January 9, 2018 include:**

1. District Superintendent evaluation (with Vital Signs if on Elder track) 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 44), 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 45 submit to: <http://scboom.org/userpanel>

7. **Check-in Paper** Page 42 submit to: <http://scboom.org/userpanel>

7. 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. The interview will be based on the check-in paper. Persons who are a significant distance away or on leave may request an alternate form of interview.

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

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

10. **Ordination Project:** This is a good time to begin to plan your Ordination Project. Any time after you are commissioned you may submit a project proposal for approval. The proposal must be approved by your registrar no later than the Fall Retreat prior to the deadline of your Ordination Candidate year but may be approved any time during your Provisional time. Once approved you should begin your ordination project.

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.

Required Seminars

Each Resident in Ministry is required to complete the Orientation Seminar. If you have attended this as a Local Pastor you do not need to repeat it. This year it is scheduled for Monday, July 18, 2016. Contact Lisa Bender (lbender@susumc.org) at the conference office to register.

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, 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 approval by the Provisional In-Service Committee. Contact the convener listed on page 4.

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.

Formation event for Provisional Deacons:

Attend a Provisional Member Formation Event sponsored by the General Board of Higher Education and Ministry. At this event you will meet other deacons, discuss deacons' concerns, share ministry leadership ideas, and prepare for your Board of Ordained Ministry interviews. Date and place to be determined.

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:

(cont)

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, November 3, 2017 or Monday, November 6, 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

EXTENSION YEAR CHECK-IN PAPER

Please format your answers:

- MS Word (compatible)
- Name the document: 2018 Lastname, Firstname EXT 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)

The check-in involves a paper and an interview to help the Board keep in touch with 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.

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?

**BOARD OF ORDAINED MINISTRY
CANDIDATE INFORMATION FORM**
(This Form is Filled Out Online, please be sure to fill it out by 1/10/17)

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 January 10, 2017 to the Board of Ordained Ministry Site.**

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