

Susquehanna Conference Provisional In-Service Handbook 2013-2014



Mentoring

Supervision

Continuing Education

Covenant Group

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Introduction

Provisional Clergy Membership in the Susquehanna Annual Conference is a journey moving from “readiness” to “effectiveness” in preparation for ordained ministry in the United Methodist Church. It 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 complex world of ministry. This call of Jesus Christ through the United Methodist Church is offering unprecedented opportunities and challenges. It is beckoning our 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 2012, ¶326 and our Board of Ordained Ministry now allows ordination after 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 an area of ministry or/and to complete a requirement. The amount of time in provisional membership only becomes crucial when a resident nears the eight year period of opportunity. (The Book of Discipline 2012 ¶327)

Contacts

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

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Provisional 1

Upon commissioning as a provisional member, residents enter Provisional 1. During this year of residency members are offered the support of a mentor and covenant group. They are also introduced to a variety of resources to assist them in their ministries.

Each resident in Provisional 1 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 additional Boundaries training must be taken every 4 years. Make sure you are current.
2. 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.
3. Meet quarterly with a regional Learning Covenant Group to which you will be assigned. Times/and locations of these meetings will be announced.
4. Participate in a retreat on **September 15-16, 2013 at Wesley Forest**. This retreat will be an opportunity to form and grow relationships with your peers.
5. Submit required written documents for Leadership and Conflict Resolution and "*Three Simple Rules*" and any additional requirements per instructions to registrar by **11:59 pm, Saturday January 18, 2014**.
6. Interview with the Board of Ordained Ministry. Please reserve **March 10-11, 2014** for your interview. Your specific date and time will be sent to you in February. 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*.
7. Participate in an educational day at Wesley Forest. Date TBA, after Easter 2014. The topic is Stewardship.
8. Be recommended by the Board and approved by the Clergy Session of Annual Conference.
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 and begin your Ordination Project. The project may be started any time after you are commissioned however, a proposal must be submitted for approval. The proposal must be approved by Rev. Rick Noll 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.

Provisional 1 Extension

Residents in Provisional 1 Extension year(s) shall:

1. Continue to meet with your clergy mentor.
2. Continue in a regional learning covenant group.
3. 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 **September 1, 2013**.
4. Participate in a retreat on **September 15-16, 2013 at Wesley Forest**. This retreat will be an opportunity to form and grow relationships with your peers.
5. Submit your rewritten materials, and fulfill any additional requirements designated by the Board. Written materials must be submitted to the registrar by 11:59 pm, **Saturday, January 18, 2014**.
6. Participate in a training day at Wesley Forest. Date TBA, after Easter 2014. The topic is Stewardship.
7. Interview with the Board of Ordained Ministry. Please reserve **March 10-11, 2014** for your interview. Your specific date and time will be sent to you in February.
8. Attend the Provisional Membership Dinner with your mentor prior to the beginning of Annual Conference.
9. Continue work on the Ordination Project and ensure that it is properly approved.

Extension By Choice

At times circumstances require a resident to ask for an extension either in the Provisional or Ordination Candidate process. Most often, you will be asked to submit a brief paper and come for an interview. Persons who are at significant distances or on leave may not be required to come for an interview. The Registrar will inform you of your requirements.

Requests for extension must be made by **January 11, 2014** to Rev. Jane Pykus. Any paperwork you are asked to submit is due by the **January 18, 2014** deadline.

Ordination Candidate

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

1. Continue to meet with your clergy mentor.
2. Continue in the regional learning covenant group.
3. Participate in a retreat on **September 15-16, 2013 at Wesley Forest**. It will be an opportunity to form and grow relationships with your peers.
4. Complete the following forms:
 - a. Official application form for “Full Membership” and Elders/Deacons orders
 - b. Medical report form
 - c. Three personal references: Elder/Deacon, Chair of SPRC, A Lay person
5. Complete the requirements of the Susquehanna Conference, following the instructions and guidelines provided by the Elder’s Registrar or the Deacon’s Registrar. This includes: Theology, Worship , and Life Issues papers and your Ordination Project.
6. All materials required by the Board of Ordained Ministry are to be submitted according to instructions to the appropriate registrar, by 11:59 pm, **Saturday, January 18, 2014**.
7. Interview with the Board of Ordained Ministry. Please reserve **March 10-11, 2014** for your interview. Your specific date and time will be sent to you in February.
8. Those who will be ordained at Annual Conference have generally participated in an overnight retreat with the Bishop. Date will be set at the convenience of the Bishop.
9. Be recommended by the Board of Ordained Ministry and approved by the clergy session of Annual Conference.

Ordination Candidate Extension

Residents in Ordination Candidate Extension shall:

1. Continue to meet with your clergy mentor.
2. Continue in a regional learning covenant group.
3. 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 **September 1, 2013**.
4. Participate in a retreat on **September 15-16, 2013 at Wesley Forest**. This retreat will be an opportunity to form and grow relationships with your peers.
5. Submit your rewritten materials, and fulfill any additional requirements designated by the Board. Written materials must be submitted to the registrar by **11:59 pm, Saturday, January 18, 2014**.
6. Interview with the Board of Ordained Ministry. Please reserve **March 10-11, 2014** for your interview. Your specific date and time will be sent to you in February.
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Extension By Choice

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Requests for extension must be made by **January 11, 2014** to Rev. Jane Pykus. Any paperwork you are asked to submit is due by the **January 18, 2014** deadline.

Required Seminars

Each Resident in Ministry is required to complete the Orientation Seminar. It is scheduled for **Tuesday, July 30, 2013** at Mission Central/Conference Center. If you have attended this as a Local Pastor you do not need to repeat it. Rev. Rick Noll is the contact at 717-267-3085, rnoll@susumc.org

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** to complete these in the year following commissioning but must be completed before ordination:

1. The Board of Global Ministries Seminar in New York City. The date for this trip will be announced. Rev. Lenore Hosier lhosier@susumc.org and Pastor Anna Knox aknox@susumc.org are contact persons for this trip.

and/or

2. The General Board of Church and Society Seminar in Washington, D.C. will be **May 4-7, 2014**. Rev. Mark Reisinger is the contact person at mreisinger@susumc.org, 717-766- 3281

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

On the cover of this guidebook is an image of the 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 best work. Our goal is to offer a life-giving experience that best prepares you for professional ordained ministry in the United Methodist Church.

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. 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.

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.

Learning Covenant Group: Studies have shown that peer Learning Covenant 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 Learning Covenant Group an effective means of providing the experiences for clergy growth.

The Learning Covenant Group will be composed of Residents in Ministry from geographical regions and a facilitating elder or deacon. Groups will number no less than four (4), and not more than nine (9) members.

The Learning Covenant Group will meet quarterly at a location that is as central as possible to members.

The Learning Covenant 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 LC group and/or practiced within the group time.

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

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

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

These could be areas of growth for the residents 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.

The Learning Covenant group has 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 LC 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 Jane Pykus, Elders' Registrar or Karen McCachren, Deacons' Registrar and the resident's District Superintendent. These report 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.

Two resources that may be helpful to you:

Mentoring into Vocation; Touchstones for the Journey by Mark Fowler

"Clergy Mentoring, A Manual for Commissioned Pastors, Local Pastors, and Clergy Mentors" 2009-2012 Edition

(can be downloaded at www.gbhem.org)

SUSQUEHANNA CONFERENCE BOARD OF ORDAINED MINISTRY 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
 - a. After reviewing your paperwork, the mentor should send an email to your registrar verifying that he/she has read your assignments . Ask your mentor to send an email to jpykus@susumc.org 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. A mentor 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. You may have a knowledgeable person check your papers for grammar and spelling.
7. You will be sent specific instructions with a website and password to upload your documents. Please follow the naming protocol and other instructions carefully.
8. Once your work is submitted, it may not be edited or revised in any way.
9. The deadline is firm. Uploaded material will be time stamped upon submission. The deadline is **11:59 pm, Saturday, January 18, 2014.**
10. Forms and references that are submitted via hard copy must be **in** the registrar’s office (not postmarked) by **11:59 pm, Saturday, January 18, 2014.** If you are using the US postal system, mail early! Arrangements to hand deliver materials are to be made with the registrar.

Registrars

Rev. Jane Pykus, Elder’s Registrar, BOOM: First UMC, P.O. Box 436,
New Milford, PA 18834 570-465-3500 jpykus@susumc.org

Rev. Karen McCachren, Deacon's Registrar and Chair of Deacons Residency Supervision, BOOM: 267 East
Fourth St., Lewistown, PA 17044
717-248-1011 (office) 717-437-6023 (cell) kmccachren@susumc.org

Pastor Joan Dodson, Local Pastor and Associate Member Registrar, BOOM: P.O. Box 268
Northumberland, PA 17857
570-473-8543 800-41-3206 jdodson@susumc.org

SUSQUEHANNA CONFERENCE BOARD OF ORDAINED MINISTRY
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. You are invited to attend.

Theology Study Day

Friday, November 8, 2013 at First UMC, Williamsport beginning at 9:30am. Bring a bagged lunch. Contact person: Rev. Matt Lake mlake@susumc.org

SUSQUEHANNA CONFERENCE BOARD OF ORDAINED MINISTRY
PROVISIONAL MEMBER
LEADERSHIP AND CONFLICT RESOLUTION ASSIGNMENT

Please format your answers:

- MS Word (compatible)
- Name the document: 2014 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)

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?

SUSQUEHANNA CONFERENCE BOARD OF ORDAINED MINISTRY

PROVISIONAL MEMBER

Three Simple Rules: A Guide to Wesleyan Living

Please format your answers:

- MS Word (compatible)
- Name the document: 2014 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)

Assignment:

1. 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*
2. Write a paper (3-5 pages) 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?

SUSQUEHANNA CONFERENCE BOARD OF ORDAINED MINISTRY
EXTENSION YEAR CHECK-IN PAPER

Please format your answers:

- MS Word (compatible)
- Name the document: 2014 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)

From time to time, a resident in ministry requests to take an Extension year without filing the generally required paperwork. During such a year, the resident may be asked to have a “check-in” interview with the Board. This is an interview to help the Board keep in touch with the resident and the circumstances of the resident’s life. There is no “pass” or “fail” with this assignment or interview (though failure to complete the work and the interview would 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?

SUSQUEHANNA CONFERENCE BOARD OF ORDAINED MINISTRY

2014 FULL MEMBER LIFE ISSUES ASSIGNMENT

(All paragraph citations refer to the 2012 Book of Discipline)

ELDERS

Please format your answers:

- MS Word (compatible)
- Name the document: 2014 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)

- 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) through (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?

SUSQUEHANNA CONFERENCE BOARD OF ORDAINED MINISTRY
2014 FULL MEMBER ORDINATION PROJECT ASSIGNMENT
ELDER'S ORDERS

Please format your written work using the following guidelines:

- MS Word (compatible)
- Name the proposal document: 2014 Lastname, Firstname FME Proposal
- Name the main document(s): 2014 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. Rev. Rick Noll 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
 - 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 **MAY** be submitted for approval any time after you have been commissioned. We suggest submitting your proposal as soon after commissioning as possible to allow you plenty of time to complete the project.
 - ii. 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
 - 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 Rev. Rick Noll for approval**
 - vi. When you have received approval, forward the approval email along with your proposal document to the appropriate registrar Rev. Jane Pykus**
 - vii. When you submit/upload the additional written materials, the proposal should also be uploaded**
3. Ordination project 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. Ordination Project Presentation
 - a. As part of your interview, you are to make a presentation (no longer than 15 minutes) regarding your project
 - i. Computer based multi-media 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

- 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

Addendum

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.

SUSQUEHANNA CONFERENCE BOARD OF ORDAINED MINISTRY
2014 FULL MEMBER WORSHIP ASSIGNMENT
ELDERS

Please format your written work using the following guidelines:

- MS Word (compatible)
- Name the document: 2014 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)

Worship Service & Sermon 1

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

Jeremiah 29:1, 4-7

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.

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 which should be recorded in its entirety.

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. 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. Video
 - a. *It is suggested* that you do a practice recording of a service before you record for the Board. Review the digital recording & 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 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 standard DVD, marked with your name and 2014. Please test each copy before submitting.
 - i. If both videos are able to be recorded on one DVD please indicate “both” on the DVD
 - ii. If the videos are on separate DVD’s please indicate “OT” and “Choice” and be sure to include 2 copies of each!
6. The assigned text is a lectionary text for October 13, 2013; 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. Did I state the theme of the sermon in one sentence in the cover sheet?
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?
 - a. 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.
 - b. Do I appear to be reading the manuscript or am I able to make eye contact and deliver the sermon with appropriate energy?
8. Have I included the required attachments and Sunday worship bulletins?
9. Is my work clear and concise?

SUSQUEHANNA CONFERENCE BOARD OF ORDAINED MINISTRY
2014 FULL MEMBER THEOLOGY ASSIGNMENT
(All paragraph citations refer to the 2012 Book of Discipline)
ELDERS

Please format your answers:

- MS Word (compatible)
- Name the document: 2014 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 – 40 pages
- Type each question prior to your answer

1) Theology:

- a) Discuss ¶ 335 a) items (1) parts (a)-(h), (2), (3), (4), (5).
- b) Please note that you will answer Paragraph 335 b) Vocation and c) The Practice of Ministry in your Life Issues requirement. Do not include here.

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 theological understanding, 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?