

District Committee On Ordained Ministry HANDBOOK



**Baltimore-Washington Conference
The United Methodist Church**

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THE EXPECTATIONS OF SPIRITUAL LEADERS IN THE BALTIMORE-WASHINGTON CONFERENCE

God's call to service is inherent in each person's baptism. All baptized believers have spiritual gifts to be used for the work of the body and for the glory of God. Some are called to be spiritual leaders in the faith community. Spiritual leaders invite and equip others to become disciples of Christ Jesus and to live out that discipleship in tangible ways. The call for leaders is always a call to **service**, never to status or position or for personal validation. In our denomination, this call is manifested in certified, licensed, or ordained ministry. Each manifestation is God-ordained, spiritually valid, and critical to the life and health of the Church.

It is the responsibility of the Board of Ordained Ministry to assist persons in the discernment of the nature of their call to spiritual leadership, to guide persons in response to their call, and to evaluate readiness for spiritual leadership. Throughout a discernment and training process, the Board of Ordained Ministry looks for evidence of Faith, Fire, and Fruits, and evaluates persons in these areas to determine readiness for spiritual leadership within the United Methodist Church.

While categorical lines are rarely sharp, the signs of **Faith**, **Fire**, and **Fruit** include the following:

FAITH

Spiritual leaders believe in the Triune God as revealed in scripture and can speak authentically to the personal and corporate meaning of the basic Christian confession that Jesus is Lord. Additionally, spiritual leaders:

- Are in harmony with the teachings of the Church in the Wesleyan tradition, such as the Wesleyan perspective on grace, the significance of the passion, death, and resurrection of Jesus, and the experience and hope of the Reign of God.
- Demonstrate spiritual maturity in their personal lives.
- Are of sound moral character.
- Exemplify psychological and emotional wellness.

FIRE

Spiritual leaders have a passion for ministry and the discipline necessary to sustain fitness for the work assigned. Spiritual leaders:

- Are able to speak definitively about their call from God to service.

- Practice effective stewardship in life including self-care as well as caring for others, financial discipline, and practicing the spiritual disciplines. (Physical wellness, though potentially beyond the control of the candidates, is necessary for the response to some calls to spiritual leadership.)
- Hold to the connectional and conciliar polity of the Church recognizing the corporate mission of the larger body.
- Are committed to a vision of God's reign.

FRUIT

Spiritual leaders recruit and develop disciples. They equip these disciples to then recruit and develop other disciples. Fruits of spiritual leadership thus include:

- Proven ability to communicate the Faith theologically, ethically, and biblically within the Wesleyan tradition as demonstrated in preaching, teaching, and congregational leadership.
- The skill to discern and cultivate the spiritual gifts in others.
- Evidence of disciple-making, such as new confessions of faith, increased participation of the congregation in outreach ministries, small group ministries, and spiritual development opportunities, congregational growth in financial and life stewardship, and increased worship attendance.

Evidence of these sign of Faith, Fire, and Fruit serve as the guidelines for the District Committee on Ministry and Board of Ordained Ministry for the evaluation of readiness for certified, licensed, or ordained ministry.

BUILDING SPIRITUAL LEADERS

It is the responsibility of the church to build spiritual leaders in order to be faithful to our mission "to make disciples for the transformation of the world." This responsibility lies in three distinct areas: the local church, the District Committee on Ordained Ministry (dCOM), and the Board of Ordained Ministry (BoOM). Every baptized Christian is blessed with spiritual gifts and is called to be a minister of the gospel of Jesus Christ. Some are called out of the people of God for particular and unique forms of ministry: Certified Lay Minister, Local Pastor, Ordained Deacon, and Ordained Elder. A process of spiritual discernment is to take place not only in those seeking to investigate their calling but in the local church (through the Staff Parish Relations Committee and Charge Conference), the dCOM, and the BoOM. At each of these levels, interviewers are encouraged to discern evidence of Faith, Fire, and Fruit indicative of the nature of each candidate's calling. It is not the responsibility of these bodies to determine who may or may not serve (for all are called to serve), but rather what is the optimal place of service for each candidate. Active service as a lay person in a local church is in no way a negation of the authenticity of God's calling to service in a person's life. It is the responsibility of the local church,

dCOM, and BoOM to discern evidence of the kind of Faith, Fire, and Fruit which is required of those who would seek to serve as spiritual leaders as licensed or ordained ministers in the life of the Church.

It has long been evidenced that a local church is often excited and proud to have someone from their body “answer the call” and may be quick to move that person forward in process without really testing this call. Unless significant discernment takes place at the local church level, this can result in persons being placed into ministry settings which are not appropriate for them or in being turned down at the dCOM or BoOM level after a significant expenditure of time and money. Therefore, it is necessary for the local church not only to **hear** a person’s call, but to **see** evidence of this call in the early stages of his/her candidacy. Having a clear understanding of the expectations we have for spiritual leaders (Faith, Fire and Fruit), will enable local churches to make informed and valuable decisions regarding the service potential for each candidate. It is the responsibility of the dCOM to arrange for training for each local church prior to Staff Parish and Charge Conference decisions.

It is fundamentally important that both the local church and the District Committee on Ordained Ministry take seriously the work of discerning each candidate’s evidence of Faith, Fire, and Fruit in determining their suitability for licensed and ordained ministry. Persons who are not ready or suitable for these forms of Christian service should not be moved forward in the process. Doing so becomes a disservice both to the candidate and the Church. Instead, it is our prayer that local churches, District Committees on Ordained Ministry, and the Board of Ordained Ministry will continue to help those called by God to become strong spiritual leaders who will help us be faithful to our mission “to make disciples for the transformation of the world.” (*The Book of Discipline, 2008, ¶120*)

THE DISCERNMENT OF CALL

We believe that the discernment of the call to licensed or ordained ministry is a fundamentally spiritual process involving the individual, the local church, the District Committee on Ministry and the Board of Ordained Ministry. All are partners in discerning the nature of each person’s calling. Truly, as we believe that every baptized Christian is also a minister, we also believe that God has endowed spiritual gifts upon every believer. Therefore, all are called to ministry, but not necessarily to the ministry of licensed or ordained local pastors, Elders, or Deacons. Some will experience the call to ministry as a call to the work of a Certified Lay Minister, doing important ministry within the life of the church as part of the laity.

We reject the idea that the call to licensed or ordained ministry is of a higher or more important nature. Truly, the United Methodist Church understands the nature of this call as one to servant leadership. What makes the call to licensed or ordained ministry distinct is that it is a call to provide spiritual leadership within the life of the church, discernable through the evidence of Faith, Fire, and Fruit.

THE ROLE OF THE LOCAL CHURCH

The local church plays an instrumental role in the discernment of God’s calling to ministry. The Church’s mission is to “make disciples of Jesus Christ for the transformation of the world.” The

discernment of the call to ministry needs to be taking place in the life of every baptized believer. In this, the local church is entrusted to help every believer discover his/her gifts and the best “fit” for those gifts in the life of the church. Discovering the nature of God’s call and then to serve in and through the church gives opportunities for Christians to grow in their discipleship.

In discerning the nature of each person’s call to ministry, there will be some who experience a call to the ministry of the licensed and ordained. Here a deeper level of discernment needs to take place. A person may have gifts similar to those who are certified, commissioned or ordained ministers, but may not have an authentic calling to this form of Christian service. Others, may be sensing a strong calling to this form of ministry but may not have a particular set of gifts which will enable him/her to be effective as a spiritual leader in the United Methodist Church. Or, the person may have certain gifts, but may not be effective because of the absence of other necessary gifts or because of the presence of psychological or emotional difficulties. **The local church, not the dCOM or the BOOM, is the primary site where this level of spiritual discernment is to take place.**

While we celebrate an individual’s sense of call to ministry, we also recognize that all Christians are called to ministry. Therefore, local churches need to help potential candidates for ministry in their discernment of call by looking at their Faith, Fire, and Fruit. No one is expected to be a finished product at this level, but some evidence is usually there and discernable by the local church.

This process of discernment begins when an individual seeks to respond to God’s call and shares this with his/her home pastor. Together, they read through the book, *The Christian As Minister*, discussing the nature of this form of ministry and the candidate’s experience of call.

The local church is also involved in the discernment of call just prior to the candidate’s meeting with his/her charge conference for recommendation for certification and the meeting with the dCOM for certification. This takes place after admission into Candidacy Studies, the completion of Candidacy Studies with a candidacy mentor, and the submission of all required materials to the dCOM. Local churches must resist the temptation to take action prior to the completion of these important steps as premature.

The candidate comes before the Staff/Pastor Parish Relations Committee for examination and recommendation to Charge Conference. A member of the dCOM will provide training to the SPRC prior to the interview, educating the members regarding the document, “Expectations of Spiritual Leaders in the Baltimore-Washington Conference,” as well as Wesley’s historic questions of ministerial candidates (§310). At issue is not the *presence* of call but the *nature* of God’s call upon this person life. The committee is asked to prayerfully enter into discernment with this candidate regarding the presence of Faith, Fire, and Fruit in his/her life that might make candidacy for ministry an optimal choice.

If, however, there is not clear evidence of Faith, Fire, and Fruit in this individual, if it is felt that this would not be an optimal place for Christian service, or if there are other concerns raised regarding the potential effectiveness of this individual in the work of a licensed or ordained minister, the SPRC should not recommend this person to the Charge Conference. Saying “no” at this level does not negate the authenticity of the person’s call, but is a redirection to the ministry of a lay person, possibly with specific suggestions regarding areas of service. Being “the bad guy” at this level helps the person’s spiritual discernment, can prevent massive expenditures of the person’s time and money, and can protect future churches and charges.

The local church assists the dCOM in its discernment of the candidate through three “snapshots” from the local church level. The first is from a member of the dCOM who does a pre-arranged site visit to experience the candidate in his/her service setting. The second is an observation

report from the home pastor regarding the candidate. And the third is an observation report from the chair of the Staff/Pastor Relations Committee. A form is provided for each of these important snapshots.

Finally, the local church's Charge Conference has the responsibility to recommend that Certified Candidates be recertified annually. Please note that this responsibility is no longer required once the person is serving as a local pastor because the individual will be under the direct supervision of the District Superintendent. However, if the candidate is no longer appointed as a local pastor, he/she turns in the ministerial license and returns to the status of Certified Candidate. In this case, the Charge Conference of the local church must again recommend the individual to the dCOM for recertification (because oversight of this person has returned to the local church).

GOALS FOR THOSE SEEKING CERTIFICATION

- To thoroughly reflect upon one's call from God to service, and to identify the gifts and graces related to the call, and to engage in discussion with others about the call.
- To be familiar with the Baltimore-Washington Conference expectations of spiritual leaders in the categories of Faith-Fire-Fruit.
- To complete the Disciplinary and Conference requirements for certification.
- To serve as a spiritual leader within the local church and/or in a District, Conference, or extension ministry setting.

GOALS FOR THE DISTRICT COMMITTEE ON MINISTRY

- To clarify with the called and with local churches the Baltimore-Washington Conference expectations of spiritual leaders in the categories of Faith-Fire-Fruit.
- To guide Staff-Parish Relation Committees and Charge Conferences in productive and effective discernment processes for affirming a member's call.
- To initiate early, service site exploration of gifts, leadership styles, and effectiveness.
- To identify early in the process potential problems or issues that may or will prevent eventual certification, licensing, or ordination.

OFFICIAL ACTIONS OF THE DISTRICT COMMITTEE ON MINISTRY

In the Baltimore-Washington Conference, the District Committee on Ordained Ministry plays a significant role in the spiritual discernment of a candidate's faith, fire, and fruit. In determining a candidate's fitness, readiness, and effectiveness for licensed or ordained ministry, the dCOM holds the important responsibility for taking the following actions:

- Initial interview and entrance into Candidacy Studies (§311.1)
- Candidacy certification (§311.2)
- Candidacy renewal (§312)
- Recommendation for licensing (§315)
- Continuance as a Local Pastor (§319)
- Local Pastor reinstatement (§320.4)
- Recommendation to the BoOM for Provisional Membership (§324)
- Recommendation to the BoOM for Associate Membership (§322)
- Readmission to Conference Relationship (§364-§367)

Copies of these action forms (as well as all changes of status) must both be kept in the candidate's file and forwarded to the Conference Candidacy Registrar.

Specific action forms are available at:

http://www.gbhem.org/site/c.lSKSL3POLvF/b.3977639/k.4A72/Board_of_Ordained_Ministry_Handbook.htm

Copies of these action forms (as well as all changes of status) must both be kept in the candidate's file and forwarded to the Conference Candidacy Registrar.

ORGANIZATION AND RESPONSIBILITIES OF THE dCOM

Amenability

The district committee on ordained ministry shall be amendable to the annual conference through the Board of Ordained Ministry (§665.1). All actions are *recommendations* to the Board of Ordained Ministry and shall be reported to the Board by the district committee registrar or chair.

Responsibilities

The District Committee on Ordained Ministry is responsible for the following:

1. Prior to initial interview:

- a. Ensure that candidate has been a professing member in good standing of a United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist setting for a minimum of one year.
- b. Ensure that candidate has read The Christian as Minister with his/her home pastor
- c. Ensure that candidate and home pastor have reviewed the document, *The Expectations of Spiritual Leaders in the Baltimore-Washington Conference*
- d. Also ensure that candidate receives the Biographical Information Form (Form 102), the notarized Candidate's Disclosure Form, and the Kroll Background Check Authorization Form

2. Initial interview

- a. Hold an initial interview with the candidate upon receipt of letter of application, Statement of Call, Personal Data Inventory Form (Form 102), and Kroll background check at least one month prior to the interview.
- b. Provide the candidate with necessary materials regarding the psychological evaluation and medical report.
- c. Provide necessary information regarding the DISC Leadership Inventory and spiritual gifts study to be completed by candidates.
- d. Educate candidate to online application process for Candidacy Studies through the General Board of Higher Education and Ministry.
- e. Vote to enter the candidate into Candidacy Studies.
- f. Assign a candidacy mentor, recommending that he/she leads the candidate the at least chapters 2, 3, and 7 (skimming 4 & 6) of the Ministry Inquiry Process Workbook. The candidacy mentor will lead the candidate through the Candidacy Guidebook
- g. Administer the DISC Leadership Inventory to the candidate. The candidate's leadership style to be discussed with the mentor.
- h. Administer spiritual gifts inventory with results discussed with mentor.
- i. Conduct a site visit at candidate's place of service prior to certification interview.
- j. Train Staff Parish Relations Committee to evaluate candidates using the Faith, Fire, and Fruit guidelines prior to SPRC and Charge Conference approval.
- k. Receive and evaluate Kroll Background Check and Candidates Disclosure Form.

3. Certification interview for licensed or ordained ministry. (Fitness for Ministry) (¶310)

- a. Receive and discuss report from Candidacy Mentor. The mentor will complete a form (to be supplied) based on the Faith-Fire-Fruit document. Essentially it will deal with three observations:
 - i. Are some signs designated in the document already present?

- ii. Are there signs still to be developed?
 - iii. Are there areas of concern?
- b. Receive and evaluate reports from the background check, psychological evaluation, medical report, notarized statement regarding sexual misconduct or child abuse and site visit.
- c. Meet with the candidate to discuss above reports as well as their written response to questions regarding their call to ministry, personal beliefs, and gifts for the ministry. (§311.b-c)
- d. Evaluate the candidates' **fitness for ministry** for certified, licensed or ordained ministry using the Faith, Fire, and Fruit guidelines.
- e. Recommend to certify candidate for ordained ministry. Requires a $\frac{3}{4}$ vote. (Fitness for Ministry)
- f. Following certification, the dCOM will work with the candidate in the development of a **plan for education**.
- g. Review the candidate's service setting and determining whether this setting provides sufficient opportunity for growth in the areas of Faith-Fire-Fruits.
- h. Review with the candidate the document, "Expectations of Spiritual Leaders," with the reminder that it is on the signs of Faith-Fire-Fruit that the candidate will ultimately be evaluated.

4. Recommend for licensing for pastoral ministry (Readiness for Ministry) (§315)

- a. May be done in conjunction with certification interview.
- b. Only those who have been recommended for licensing for pastoral ministry may attend the License to Preach School.
- c. The license must be renewed annually (§316.2)
- d. The license remains valid only so long as the appointment continues (§316.3)
- e. Receive from the candidate a certificate of good health on the prescribed form by an accredited physician.
- f. Assess candidate's **readiness for ministry**. Readiness will be evaluated in four areas: call, theology, personal growth and development, and understanding of United Methodist polity.
- g. Assign a clergy mentor with whom the candidate shall meet at least twice a year. (Candidacy Mentor should continue to work with candidates who are seeking ordination and full membership.)
- h. Recommend for licensing for pastoral ministry.

5. Recommend for continuance as a certified candidate (annually)

- a. Ensure that candidate has received annual approval from his/her charge conference.
- b. Review progress made in educational plan for each candidate.
- c. Continue to evaluate candidate's **fitness** for ministry using the Faith, Fire, and Fruit guidelines.

6. Recommend for continuance as a Local Pastor (§319)

- a. Review educational plan for each candidate.
- b. Receive transcript from candidate annually.
- c. Ensure that candidate is making satisfactory educational progress in college, a program of theological education at an approved seminary, or in the Course of Study.
- d. Receive updated biographical statement annually.
- e. Ensure that candidate is meeting at least quarterly with Clergy Mentor.
- f. Receive report from Clergy Mentor annually.
- g. Continue to evaluate candidate's fitness for ministry using Faith, Fire, and Fruit guidelines.

7. Recommend for Associate Membership prior to interviews with the BoOM (§322)

- a. Ensure that the candidate has met the following disciplinary requirements: (§322)
- b. Evaluate candidate's **effectiveness** in ministry using the Faith, Fire, and Fruit Guidelines
- c. Evaluate candidate's theological readiness to participate in Provisional Members Examination
- d. Recommend candidate to the BoOM for Associate Membership.

*note: Associate Membership is a "terminal" status – in order to become a Full Member Elder, the person must first be a Provisional Member; the transition from Associate Member to Full Member is no longer an option under the 2008 Book of Discipline.

8. Recommend for Provisional Membership prior to interviews with the BoOM

- a. Ensure that candidate has met all disciplinary requirements and educational requirements list in §324, including a class in Christian Ethics (noting that the BWC requires the completion of a Master of Divinity degree before commissioning candidates as Provisional Members).
- b. Ensure that candidate has submitted to the BoOM Sermon review committee a satisfactory sermon, along with a letter from their homiletics professor addressing the candidate's readiness for effective preaching
- c. Ensure that candidate has submitted to the BOOM Biblical Studies Review Committee a satisfactory Bible Study lesson plan that has been taught.
- d. Ensure that candidate has submitted to the District Committee Chair all required forms and statements.
- e. Receive and review written answers to the questions found in Par. 324.9a-p and had them deemed satisfactory. (Candidates with unsatisfactory answers may be given an opportunity to redo those areas deemed unsatisfactory. However, dCOMs shall **not** recommend persons with unsatisfactory answers to the BoOM.)
- f. Evaluate satisfactory growth in the service setting as evaluated by the District Superintendent, Regional Guide, Mentor, and dCOM.
- g. Recommend candidate to the BoOM for Provisional Membership by a $\frac{3}{4}$ vote.

MEMBERSHIP ON THE DISTRICT COMMITTEE ON MINISTRY (§665)

The committee shall be comprised of:

1. the district superintendent
 2. the chairperson
 3. at least six other members of the clergy in the district, including women and ethnic clergy (the BWC recommends at least 10 clergypersons)
 4. where possible, at least one local pastor who has completed the Course of Study
 5. where possible, at least one deacon in full connection
 6. where possible, at least one clergyperson who is age 35 or under
 7. at least one person who is a member of the Board of Ordained Ministry (in addition to the chair)
 8. at least three professing members of local churches
- The district superintendent shall nominate the chairperson of the district committee
 - All other persons in leadership on the dCOM shall be elected by the committee at the committee's first meeting following Annual Conference.

DCOM LEADERSHIP JOB DESCRIPTIONS

District Superintendent

- Nominates sufficient persons to serve on the dCOM in accordance with §665 of the 2008 Book of Discipline
- Receives letter from candidate with a statement of call and request for admission to the candidacy program. (copy also goes to dCOM chair)
- Assists the dCOM chair in scheduling candidates for the *Introductory Interview* with the dCOM.
- Following interview, assists dCOM in assigning the candidacy mentor.
- Presides at Charge Conference where persons are recommended as candidates.
- Nominates District Committee on Ordained Ministry members and appoints chairperson.
- Obtains from former districts the files of candidates and local pastors moving to the district.
- Submits letters of recommendation annually for those seeking continuance as licensed local pastors.
- Works with dCOM Chair in preparation of district candidacy listing for Board of Ordained Ministry Report to the Clergy Session of Annual Conference.

Chairperson

- Sets date and place for meetings.
- With the district superintendent, leads nomination process for other dCOM officers.
- Schedules *Introductory Interviews* for candidates requesting admission to the candidacy program and (with registrar) schedules *Certification Interviews* with candidates who have completed the candidacy process and submitted all required documents. All documents are due one month prior to the interview.
- Sets the agenda and presides at the meetings.
- Makes sure that all dCOM leaders are following through on their responsibilities.

- Makes sure that the dCOM interviews candidates at the appropriate time with the appropriate documents in hand.
- Leads the dCOM in assigning candidacy mentors and clergy mentors (with assistance from the district superintendent).
- Educates SPR committees regarding “The Expectations of Spiritual Leaders in the Baltimore-Washington Conference” document. (May be accomplished by another designated dCOM member.)
- Corresponds with candidates regarding special needs or concerns.
- Is a member ex-officio of the Board of Ordained Minister.

Secretary

- Sends meeting notices, if not done by the chair.
- Records and sends minutes of the meetings to the dCOM members.
- Keeps a file of all dCOM minutes.

Registrar

- Tracks all candidates as to status.
- Maintains the official file for each candidate. A “Candidacy File Checklist” or “Local Pastor’s File Checklist” shall be used to keep a record of documents in each candidate’s file. Record keeping procedures shall be governed by the “Guidelines for Keeping Ordained Clergy and Diaconal Ministry Personnel Records in the United Methodist Church”, prepared by GCFA.
- Following the district superintendent’s and dCOM chair’s receipt of an application letter from a potential candidate, sends a letter to the candidate that includes the following documents:
 - “Expectations of Spiritual Leaders in the Baltimore-Washington Conference,”
 - The form, “The Candidacy Process in the Baltimore-Washington Conference”
 - Biographical Information (Form 102)
 - Kroll background check information and official form
 - Candidate’s Disclosure Form (to be notarized)
 - Medical Report of Ministerial Candidate (necessary for licensing and recommendation to BoOM for Provisional Membership)
- Schedules (with dCOM chair) and invites all candidates to annual interviews (recertification, renewal of license and continuation as local pastor, and annual Provisional Members interviews), and sends out appropriate materials:
 - Recertification interview:
 - “Biographical Information Form” to candidate
 - “District Committee Annual Interview Form for Local Pastors and Certified Candidates” to candidate
 - “Candidacy Mentor’s Report for Recertification Interview” to candidate’s candidacy mentor
 - Local Pastors’ interview:
 - “Biographical Information Form” to candidate
 - “District Committee Annual Interview Form for Local Pastors and Certified Candidates” to candidate
 - “Clergy Mentors Report for Annual Local Pastors Interview” to candidates’ clergy mentor
 - Provisional Members’ interview:
 - “Annual Provisional Members Interview Form” to Provisional Members

- Writes letter to each candidate regarding the results of the interview and recommended action with a copy in the candidate's file.
- Keeps a copy of all forms.
- Uses the Action Report Form to record and report to the Board of Ordained Ministry all actions of the dCOM. Keeps a copy of this Action Report Form in the candidate's file.
- Makes sure that all paperwork is in the file prior to a candidate's interview.
- Makes sure that the candidate's and local pastor's file is complete.
- Send files of those recommended for Provisional Membership to BoOM Provisional Member Registrar by certified mail.

Coordinator for Candidacy and Clergy Mentors

- Offer ongoing support and updating of registered candidacy mentors (through gatherings, resources, phone calls, etc.).
- Train and resource Clergy Mentors.
- With the district superintendent, recommend full connection clergy, associate members, and full time local pastors who have completed the Course of Study to be trained by the BOM as registered candidacy and clergy mentors.

Site Visitor

- Designated **lay person** to conduct site visit prior to a candidate's certification interview (may be delegated to another lay person)
- Uses "Site Visit Form" to discern candidate's fitness and readiness for ministry according to Faith-Fire-Fruits document
- Shares and discusses site visit with the dCOM at candidate's certification interview

Coordinator for Certified Lay Ministry

- Helps to train and educate local churches regarding the ministry of a Certified Lay Minister
- Tracks district candidates for Certified Lay Ministry
- Serves as district registrar for Certified Lay Ministry
- Schedules certification interviews with CLMs
- Schedules recertification interviews with CLMs biannually
- Corresponds with candidates regarding results of certification and recertification interviews

DCOM INTERVIEW GUIDELINES

Guidelines for preparing for an interview

- Allow thirty minutes ahead of each interview to review the file, the written documents, the psychological assessment. Discuss concerns and issues that need to be addressed in the interview.
- Decide on the most important questions and who will ask each question (do not have the chair or one person ask all the questions).
- Decide on the size of the interview group. DCOM can subdivide for most interviews and then report back a recommendation to total committee for final decision.
- Refer to the DCOM Handbook to make sure all items are in the file prior to the interview.
- Decide how long the interview will be.

Role of the Chair

- Make sure that prior to scheduling an interview, the necessary papers have been submitted and the psychological assessment is in the file.
- Welcome the candidate to the interview and introduce by name and church to the DCOM. State the **purpose of the interview** (Introductory Interview, Certification Interview, for recommendation for probationary or associate membership, etc.)
- Ask members of the DCOM to introduce themselves.
- Ask someone to begin with a prayer.
- State the time available for the interview and be the time-keeper.
- The chair may want to ask the first question. A possible first question might be: "Tell us about yourself, your sense of call, and where God is leading you."
- Be careful to involve the members of your committee in asking the questions. After the first question, the chair should focus on process and time-keeping rather than asking questions.
- Ask someone to close with prayer.

Things to remember

- Decide how to begin the interview. Do not begin with the psychological assessment.
- Remember that the mentor may not speak in the interview.
- The candidate does most of the talking.
- Do not allow other committee members to answer questions or to engage in an argument or discussion with the candidate.
- This is not a therapy session.
- Recommendations should be determined by the whole committee after the interview, rather than individual committee members offering advice during the interview, and must be put in writing.
- Decide how the decision of the DCOM will be communicated: having the candidate wait in the hall vs. a phone call and/or letter following the DCOM meeting.
- Evaluate the interview. What was effective in the interview? What would we do differently next time? Were any questions asked that were inappropriate?
- Remember the distinctions between candidates on the elder track and the deacon track. Ask appropriate questions.

Suggested Questions for All Interviews

Faith

1. Tell us your foundational beliefs about
 - God
 - Jesus Christ
 - The Holy Spirit
 - Redemption
 - Forgiveness
 - Grace
2. What does the statement “Jesus Christ is Lord” mean to you?
3. What is the importance of the crucifixion, death and resurrection of Jesus Christ in your understanding of salvation?
4. Who is Jesus Christ to you, personally?
5. Give us an example of a time when your faith has been tested. What did you learn from it? How have you grown in your faith because of it?
6. Tell us the most formative experiences of your Christian life. Who were the people who most influenced you? What did they do?
7. What does that statement “The Bible is the word of God” mean to you?
8. How do you interact with/be in ministry with Christians who are very different from you theologically (e.g., if you believe in the literal interpretation of scripture, how do you minister with people who don’t have that same belief?)
9. What are you doing to nurture your own faith and discipleship?

Fire

1. Describe your call from God into Christian servanthood. What form of service is God calling you to do (lay, licensed, ordained)? How do you know?
2. How do you keep yourself healthy ...
 - Physically?
 - Spiritually?

Emotionally?

3. What is your understanding of “the reign of God?” What does it look like?
4. How do you practice stewardship of the gifts God has entrusted to you?
5. What financial stresses or obligations do you have? How will you need to adjust your standard of living if you become a full-time servant?
6. Describe your understanding of the connectional nature of The United Methodist Church. How do you support the connection? How do you explain it to others?
7. Describe your understanding of the role and importance of the Charge Conference and the Annual Conference. How would you explain this to members of your congregation?
8. What is the most important job of a servant in the church of Jesus Christ?

Fruit

1. What is a disciple? How can you tell if someone is growing as a disciple?
2. What are a couple of things a servant minister should do to help someone grow as a disciple?
3. What is the role of ... in nurturing discipleship?
 - The pastor
 - The congregation
 - The congregational leadership
4. What is the role of ... in nurturing discipleship? (when applicable)
 - The Deacon
 - The Certified Lay Minister
5. Describe one leadership role you have had in your local congregation.
6. Describe an experience of helping another person grow in faith or wrestle with a faith/moral issue. What did you do? How did the other person react? What did you learn?
7. What gifts for servant ministry do you have? Which ones do you use most? Which ones do you need to improve? What would you like to learn?

INTERVIEWS OF THE DISTRICT COMMITTEE ON MINISTRY

Initial Interview

Requirements prior to interview

1. A professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year.
2. Graduation from an accredited high school or certificate of equivalency
3. Review of *The Christian as Minister* with a home pastor or clergy person.
4. Kroll background check completed with report received by dCOM Chair.
5. Letter from candidate with a call statement and request for admission to candidacy studies program
6. A brief (1-2 pages) statement of call
7. Form 102 in file (Personal Data Inventory)
8. Form 114, Candidate's Disclosure Form (notarized)

Documents to be copied and distributed to committee members:

Statement of Call

Personal Data Inventory (Form 102)

Action Required

Consensus or majority vote of the district committee on ordained ministry to recommend that the candidate be admitted to the candidacy program and assigned a registered candidacy mentor. The committee could recommend delay of admission and assignment of a mentor and recommend more involvement in a local church. DCOM registrar sends action report Candidacy Registrar for the Conference Board of Ordained Ministry and to the Board of Higher Education and Ministry.

CANDIDACY CERTIFICATION FOR ORDAINED OR LICENSED MINISTRY

Requirements prior to interview

1. Form 102 in file (Personal Data Inventory)
2. Kroll Background Check in file and reviewed by dCOM Chair
3. Form 103 Medical Report completed (both sides) in file
4. Form 104 in file, indicating recommendation by the candidate's home church charge conference equivalent body as specified by the district committee on ordained ministry, receiving a 2/3 vote.
5. Form 114 Candidate's Disclosure Form
6. Site Visitor's Observation Report
7. Home Pastor's Observation Report
8. SPRC Chair's Observation Report
9. Written report from the mentor indicating completion of the candidacy studies
10. Candidate's written response to statements in ¶311.3
11. Psychological Assessment report completed.

Documents to be copied and distributed to committee members:
Form 102 (Personal Data Inventory)
Mentor Report
Written response to statements in ¶311.3
Psychological Assessment

Action Required

Individual written ballot, three-fourths majority required to certify.

Criteria:

- Spiritual fitness
- Psychological fitness
- Physical fitness
- Potential for effectiveness
- Evidence of Faith, Fruit, and Fire

LICENSING FOR PASTORAL MINISTRY (Local Pastor)

Requirements prior to interview

(documents must be submitted one month prior to interview)

1. Certification as a candidate for ministry (see requirements for Candidacy Certification).
2. Submit two copies of one sermon on Video/DVD along with two copies of the sermon manuscript for that sermon.
 - a. When establishing a setting for preaching your sermon, it is not necessary for it to be in a Sunday morning worship service. For example, you can gather friends in a chapel, speak at a mid-week service or a nursing home. But you **must** preach/speak before an audience.
 - b. Length of the sermon shall be 10 to 15 minutes only.
 - c. Candidate may choose any scripture.
 - d. On a separate sheet of paper respond to the following:
 1. What is the sermon title?
 2. What is the sermon text?
 3. When and where was the sermon preached?
 4. Write a one sentence purpose statement for this message.
 5. What do you want the hearers to do as a result of this message?
 6. After viewing the video, what is your personal evaluation of the sermon?
3. Submit written responses to the following questions (minimum of 3 and maximum of 5 pages total for all questions, typed and double spaced):
 - a. What is the meaning and significance of the Sacraments?
 - b. Talk about the nature of the Kingdom of God and then use a Biblical parable to illustrate one aspect of the Kingdom.
 - c. What is your understanding of the Wesleyan concept of divine grace?
 - d. How will you discern and implement God's vision for your ministry setting?

Documents to be copied and distributed to committee members:
two members of the dcom should view the sermon and report to the dCOM.

#2d from above – copy for all members of the dCOM

#3 from above – copy for all members of the dCOM

Action Required

Majority vote with recommendation required to specify full time local pastor, part time local pastor, or student local pastor. Once voted, the candidate will have to register for and complete Licensing School.

Criteria:

- Spiritual fitness
- Psychological fitness
- Physical fitness
- Readiness for ministry
- Potential for effectiveness
- Evidence of Faith, Fruit, and Fire

RENEWAL OF CERTIFIED CANDIDATE (annually)

Requirements prior to interview

1. Annual recommendation of the candidate's home church charge conference in file.
2. Biographical Information Form submitted (annually)
3. A written report from the candidacy mentor in file.
4. Completed "Interview Form for Local Pastors and Certified Candidates"
5. An official transcript from the school, college, or seminary.
6. If the candidate is in a field education program in seminary, a copy of the field education report (called by various titles at different schools) or a written report from the supervisor in that setting.
7. If the candidate is **not** in college, seminary, or a ministry setting, a letter from the local church's pastor as to the candidate's involvement in the local church.

Documents to be copied and distributed to committee members:

Mentor Report

Completed "Interview Form for Local Pastors and Certified Candidates"
written report from supervisor or from local church pastor (if applicable)

LOCAL PASTOR CONTINUANCE (annually)

Requirements prior to interview

1. Pastor's Report to the Charge Conference
2. Written evaluation by district superintendent or supervisor Transcripts from undergraduate school, Course of Study or Seminary
3. Written Mentor Report

4. Biographical Information Form submitted (annually)
5. Completed "Interview Form for Local Pastors and Certified Candidates"

Documents to be copied and distributed to committee members:
#1, #2, #4, and #5 from above

Action Required:

Majority vote of the committee, specifying annually full time, part time or student local pastor.

GUIDELINES FOR ACCEPTING AS CERTIFIED CANDIDATE FROM ANOTHER ANNUAL CONFERENCE

¶1312.3, The Discipline states that "a person who is a certified candidate or who is in the candidacy process may have her or his status or studies accepted by another district committee in the same or another annual conference.

1. The candidate requests that his/her file be sent from previous conference to a chair of the dCOM in the Baltimore-Washington Conference.
2. The file must include all of the items required by the Baltimore-Washington Conference for certification as a candidate, listed as follows:
 - personal data inventory (GBHEM form 102)
 - background check
 - medical report (GBHEM form 103)
 - Candidate's disclosure form (GBHEM form 114)
 - record of the Charge Conference approval
 - the psychological assessment
 - the written response to ministry
 - mentor report
 - verification of certification as a candidate
 - annual renewal of candidacy, if applicable.

For a **licensed local pastor**, all preceding items plus

- documentation of licensing (copy of the license)
 - annual renewal of the license for pastoral ministry
 - transcripts (seminary or Course of Study) if applicable
 - transcripts of undergraduate education if applicable
 - recommendation from the current district superintendent.
3. The District Committee on Ordained Ministry reviews the candidate's file.
 4. An interview is required prior to acceptance of candidacy.

5. If the candidate is certified and is requesting local pastor status, the district Committee makes a recommendation regarding licensing by the Baltimore-Washington Conference. Licensing is dependent upon the person receiving an appointment.
6. The action is reported to the candidacy registrar of the Board of Ordained Ministry.

CERTIFIED LAY MINISTER

Description: ¶272

In order to enhance the quality of ministry to small membership churches, expand team ministry in churches, and in deference to an expression of gifts and evidence of God's grace associated with the lay ministry of early Methodism, the certified lay minister shall preach the Word, provide a care ministry to the congregation, assist in program leadership, and be a witness in the community for the growth, missional and connectional thrust of The UMC as part of a ministry team with the supervision and support of a clergyperson.

Requirements prior to interview:

1. Must be a certified lay speaker or a person with equivalent training.
2. Made application in writing, including detailed statement as to reasons for application and evidence of how their service in the local church has demonstrated appreciation of the history, polity, doctrine, worship and liturgy of The United Methodist Church, to the district committee on ordained ministry.
3. Form 102 in file (Personal Data Inventory).
4. Kroll Background Check in file and reviewed by dCOM Chair.
5. Written recommendation by the pastor of the local church where he/she holds membership.
6. Vote of the church council or charge conference (included in recommendation by the pastor).
7. Verification of completion of courses relevant to his/her assignment including preaching and exegesis, the care of the congregation, etc.
8. Written recommendation of the district superintendent.

Documents to be copied and distributed to committee members

#2 from above: Written application

#3 from above: Form 102 (Personal Data Inventory)

#6 from above: Recommendation by the pastor

Suggested questions to be answered in writing and distributed to DCOM members prior to interview of CLM candidate:

1. What is your understanding of the role of the Certified Lay Minister in the Local Church? What specific duties will you have in your Local Church?
2. What is your understanding of the relationship between the CLM and
 - a. the appointed clergy of the Local Church?
 - b. the congregation and local church leaders?
3. What is your role in

- a. conducting weddings?
- b. conducting funerals?
- c. the sacraments?

Action Required

- Majority vote of the district committee on ordained ministry.

RECERTIFICATION OF CERTIFIED LAY MINISTER (bienially)

Note: The district committee must let the certified lay minister know what is required. The certified lay minister has the responsibility for requesting these reports be sent to the district committee.

1. Written recommendation with a ministry review by the church council or charge conference from the congregation of which he/she is a member, and if different, the congregation where assigned.
2. Verification of satisfactory completion of an approved continuing education event (at least 1 CEU or equivalent).
3. Written recommendation of the district superintendent.
4. Interview and recommendation of the district committee on ordained ministry.

Documents to be copied and distributed to committee members

#1 from above, Ministry Review by church council or charge conference

#3 from above, recommendation of the district superintendent.

Action Required

- Majority vote of the district committee on ordained ministry.

RECOMMENDATION FOR ASSOCIATE MEMBERSHIP (2004 Discipline)

Requirements prior to interview

1. Annual renewal of license for pastoral ministry with service as a full time local pastor for four years.
2. Reached the age of 40.
3. Completed the five year Course of Study (with no more than one year by correspondence or online/distance learning courses).
4. Completed a minimum of sixty semester hours toward the Bachelor of Arts or equivalent degree in an accredited college or university.
5. Declared their willingness to accept continuing **full-time** appointment.
6. If this is also the interview for local pastor continuance, see the requirements on that page.

Documents to be copied and distributed to committee members

None, unless this is also the interview for local pastor continuance, then see that page.

Action Required:

- Majority vote of the district committee on ordained ministry.

Criteria:

- Areas of competencies
- Academic background
- Consider current practice of ministry
- Review how theological understanding has evolved since licensing
- Effectiveness will be evaluated in four areas: call, theology, personal growth and development, and practice of ministry

**RECOMMENDATION FOR ASSOCIATE MEMBERSHIP
(1992 Discipline)****Requirements prior to interview:**

1. Annual renewal of license for pastoral ministry with service as a full time local pastor for four years
2. Reached the age of 35
3. Completed the five year Course of Study
4. Completed at least sixty semester hours toward the Bachelor of Arts or equivalent degree in an accredited college or university
5. If this is also the interview for local pastor continuance, see the requirements on that page.

Documents to be copied and distributed to committee members:

None, unless this is also the interview for local pastor continuance, then see that page.

Action Required:

- Majority vote of the district committee on ordained ministry.

Criteria:

- Areas of competencies
- Academic background
- Consider current practice of ministry
- Review how theological understanding has evolved since licensing

Effectiveness will be evaluated in four areas: call, theology, personal growth and development, and practice of ministry.

RECOMMENDATION FOR PROVISIONAL MEMBERSHIP**Requirements prior to interview**

- Annual renewal of certified candidacy or license for pastoral ministry
- Certified candidate or licensed local pastor for at least one year; name must appear in Conference Journal as a certified candidate at least once before attending the provisional membership exam.
- Service requirement – demonstrated gifts for ministries of service and leadership to the satisfaction of the dCOM

- Met the educational requirements of the 2008 Book of Discipline (§324) and the BWC Board of Ordained Ministry (noting that the BWC also requires a course in ethics to be completed) which include an undergraduate degree.
- Or for those applying under §324.6, reached 40 years of age, completed the 5 year Course of Study, and 32 semester hours of graduate theological study (specific courses are required in BWC) and met the educational requirements of the BWC Board of Ordained Ministry
- If this is also the interview for candidacy renewal or local pastor continuance, see the requirements on those pages.
- Submission of written answers to §324.9 at least one month prior to the interview.

Documents to be copied and distributed to committee members:

Written answers to the questions found in §324.9a-p

Letter from Mentor or PM&M Supervisor

Suggested Questions:

- Candidate will write papers and be interviewed in four areas: Call, Theology, Personal Growth and Development, and Practice of Ministry (including worship/proclamation and teaching).
- All of us are called by God. Share about your specific call to ordained ministry.
- Questions that would integrate their theology with their practice of ministry.
- At this point, the Board is looking for **readiness for ministry**. Readiness will be evaluated in the areas of Faith, Fire, and Fruit.
- Questions that make the connection between their seminary/Course of Study education and their practice of ministry.
- How has your theology changed since you have been in seminary/Course of Study?
- Where/what are your support systems?

Action Required:

- Written ballot with three-fourths majority vote.

Criteria:

- Satisfactory written and verbal responses to questions in §324.9.
- Clear evidence of Faith, Fire, and Fruit
- Consider field education experiences, internships, other practice of ministry experiences
- Review how theological understanding has evolved since certification.
- Review carefully educational requirements.

RECOMMENDATION FOR REINSTATEMENT

(licensed local pastor):

Requirements prior to interview

1. Contact the chair of the district committee on ordained ministry (must be from the same district from which the candidate was discontinued).
2. Depending on the circumstances, most of the following will be required:
 - a. Personal Data Inventory (Form 102)
 - b. Criminal and Sex Offenders Background Check
 - c. Kroll Expanded Background Check (dmv, national and county criminal, consumer credit)
 - d. Disclosure Form

- e. File documents related to the reasons for discontinuance or withdrawal
- f. A written request by the candidate on his/her reasons and qualifications for readmission and a statement on the circumstances relating to their discontinuance or withdrawal (Form 107)
- g. A satisfactory report and recommendation by their charge conference and pastor
- h. Other letters of recommendation, if needed
- i. Report of career counseling, if applicable
- j. Completed Medical Report on form 103
- k. Psychological Assessment (particular one to be determined)
- l. Additional information or report on requirements set by the Board or annual conference when discontinued or withdrawal.

Documents to be copied and distributed to committee members:

- #2a from above, Personal Data Inventory (form 102)
- #2f from above, reasons for discontinuance or withdrawal
- #2g from above, written statement by the candidate
- #2j from above, career counseling, if applicable
- #3l from above, psychological assessment.

Suggested Questions

Questions would be determined based on the nature of the discontinuance or withdrawal.

Action Required

- For readmission to local pastor status, associate, provisional, or full membership, majority vote which is a recommendation to the Board of Ordained Ministry (which will require an interview with the Conference Relations Committee) and Cabinet.

RECOMMENDATION FOR READMITTANCE

(to Full, Provisional and Associate Membership):

- After leaving the ministerial office to full membership as elder or deacon
- After honorable location or administrative location
- After termination by action of the annual conference

Requirements prior to interview

1. Contact the bishop expressing desire to be readmitted to conference membership
2. Depending on the circumstances, most of the following will be required:
 - a. Personal Data Inventory (Form 102)
 - b. Criminal and Sex Offenders Background Check
 - c. Kroll Expanded Background Check (dmv, national and county criminal, consumer credit)
 - d. Disclosure Form
 - e. File documents related to the reasons for discontinuance or withdrawal
 - f. A written request by the candidate on his/her reasons and qualifications for readmission and a statement on the circumstances relating to their discontinuance or withdrawal
 - g. A satisfactory report and recommendation by their charge conference and pastor
 - h. Other letters of recommendation, if needed
 - i. Report of career counseling, if applicable
 - j. Completed Medical Report on form 103
 - k. Psychological Assessment (particular one to be determined)

- I. Additional information or report on requirements set by the Board or annual conference when discontinued or withdrawal.
3. Serve for one year as a local pastor under the supervision of the district superintendent and district committee on ordained ministry.

Documents to be copied and distributed to committee members:

- #2a from above, Personal Data Inventory (form 102)
- #2f from above, reasons for discontinuance or withdrawal
- #2g from above, written statement by the candidate
- #2j from above, career counseling, if applicable
- #3l from above, psychological assessment.

Suggested Questions:

Questions would be determined based on the nature of the discontinuance or withdrawal.

Action Required:

For readmission to local pastor status, associate, provisional, or full membership, majority vote which is a recommendation to the Board of Ordained Ministry (which will require an interview with the Conference Relations Committee) and Cabinet.

ANNUAL PROVISIONAL MEMBERS' INTERVIEW

This interview is a requirement of the Board of Ordained Ministry of the BWC for all those who have been commissioned as Provisional Members. The responsibility for this interview is delegated to those on the BoOM who are serving on the same district as the Provisional Member and is to be held and coordinated by the dCOM. This is to be understood as a “checking-in” interview and not an interview as to status. Therefore, no official action is necessary beyond forwarding their report to the Provisional Member Registrar. However, a copy of their completed form shall be kept with the dCOM and another forwarded to the Full Members Registrar for the BoOM. It is recommended that both district BoOM members and members of the dCOM be in attendance. If there are a high number of candidates, it is acceptable for the interviewing committee to split into two or more groups. If there is a candidates for whom there is considerable concern (i.e., not following through on BoOM requirements, showing signs of ineffectiveness, etc.), a letter shall be drafted by the dCOM chair to the BoOM chair for possible remediation by the Executive Committee. A similar letter shall also be drafted if there are candidates who are not present for this interview and who have not given ample reason ahead of time. Following the group interview, the interviewing group shall reconvene to complete the Annual Provisional Members Interview form for each candidate.

Requirements prior to Interview:

Completion and submission of Provisional Members Interview form at least one month prior to the interview.

Action Required:

No formal action is necessary. PM Interview Forms must be forwarded to PM Registrar. If specific concerns are raised, they shall be forwarded to the chair of the BoOM.

EDUCATIONAL REQUIREMENTS FOR PROVISIONAL MEMBERSHIP

The *Discipline* lists the following specific course requirements that must be included in graduate theological education prior to provisional membership in the United Methodist Church (see ¶324.4a). Note that the Baltimore-Washington Conference requires completion of all educational requirements prior to commissioning and probationary membership:

- Old Testament
- New Testament
- Theology
- Church History
- Mission of the Church in the World
- Evangelism
- Worship/Liturgy
- United Methodist History, Doctrine, and Polity

In addition to this, the Baltimore-Washington Conference requires the completions of a class in **Ethics**.

Although each seminary has the responsibility to designate which basic course meet the core requirements and advise students of these courses, the conference Board of Ordained Ministry will have the final authority to approve academic studies. All required courses must be taken for credit or CEU. They may NOT be audited.

EDUCATIONAL REQUIREMENTS FOR DEACONS

The governing paragraphs in the 2008 Discipline concerning educational requirements for deacons are ¶324.3 ¶324.4a, c, and ¶330.3. Further clarification is available at

http://www.gbhem.org/site/c.lsKSL3POLvF/b.3662881/k.9597/Education_Routes.htm

There are three main educational tracks for deacon candidates:

- 1) Bachelor's degree + MDiv or Master's degree in area of ministry (such as an MA in theology, Christian education or pastoral counseling) from University Senate recognized institution
OR
- 2) Bachelor's degree + Master's degree in area of specialization (such as law, social work, medicine, music) from accredited institutions + basic graduate theological studies outlined in ¶324.4a
OR
- 3) *For candidates over age 35 only:* bachelor's degree + GBHEM-recognized professional certification in area of ministry + a minimum of 8 semester hours of graduate credit in the area of specialization + 24 semester hours of basic graduate theological studies outlined in ¶324.4a

The basic graduate theological education required of all deacons, regardless of educational track, must include coursework from a University Senate recognized institution in

- Old Testament
- New Testament
- Theology
- Church history
- Mission of the church in the world
- Evangelism
- Worship/liturgy
- United Methodist doctrine, polity and history

In addition, though not a requirement, DCOMs might encourage deacon candidates to attend the Deacon Formation Retreats that are periodically sponsored by the General Board of Higher Education and Ministry and/or to take a seminary course on the history and mission of the deacon. Either will help the candidate discern and articulate his/her call to deacon ministry.

PSYCHOLOGICAL ASSESSMENT PROCEDURES FOR CERTIFICATION

Prior to a candidate's certification interview by the District Committee on Ordained Ministry, the candidate shall have a psychological assessment as detailed below. The candidate shall not be scheduled for a certification interview until the DCOM chairperson has received and reviewed the Psychological Assessment report for the candidate from the Psychological Assessment Team.

The Psychological Assessment Committee of the Board of Ordained Ministry has oversight of the Psychological Assessment process, policies and procedures, with final authority resting with the Board of Ordained Ministry. Members of the Board of Ordained Ministry serve as assigned on the Psychological Assessment Committee. The Board of Ordained Ministry contracts with at least two appropriately credentialed psychologists, preferably licensed psychologists, with the necessary training and skills for evaluating candidates for ministry. Every effort will be made to maintain ethnic and gender diversity within the Psychological Assessment team.

The psychological assessment process consists of written testing instruments and two one-on-one interviews. The purpose of the psychological assessment is to screen for mental health and emotional fitness for ministry. Currently, three testing instruments are being used – the MMPI-2, the NEO-PI-R, and the FIRO-B.

Candidates will take the tests on a scheduled day at the conference center. The tests will be proctored by a member of BOOM or a Psychological Assessment Committee approved designee. The BOOM conference support staff person sends the completed test forms to be scored by the publisher of the testing instruments. When those scoring reports are returned, the BOOM conference support staff person sends the reports to the two Psychological Assessment Specialists who will be conducting the interviews.

Psychological Assessment interviews are scheduled several times a year, usually on Saturdays. Interviews are typically conducted at the conference center. Currently the schedule includes three interview dates in the time frame of late August to mid-November and two interview dates in the time frame of late January to late March. The January interview date is the last one for which District Committees on Ordained Ministry can be assured of receiving the written reports in time to schedule certification interviews before Annual Conference.

Candidates will be interviewed individually by each of the two Psychological Assessment Specialists. Each interview will be forty-five minutes in length. One will have a clinical approach, one will have a pastoral approach. The Psychological Assessment Specialists will consult and together prepare a detailed written report and summary on each candidate. The full report will be sent to the chairperson of the candidate's District Committee on Ordained Ministry and a summary of the report will be sent to the candidate. The full report will be placed in the candidate's file. If the Psychological Assessment Specialists have significant concerns about a candidate's readiness for ministry, a copy of the candidate's

full psychological assessment report will be sent to the chairperson of the Psychological Assessment Committee who will be in consultation with the District Committee on Ordained Ministry chairperson to determine an appropriate course of action for the committee and candidate. Documentation of the DCOM follow-up with the candidate and all recommendations and their fulfillment or lack thereof, needs to be included in the candidate's file. The Psychological Assessment Reports are the property of the Board of Ordained Ministry and its District Committees on Ordained Ministry. The candidate is NOT to see or receive a copy of the full report. Candidates will sign all appropriate release forms and waivers at the time of the written testing, as well as any release forms of the Psychological Assessment Specialists. The raw data from the written tests is the property of the Psychological Assessment Specialists. The Psychological Assessment Specialists will consider providing consultation with a candidate's clinical specialist on a case by case basis.

There are two costs for the Psychological Assessment process. One is covered by the candidate, the other by the Board of Ordained Ministry. The candidate is expected to pay for the costs of the Psychological Assessment Interviews and reports, which currently is \$800 (\$400 each for the Psychological Assessment Specialists conducting the interview and preparing the report). Candidate's home churches sponsoring congregations are encouraged to help cover the cost of the psychological assessment. The Board of Ordained Ministry covers the cost of the written testing instruments – test booklets, score sheets, cost of scoring, postage, and other administrative costs. In the event that a candidate does not show for a scheduled interview, there will be a no-show charge of \$75 which will be collected and then forwarded to the BOOM budget.

Candidates wishing to appeal the report of the psychological assessment specialists shall first contact their District Committee on Ministry chairperson. Then that chairperson will work with the Board of Ordained Ministry's Psychological Assessment Committee on a case by case basis as is needed. Any additional costs of the appeal will be the responsibility of the candidate (for example, additional interviews with the psychologists, further written assessments, etc.).

For certified candidates that are seeking provisional membership and commissioning, if it has been seven years since they underwent psychological assessment, they must be re-evaluated. This re-evaluation will be at half the cost to the candidate of the then current full assessment. The candidate will be asked to complete all the testing instruments in current use and one of the psychologists will conduct one forty-five minute interview with the candidate (rather than the 2 one-on-one interviews). The Psychological Assessment Specialists will prepare a brief report for the District Committee on Ordained Ministry. The above guidelines for Psychological Assessment reports apply for the re-testing reports as well.

Candidates requiring the re-testing for Psychological Assessment before provisional membership and commissioning must complete this requirement in time for the report to be in their file at the time all other written material is due. The Psychological Assessment Specialists require at least four to six weeks to prepare all of the reports following interviews.

District Committees on Ordained Ministry and/or the Board of Ordained Ministry may require re-testing or further testing at any stage of candidacy when circumstances warrant it.

THREE TRACKS TO CONFERENCE MEMBERSHIP AND ORDINATION

(2008 Book of Discipline, ¶324)

Course of Study Track for Elder

¶324.6

- High School Education
- Bachelor's Degree
- Basic COS (5 year)
- Must be 40 years of age
- Advanced COS (32 hours)
- Provisional Membership
(3 years full time)
- Full Membership and
Ordination as Elder

Professional Certification Track for

Deacon

¶324.5

- High School Education
- Must be 35 years of age at time of
certified candidacy
- Bachelor's Degree
- Professional Certification (10
semester hours)
- Basic graduate theological studies
(24 semester hours)
- Provisional Membership
(3 years full time)
- Full Membership and
Ordination as Deacon

Seminary Track

¶324.4

- High School Education
- Bachelor's Degree
- M.Div. Degree for elder or deacon
track OR for deacon track, other
graduate theological degree/or
graduate degree and basic
graduate theological studies (24
semester hours)
- Provisional Membership (3 years
full time)
- Full Membership and Ordination
as Elder or Deacon

A UNIFIED YEARLY SCHEDULE FOR DISTRICT COMMITTEES

SEPTEMBER

Getting Organized

Who is on the Committee?

Orientation for New Committee Members

Elect officers for the coming year (with the exception of the chair,
who is nominated by the district superintendent)

Track All Candidates According to Status

Ensure that those in Candidacy Studies have a Candidacy Mentor

Ensure that all Local Pastors have Candidacy/Clergy Mentors

Review Dates for the Upcoming Year

Discuss Recruitment Strategies

Any initial interviews

OCTOBER

Local Pastors' Continuance and Renewal of License Interviews

(Committee may form subgroups depending on number)

Written Reports from Candidate, Mentor, and Senior Pastor/Supervisor (if applicable)

Official Transcript

Review Local Pastor' Education Plan

Any initial interviews

NOVEMBER

Recertification Interviews (for Those Not Under Appointment)

Written Reports from Candidates and their Mentors

Certification and Recertification Interviews for Certified Lay Ministry

Certification and Licensing Interviews

Any initial interviews

JANUARY

Annual Interview of Provisional Members

(BoOM Full Member Examination)

FEBRUARY

(BoOM Provisional Member Examination)

MARCH

Certification Interviews

Looking for *Fitness* for ministry

Review the candidacy checklist to make sure all requirements are complete

Look for clear evidence of a call to ordained or licensed ministry

Licensing Interviews

Looking for *Readiness* for Ministry

Review Sermon and Written Responses

Look for clear evidence that candidate is ready for pastoral ministry

APRIL

Interviews with Those Returned to the dCOM from Provisional Member Examination

Ensure Candidate has a Mentor

Explore Reasons for Return to dCOM

Help to Develop Next Steps for Candidates

Any Initial Interviews

MAY

Recommendation to the BoOM for Provisional Membership Interviews

Looking for *Readiness* For Ministry

Candidate must meet all educational requirements of 2008 Discipline and BWC

Discuss candidate's written answers to the questions found in ¶324.9a-p

Candidate must be certified for at least one year prior to Commissioning

Any initial interviews

FORMS

THE EXPECTATIONS OF SPIRITUAL LEADERS IN THE BALTIMORE-WASHINGTON CONFERENCE

God's call to service is inherent in each person's baptism. All baptized believers have spiritual gifts to be used for the work of the body and for the glory of God. Some are called to be spiritual leaders in the faith community. Spiritual leaders invite and equip others to become disciples of Christ Jesus and to live out that discipleship in tangible ways. The call for leaders is always a call to **service**, never to status or position or for personal validation. In our denomination, this call is manifested in certified, licensed, or ordained ministry. Each manifestation is God-ordained, spiritually valid, and critical to the life and health of the Church.

It is the responsibility of the Board of Ordained Ministry to assist persons in the discernment of the nature of their call to spiritual leadership, to guide persons in response to their call, and to evaluate readiness for spiritual leadership. Throughout a discernment and training process, the Board of Ordained Ministry looks for evidence of Faith, Fire, and Fruits, and evaluates persons in these areas to determine readiness for spiritual leadership within the United Methodist Church.

While categorical lines are rarely sharp, the signs of **Faith**, **Fire**, and **Fruit** include the following:

FAITH

Spiritual leaders believe in the Triune God as revealed in scripture and can speak authentically to the personal and corporate meaning of the basic Christian confession that Jesus is Lord. Additionally, spiritual leaders:

- Are in harmony with the teachings of the Church in the Wesleyan tradition, such as the Wesleyan perspective on grace, the significance of the passion, death, and resurrection of Jesus, and the experience and hope of the Reign of God.
- Demonstrate spiritual maturity in their personal lives.
- Are of sound moral character.
- Exemplify psychological and emotional wellness.

FIRE

Spiritual leaders have a passion for ministry and the discipline necessary to sustain fitness for the work assigned. Spiritual leaders:

- Are able to speak definitively about their call from God to service.
- Practice effective stewardship in life including self-care as well as caring for others, financial discipline, and practicing the spiritual disciplines. (Physical wellness, though potentially beyond the control of the candidates, is necessary for the response to some calls to spiritual leadership.)
- Hold to the connectional and conciliar polity of the Church recognizing the corporate mission of the larger body.
- Are committed to a vision of God's reign.

FRUIT

Spiritual leaders recruit and develop disciples. They equip these disciples to then recruit and develop other disciples. Fruits of spiritual leadership thus include:

- Proven ability to communicate the Faith theologically, ethically, and biblically within the Wesleyan tradition as demonstrated in preaching, teaching, and congregational leadership.
- The skill to discern and cultivate the spiritual gifts in others.
- Evidence of disciple-making, such as new confessions of faith, increased participation of the congregation in outreach ministries, small group ministries, and spiritual development opportunities, congregational growth in financial and life stewardship, and increased worship attendance.

Evidence of these signs of Faith, Fire, and Fruit serve as the guidelines for the District Committee on Ministry and Board of Ordained Ministry for the evaluation of readiness for certified, licensed, or ordained ministry.

The Candidacy Process in the Baltimore-Washington Conference

Prior to Initial Meeting with the District Committee on Ordained Ministry (dCOM):

1. Read *The Christian as Minister* with your local church pastor, another ordained deacon or elder, or your district superintendent. This resource is available from Cokesbury.
2. You must be a professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year.
3. You must submit a letter to your district superintendent, with a copy to the District Committee on Ordained Ministry, describing your sense of call to the ministry of a licensed or ordained pastor.
4. You will receive the document, "Expectations of Spiritual Leaders in the Baltimore-Washington Conference."
5. You will receive from the dCOM chair and complete the Biographical Information Form (Form 102), the notarized Candidate's Disclosure Form, and the Kroll Background Check Authorization Form. The Biographical Information Form and Candidate's Disclosure Form are submitted to the dCOM chair. The Kroll Background check (with \$50 check) is mailed in to the Conference Center. These must be accomplished and/or submitted at least one month prior to the interview.



Initial Meeting with the dCOM for admission into the Candidacy Process:

6. Following the initial interview, if recommended for admission into the candidacy program, you will receive from the chair of the district committee on ordained ministry a letter with the name/address of the candidacy mentor, the medical report form, and the schedule dates for the psychological examination. If not recommended for admission at this time, the chair of the dCOM sends a letter to you outlining the reasons of the committee.



For you to be Certified as a Candidate for Licensed or Ordained ministry, you must:

7. Be a graduate from high school or equivalency.
8. Register as a candidate for ministry through an on-line interactive web site at <https://public.gbhem.org/candidacy>. Review the enrollment process outlined on this site. Once the registration is confirmed by the district superintendent and mentor (by email), you will receive an email notification. You must pay the \$75 fee. Once the fee is received, you will be mailed the Candidacy Guidebook and will be able to complete the IRAI (Inventory of Religious Activities and Interests).
9. Initiate the first meeting with the Candidacy Mentor.

10. Work with your mentor through at least chapters 2, 3 and 7 (skimming 4 & 6) of the *Understanding God's Call: A Ministry Inquiry Process* workbook (available through Cokesbury). This can often be accomplished following initial interview with the dCOM and before the Candidacy Guidebook arrives.
11. Review agreed upon portions of Candidacy Guidebook with the candidacy mentor in a way that gives consideration to your background and experience. The mentor should be listening and looking for the signs of Faith-Fire-Fruit delineated in the expectations document and should discuss these expectations with you.
12. Review the results of IRAI with your mentor.
13. Arrange for a site visit by a specified member of the dCOM to be observed in his/her service setting.
14. Complete the Psychological Evaluation (dates to be provided).
15. Take the DISC Leadership Inventory and discuss leadership styles with your mentor.
16. (Following a training event for your home church's Staff-Parish Relations Committee by a member of the dCOM) Submit responses to Wesley's historic questions in ¶310 and interview with the Pastor/Parish Relations Committee. SPRC will use "Expectations of Spiritual Leaders in the Baltimore-Washington Conference" as the primary discernment tool. After approval of the candidate by the SRC, meets with the charge conference and receives 3/4 written vote of Charge Conference (Declaration of Candidacy Form, signed by district superintendent or presiding elder).
17. Formally request an interview with the dCOM for Certification as a Candidate for Licensed or Ordained Ministry.
18. Submit in writing to the District Committee on Ordained Ministry (*2008 Book of Discipline*, ¶311.2.a):
 - i. the most formative experience of your Christian life
 - ii. God's call to licensed or ordained ministry and role of the church in your call
 - iii. your beliefs as a Christian
 - iv. your gifts for ministry
 - v. your present understanding of their call to ministry as elder, deacon or licensed ministry
 - vi. your support systems.
19. Be prepared to respond to questions in ¶311.2.d in the interview with the district committee on ordained ministry.

Other requirements prior to your interview for certification:

20. To gain a better understanding of the Faith, Fire, and Fruits you bring to ministry, the dCOM will ask for the following:
 - a) a completed report from your site visitor
 - b) a completed observation report from your home pastor
 - c) a completed observation report from the chair of your Pastor/Staff-Parish Relations committee
21. Your mentor will complete a report regarding your time together (which you must sign) and submit it to the chair of the dCOM.



Interview for Certification as a Candidate for Licensed or Ordained Ministry.

22. Approval for certification requires a $\frac{3}{4}$ written ballot. You will be informed of the results in person and by letter.



Following Certification:

23. Your Candidacy Mentor submits the DCOM Approval Report for Certified Candidacy (form 113) to the Division of Ordained Ministry of the General Board of Higher Education and Ministry (P. O. Box 340007, Nashville, TN 37203) and to the Candidacy Registrar of the Baltimore-Washington Conference.
24. You will meet with your Candidacy Mentor to discuss interview and results of meeting with district committee. The Candidacy Mentor and candidate work together to develop a **plan for education**.
25. Certified candidacy is renewed annually by Charge Conference and district committee on ordained ministry. An annual interview with the district committee is required. The following documents must be submitted to the dCOM each year for you to be recertified: mentor's report, updated Biographical Information Form, educational transcripts, your plan for education, and a 3-5 page report from the candidate indicating educational progress, service in the church (if applicable), and growth in spiritual maturity (Faith-Fire-Fruit).
26. You must meet with your Candidacy Mentor at least annually. An annual report from the mentor is required.
27. As a certified candidate, you must meet each year with the dCOM to be approved for recertification. Required for this action are (a) a completed interview form, (b) a completed mentor's report, and (c) a letter of recommendation from your district superintendent or guide.



License for Pastoral Ministry:

28. If it is your desire to serve a church as a "local pastor," you must receive the License for Pastoral Ministry. (This interview may be conducted on the same day as your certification interview.)
29. With all material to be received at least one month prior to the interview, the candidate must submit the following:
- A. Submit two copies of one sermon on Video/DVD along with two copies of the sermon manuscript for that sermon.

1. When establishing a setting for preaching your sermon, it is not necessary for it to be in a Sunday morning worship service. For example, you can gather friends in a chapel, speak at a mid-week service or a nursing home. But you **must** preach/speak before an audience.
 2. Length of the sermon shall be 10 to 15 minutes only.
 3. Candidate may choose any scripture.
 4. On a separate sheet of paper respond to the following:
 - a. What is the sermon title?
 - b. What is the sermon text?
 - c. When and where was the sermon preached?
 - d. Write a one sentence purpose statement for this message.
 - e. What do you want the hearers to do as a result of this message?
 - f. After viewing the video, what is your personal evaluation of the sermon?
 - B. Submit written responses to the following questions (minimum of 3 and maximum of 5 pages total for all questions, typed and double spaced):
 1. What is the meaning and significance of the Sacraments?
 2. Talk about the nature of the Kingdom of God and then use a Biblical parable to illustrate one aspect of the Kingdom.
 3. What is your understanding of the Wesleyan concept of divine grace?
 4. How will you discern and implement God's vision for your ministry setting?
30. You must submit the Medical Form (Form 103) after it is completed by an accredited physician.
31. You will interview with the dCOM (§315.2.c) and may be recommended to the Board of Ordained Ministry for licensing as a local pastor.



Following Licensing:

32. You will be appointed a Clergy Mentor with whom you are to meet at least quarterly.
33. You must enroll in and complete the License for Pastoral Ministry School or have completed one-third of their seminary education at a University Senate accredited school.
34. The license to preach is granted only to those who have received an appointment to serve as a local pastor. Candidates who no longer are serving under an appointment must return their license to the district superintendent. (§320.1)
35. Full-time local pastors shall the Course of Study, with a maximum of eight years to complete. (§319.3)
36. Part-time local pastor shall complete the Course of Study, with a maximum of twelve years to complete. (§319.3)
37. Students appointed as local pastors must be enrolled in a college, university, or seminary approved by the University Senate and must be making adequate annual progress in their educational program. (§318.3)
38. Licensed local pastors shall meet annually with the dCOM to be continued in their status as local pastors. Required for this action are (a) a completed local pastor's interview form, (b) a completed Clergy Mentor's report, (c) a letter of recommendation by his/her district superintendent or guide, and (d) a current transcript indicating progress in the Course of Study.



Requirements for Recommendation for Provisional Membership:

39. Undergraduate requirement: You must hold a bachelor's degree from a college or university recognized by the University Senate, have been a certified candidate for at least one year, and have demonstrated your gifts for ministry and service (to the satisfaction of the dCOM) to be eligible for recommendation to the conference Board of Ordained Ministry for Provisional Membership. (§324.1-2)
40. Graduate Requirements: The BWC requires candidates for Provisional Membership to have completed to have completed an MDiv degree (or Master's Degree for Deacon candidates) at a United Methodist seminary or theological school recognized by the University Senate with required classes in Old Testament; New Testament; systematic theology; church history; mission of the church in the world; evangelism; worship/liturgy; United Methodist doctrine, polity and history; and ethics. These classes must be completed **before** the BOOM examination for Provisional Membership.
41. Candidates seeking recommendation by the dCOM for Provisional Membership may be interviewed by the dCOM during their final year of seminary. An official transcript must be provided as well as a plan for completing their degree during that conference year.
42. You must submit to the dCOM answers in writing to the questions found in Par. 324.9a-p at least one month prior to the interview. The written answers must be deemed to be acceptable by the dCOM in order for the candidate to be recommended to BOOM for Provisional Membership.



Interview with the dCOM for Recommendation for Provisional Membership

43. You will interview with the dCOM regarding written answers and readiness for ministry. The vote to recommend must pass by a ¾ majority.
44. If approved, you will be contacted by the Provisional Member Registrar of the Board of Ordained Ministry regarding the requirements and deadlines in order to be examined by the BoOM for Provisional Membership and Commissioning.
45. You will interview with the dCOM regarding written answers and readiness for ministry. The vote to recommend must pass by a ¾ majority.
46. If approved, you will be contacted by the Provisional Member Registrar of the Board of Ordained Ministry regarding the requirements and deadlines in order to be examined by the BOOM for Provisional Membership and Commissioning.

Alternative Route for Local Pastors seeking Recommendation for Provisional Membership (and ultimately ordination as Full Member Elders): ¶324.6

Local Pastors must have:

- a. reached 40 years of age;
- b. satisfied all requirements in ¶324.1-2, 7-14 of the 2008 Book of Discipline;
- c. completed the five-year Course of Study for ordained ministry, of which no more than one-half may be taken by correspondence or Internet; up to one-half of Course of Study may be online courses;
- d. an Advanced Course of Study consisting of thirty-two semester hours of graduate theological study offered by a seminary recognized by the University Senate or its equivalent as determined by the General Board of Higher Education and Ministry that shall include United Methodist history, doctrine, and polity.
- e. completed steps 41-46 above.

The United Methodist Church Biographical Information Form

Name _____

Address _____

Street

City

State

ZIP

Home Phone (_____) _____ School or Office Phone (_____) _____

Birth date _____

Sex: M _____ F _____ E-mail _____

Ethnic Origin: Asian _____ African American/Black _____ Hispanic _____
Native American _____ Pacific Islander _____ White _____
Other: _____

Local Church: _____

Conference: _____

District: _____

Briefly describe your involvement in your local church, such as your leadership positions, groups you enjoy, church activities, etc.

Describe your church involvement in activities beyond your local church, such as district or annual conference work, church camps, workshops, outreach, etc.

Your Educational Background Dates Attended Degree or Credit Hours

High School _____

College _____

Graduate School _____

Theological School _____

Course of Study for Ordained Ministry Yr. 1 _____ Yr. 2 _____ Yr. 3 _____ Yr. 4 _____ Yr. 5 _____

Advanced Course of Study Semester Hours Credit _____

Marital Status: Single, never married _____ Married, in first marriage _____ Married, in second or more _____

Widowed _____

Separated _____

Divorced _____

If married, spouse's name: _____

Your Children, if any:

Name of Child

Date of Birth

Sex

Education

Dependents in Addition to Your Spouse and Children

Dependent	Date of Birth	Sex	Education
_____	_____	_____	_____
_____	_____	_____	_____

Describe your community involvement and volunteer work, such as participation in community organizations, social clubs, service agencies, and other non-church-related volunteer service:

Your childhood family and other significant relatives:

Name	Relation	Age	Sex	Education	Marital Status	Occupation
_____	Father	_____	_____	_____	_____	_____
_____	Mother	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Your work experience, such as current employment, previous employment, and military experience, if any.

Have you served as a local pastor, diaconal minister, deacon or elder in The United Methodist Church?

Yes ____ No ____

If Yes, in what Conference? _____

Conference Relationship	Date		Date
Consecrated Diaconal Minister	_____	Probationary/Provisional Member	_____
License as a Local Pastor	_____	Deacon in Full Connection	_____
Associate Membership	_____	Elder in Full Connection	_____

Have you had a change in clergy relationship with a conference of The United Methodist Church? Yes ____ No ____

If Yes, in what Conference? _____

Change in Conference Relationship	Date		Date
Discontinuance	_____	Location	_____
Leave of Absence	_____	Retirement	_____
Disability Leave	_____		
Termination by action of Annual Conference	_____		

***** Note ***** If additional space is needed, please use a separate sheet of paper and attach to this form.

BOM Handbook, Chapter 3, BOM Registrars

Candidate's Disclosure Form ¶324.12

Please complete this form, sign and date it, have your signature notarized, and return it to:

Have you ever been:

1. convicted of a felony: _____ No _____ Yes
2. convicted of a misdemeanor? _____ No _____ Yes
3. accused in writing of sexual misconduct or child abuse? _____ No _____ Yes

If you answered *yes* to any of these questions, please explain.

If you are required by this disclosure form to disclose any written accusations or convictions for felony, misdemeanor or any incident of sexual misconduct that you dispute or believe should be explained in any way, you have an opportunity at this time to include any additional information that you believe might be helpful or important regarding the disclosure. Any relevant additional information should be provided in a response statement attached to the form. (Note: It would be preferable if this response statement could be included right on the disclosure statement; however, we realize there are space limitations on forms and thus you might need to request that the statement be attached. Please indicate if pages are attached.)

I hereby certify that the information provided on this form is true and accurate.

Print name _____

Signature _____ Date _____

Subscribed and sworn this _____ day of _____ 200__

Notary Public _____

BOM Handbook Form 114/2009

Site Visitor Observation Form

Name of Candidate: _____

Name of Site Visitor: _____

Date of Visit: _____

1. Contact the candidate to find a suitable time to observe him/her serving in a leadership role in or through their church.
2. Prior to this observation, share with the candidate the document, "Expectations of Spiritual Leaders in the Baltimore-Washington Conference.
3. Assure the candidate that this is an initial **observation** not an **evaluation**. This observation is intended to help the dCOM track where the candidate seems to be during the beginning stages of candidacy in relation to observable faith, fire, and fruit.
4. Observe the candidate and take notes.
5. Thank the candidate after the event but do **not** offer feedback. Feedback on leadership in ministry at this stage needs to come from the pastor and the local church.
6. Following the event, prepare some observations for the dCOM:
 - a. Describe the nature and setting for your observation of this candidate's service.
 - b. In what ways did you observe the manifestation of this candidate's **faith**?
 - i. Were his/her teachings sound and in harmony with United Methodist theology?
 - ii. Did the candidate exemplify spiritual maturity and a sound moral character?
 - iii. Did the candidate exemplify psychological and emotional wellness?
 - c. In what ways did you observe the manifestation of this candidate's **fire**?
 - i. Was there evidence of passion for the work of ministry?
 - ii. Was there evidence of personal discipline and self-care?

- iii. Did the candidate speak about his/her call to service? If so, was there clarity expressed concerning the nature of this call?
- d. In what ways did you observe the manifestation of this candidate's **fruit**?
 - i. Did the candidate evidence an ability to make disciples for Jesus Christ? Please describe.
 - ii. Did the candidate evidence an ability to communicate the faith theologically, ethically, and biblically?
- e. Were there specific strengths you observed in this candidate?
- f. Were there specific growth areas you observed in this candidate?

Home Pastor's Observation Form

Name of Candidate:

Name of Home Pastor:

Date:

1. How long have you known this candidate?
2. How long has this candidate been a member of the church?
3. In what ways has this candidate served in leadership in the church?
4. In what ways have you observed the manifestation of this candidate's **faith**?
 - a. Are his/her beliefs sound and in harmony with United Methodist theology?
 - b. Has the candidate exemplified spiritual maturity and a sound moral character?
 - c. Does the candidate exemplify psychological and emotional wellness?
5. In what ways did you observe the manifestation of this candidate's **fire**?
 - a. Have you seen evidence of passion for the work of ministry?
 - b. Where have you seen evidence of personal discipline and self-care?
 - c. Has the candidate spoken with you about his/her call to service? If so, was there clarity expressed concerning the nature of this call?

6. In what ways did you observe the manifestation of this candidate's **fruit**?

- a. Has the candidate evidenced an ability to make disciples for Jesus Christ? Please describe.
- b. Has the candidate evidence an ability to communicate the faith theologically, ethically, and biblically? Please describe.

7. Are there specific strengths you observe in this candidate?

8. Are there specific growth areas you observe in this candidate?

Chair of Staff/Pastor Parish Committee Observation Form

Name of Candidate: _____

Name of Home Pastor: _____

Date: _____

1. How long have you known this candidate?
2. How long has this candidate been a member of the church?
3. In what ways has this candidate served in leadership in the church?
4. In what ways have you observed the manifestation of this candidate's **faith**?
 - a. Are his/her beliefs sound and in harmony with United Methodist theology?
 - b. Has the candidate exemplified spiritual maturity and a sound moral character?
 - c. Does the candidate exemplify psychological and emotional wellness?
5. In what ways did you observe the manifestation of this candidate's **fire**?
 - a. Have you seen evidence of passion for the work of ministry?
 - b. Where have you seen evidence of personal discipline and self-care?
 - c. Has the candidate spoken with you about his/her call to service? If so, was there clarity expressed concerning the nature of this call?

6. In what ways did you observe the manifestation of this candidate's **fruit**?
 - a. Has the candidate evidenced an ability to make disciples for Jesus Christ? Please describe.
 - b. Has the candidate evidence an ability to communicate the faith theologically, ethically, and biblically? Please describe.
7. Are there specific strengths you observe in this candidate?
8. Are there specific growth areas you observe in this candidate?

Instructions For Background Checks

All persons seeking to become certified candidates for ordained ministry in the Baltimore-Washington Conference are required to complete a background check prior to certification. The steps are as follows:

1. Complete the enclosed release form. Please indicate your district.
2. Write a check for \$50 payable to "Treasurer, Baltimore-Washington Conference."
3. Send the completed form and your check to:

Mary Kay Totty
4800 Copley Lane, #277
Upper Marlboro, MD 20772

The reports will be sent to Rev. Mary Kay Totty, Chairperson of the Psychological Evaluation Committee for the Board of Ordained Ministry, who will in turn assess the results and send a report to the District Committee Chairperson.

The findings of this background check will be kept in strict confidence by the Psychological Evaluation Committee and the District Committee on Ordained Ministry. Any flags that are raised will be discussed on a case-to-case basis regarding the nature of each incident and how each has been resolved.

Thank you for your cooperation in completing this requirement.

Kroll Background Check

District _____

AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT (PLEASE PRINT OR TYPE)

I, the undersigned consumer, do hereby authorize **BALTIMORE WASHINGTON CONFERENCE OF THE UNITED METHODIST CHURCH, INC.** by and through its independent contractor, KROLL BACKGROUND AMERICA, INC. ("KBA"), to procure a consumer report and/or investigative consumer report on me.

These above-mentioned reports may include, but are not limited to, information as to my character, general reputation, personal characteristics and mode of living, discerned through employment and education verifications; personal references; personal interviews; my personal credit history (if applicable to the position) based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and/or former addresses; criminal and/or civil history/records; or any other public record.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report of which I am the subject upon my written request to **KBA**, if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681 et seq.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to **BALTIMORE WASHINGTON CONFERENCE OF THE UNITED METHODIST CHURCH, INC., KBA** by and through **KBA**, including but not limited to, any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources. I hereby release **BALTIMORE WASHINGTON CONFERENCE OF THE UNITED METHODIST CHURCH, INC., KBA** and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, by me, my heirs or others making such claim or demand on my behalf, for providing a consumer report and/or investigative consumer report hereby authorized.

I understand that this Authorization/Release form shall remain in effect for as long as I am subject to appointment with said company. Additionally, I give permission to investigate any incidents of workplace misconduct, including but not limited to; sexual harassment, of which I have been accused for which I am alleged to have been involved during my employment. Further, I certify that the information contained on this Authorization/Release form is true and correct and that my application or employment may be terminated based on any false, omitted, altered or fraudulent information.

Signature: _____ Date: _____

Printed Name: _____
First Middle Last

Other names used (Alias, maiden, nickname, etc) _____ Date Used: _____

Current Address: _____
Street/P.O. Box City State Zip Code County Date Lived

Former Address: _____
Street/P.O. Box City State Zip Code County Date Lived

Former Address: _____
Street/P.O. Box City State Zip Code County Date Lived

Social Security Number: _____ Daytime Telephone Number: (____) _____

Driver's License Number: _____ State of Issuance: _____ Date of Birth*: _____ Gender*:

- Have you ever been convicted of a crime or convicted in a military court martial? Yes _____ No _____
- Have you ever been sanctioned or had your license suspended or revoked? Yes _____ No _____
- Are you currently under any investigation or pending charge? Yes _____ No _____

***This information will enable us to properly identify you in the event we find adverse information during the course of our background search.**

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Medical Report of Ministerial Candidate

Necessary for:

those seeking the license to preach

those seeking to be commissioned as provisional members

For those seeking the license to preach, please return the completed form to the dCOM Registrar. For those seeking provisional membership, please return the form to the Provisional Members Registrar of the Board of Ordained Ministry.

Part I: MEDICAL HISTORY REPORT *To be completed by the candidate.*

Name _____ Date of Birth _____

Address _____
Street City State Zip

E-mail: _____

Marital Status: Single, never married _____ Married, in first marriage _____ Married, in second or more _____
Widowed _____ Separated _____ Divorced _____

Number of children: _____

- | | | | | |
|--|------------------------------------|--|--|--|
| 1. Check if you have ever had: | <input type="checkbox"/> Arthritis | <input type="checkbox"/> Diabetes | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Poliomyelitis |
| | <input type="checkbox"/> Asthma | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Kidney Trouble | <input type="checkbox"/> Rheumatic Fever |
| | <input type="checkbox"/> Cancer | <input type="checkbox"/> Heart Trouble | <input type="checkbox"/> Peptic Ulcer | <input type="checkbox"/> Tuberculosis |
| 2. Check if any member of your family has ever had | <input type="checkbox"/> Arthritis | <input type="checkbox"/> Diabetes | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Poliomyelitis |
| | <input type="checkbox"/> Asthma | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Kidney Trouble | <input type="checkbox"/> Rheumatic Fever |
| | <input type="checkbox"/> Cancer | <input type="checkbox"/> Heart Trouble | <input type="checkbox"/> Peptic Ulcer | <input type="checkbox"/> Tuberculosis |

Explain: _____

3. What vaccinations or inoculations have you had?

4. Have you ever had an electrocardiogram? If so, give date and attending physician:

5. Have you ever had a serious accident or operation? Explain.

6. Have you ever had an impairment of sight? ☐ Yes ☐ No Of hearing? ☐ Yes ☐ No

7. If your weight has changed in the past two years, state approximate loss/gain.

8. Have you ever been rejected for life insurance? ☐ Yes ☐ No

9. Have you ever received treatment for alcohol/drug abuse? ☐ Yes ☐ No

10. Do you smoke? ☐ Yes ☐ No If yes, how long? How much?

9. Have you ever been under observation or treatment in any hospital or sanitarium for a physical or nervous condition?
☐ Yes ☐ No Explain:

The above statements are true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Part II: Medical Examiners Report

1. General Appearance _____

2. Personal Hygiene _____

3. Height _____ Weight _____

4. Temperature _____ Pulse _____ Blood Pressure _____

Temperature _____ Pulse _____ Blood Pressure _____

Taken before and
after exercise

5. Vision _____

6. Hearing _____

7. Condition of Mouth and Throat

Pharynx _____	Tonsils _____
Mucous Membranes _____	Teeth _____
Tongue _____	Gums _____

8. Evidence of goiter, enlarged glands or other tumors _____

9. Evidence of varicosity _____ Hernia _____

10. Evidence of disease or abnormalities of:

Heart _____

Lungs _____

Thorax _____

Spine _____

Genitalia _____

11. Evaluate nervous and mental condition _____

Laboratory Tests (required)

Pap Smear (for all women) _____ Mammogram _____

PSA (for men over 50) _____ Cholesterol _____

Fasting Blood Sugar _____

SUMMARY OF FINDINGS AND RECOMMENDATIONS

Name of Physician: (type or print) _____

Address: _____

Street

City

State

Zip

Signature of Physician: _____

OFFICIAL FORM FROM DIVISION OF ORDAINED MINISTRY, GBHEM **Form 103/2009**

**DECLARATION OF CANDIDACY FOR ORDAINED MINISTRY
CHARGE CONFERENCE RECOMMENDATION
(or equivalent body)**

I hereby declare my candidacy for ordained ministry in The United Methodist Church and request the support and recommendation of the Charge Conference or equivalent body as specified by the district committee on ordained ministry for certification as a candidate for:

Order of Deacons _____ Order of Elders _____ License as Local Pastor _____

Signed _____ Date _____

Signature of the Declared Candidate

I. CHARGE CONFERENCE RECOMMENDATION (or equivalent body)

Let those who consider recommending persons for candidacy as ordained ministers in The United Methodist Church ask themselves the following questions which were first asked by John Wesley at the third conference of Methodist preachers in 1746. (See Discipline ¶310)

1. Do they know God as a pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation?

2. Have they gifts, as well as grace, for the work? Have they a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly?

3. Have they fruit? (Elder and Local Pastor) Have any been truly convinced of sin and converted to God, and are believers edified by their preaching? (Deacon) Are others edified by their service?

Believing that _____ is called of God and is a suitable candidate for ordained ministry in The United Methodist Church, (the recommending body)

_____ recommends him/her for certification as a candidate to the District Committee on Ordained Ministry. In making this recommendation, we attest to the fact that the declared candidate has been a professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year, has graduated from an accredited high school or received a certificate of equivalency, and has received by written ballot a two-thirds vote of this body.

Signed _____ Date _____

Signature of authorized elder, district superintendent, or bishop

Conference _____ District _____

Candidacy Mentor's Report for Certification Interview

Date _____

Candidate's Name _____

Candidacy Mentor's Name _____

1. Please describe the candidate's growth and development (new insights, new understandings about the nature and requirements of licensed and ordained ministry, discernment of call, etc.) during the mentoring process.

2. In the document, "The Expectation of Leaders in the Baltimore-Washington Conference," candidates' readiness for ministry is evaluated according to Faith, Fire, and Fruit. Please share what you have discerned about the candidate in these areas:

A. Faith: _____

B. Fire: _____

C. Fruit: _____

3. Which track toward ministry is the candidate seeking?

_____ Licensed Local Pastor

_____ Ordained Elder

_____ Ordained Deacon

4. Do you believe that this form of ministry is the best fit for this candidate's call to service? Explain.

Candidacy Mentor's Signature

Candidate's Signature

Annual Interview Form for Local Pastors and Certified Candidates

Date: _____

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Home Church: _____

I am ultimately seeking to become: _____ A Full Member Elder
_____ A Full Member Deacon
_____ A Licensed Local Pastor

Please reread the document, “Expectations of Spiritual Leaders in the Baltimore-Washington Conference.” Then, on a **separate on separate page** complete the following:

Faith

1. Describe an experience from this past year which evidenced spiritual growth in you.
2. Describe your service in the church over the past year.
3. How are you modeling the faithful practice of spiritual disciplines?

Fire

1. How do you continue to sense God’s call into Christian service?
2. How are you keeping yourself healthy: physically? emotionally? spiritually?
3. What kinds of sacrifices will do you anticipate/have you made in becoming a licensed or ordained clergy person in the United Methodist Church? Which will be or continue to be the most difficult for you?

Fruit

1. What does effectiveness in ministry look like to you? What will be necessary for you to accomplish this?
2. Describe one area of service in the local church which has borne fruit through your leadership.
3. What are a couple of things a servant minister should do to help someone grow as a disciple?

Personal

1. Have there been any significant changes in your personal situation? (e.g., marriage, job, finances, etc.) If so, describe the changes.
2. Has there been any significant change in your health? If so, describe the changes.
3. Has there been any significant change affecting your family or close friends that is affecting you at this time? If so, describe the changes and how you are being affected.

Education

1. What progress have you made in your education plan? What **required** courses remain to be taken?
2. If enrolled in the Course of Study, how much have you completed? (one course completed equals .25, such that each two-week course of study equals .50 and each four-week course of study equals 1.0)
3. When do you plan to complete your education?
4. Describe any issues or concerns affecting your educational progress.

Is there anything else going on in your life that the dCOM needs to know about?

Candidacy Mentor's Report for Annual Recertification Interview

Date_____

Candidate's Name_____

Candidacy Mentor's Name_____

1. How often did the candidate meet with you this year?_____

2. Describe the educational plan the candidate has developed with you._____

3. When will the candidate complete his/her education (i.e., completion of the Course of Study or Master of Divinity degree)?_____

4. Have you discerned growth and development in this candidate this year? Describe._____

5. What growing edges do you perceive in this candidate's ministry? How have you been addressing them?_____

Clergy Mentor's Report for Annual Local Pastors' Interview

Date _____

Candidate's Name _____

Clergy Mentor's Name _____

1. How often did the candidate meet with you this year? _____

2. Describe the educational plan the candidate has developed with you. _____

3. When will the candidate complete his/her education (i.e., completion of the Course of Study, the completion of a Master of Divinity degree)? _____

4. Have you discerned growth and development in this candidate this year? Describe. _____

5. What challenges and opportunities has this candidate dealt with in the local church this year? _____

6. Where are the growing edges in this candidate's ministry? How have you been addressing them?

District Superintendent's/Guide's Report for Annual Local Pastor's Interview

Date_____

Candidate's Name:_____

District Superintendent's/Guide's Name:_____

1. Where do you see signs of effectiveness in this person's ministry?_____

2. What aspects of this person's ministry continue to be growth areas?_____

3. In the document, "The Expectation of Leaders in the Baltimore-Washington Conference," candidates' readiness for ministry is evaluated according to Faith, Fire, and Fruit. Please share what you have discerned about the candidate in these areas:

A. Faith:_____

B. Fire:_____

C. Fruit:_____

Candidate's District File Content Checklist

Date file begun _____

Name _____

Address _____

Phone (with area code) _____ email address _____

_____	Biographical information report (form 102)	
_____	Declaration of candidacy for ordained ministry and charge conference recommendation (form 104)	
_____	Written response to statements found in ¶311.2a	
_____	Candidacy mentor _____	
_____	Candidacy mentor's report	
_____	Psychological assessment report	
_____	Medical information report (form 103)	
_____	Academic progress documents	
_____	dCOM form 113 recording	
_____	vote of certification	Date _____
_____	Certification reviewed	Date _____
		Date _____
		Date _____
_____	Letter of recommendation to Board of Ordained Ministry for provisional membership toward deacon's or elder's orders	
_____	File sent to BoOM Provisional Members Registrar	

Date _____

Local Pastors' District File Content Checklist

Date File Begun: _____

Name _____

Address _____

Phone (with area code) _____ email address: _____

Current Appointment (charge) _____

Date of Appointment: _____

Status _____ Full time _____ Part time _____

_____ Not currently appointed (Credentials to be returned)

Certified as a Candidate (§315.2a) _____ Date _____

Local Pastor's Licensing School completed and faculty evaluation and recommendation received (§315.2b)

Date Completed _____ School Location _____

or

Completed 1/3 of MDiv Degree (§315.2b)

Seminary _____

_____ Application for Clergy Relationship to the annual conference (form 105)

_____ Examined by the dCOM (§315.2c) _____ Date _____

_____ Approved by BoOM (§315.5d) _____ Date _____

_____ BoOM Candidacy Registrar notified of LP status _____ Date _____

_____ Course of Study Completed (indicated if by correspondence)

1 st Year _____	1 st Year Advanced _____
2 nd Year _____	2 nd Year Advanced _____
3 rd Year _____	3 rd Year Advanced _____
4 th Year _____	4 th Year Advanced _____
5 th Year _____	5 th Year Advanced _____

LP License renewed (must be renewed annually)

Dates _____

Credentials (must be returned if no longer appointed)

BOM Handbook, Chapter 2, The District Committee on Ordained Ministry, 2009

Course of Study for Ordained Ministry 2009-2012

Correspondence/Online Enrollment Form

Name "(please type)"

Address "(please type)"
(Street) (City) (State) (Zip)

Home Phone "(please type)" Office "(please type)"

E-mail Address "(please type)"

Conference "(please type)" District "(please type)"

Date and Place of Birth "(please type)" PID # "(please type)"

(New students e-mail cos@gbhem.org to receive your PID #.)

Dates Completed: Candidate for Ordained Ministry "(please type)"
 Studies of License Local Pastor "(please type)"

Ministerial status:

Full-time local pastor	<u>"(please type)"</u> <small>Number of Years</small>	<u>"(please type)"</u> <small>Dates</small>
Part-time local pastor	<u>"(please type)"</u> <small>Number of Years</small>	<u>"(please type)"</u> <small>Dates</small>
Student local pastor	<u>"(please type)"</u> <small>Number of Years</small>	<u>"(please type)"</u> <small>Dates</small>

Please put a check after the course number for which you are registering:

<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>4th Year</u>	<u>5th Year</u>
#111 <input type="checkbox"/>	#211 <input type="checkbox"/>	#311 <input type="checkbox"/>	#411 <input type="checkbox"/>	#511 <input type="checkbox"/>
#112 <input type="checkbox"/>	#212 <input type="checkbox"/>	#312 <input type="checkbox"/>	#412 <input type="checkbox"/>	#512 <input type="checkbox"/>
#113 <input type="checkbox"/>	#213 <input type="checkbox"/>	#313 <input type="checkbox"/>	#413 <input type="checkbox"/>	#513 <input type="checkbox"/>
#114 <input type="checkbox"/>	#214 <input type="checkbox"/>	#314 <input type="checkbox"/>	#414 <input type="checkbox"/>	#514 <input type="checkbox"/>

Written material must be submitted to the Course of Study Office within ONE YEAR of registration.

Tuition fee is \$150 per course for correspondence.

Tuition fee enclosed \$ "(please type)" (No refunds)

Would you prefer to complete this course online? Yes ☐ No ☐

Courses available at this time: 111, 211, 311, 411 and 511.

Cost is \$175 per course. (No Refunds)

If you have questions or request information please email at cos@gbhem.org

Enrollment approved by:

<u>Signature of registrar of Conference Board of Ordained Ministry</u>	<u>Date</u>
Address <u>"(please type)"</u> <small>Street City State Zip</small>	

<u>Signature of District Superintendent</u>	<u>Date</u>
Address <u>"(please type)"</u> <small>Street City State Zip</small>	

The Course of Study for Ordained Ministry
 General Board of Higher Education & Ministry
 The United Methodist Church
 P.O. Box 340007, Nashville, TN 37203-0007

Form 110/2009

Annual Provisional Member Interview Form

NAME _____ DATE _____

CHURCH/CHARGE _____

1. Do you have a clergy mentor? Or are you a part of a mentoring group? How is that going for you?
(please type here)

2. Do you have requirements to complete coming from your last Board of Ordained Ministry examination? What are they? What progress have you made toward completing these requirements?
(please type here)

3. When do you expect to come to the Full Members Examination?
(please type here)

4. FAITH

- a. How has your experience in ministry so far deepened your relationship with God?
(please type here)
- b. Aside from John Wesley, what theologian has had the greatest impact on your theology? Describe. **Or**, what book have you read this year that has had the greatest impact on you?
(please type here)
- c. How do you maintain healthy boundaries as a pastor?
(please type here)

5. FIRE

- a. How has the practice of ministry expanded and/or reshaped your sense of call to ordained ministry?
(please type here)
- b. What is your vision for the ministry of your church/charge? What steps will be necessary to achieve this vision?
(please type here)
- c. How are you caring for yourself physically, emotionally, and spiritually? How do you take Sabbath?
(please type here)

6. FRUIT

- a. In what ways do you sense yourself growing in preaching, teaching, and congregational leadership?
(please type here)
 - b. In what ways are you seeing evidence of fruit in your ministry in your current church/charge?
(please type here)
 - c. How do you understand your “growing edges” in ministry?
(please type here)
7. What questions do you have for us?
(please type here)

Summary statement following the interview. (To be completed by the dCOM)

Action Outline #1 Candidacy Certification

- Action: The district Committee grants the certified candidacy status (Note: The dCOM certifies; the district conference may issue the certificate).
- Suggested Motion: Move that _____ be granted certified candidacy status (Optional: and recommend that the district conference issue a certificate of candidacy to this person).
- Vote: Individual written ballot, three-fourths majority required to certify

Requirements:

1. Properly enrolled as a beginning candidate through GBHEM online candidacy application
2. Recommendation by the candidate's home church charge conference (form 104) (§311.1e)
3. Graduated from an accredited high school or received a certificate of equivalency
3. A member of The United Methodist Church for one year, or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting
5. Completed the candidacy studies with an authorized candidacy mentor as evidenced by a written report from the candidacy mentor
6. Written response to statements found in §311.2a and bibliographical information report (form 102)
7. Completed psychological assessment and evaluation
8. Medical information report (form 103)
9. Be examined (interviewed) by the dCOM (see §311.2 for important information)

*** Note: ***

Candidacy status **must be renewed annually** by the dCOM (§312).

Action Outline #2 Candidacy Renewal

Action:	The dCOM must renew the certified candidacy status of each candidate annually or the candidate is automatically decertified (see ¶312).
Suggested Action:	Move that the certified candidacy status of _____ be renewed for the coming conference year.
Vote	Written individual ballot, three-fourths majority required to renew.

Requirements:

1. Annual recommendation of the candidate's church charge conference or equivalent
2. Evidence that the candidate's gifts, graces, and fruits continue to be satisfactory (dCOM interview, mentor's report, letter from pastor, etc.)
3. Evidence that the candidate is making satisfactory progress in the required studies
 - a. Student preparing for provisional membership shall present annually to the dCOM an official transcript from their college or school
 - b. Non-student shall complete school for local pastor's license and be recommended by the district committee for license as a local pastor

BOM Handbook, Chapter 2, The District Committee on Ordained Ministry, 2009

Action Outline #3 Local Pastor Completion of Studies

Action: The dCOM certifies the completion of the prescribed studies to the candidate and the BOM, and the candidate is to be listed in the conference journal as eligible to be appointed as local pastor.

The bishop awards the license as a local pastor only when an appointment to a pastoral charge is made (see ¶316).

Suggested Motion: Move that _____ be certified as having completed the prescribed studies for licensing as a local pastor (pending completion of those studies), that he/she be listed in the conference journal as eligible for appointment, and that the bishop award the license as a local pastor to her/him if and when he/she is appointed to a local parish.

Note: "Pending completion of those studies" shown above in parentheses should be included when action is taken prior to the candidate's having finished licensing school.

Requirements:

1. Certification as a candidate for ministry (see Candidacy Certification)
2. Completed studies for the license as a local pastor or one third of the work for a master of divinity degree
3. Been examined (interviewed) by the dCOM
4. The candidate must have the approval of the BOM and provided the board with a satisfactory certificate of good health.

Note: Persons who are awarded the license as local pastor shall be classified as one of the following:

- a. Full-time local pastor (¶318.1)
- b. Part-time local pastor (¶318.2)

Note: Licensing and eligibility certification must be renewed annually (see Local Pastor Continuance).

Action Outline #4 Local Pastor Continuance Recommendation

Action: The dCOM recommends continuance of local pastor's eligibility and license annually

Suggested Motion: Move that _____ be recommended for continuance as a local pastor (or on the list of those eligible to be appointed as local pastor if not currently under appointment).

Requirements:

1. Evidence of satisfactory progress in the Course of Study, in college, or in seminary (§319) until they have completed educational within eight years for Full Time Local Pastors and within 12 years for Part-Time Local Pastors, see §319.3)
2. Annual Report of the Mentor
3. Recommendation of the district superintendent

BOM Handbook, Chapter 2, The District Committee on Ordained Ministry, 2009

Action Outline #5 Local Pastor Reinstatement

Action: Recommends reinstatement of approved status for local pastors who have been discontinued from the annual conference (§320.4).

Suggested Motion: Move that _____ be recommended for reinstatement of approved status, listed in the conference journal as eligible for appointment, and that the bishop award the license as a local pastor to him/her if and when she/he is appointed to a local parish.

Requirements:

1. Completion of licensing school for local pastors
2. Willingness to complete, or have already completed the educational requirements listed in §315.2
3. Recommendation of the district committee, Board of Ordained Ministry and cabinet after Application for Readmission to Conference Relationship (form 107)
4. Local pastors from other annual conferences shall authorize the release of information on their qualifications and the circumstances relating to their termination before being recommended for appointment (§320.4).

BOM Handbook, Chapter 2, The District Committee on Ordained Ministry, 2009

Action Outline #6 Provisional Membership Recommendation

Action: The dCOM must recommend in writing on the basis of three-fourths majority vote those requesting provisional membership toward deacon's orders or elder's orders

Suggested Motion: Move that _____ be recommended for election to probationary membership toward deacons orders or elders orders.

Requirements:

1. Will have been certified as a candidate for at least one year before being elected to provisional membership
2. Will have met educational requirements as outlined in ¶324
3. Will have submitted Application for Clergy Relationship to the annual conference (form 105)
4. Be willing to sign a disclosure statement (¶324.12)

Note: In the event that the person being recommended for provisional membership has previously been ordained as a deacon or elder, the motion shall be amended to allow for the recognition of orders (¶348).

Action Outline #7 Associate Member Recommendation

Action: The dCOM recommends candidates for election as associate members.

Suggested Motion: Move that _____ be recommended for election as an associate member of annual conference.

Requirements:

1. * Have reached the age of 40 (§ 322.1)
2. Served four years as full-time local pastor
3. Completed the five-year Course of Study for ordained ministry in addition to the studies for license as a local pastor, no more than a year of which may be taken by correspondence or online/distance learning
4. Completed at least 60 semester hours toward the Bachelor of Arts degree or an equivalent degree in a college or university listed by the University Senate
5. Will have submitted application for clergy relationship to annual conference (form 105)
6. Be willing to meet the other requirements listed in §322.1 of the *Discipline* as required by the Board of Ordained Ministry

* Those elected to associate membership under the *2008 Book of Discipline* shall not be ordained as deacons. Instead they shall be given a permanent license for pastoral ministry.

Action Outline #8 Readmission to Conference Relationship

Action: Recommends to the Board of Ordained Ministry the restoration of credentials for all persons requesting readmission to probationary membership (§364), readmission after honorable or administrative location (§365), readmission after leaving the ministerial office (§366), or readmission after termination by action of the annual conference (§367)

Suggested Motion: Move that _____ be recommended for readmission to conference relationship and restoration of credentials

Requirements:

1. The candidate's qualifications and the circumstances relating to their discontinuance be reviewed
2. In case of persons who were honorably or administratively located, a valid certification of location
3. A satisfactory report and recommendation by their charge conference and pastor (optional)
4. A satisfactory certificate of good health
5. In case of persons terminated by action of the annual conference, the recommendation shall be for readmission to provisional membership and restoration of credentials; this recommendation is contingent upon completion of all candidacy requirements found in §311

Note: The BOM may require a psychological assessment report.

Action Outline #9 Other Denominations Serving in Annual Conference Bounds

Action: No action required by the dCOM although the district superintendent and the dCOM may agree to interview these persons annually. The district superintendent forwards to the BOM registrar the names of all ministers in good standing in other Christian denominations who are serving or who are about to serve appointments or ecumenical ministries within the bounds of the annual conference while retaining their denominational affiliation, provided they:

1. Present suitable credentials
2. Give assurance of their Christian faith and experience, and their qualifications
3. Give evidence of their agreement with and willingness to support and maintain United Methodist doctrine, discipline, and polity

Note: Their ordination credentials shall be examined by the bishop and the BOM before being presented to the executive session of annual conference (see ¶1346.2).

BOM Handbook, Chapter 2, The District Committee on Ordained Ministry, 2009

FREQUENTLY ASKED QUESTIONS

- 1) What is the difference between a local pastor seeking Elders Orders by way of the Advanced Course of Study and a local pastor seeking Associate Membership through the Advanced Course of Study?

The requirements are almost identical with one important exception: a local pastor seeking ordination as Elder is required to have a bachelor's degree whereas a local pastor seeking Associate Membership does not.

- 2) What are the educational requirements for Student Local Pastors?

*Bishop Schol has ruled (and Nashville agrees) that Student Local Pastors no longer exist. What this means is that **as a status**, only Local Pastors exist. (Indeed, the 2008 Discipline refers to "Local pastors who are enrolled in school" not "Student Local Pastors.") Thus, for the purpose of education, the requirements differ with regard to those enrolled in school (and who are ultimately seeking ordination) and those for whom local pastor is an "end status." For the former, it is the district committee's responsibility to ensure that the candidate is making adequate annual progress toward a Bachelor's degree or Master of Divinity degree. For the latter, it is the district committee's responsibility to ensure that the candidate is making adequate annual progress in the Course of Study. So, there is a single status as Local Pastor but two different sets of educational requirements depending on which ultimate status they wish to pursue. Also, while there is a "clock" for completing the Course of Study (eight years for Full-time Local Pastors and twelve years for Part-time Local Pastors), the Discipline stipulates no such clock for those who are seeking to complete their theological education. This highlights the importance of having a clear education plan and the need to show annual progress. Each district committee will have to decide what "adequate progress" actually means.*

- 3) Is there still a one-year service requirement for becoming a Certified Candidate?

There appears to be no such requirement in our current Discipline.

- 4) When the General Church seems to be streamlining its candidacy requirements, why are we adopting policies which actually add to the complexity of the process?

We have indeed added more requirements at the early stages of the candidacy process. We are seeking to ease the complexity through a (hopefully) clearly articulated handbook for district committees. But the additional requirements are necessary not only to "frontload the process," but to encourage the strenuous discernment of call. If we are counting on local churches and district committees becoming more active in the discernment process with candidates, then they need to be trained and given the resources to make important and sometimes difficult decisions. No longer will candidates be able to drift from local church to district committee to Board of Ordained Ministry without serious evaluation of call or their gifts for ministry.

- 5) Aren't we reversing long-standing BOOM policy by coaching candidates?

Yes, we are. But we are thinking of this in a different way. We do not want mentors to coach candidates so they can pass a BOOM exam, we want mentors to coach candidates toward excellence in ministry. We envision a generation of candidates who are spiritually and emotionally sound, who are passionate about the work of ministry, who are theologically articulate in communicating the faith to others, and who can draw others to Christ through the strength of their ministry. But we don't simply envision this, we want to do everything necessary to help them get there.

- 6) Can district committees opt out of the process delineated in the handbook and hold to a process of their own?

No. District Committees are subcommittees of the Board of Ordained Ministry and the policies of this handbook are the adopted policies of the Board. We will be "living into" this process for awhile. We may decide that some pieces are working and others are not. But any changes must be made at the BOOM level. We expect the handbook to be revisited annually, particularly as policies change and evolve at the general church level.