

Timeline for Commissioning and Provisional Membership (Elder Track)

- August 30th Submit Personal Information to Conference Board Of Ordained Ministry Registrar

- November 1st Submit all paperwork to District Committee on Ministry

- November 1-30th Meet with District Committee on Ministry.

- November or earlier: Review file with the District Registrar to make sure your Psychological Assessment and Criminal Background Check reports are in your file

- December 1st Deadline for all documentation and paperwork to be submitted to the Conference Board Of Ordained Ministry Registrar

- December 1st-10th Review your file with the Registrar to assure that all needed work and documentation is there.

Revised June 2008

RATIONALE GUIDING THE STANDARDS OF THE BOARD OF ORDAINED MINISTRY FOR RECOMMENDATION OF APPLICANTS FOR ORDERS AND MEMBERSHIP

The standards used as the basis for an applicant's recommendation include:

A Clear Call to Ordained Ministry

While it is true that all Christians are called to ministry, scripture and tradition teach that God calls and the Church sets apart individuals for specialized ministry of service, word, sacrament, and order. The Board of Ordained Ministry assumes that an applicant for ordination will be able to articulate your calling in a clear and specific manner.

Gifts and Graces for Ordained Ministry

Those whom God calls, God also equips. The apostle Paul said, "God gave some as apostles, and some as prophets, and some as evangelists, and some as pastors, and teachers...to the building up of the body of Christ." We believe that those who have been called and equipped by God for ministry will display evidence of those gifts and graces in their lives. The Board of Ordained Ministry examines such information as autobiographical statements, personal references, evaluations, criminal background checks, and psychological assessments as part of the recommendation process.

Academic Preparation

Paul exhorted Timothy to "Be diligent to present yourself approved to God as a worker who does not need to be ashamed, handling accurately the word of truth." We believe that adequate academic preparation is the foundation for "handling accurately the word of truth." The Board of Ordained Ministry uses academic records and evaluations, submitted written work, and the interview process to determine the level of academic preparation of an applicant. The applicant should be able to communicate the Christian faith in an articulate and consistent manner.

Suitability for Ministry in the United Methodist Tradition

While we recognize and rejoice in the pluralistic nature of our particular community of faith, we also recognize the strength and unity that is provided by our great tradition and polity. The Board of Ordained Ministry expects applicants to be well-read and conversant in Wesleyan thought and tradition, as well as supportive of our unique system of organization and governance. In our evaluation, the Board examines closely such things as doctrinal statements, sermons, attitudes about connectionalism and itinerancy, and collegiality.

The goal of the entire process is to recommend those who are truly called, gifted, and prepared for ordained ministry in the United Methodist Church.

Written Work Requirement

The Board of Ordained Ministry gives careful attention to the applicant's written work. Although this is not the only criteria by which evaluations and recommendations are made, the written work is a significant part.

Applicants, therefore are strongly advised to take the written work very seriously, giving careful attention to preparation, presentation, form, content, grammar, and inclusive language.

Written work that is hastily and shoddily prepared merely to meet a requirement is a poor representation of the applicant. Attention to form and style, proper footnoting, and neatness will not only make a good first impression, but will also facilitate a better presentation of qualifications. All applicants are required to consult and use the suggested format of Kate Turabian's A Manual of Term Papers, Theses, and Dissertations for work.

Each candidate has the responsibility to ensure that all required paper work is in their file. You are welcome to look at the contents of your file by contacting the Registrar.

Assignments for Commissioning And Provisional Membership (Elder's Track)

Documentation

Your file in the Registrar's Office must include the following documents by **noon on December 1st**.

1. A letter of recommendation from the District Committee on Ordained Ministry to which the applicant relates.
2. An official transcript from the college or university (listed by the University Senate) where the applicant's Bachelor of Arts (or equivalent degree) was earned.
3. An official transcript from the seminary where the applicant is enrolled showing work completed to date.
4. A health form completed by licensed physician indicating satisfactory health of the applicant.
5. A recommendation form completed by the pastor of the local church where the applicant is a member.
6. A recommendation form completed by a seminary faculty member from the seminary where the applicant is enrolled.
7. A report from the applicant's field education supervisor.
8. A recommendation form completed by the Pastor-Parish Relations Committee Chairperson of the charge if the applicant is serving in student or local pastor appointment.
9. A psychological testing summary.

Psychological testing is now done at the district level. The registrar of the District Committee on Ordained Ministry to which you relate will guide you through this process. If you have already completed psychological testing, please contact your district registrar to verify that your summary is in your file.

10. A criminal record check (State of Ohio and FBI) through the Bureau of Criminal Identification and Investigation.

The criminal record check is now done at the district level. The registrar of the District Committee on Ordained Ministry to which you relate will guide you through the process. If you have already completed the criminal background check, please contact your district registrar to verify that the results are in your file.

11. Credit Check Report

The credit check is now done at the district level. The registrar of the District Committee on Ordained Ministry to which you relate will guide you through the process. If you have already completed the credit check, please contact your district registrar to verify that the results are in your file.

12. Self Disclosure Form with notarized signature.

NOTE: Most of these documents are sent to the Registrar by someone other than the applicant. However, the applicant is ultimately responsible to see that these required forms have been returned by the deadline.

SEND ALL MATERIAL TO:

**Rev. Dr. Gordon Myers, Registrar of Elders
1234 North 12th Street
Cambridge, OH 43725**

Assignments for Commissioning And Provisional Membership (Elder's Track)

Written Work

1. **Autobiographical Statement.** The applicant must submit a concisely written autobiographical statement which includes the age and family relationships of the applicant, the applicant's Christian experience, call to ministry, formative growth experiences in the faith, and plans for service to Christ in the church. This is to be in narrative form.

Twelve double-spaced typed copies are to be submitted. Binding should be a single staple in the upper left-hand corner. The applicant's name should appear on the cover page.

2. **Personal Position Paper.** The applicant must submit a paper answering the questions in *The Book of Discipline 2004*, Paragraph 324.9 (a) through (p). The paper should demonstrate thorough and critical reflection. If other sources are used, please footnote according to Kate Turabian's A Manual of Term Papers, Theses and Dissertations, 6th Edition.

This paper should be 20-25 pages in length.

Twelve double-spaced typed copies are to be submitted. Binding should be a single staple in the upper left-hand corner. The applicant's name should appear on the cover page.

3. **Sermon.** The applicant must submit a sermon on one of the following biblical passages:

Topic: "The Great Commission"	Matthew 28:16-20
Topic: "Priesthood of All Believers"	I Peter 2:4-10
Topic: "World Communion Sunday"	Lectionary readings – current year

This sermon is to have been prepared for and preached to the congregation the applicant is currently serving.

Twelve double-spaced typed manuscripts or transcripts, twelve DVD video recordings of ONLY the text and sermon and twelve bulletins are to be submitted.

- The DVD video recordings should be clear and must reveal that it was taped before the congregation. The camera should pan the room to show the congregation, then zoom in on the pastor so that facial expressions are visible on the recording.
- The applicant's name should appear on the cover page and the DVDs. Twelve bulletins from the service when the sermon was preached should also be submitted.

4. Theological Reflection Paper. Prepare a documented research paper that displays your ability to articulate theology on the subject of Christology. The paper shall be typed and appropriately footnoted, including a complete bibliography according to Kate Turabian's A Manual of Term Papers, Theses and Dissertations, 6th Edition. This paper (minimum of twelve pages and maximum of fifteen) shall have four distinct sections that are titled as follows:

Biblical and Historical Treatment

Make this section an academic treatment of your understanding of Biblical and early church Christology. Using scripture and the historic interpretation of the early church, include an understanding of the Biblical expectation, life (teaching and mission), death, resurrection, and promised return of Jesus Christ.

Wesleyan Perspective

This section should review the importance and place of Christology in the works of John Wesley and in the Great Awakening in which he and the early Methodists participated. You might follow the place of Christology in Wesleyan Theology and the interpretation of the mission and work of Christ in our United Methodist heritage.

Credal and Experiential Statement

Write concerning your own understanding of Christ's identity, work, and atonement. What difference does Jesus Christ make to you personally? State clearly what you believe about the person of Christ and why. In what ways have your beliefs been born or rooted in personal experience?

Integration into Practical Ministry

Given what you believe to be true in subject matter, discuss how you will integrate your own Christology into the ministry of the local church. What is the significance of this doctrine to the church of the twenty-first century and how might you practically integrate these primary beliefs into your leadership as a clergy person in The United Methodist Church?

Twelve double-spaced typed copies are to be submitted. Binding should be a single staple in the upper left-hand corner. The applicant's name should appear on the cover page.

NOTE:

- **In keeping with our covenant relationship and the norms of academic honesty, the East Ohio Conference Board of Ordained Ministry assumes that all written work submitted is exclusively the applicant's own work.**
- **Written work must be according to Kate Turabian's A Manual of Term Papers, Theses and Dissertations, 6th Edition.**

SEND ALL MATERIALS TO:

**Rev. Dr. Gordon Myers, Registrar of Elders
1234 North 12th Street
Cambridge, OH 43725**