

**Handbook for  
Candidates  
for Ministry**

**Florida  
Annual  
Conference**

**The United  
Methodist Church**

**2009**

# **Florida Conference Process Chart**

## **Key Words**

## Florida Conference Candidacy Process for Deacon, Elder, and Local Pastor

### Inquiring Candidate: Book of Discipline ¶311.1

Read and discuss with your minister *The Christian as Minister*. Participate in *Ministry Inquiry Process* with your minister.

### Phase One: ¶311 Apply and enroll

1. Member of The United Methodist Church for one year immediately preceding application for candidacy, including a year of service in some form of congregational leadership.
2. Apply to District Superintendent, in writing, for admission to candidacy program. Arrange for background check.
3. Be assigned a mentor by the District Committee on Ordained Ministry.
4. With your mentor, apply to GBHEM for *Candidacy Guidebook*, using Form 101 (send \$75 to GBHEM) and the Psychological Assessment Packet, and complete all other accompanying forms. Send a check for \$375 made out to the Florida Conference Treasurer to the Board of Ordained Ministry Registrar for cost of psychological assessment.
5. Complete exploration of candidacy with your mentor (through unit 18 in the *Candidacy Guidebook*).

### Phase Two: Preparation for an interview with District Committee on Ordained Ministry

1. Complete and prepare these items for your District Committee on Ordained Ministry prior to applying for certification: high school graduate; written statement of call; written response to ministry; psychological assessment report; financial report; health certificate.  
Agree to make a complete dedication of yourself to the highest ideals of the Christian life.  
Consult with your minister and be interviewed by Pastor/Staff Relations Committee.  
Recommended by charge conference.
2. Examination and approval (3/4 vote) by District Committee on Ordained Ministry.

### Certified Candidate and Continuation of Candidacy: Book of Discipline ¶312

1. Annual recommendation by charge conference
2. Annual approval by District Committee on Ordained Ministry (interview and written report).
3. Annual report of satisfactory progress of studies and copy of transcripts from university or seminary.

**Local Pastor** - Completed candidacy certification, recommended by District Committee on Ordained Ministry, recommended by Conference Board of Ordained Ministry, attend licensing school, voted approval at clergy session of Annual Conference. Assigned a clergy mentor ¶341. Complete Course of Study.

### Completion of Candidacy: Book of Discipline ¶324

1. Certified candidate for minimum of one (1) year, maximum twelve (12) years.
2. One (1) year in service ministry.
3. Completion of academic requirements.
4. Completion of health certificate, financial report and Criminal and Legal Records Release and Disclosure Form
5. Written and oral doctrinal exam and written autobiographical statement.
6. Interview and recommendation by ¾ vote of District Committee on Ordained Ministry and Board of Ordained Ministry.
7. Election to provisional membership by clergy session at Annual Conference.

## Key Words to Know

### **1. Associate Member (§321 - §323)**

Conference relationship available to persons who have reached forty years of age, have served as full-time local pastors at least four years, completed the five-year Course of Study, studies for license as a local pastor, completed a minimum of sixty semester hours toward the Bachelor of Arts or an equivalent degree in a college or university listed by the University Senate. They must also be recommended by the dCOM and the conference Board of Ordained Ministry, declared their willingness to accept continuing full-time appointment and satisfied the conference regarding their physical, mental, and emotional health.

Associate members who meet all of the provisions of §322.4 and §324.6 may apply to the Conference Board for Full Membership.

### **2. Candidacy Mentor**

A deacon or elder in full connection or local pastor who has completed the Course of Study assigned by the dCOM to an Exploring Candidate to support and guide them through The *Candidacy Guidebook* and candidacy process and until the candidate is approved for local pastor or elected to provisional membership.

### **3. Professional Certification (certified)**

The church's recognition that an individual has met the required standards for academic training, experience, and continuing study necessary to achieve and maintain professional excellence in a particular area of ministry such as Christian education, music, youth ministry, evangelism, camp/retreat ministry, spiritual formation, older adult ministry, or church business administrator. Information and details about this process and these careers can be found at the General Board of Higher Education and Ministry website: [www.gbhem.org/certification/index.html](http://www.gbhem.org/certification/index.html). Information about the church business administrator process can be found at [www.umacba.org](http://www.umacba.org).

### **4. Candidacy Certification (certified candidate) (§310- 314)**

Candidacy phase when requirements for Inquiring and Exploring Candidate have been met.

### **5. Commissioning (commissioned minister) (§316, 317)**

The credentialing of provisional deacons and elders. The act of the church that publicly acknowledges God's call and response, talents, gifts and training of the candidate. The church invokes the Holy Spirit as the candidate is commissioned to be a faithful servant leader among the people, to lead the church in service, to proclaim the Word of God and to equip others for ministry.

### **6. Conference Board of Ordained Ministry (BOOM)**

The body responsible for credentialing provisional/commissioned ministers, local pastors, and full connection deacons and elders.

## **7. Course of Study**

The basic theological education program of the Division of Ordained Ministry, General Board of Higher Education and Ministry. It is provided for those who are licensed as local pastors who are unable to attend an approved seminary. Participants in the program should have completed candidacy for ordained ministry, the studies for license as a local pastor, and have been approved/recommended for license by the dCOM and conference Board of Ordained Ministry.

## **8. Deacon (§328 - 331)**

Persons called by God, authorized by the Church, and ordained by a bishop to a lifetime ministry of Word and Service to both the community and the congregation.

## **9. Diaconal Minister**

Persons called to specialized ministries of service, justice, and love within local congregations and in the wider world. Their focus of service is through a variety of ministries, such as administration, education, evangelism, music, health ministries and community development - to the local congregation and the wider community. Diaconal Ministers are lay persons. No new candidates have been accepted since 1/1/97. This category has been superseded by the ordained deacon.

## **10. District Committee on Ordained Ministry (dCOM)**

The body that oversees, cares for, and evaluates candidates for ministry through the Inquiry, Exploring and Certified Candidate phases. Also responsible for maintaining a relationship with local pastors.

## **11. Elder (§332 - 336)**

Persons who are ordained to a lifetime ministry of Service, Word, Sacrament, and Order; authorized to preach and teach the Word of God, to administer the sacraments of baptism and Holy Communion, and to order the life of the Church for mission and ministry.

## **12. Exploring Candidate**

The second step or phase in the candidacy process for ordained deacon, elder, or local pastor. A mentor is assigned. The candidate and mentor work through the Candidacy Guidebook and the candidate's continued discernment of their call to ministry.

## **13. Full Connection**

The relationship of ordained deacons and elders to the Annual Conference. They have completed the process for ordination, including educational requirements, and been elected to full membership in the annual conference.

## **14. Inquiring Candidate**

The first step in the candidacy process for ordained deacon, elder, or local pastor. The candidate's home church minister works with the candidate in reading and discussing The Christian as Minister and The Ministry Inquiry Process.

**15. License for Pastoral Ministry (§315 - 320)**

Credential given to a local pastor when he or she is appointed as pastor of a local church.

**16. Licensing School for Pastoral Ministry**

The studies are the first exposure for most candidates to the practice of ministry. Public worship, pastoral care for spiritual formation, organization of a parish for nurture and mission, and educational ministries in the church are the major areas of concern covered in the eighty-hour school. The candidate must be approved by the dCOM for licensing as a local pastor before attending Licensing School. The candidate must attend the school before being approved by the clergy session of the annual conference and being appointed as a local pastor.

**17. Local Pastor**

Persons who are licensed and appointed to preach, conduct divine worship, and perform the duties of a pastor but are not ordained as elders.

**18. Ordination** (ordained)

The church affirms and continues the apostolic ministry through persons empowered by the Holy Spirit.

**19. Provisional Membership (§324 - 327)**

Conference relationship of commissioned ministers (deacons and elders) who are on trial in preparation for membership in full connection in the annual conference as deacons and elders. During that three-year period, they are Residents in Ministry under the care of the Conference Board of Ordained Ministry and participants in the RIM program. Provisional members may vote at annual conference on all matters except constitutional amendments, election of General/Jurisdictional delegates, and matters of ordination, character, and conference relations of clergy.

**20. Residents in Ministry (RIM)**

The Florida Conference three-year program for provisional/commissioned ministers.

# **The Role of the Candidate**

## **Role of the Candidate**

**This is your process, not your mentor's. The candidate is responsible at all times for completing work and meeting deadlines. Keep a copy of all written work. Keep notes on discussions with your mentor. When in doubt, ask questions.**

### **Online Candidacy Enrollment**

A. Beginning January 1, 2008, candidates will enroll online.

If you do not already have email and internet access, you will need to arrange for both of those. If you will be unable to have access to these items you and your mentor will need to be in touch with the General Board of Higher Education and Ministry to make arrangements for paper forms.

All of the following forms will be filled out online. You will not need any paper to begin.

You will be prompted by email when it is time to fill out each of these forms. When it is time to fill out the application for the **Candidacy Guidebook** (form 101) you will need a credit card or instructions will be given for sending a check.

The process begins with the [Online Enrollment Form](#).

There is a place to check if you will need materials in Spanish. Only the **Guidebook** and MMPI are available in Spanish.

You will need to know the name of your district, district superintendent, and mentor. Leave blank the line requesting name of a secondary mentor (we do not have them in Florida.).

Application for **Candidacy Guidebook** (form 101). At the appropriate time in the online process you will be given several options for paying the \$75 fee for enrolling.

The district superintendent and mentor will sign the form electronically. It will be sent to them.

[Inventory of Religious Activities and Interests \(IRAI\)](#)

[Request for Psychological Assessment Packet \(form 112\)](#)

[Personal Data Inventory \(PDI\) 1997 revision.](#)

[Personal and Professional Reference List.](#) You will need to have a list of names and addresses in order to fill it out.

**Make a copy of all of these completed forms before you leave the GBHEM web site. Always.**

B. With your mentor send to the Board of Ordained Ministry Registrar:

1 copy of the Request for the Psychological Assessment Packet (Form 112)

1 copy of the Request for the **Candidacy Guidebook** (Form 101)

Check for \$375 for Psychological Assessment made out to FL Conference Treasurer

The Assessment will be completed with your mentor.

**\$375 is less than half of the total cost of the testing. The Conference pays the remaining balance. No assessment can be done until this fee is paid. Check is made out to the Florida Conference Treasurer and given to your mentor who sends it in to the board of ordained ministry registrar. This is a lot of money.**

**Check with your minister to see if your church can help with this expense.**

C. Form 112, the Request for Psychological Assessment Packet requires that you select a

Ministerial Assessment Specialist from a list. Select either

Dr. Mel Jacob

or

Dr. Deborah Leporowski

Lutheran Counseling Services

Jupiter, Florida

Winter Park, Florida

### A Note Regarding the Psychological Report

In the *Candidacy Guidebook* on page 84 there are two notes regarding the psychological report. It is the policy of the Florida Conference Board of Ordained Ministry that the report will be available to the candidate to read. However, the candidate will not be given a copy of the report to keep. Also it is the policy of the Florida Conference Board of Ordained Ministry that the candidate's mentor will be given a copy of the report for the purpose of discussing with the candidate the information in the psychological report

D. With your mentor send to your District Committee on Ordained Ministry registrar copies of the following:

Request for the *Candidacy Guidebook* (Form 101)

Request for the Psychological Assessment Packet (Form 112)

E. Make copies of all of the forms:

Online Enrollment Form

Application for *Candidacy Guidebook* (form 101)

Inventory of Religious Activities and Interests (IRAI)

Request for Psychological Assessment Packet (form 112)

Personal Data Inventory (PDI) 1997 revision

Personal and Professional Reference List

F. Release of Information Form.

This form is part of the Psychological Assessment packet. There are specific instructions for signing it.

### A Note Regarding the Release of Information Form

Be sure the candidate reads the whole form and initials each page that she or he has read that page. In regard to the choice they are asked to make in item number 2, the only choice for candidates in the Florida Conference process is the second choice: **I have been informed that it is the policy of this Annual Conference that I am not entitled to access or review the Assessment prior to submission to the Annual Conference, etc.**

In item number 5 the only choice for candidates in the Florida Conference process is the first choice, **I hereby release the interpretation of my psychological assessment to the Executive Session of the Annual Conference, in order to facilitate discussion of my candidacy.** Any other answer to these statements means an end to their candidacy process in the Florida Conference. If they have a problem they will have to discuss it with David Dodge, Registrar for Florida Conference Board of Ordained Ministry.

G. Always/anytime that you complete work online - before leaving the site make a copy for yourself. Be sure that you give the mentor a copy.

### **Becoming a Certified Candidate (§310 -314)**

Work through unit eighteen in the *Candidacy Guidebook*. The process will take at least six months to more than a year.

1. Interview with staff parish relations committee. Helpful information and questions are found in *The Christian as Minister*, on pages 91-92.
2. Local church charge conference recommendation - by the time of the interview. Requires 2/3 vote, written ballot, for approval.  
**The form, *The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies* is used to report recommendation for certification and should be included in the written materials listed in number 3 below that are sent to the district registrar. The form is available on the conference website.**
3. Written material submitted to the district registrar:
  - Copy of questions found on pages 176-177 of the *Candidacy Guidebook*.
  - Two copies each of Health and Financial statements. The district registrar will send these forms to you.
4. It is the responsibility of your mentor to notify the district registrar that you are on target to have all work through unit 18 complete, material and charge conference recommendation finished and turned in on time.

### **The Certification Interview**

1. You will be notified by the district registrar of the date/time/location of your interview.
2. Your mentor should be there in a supportive role.
3. Go and enjoy the interview. It should be a positive, get-to-know-you-and-the-committee-members time. The committee is interested in your understanding of yourself and of God's call, and your plans for continuing the educational process for licensed or ordained ministry. It's okay not to know everything at this point in the process, just answer questions to the best of your ability. If issues have been raised from the psychological report, be prepared to talk about them openly and honestly.
4. Voting/Decisions: There will be a written ballot with a 3/4 majority vote needed for approval.  
Options:
  - A. To Recommend as a Certified Candidate. Contingencies may be assigned. Candidate must complete contingencies before making application for provisional status or local pastor. The dCOM will make specific suggestions for work and name someone with whom to do that work. Contingencies should be completed and reported at the next meeting with the dCOM (unless given a different deadline by the dCOM). **Contingency Mentor's Report should be sent to the Board of Ordained Ministry Registrar as well as copies to the candidate, district registrar, and dCOM chair.** The candidate will continue moving forward through the process and the *Candidacy Guidebook* with his/her mentor.
  - B. Continuance. Contingencies will be assigned.  
The committee would like for the candidate to do some more work before recommending for Certified Candidate. They will make specific suggestions for work and name someone with whom to do that work. Contingencies should be completed and reported at the next meeting with the dCOM (unless given a different

deadline by the dCOM). **Contingency Mentor's Report should be sent to the Board of Ordained Ministry Registrar as well as copies to the candidate, district registrar, and dCOM chair.** Continue to work with your mentor in this process.

C. Discontinuance.

The District Committee on Ordained Ministry does not believe that the candidate's call to licensed or ordained ministry matches the call as it is understood by the Florida Annual Conference of The United Methodist Church.

Options available to the candidate:

- To explore their call to be a lay member of a congregation.
- To explore their call to licensed or ordained ministry with another annual conference or denomination.
- To wait two years and begin the process over again.

## Certification and Beyond

This is not the last time you will see this committee.

1. You will continue to work with your mentor to complete the Guidebook and the rest of this process.
2. You will continue in an educational process (seminary, Course of Study, or other options).
3. **Your local church will annually vote to renew your candidacy. You will need to submit the same form, *The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies* that was used for recommendation for certification. It is available on the conference web site. Your church will vote on this renewal at the time of their annual charge conference which is usually in the fall. Be in contact with your pastor about this form and renewal. It should be included in your church's other charge conference reports.**
4. There is an annual interview for renewal of certification as well as a written report due. These interviews are an informal touch-base interview. Contingencies may be assigned. You will be notified by the registrar of date/time/location of the interview. You will receive an **Annual Renewal of Certification Form** from the district registrar. Fill it out and you and your mentor sign it before returning it to the district registrar.

### Voting/Decisions for Renewal of Certified Candidate:

There will be a written ballot with a  $\frac{3}{4}$  majority vote needed for approval. Possible decisions:

#### A. To Recommend

Contingencies may be assigned. Contingency mentor's report should be sent to the BOOM registrar as well as copies to the candidate, district registrar, and dCOM chair. All previous contingencies must be completed before applying for local pastor or provisional membership.

#### B. Discontinuance (§313, Book of Discipline)

The District Committee on Ordained Ministry does not believe that the candidate's call to licensed or ordained ministry matches the call as it is understood by the Florida Annual Conference of The United Methodist Church.

Options available to the candidate:

- To explore their call to be a lay member of a congregation.
- To explore their call to licensed or ordained ministry with another annual conference or denomination.
- To wait two years and begin the process over again.

5. Decide whether you are on the ordination or the local pastor track.

### **Preparation for Conference Board of Ordained Ministry Interview**

There is a one-year time requirement as a certified candidate before you can apply for provisional member if you are on the ordination track.

1. Application packets are available about December 1 from the Board of Ordained Ministry Registrar.
2. Ask for the specific packet you need:
  - Provisional membership on the elder track
  - Provisional membership on the deacon track
  - Licensing for pastoral ministry (local pastor)
  - Associate membership
3. Written and oral exam by the dCOM

Information regarding expectations about the content/quality of work to be reviewed by the dCOM may be obtained from your mentor. The application focuses on theology, leadership, personal growth, and proclamation.

All or part of your work may pass the committee.

Contingencies may be required before passing on to the conference board.

When all work is complete and approved by the dCOM, you will submit that work to the conference board.

Completion of all other work as required/listed in the *Guidebook* (§315.2 for local pastors; §324 for provisional members from the *2004 Book of Discipline*).

## Requirements for Local Pastor (§315-320)

### Interviews

- By the dCOM (for full and part-time local pastor)
- By the conference board (full-time local pastor)

### Requirements

- High school graduate or equivalent
- Certification as a Candidate for Ministry
- Completed Licensing School for Pastoral Ministry before being recommended by clergy session of annual conference (In May - before appointed).

### Work to Be Reviewed

Application and requirements come from the BOOM registrar, and include these areas: theology, leadership, personal growth, proclamation. All work has been reviewed by the appropriate review team; areas of interest/concern are noted in preparation for questions/discussion in the interview.

### Voting/Decisions for Licensed Local Pastor

There will be a written ballot with a 2/3 majority vote needed for approval. Possible decisions:

1. To Recommend to the conference board. All previous contingencies must be completed.
2. Continuance

The Committee would like the candidate to do some more work before recommending for local pastor. They will make specific suggestions for work and name someone with whom to do that work. Contingencies should be completed and reported at the next meeting with the dCOM. (unless given a different deadline by the dCOM). **Contingency Mentor's Report should be sent to the Board of Ordained Ministry Registrar as well as copies to the candidate, district registrar, and dCOM chair.**

3. Discontinuance

The District Committee on Ordained Ministry does not believe that the candidate's call to licensed ministry matches the call as it is understood by the Florida Conference of The United Methodist Church. Options available to the candidate:

- To explore their call to be a lay member of a congregation.
- To explore their call to licensed or ordained ministry with another annual conference or denomination.
- To wait two years and begin the process over again.

## Continuing as a Local Pastor

**Local pastors who have not completed the Course of Study** will be assigned a mentor until the completion of the Course of Study. They will have an annual personal interview with the dCOM.

### Requirements:

1. Evidence of satisfactory progress in the Course of Study, in college, or in seminary (§319) until they have completed Course of Study (in eight years for full-time local pastors, and in twelve years for part-time local pastors, §319.3).
2. Annual evaluation of the Staff Parish Relations Committee (optional) or pastor's report to the charge conference.
3. Recommendation of the district superintendent.

### Voting/Decisions

1. To continue as a local pastor (§319). A vote to continue may carry contingencies.
2. To discontinue as a local pastor (§320).

The District Committee on Ordained Ministry does not believe that the candidate's call to licensed ministry matches the call as it is understood by the Florida Conference of The United Methodist Church. Options available to the candidate:

- To explore their call to be a lay member of a congregation.
- To explore their call to licensed or ordained ministry with another annual conference or denomination.
- To wait two years and begin the process over again.

## Requirements for Provisional Membership (§324-327)

### Requirements:

1. Minimum of one year certification previous to provisional membership.
2. Each candidate shall have demonstrated his or her gifts for ministries of service and leadership to the satisfaction of the dCOM.
3. Completion of a bachelor's degree from a college or university recognized by the University Senate. See §324.3 for exceptions.
4. Completed a minimum of twenty-four semester hours of graduate theological studies in the Christian faith including Old Testament; New Testament; theology, church history; mission of the church in the world; evangelism; worship/liturgy; and United Methodist doctrine; polity and history. These courses may be included within or in addition to a seminary degree.
5. A candidate for ordination as an elder shall have completed one-half of the studies toward a Master of Divinity degree or its equivalent, including one-half of the basic graduate theological studies from a seminary listed by University Senate.
6. A candidate for ordination as a deacon shall have:
  - A. Completed one-half of the studies of a master's degree from a United Methodist seminary or one listed by the University Senate,
  - OR
  - B. Received a master's degree in the area of the specialized ministry in which the candidate will serve, and completed one-half of the basic graduate theological studies, in a context which will provide formation as a United Methodist deacon in full connection within a cohesive program developed by the seminary and approved by the General Board of Higher Education and Ministry, documented by a record of completion from that school.
7. For candidates on the deacon track following professional certification alternate route, see §324.5.
8. For local pastors fulfilling requirements for provisional membership, see §324.6

### Work to be Reviewed

Application and requirements come from the BOOM registrar and include these areas: theology, leadership, personal growth, proclamation. All work has been reviewed by the appropriate review team, areas of interest/concern are noted in preparation for questions/discussion in the interview.

### Voting/Decisions for Provisional Membership

There will be a written ballot with a ¾ majority vote needed for approval. Possible decisions:

1. To Recommend to the conference Board of Ordained Ministry. All previous contingencies must be completed.
2. Continuance. There will be contingencies assigned.

The work is not ready for the conference board. Contingencies are assigned including a mentor. The candidate and work return to the dCOM until the committee votes to recommend to the conference board. **Contingency Mentor's Report should be sent to the Board of Ordained Ministry Registrar as well as copies to the candidate, district registrar, and dCOM chair.**

### 3. Discontinuance.

The District Committee on Ordained Ministry does not believe that the candidate's call to licensed ministry matches the call as it is understood by the Florida Annual Conference of The United Methodist Church. Options available to the candidate:

- To explore their call to be a lay member of a congregation.
- To explore their call to licensed or ordained ministry with another annual conference or denomination.
- To wait two years and begin the process over again.

A candidate who is assigned contingencies by the conference board, as a matter of courtesy may be given an opportunity to resubmit their work to the dCOM for evaluation and suggestions (not voting) before sending it to the conference board.

#### Licensed Local Pastor

When all requirements for licensed local pastor have been met and the conference board votes to recommend the candidate and his or her work, the clergy session of the annual conference votes to approve the candidate as a licensed local pastor (§315).

Local pastors will be assigned a mentor until they have completed the Course of Study (§316.4). The dCOM chair in consultation with the district superintendent will make these assignments.

#### Provisional Membership and the Residents in Ministry Process

When all requirements for provisional membership have been met and the conference board votes to recommend the candidate and his or her work, the clergy session of the annual conference votes to approve the candidate as a provisional member of the annual conference (§324).

Provisional members of the annual conference enter the Residents in Ministry process which is a three-year process designed to involve them in a curriculum that extends theological education through covenant groups, mentors, and retreats (§326).

## **Application Materials Requested From the Board of Ordained Ministry Registrar**

Note: Candidates receive instructions, applications, and a deadline from the Board of Ordained Ministry Registrar when requesting applications for local pastor or provisional membership.

Candidates will also receive instructions regarding these application materials and a deadline from their District Committee on Ordained Ministry that will probably have some differences from the board instructions.

Candidates will need to meet both sets of instructions and deadlines for the same application materials.

They will meet with the dCOM first. When their application and materials are recommended by the dCOM then they proceed to meeting board instructions and deadline.

## **Contingency**

A contingency is additional work or an experience assigned to a candidate by the District Committee on Ordained Ministry or the Conference Board of Ordained Ministry. The contingency may be assigned to strengthen the work of the candidate or help them prepare for the next step in this ministry process. Contingencies will also be assigned when the quality of the work presented to the dCOM or conference board does not meet the expectations of those bodies.

The candidate will receive a letter from the body assigning the contingency. There will be details about the kind of contingency, areas of concern and issues to be focused on, and number of sessions or meetings. In most cases the assigning body will also assign a contingency mentor. In some cases a contingency may not require a mentor but will require a self-report written by the candidate.

When a contingency mentor is assigned, the mentor will direct the work as assigned by the body requiring the work. The contingency may require a one-on-one directed study or a meeting with several folks. Other kinds of contingencies may include Clinical Pastoral Education (CPE), Interpersonal Relations (IPR) group, theology weekend, toastmasters, Preaching with Presence, previewing a video (or series), speech class, assignment of a particular class before graduation from seminary, counseling either one-on-one or in a group setting, AA, ACOA, or any number of other options. Instructions for an IPR group follow this page.

Completed contingencies will require either a written report from the contingency mentor or written self-report from the candidate directed to the body that assigned the report. Instructions for the contents of the report follow this page.

If a contingency is assigned by the dCOM, the contingency mentor's report or self-report and copies of it should be sent to the BOOM registrar's office as well as the candidate, registrar and chairperson of the dCOM making the assignment. The contingency should be completed before appearing before the dCOM again, unless the committee has given a different deadline (i.e., before completing seminary). All contingencies must be complete before applying to the conference board for local pastor or provisional membership.

If a contingency is assigned by the conference board, copies of the contingency mentor's report or self-report should go to the BOOM registrar's office and to the candidate. All contingencies must be complete before the deadline of the conference board for receiving applications in the year the candidate is submitting an application to the conference board.

## **Report of the Contingency Mentor**

Here is some of the kind of information that the dCOM or conference board will be looking for in a report from the contingency mentor:

1. How was the candidate fully engaged in the process?
2. How did the candidate claim ownership of the issues outlined?
3. What evidence was there that the candidate made progress in the areas of concern? Why or why not?
4. What issues are left to be addressed?  
Are these unfinished or new issues uncovered in this process?
5. How (what methods) were the issues addressed? Describe the content/structure/reading/video.

## **Self-Report of the Candidate**

When a candidate is assigned a self-report of contingency work, it should contain the following information:

1. How and when did you do the work?
2. Reflect on how that experience at the time and now relates to the areas of concern noted by the dCOM or conference board.
3. What's different now? Where have you grown in relation to the areas of concern lifted up? What has been the result of having done this work?

## **Guidelines for Inter-Personal Relations Groups (I.P.R.)**

The BOOM or dCOM sometimes assigns an Inter-Personal Relations Group as a contingency for candidates for ministry. These are guidelines for those groups:

1. The District superintendent, and dCOM chair or the Board of Ordained Ministry representative to the candidate's district shall jointly appoint a facilitator of the I.P.R. group.
2. The group facilitator shall consult with the candidate, and the candidate and facilitator shall mutually agree on the other persons who will be invited to participate in the group. These participants may be clergy (elders or deacons in full connection) or combination of clergy and lay (including diaconal ministers, local pastors, provisional members and associate members).
3. The facilitator, candidate, and board representative shall meet to share the "areas of concern" which relate to the IPR group and to consult on choosing the group. The facilitator and the candidate shall contact the participants. The candidate should take initiative in contacting participants. It is suggested that the candidate and the facilitator write a letter inviting the selected individuals to participate and that the candidate follow-up by phone.
4. In addition to the facilitator and the candidate, there shall be a minimum of four and a maximum of ten group participants.
5. There shall be a minimum of six sessions of one hour or more with the group meeting in person (not via telephone).
6. The "areas of concern" pertaining to the IPR shall be shared with the facilitator. The facilitator and the candidate will meet briefly (15-30 minutes) before each session to structure the conversation and afterwards (15-30 minutes) for evaluation and learning. The candidate shall take an active role in writing the "learning agenda," choosing topics for discussion, and evaluating each session. The group shall covenant with the candidate that areas of concern shared with the group are confidential and shall not be shared outside the group session or with non-group members.
7. At the first group meeting, the candidate shall share a written "learning agenda" incorporating the "areas of concern" assigned to the IPR and shall discuss with the group a need for confidentiality.
8. The last group session shall be a group evaluation of the group process and the candidate's learning.
9. The facilitator shall write a report to the Board of Ordained Ministry including the following:
  - A. A copy of the learning agenda
  - B. A description of the candidate's role in putting the group together
  - C. Names of group members, and relationship to the candidate if not clergy or diaconal
  - D. The number of sessions, beginning and ending dates
  - E. A description of the candidate's participation in group discussion
  - F. How the candidate processed and evaluated the discussions
  - G. A description of the group interaction, group response to the candidate

## **The Local Pastor**

Local pastors are persons not ordained as elders who are appointed to preach and conduct divine worship and perform the duties of a pastor.

Because of the licensing, appointive process, and three categories of local pastor, there are some key understandings we often stumble over.

A certified candidate for ordained ministry may apply at anytime for the local pastor status. The candidate requests the application for local pastor from the Board of Ordained Ministry (BOOM) Registrar. There are four areas of work/competence to be demonstrated: theology, leadership, personal growth, and proclamation. The district committee should look for an actively growing Christian who participates in the life of the church attending Bible study opportunities and other study settings that give them exposure to new ideas and groups with whom to talk and articulate their faith. Most will lack any experience in preaching.

When the dCOM votes to recommend these folks for local pastor status there are several other issues related to this status. The next step for candidates applying for full-time local pastor will be to submit their materials to the Conference Board of Ordained Ministry. If the conference board votes to recommend them to the clergy session of the annual conference, they are eligible to attend Licensing School. The candidate approved for local pastor must attend the Licensing School before the clergy session of the annual conference can vote to approve their status as Local Pastor. There are a limited number of openings for the Licensing School which is held for two weeks in May at Florida Southern College. The Southeastern Jurisdiction also offers a licensing school in Spanish through Candler School of Theology. The district superintendents name local pastors to attend the school with first places going to persons who will receive an appointment at annual conference.

Candidates applying for part-time local pastor are interviewed only by the district committee. They are not seen by the Conference Board of Ordained Ministry. Part-time local pastors who decide at a later time to serve full-time will have to fill out a new application for local pastor and be interviewed by the dCOM and by the conference board.

When the candidate has attended Licensing School, been approved by the clergy session of the annual conference, and has an appointment, they will be licensed for pastoral ministry. When there is no appointment for the local pastor they do not have a license. Without the license/appointment, local pastors are not able to attend Course of Study.

Local pastors who have an appointment are eligible to enroll in and attend the Course of Study. There is a time limit for completing the Course of Study (eight years for local pastors in a full-time appointment and twelve years for local pastors in a part-time appointment). The time constraints do not begin until the local pastor has an active license serving in an appointment.

Local pastors will be assigned a mentor by the dCOM that they will work with until they complete the Course of Study. They will be asked to fill out a Local Pastor Annual

Continuance Form and have a yearly interview with the dCOM to continue their status as local pastor. They may be assigned contingencies.

Local pastors who have completed the Course of Study will fill out a Local Pastor Annual Continuance Form and meet annually with the dCOM (probably as a group) for fellowship and to see if there are any concerns. The local pastor may request an interview with the dCOM. The dCOM and district superintendent may require an interview with the dCOM if they deem it necessary.

### **Student Local Pastor**

There are occasions when a student enrolled in school is needed to serve an appointment. The following procedure will be followed in order for the student to receive the status of Student Local Pastor. If a person is a

1. certified candidate meeting all requirements of ¶315,
2. has attended and successfully completed the Licensing School,
3. is enrolled in a University Senate approved school (undergraduate or seminary),
4. is recommended by the district superintendent, then the board will approve the person for student local pastor without interview.

Student local pastors must be enrolled in the Clergy Retirement Security Plan. The student local pastor is not eligible for the Comprehensive Protection Plan or the conference health insurance program in that a student local pastor appointment is a part-time appointment.

### **Course of Study**

The basic theological education program of the Division of Ordained Ministry, General Board of Higher Education and Ministry. It is provided for those who are licensed as local pastors who are unable to attend an approved seminary. Participants in the program should have completed candidacy for ordained ministry, the studies for license as a local pastor, and have been approve/recommended for license by the dCOM and Conference Board of Ordained Ministry.

### **Licensing School for Pastoral Ministry**

The studies are the first exposure for most candidates to the practice of ministry. Public worship, pastoral care for spiritual formation, organization of a parish for nurture and mission, and educational ministries in the church are the major areas of concern covered in the eighty-hour school. The candidate must be approved by the dCOM for licensing as a local pastor. The candidate must attend the school before being approved by the clergy session of the annual conference and being appointed as a local pastor.

## Leadership Review Team Expectations

- I. Each team member receives a copy of this section of the candidate's paper work.
- II. Reviewers look for:
  1. Status the Candidate is applying for. (Your expectations should vary from Lay Pastor, Provisional Elder, or Deacon)
  2. Are they aware of various leadership styles?
  3. Do they show any awareness or knowledge of the books on the bibliography list?  
Have they gained anything from their reading?
  4. Have they given any thought to their own leadership style and how their style aids their leadership and also hinders their leadership?
  5. Have they answered the questions asked on the application?
  6. Is this their best work? (writing skills, spelling, etc).
- III. Reviewers will be paired with another reader of the same candidates in the November meeting. To facilitate your work together, the reviewer should:
  1. Write down comments or questions, with the reference from the candidate's material, so that you can point your partner to the question or comment that you have.
  2. Have at least three questions or comments that you would like to make to the candidate in the small group interview.
  3. The Leadership Team will usually follow the recommendation each pair of readers brings for any given candidate. So along with the questions that you have for the candidate, you must also make a recommendation to the team about whether the candidate should receive an interview in January or not.
- IV. After reviewing materials and discussion with your team what will your review team recommend to the Board?
  - A. Recommend - to go to Conference Board for interview
  - B. Continuance - what contingencies will you suggest?  
Recommend resource people to assist with the contingency.
  - C. Discontinuance – this will end the process for the candidate.  
Why not?

**Did anything happen in the interview with the large group to change your recommendation?**

## Leadership Books and Ideas

### Leaders Theological Perspective:

- Bilezikian, Gilbert. **Community 101** – Biblical understanding of church.
- Borden, Paul D. **Direct Hit: Aiming Real Leaders at the Mission Field.**
- Cordeiro, Wayne. **Doing Church as a Team.** – Gift-based ministry.
- Clark, Lewis A. & Birch, Bruce. **Ducking Spears, Dancing Madly: A Biblical Model of Church Leadership.**
- Collins, Kenneth J. **The Scripture Way to Salvation: The Heart of John Wesley's Theology.**
- Dunnam, Maxie. **Going on to Salvation.** – Wesleyan view of salvation.
- Frank, Thomas E. **Polity, Practice and the Mission of the United Methodist Church.**
- Gunter, Jones, Campbell, Miles, and Maddox. **Wesley and the Quadrilateral, Renewing the Conversation.**
- Hauerwas, Stanley & Willimon, Will. **Resident Aliens.** – The church and the changing values of the world are addressed. How to be the church.
- Mead, Loren. **The Once and Future Church.** – Future of organized denominations.
- Mittelberg, Mark. **Building a Contagious Church** – Organizing the church's evangelism.
- Oden, Thomas. **Pastoral Theology.**
- Ogden, Greg. **The New Reformation.** – argues for defining ministry not as pastor-focused or lay-focused, but that all are ministers. Pastor's role is to equip the minister, player/coach image. (Chapter 6 looks at Role of Minister/Pastor.)
- Runyon, Theodore. **The New Creation.** – Wesley theology for today.
- Russell, Bob. **When God Builds a Church.**
- Warren, Rick. **The Purpose Driven Church.** – How and why to organize your church.
- Weems, Lovett H. Jr. **Leadership in the Wesleyan Spirit.** – Enumerates the practices of the Wesleyan Leadership.
- Wesley, John. **The Nature of Salvation.** – Wesley's sermon on the topic. (Edited by Clare George Wesley, Jr.)
- White, James Emery. **Rethinking the Church.** – A challenge to creative redesign in an Age of Transition.

### Leading Change

- Appel, Gene & Nelson, Alan. **How to Change Your Church.** – How to change it without killing it
- Bandy, Thomas G. **Kicking Habits.** – Look at change and systems.
- Barna, George. **The Second Coming of the Church.** – 21<sup>st</sup> century look at the church.
- Blanchard, Hybels & Hodges. **Leadership by the Book.** – Bible used as a leadership manual.
- Collins, Jim. **Good to Great.**
- Collins & Porra. **Built to Last.** – Study of lasting companies.
- Easum, William M. **Sacred Cows Make Gourmet Burgers.** – Permission-giving change.
- Foster, Charles. **Embracing Diversity.**
- Freedman, Samuel G. **Upon This Rock: The Miracles of a Black Church.**
- George, Carl. **How to Break Growth Barriers.** – Understanding the size of the church.
- Kraus, James & Pozner, Barry. **The Leadership Challenge.** – How to get extraordinary things done in organizations.
- Regele, Mike. **Death of a Church.** – Realizing where the population is.
- Rotter, John P. **Leading Change.** – 8 stage process

## Leadership Books and Ideas - page 2

- Schaeff & Fassel. **The Addictive Organization.** – Understanding the culture.
- Shawchuck & Heuser. **Managing the Congregation.** – System approach to leadership.
- Southerland, Dan. **Transitioning: Leading Your Church through Change.**
- Steinke, Peter. **Congregational Leadership in Anxious Times**
- Weems, Lovett H. Jr. **Church Leadership** – General overview of leadership in the church.
- Weems, Lovett H. Jr. **Take the Next Step: Leading Lasting Change in the Church.**

Leading (Managing and Organizing):

- Katzenbach & Smith. **The Wisdom of Teams.** – What teams are.

Leading Yourself and Others:

- Arbinger Institute. **Leadership and Self-Deception: Getting Out of the Box.**
- Blanchard, K. Hodges. **Lead Like Jesus.**
- Bugbee, Bruce, Cousins, Don & Hybels, Bill. **Network.** - Spiritual Gifts Inventory
- Clinton, J. Robert. **The Making of a Leader.** – Stages of a leader.
- Covey, Steven. **Seven Habits of Highly Effective People.** – Time management.
- Ferguson, David. **Intimacy Needs.** – Needs assessment.
- Friedman, Edwin H. **Generation to Generation.** – System theory.
- Hettinga, Jan David. **Follow Me.** – Experience the loving leadership of Jesus.
- Jaworski, Joseph. **Synchronicity.** – Secular story of leading one's life in a new direction.
- Jinkins, Michael. **Letters to New Pastors.**
- Lischer, Richard. **Open Secrets: A Spiritual Journey through a Country Church.**
- McIntosh & Rima. **Overcoming the Dark Side of Leadership.** – Self-awareness, keys to leadership.
- McNeal, Reggie. **Practicing Greatness: 7 Disciplines of Extraordinary Spiritual Leaders.**
- McNeal, Reggie. **A Work of Heart.** – Understanding how God shapes spiritual leaders.
- Miller, Herb. **Leadership Is the Key.** – Unlocking your ministry effectiveness.
- Neumark, Heidi. **Breathing Space: A Spiritual Journey in the South Bronx.**
- Niebuhr, Reinhold. **Leaves from the Notebook of a Tamed Cynic.**
- Norris, Kathleen. **Dakota: A Spiritual Geography.**
- Pappas, Anthony. **Entering the World of the Small Church.**
- Shawchuck, Norman & Heuser, Roger. **Leading the Congregation, Caring for Yourself While Serving the People.**
- Thompson, George B. Jr. **How to Get Along with Your Church.**
- Thrall, McNichol & McElrath. **The Ascent of a Leader.** – How ordinary relationships develop extraordinary character and influence.
- Willard, Dallas. **The Spirit of the Disciplines.** – Developing your spiritual life.
- Wills, Dick. **Waking to God's Dream.** – Story of a pastor's awakening.
- **MBTI** – Personality Inventory

Leadership, General Topics:

- Slaughter, Michael. **Spiritual Entrepreneurs.**
- Wills, Gary. **Certain Trumpets.** – The nature of leadership.

Updated 12/07

#### Additional Resources

- Church of the Resurrection Leadership Institute, [www.cor.org/catalyst](http://www.cor.org/catalyst)
- Willow Creek Leadership Summit, [www.wall.willowcreek.com/leaders](http://www.wall.willowcreek.com/leaders)
- North Port Ministries, Drive Conference, [www.driveconference.org](http://www.driveconference.org)

## Personal Growth Review Team Expectations

**GOAL:** To determine at what level a candidate is self-aware of their healthy and unhealthy life patterns, their willingness to learn and practice new skills, and their humbleness in acknowledging a commitment to continue to grow in a psychologically healthy manner throughout their ministry.

Based upon that goal, those individuals on the DCOM and the BOOM who have been assigned oversight of Personal Growth procedures for candidates of ministry will proceed with the following information:

1. **PDI (Personal Data Inventory)**, including the Financial Summary – Check to see if all the PDI is filled out and how the information compares with information from the Psychological Packet. Ask someone with knowledge regarding financial planning if the candidate is proceeding in a healthy way to reduce debt. See other pages in this Handbook regarding financial parameters.
2. **Psychological Packet** – this includes important feedback from the Ministerial Assessment Specialist on test results and their personal interview with the candidate
  - a. **Minnesota Multiphasic Personality Inventory (MMPI-2)**. This inventory must be valid for candidate to proceed. Multi-cultural issues are most important to consider and resolve. Questions related to elevated sub-scores are crucial to address.
  - b. **Incomplete Sentence Test**
  - c. **16 Personality Factor Inventory** (Helpful information for leadership issues.)
  - d. **References** – note how strengths and weaknesses perceived by others relate to test results
3. **Interview** – ask candidate ALL questions for which you have concerns in order to determine the contingencies that will be most helpful
4. **Contingencies.** – may include but are not limited to the following:
  - a. One-on-one counseling - Ask the counselor to give written feedback on the issues designated
  - b. Spiritual Director – Most Spiritual Directors will not give feedback on their work with a candidate
  - c. Mentoring – One-on-one or small group
  - d. Credit management programs
  - e. Work with a specific person or program on health-related and stress-related issues
  - f. Active participation in a 12 step program
  - g. CPE (Clinical Pastoral Education) – clarify issues for candidate to deal with in the program
  - h. Book studies and reflections

## **THE INTERVIEW**

Persons serving on Personal Growth for the District and the Board need to remind and coach District and Board members about issues of Ethics and Etiquette during the interview process. Please refer to the reference page in this manual.

## **PERSONAL GROWTH RECOMMENDED BOOK LIST**

### *BOOKS FOR SELF-UNDERSTANDING AND SELF-CARE:*

- SHATTERED DREAMS, and THE SAFEST PLACE ON EARTH by Larry Crabb (or any books by Larry Crabb)
- GO PUT YOUR STRENGTHS TO WORK by Marcus Buckingham
- THE DNA OF RELATIONS by Dr. Greg Smalley
- THE SEARCH FOR SIGNIFICANCE by Robert McGee
- A WORK OF HEART by Reggie McNeal
- PRAYER by Phillip Yancey (or any books by Philipp Yancey)
- LET YOUR LIFE SPEAK – Parker J. Palmer
- BIOGRAPHIES AND AUTO-BIOGRAPHIES of people of character
- The many books of Henri J. M. Nouwen such as THE WOUNDED HEALER
- The materials in the COMPANIONS IN CHRIST series
- FIT TO BE A PASTOR – G. Lloyd Rediger (and other books by Rediger)
- CALLING AND CHARACTER – William H. Willimon
- RESURRECTING EXCELLENCE – L. Gregory Jones & Kevin R. Armstrong

### *BOOKS TO HELP UNDERSTAND OTHER GENERATIONS AND CULTURES:*

- MEETING GOD AT THE BOUNDARIES (Cross-Cultural-Cross-Racial Clergy Appointments) – Lucia Ann McSpadden
- JOURNEY TO THE WELL – Vasti M. McKenzie
- GENERATION ME (Why Today's Young Americans Are More Confident, Assertive, Entitled - and More Miserable Than Ever Before) - Jean M. Twenge
- COMING OF AGE (Exploring the Identity and Spirituality of Younger Men) - David Anderson, Paul Hill, and Roland Martinson
- BIG QUESTIONS (Mentoring Young Adults in Their Search for Meaning, Purpose, and Faith) - Sharon Daloz Parks
- POST-MODERN PILGRIMS (First Century Passion for the 21st Century World) - Leonard Sweet

### *BOOKS TO HELP INTEGRATE SELF ISSUES AND THEOLOGY, PROCLAMATION AND/OR LEADERSHIP:*

- CONGREGATIONAL LEADERSHIP IN ANXIOUS TIMES – Peter L. Steinke
- (or other books on family systems)
- Fred B. Craddock ON PREACHING (DVD set or book) – assumes preaching/teaching as autobiographical
- IN THE NAME OF JESUS (Reflections on Christian Leadership) – Henri J.M. Nouwen
- THE CHALLENGE OF THE DISCIPLINED LIFE (Christian reflections on money, sex & power) - Richard J. Foster. Also CELEBRATING THE DISCIPLINES
- Several books by Frederick Buechner, including TELLING SECRETS, THE SACRED JOURNEY, SPEAK WHAT YOU FEEL
- THE COURAGE TO TEACH –Parker J. Palmer

## **Proclamation Review Team Expectations, Elder Track**

**Certified Candidate:** ability to express oneself clearly both orally and in written material.

**Local Pastor:** ability to clearly preach a sermon and to convey a simple theological concept in a manner than can be understood by a congregation. Written material must be clear and well presented.

**Provisional Member / Associate Member:** ability to clearly preach a sermon and to convey more sophisticated theological concepts. The ability to adequately exegete a biblical passage must be evident. Written material must be of a graduate level (the assumption here is that PM's have completed most of seminary and AM's have completed Course of Study).

**Full Connection:** sermon should be inspirational and evoke a specific response from the congregation. Must have the ability to fully exegete a biblical passage using a variety of source material. Written material must be of a graduate level.

Reviewers will be viewing a video/DVD of a sermon including a manuscript and exegetical notes. Look for:

1. Connection with the text
2. Content - depth and appropriateness of illustrations
3. Delivery - use of voice, mannerisms, body language.
4. Effectiveness - did the sermon educate, inspire, convict.
5. Congruence between message and style of delivery
6. Connection of exegetical notes to the actual preaching event

For Full Connection Elder reviewers will also be reviewing a teaching plan for a book or books of the Bible. Look for a Purpose Statement and enough details in the plan to show how the candidate will proceed with teaching this book(s).

## **Proclamation Review Team Expectations, Deacon Track**

**Certified Candidate:** ability to express oneself clearly both orally and in written material.

**Provisional Member:** understands her/his gifts for ministry and can clearly articulate ways in which his/her present service setting allows living out the ministry of the deacon. The candidate shows evidence of readiness for leadership in connecting the gathered community and service in the world.

**Full Connection:** shows effectiveness for servant leadership in connecting worship in the gathered community and service in the world. **Candidates on the deacon track present a DVD giving evidence of how they are “proclaiming the Word” in their current ministry setting.**

**Look for:** one or more activities demonstrating the act of proclamation in their ministry setting; Candidate’s interaction, involvement, and participation with persons.

For **Provisional Member** the proclamation DVD should be well designed and show how she/he connects the church and the world.

For **Full Connection** the proclamation DVD should show the candidate proclaiming the word in a way that intentionally links the church and the world. It should be well designed and have theological and practical integrity. The candidate should show evidence of being able to communicate effectively and persuasively with clarity and conviction.

Candidates for Full Connection will also submit a teaching plan for a book or books of the Bible. Look for a Purpose Statement and enough details in the plan to show how the candidate will proceed with teaching this book(s).

**Deacons are not required to submit a sermon. If they choose to submit one then the expectations for the sermon are the same as candidates on the elder track. See the Proclamation Review Team Expectations, Elder Track. They are still expected to submit a DVD showing their work as a deacon.**

## **Proclamation Suggested Reading List**

|   |  |
|---|--|
| Bailey, E. K. Bailey and Wiersbe, Warren W. | <b><u>Preaching in Black &amp; White</u></b>                 |
| Bond, L. Susan                              | <b><u>Contemporary African American Preaching</u></b>        |
| Cannon, Katie Geneva                        | <b><u>Teaching Preaching</u></b>                             |
| Craddock, Fred                              | <b><u>Preaching</u></b>                                      |
| Dawn, Marva                                 | <b><u>Reaching Out Without Dumbing Down</u></b>              |
| Delnay, Robert G.                           | <b><u>Fire in Your Pulpit</u></b>                            |
| Florence, Anna Carter                       | <b><u>Preaching as Testimony</u></b>                         |
| Gonzalez, Justo                             | <b><u>Pulpito: An Introduction to Hispanic Preaching</u></b> |
| Hamilton, Adam                              | <b><u>Unleashing the Word</u></b>                            |
| Hayes, John and Holladay, Carl              | <b><u>Biblical Exegesis: A Beginner's Handbook</u></b>       |
| Kimball, Dan                                | <b><u>The Emerging Church</u></b>                            |
| Langford, Andy                              | <b><u>Transitions in Worship</u></b>                         |
| LaRue, Cleophus J.                          | <b><u>Power in the Pulpit</u></b>                            |
| Lischer, Richard                            | <b><u>A Theology of Preaching</u></b>                        |
| Long, Thomas                                | <b><u>The Witness of Preaching</u></b>                       |
| Lowry, Eugene                               | <b><u>The Homiletical Plot</u></b>                           |
| Massey, James Earl                          | <b><u>Designing the Sermon</u></b>                           |
| McKinney, Lora-Ellen                        | <b><u>View from the Pew</u></b>                              |
| Mitchell, Henry H.                          | <b><u>The Recovery of Preaching</u></b>                      |
| Neville, Robert C.                          | <b><u>Preaching the Gospel: Without Easy Answers</u></b>     |
| Proctor, Samuel D.                          | <b><u>The Certain Sound of the Trumpet</u></b>               |

Willimon, William

**Proclamation and Theology**  
**Worship as Pastoral Care**

**Other Resources**

Festival of Homiletics <http://www.goodpreacher.com/festival/>

## Theology Review Team Expectations

**Certified Candidates and Candidates Seeking Licensing as Local Pastors:** should demonstrate, through written and oral examination, at least a basic confirmation level (7<sup>th</sup>/8<sup>th</sup> grade) understanding and ability to articulate theology and their Christian faith.

**Candidates Seeking Provisional Membership:** should demonstrate theological readiness for ministry. Candidates for provisional membership are expected to demonstrate, through written and oral examination, a level of understanding and articulating theology that reflects their rigorous formal education and training. They should be able to communicate an orthodox understanding of theological doctrines in a clear and professional manner, and be familiar with a wide range of theological dialogue (such as liberation, feminist, womanist, process, et al.). They should show some ability to integrate their life experience and any ministerial experience into their theological reflection.

**Provisional Members Seeking Full Conference Membership:** should demonstrate theological effectiveness in ministry; that is, that articulation of theology has borne fruit in their ministry. Integration of orthodox theological doctrines with life and ministerial experience should come naturally in both oral and written work.

Theology Reviewers look for the following (the level of scrutiny depends upon whether one is seeking certification as a candidate, licensing, provisional membership, or full conference membership):

1. Does the work demonstrate a level of theological understanding that goes beyond superficial “book” answers? Can the candidate integrate his or her theology into his or her own experience?
2. Does the work show a balance of theological perspectives?
3. Does the candidate grasp the uniqueness of Wesleyan theology? Is there a clear understanding of Wesley’s Way of Salvation and how grace is operative along that Way? Is personal piety linked with social holiness?
4. Does the candidate describe and understand a Wesleyan view of the Sacraments?
5. Candidates should describe how the kingdom of God is both now and yet to come. Do they include the personal, social, and cosmic aspects of the kingdom?
6. Do they understand the tension between the primacy of Scripture and the complexity of biblical authority?
7. Does the candidate grapple with issues and thoughtfully reflect on that struggle, or merely provide simplistic answers?
8. Is the candidate serious about the nurture of his or her spirit?
9. Can the candidate describe the relationship between his or her spiritual work and his or her faith in Jesus Christ?

10. Is the candidate offering God his or her best?

11. Is this work representative of someone you would depend upon for theological interpretation and guidance?

## Theology Suggested Reading List (2009-2010)

Bohler, Carolyn Jane. *God the What?: What Our Metaphors for God Reveal About Our Beliefs in God*. Woodstock, VT: Skylight Paths, 2008.

Borg, Marcus. *Meeting Jesus Again for the First Time: The Historical Jesus and the Heart of Contemporary Faith*. New York: HarperCollins, 1994.

---. *Reading the Bible Again for the First Time: Taking the Bible Seriously but Not Literally*. New York: HarperCollins, 2001.

Chun Hyun Kyung. *Struggle to Be the Sun Again: Introducing Asian Women's Theology*. Maryknoll, NY: Orbis, 1990.

Cobb, John B., Jr. *Grace and Responsibility: A Wesleyan Theology for Today*. Nashville: Abingdon, 1995.

---. *Christ in a Pluralistic Age*. Eugene, OR: Wipf & Stock, 1999.

Coll, Regina. *Christianity and Feminism in Conversation*. Mystic, CT: Twenty-Third Publications, 1994.

Collins, Kenneth J. *John Wesley: A Theological Journey*. Nashville: Abingdon, 2003.

---. *The Theology of John Wesley: Holy Love and the Shape of Grace*. Nashville: Abingdon, 2007.

Cone, James H. *A Black Theology of Liberation (Ethics and Society)*. Maryknoll, NY: Orbis, 1986.

---. *God of the Oppressed*. Maryknoll, NY: Orbis, 1997.

Dulles, Avery Robert. *Models of the Church*. New York: Doubleday, 2002.

Gomes, Peter. *The Good Book: Reading the Bible with Mind and Heart*. HarperSanFrancisco, 1996.

Gonzalez, Justo. *The Story of Christianity, Volume 1: The Early Church to the Dawn of the Reformation*. New York: HarperCollins, 1984.

---. *The Story of Christianity, Volume 2: The Reformation to the Present Day*. New York: HarperCollins, 1985.

Grant, Jacquelyn. *White Women's Christ and Black Women's Jesus: Feminist Christology and Womanist Response*. American Academy of Religion, 1989.

Guthrie, Shirley C. *Christian Doctrine*. Louisville: John Knox/Westminster, 1994.

Harper, Steve. *The Way to Heaven: The Gospel According to John Wesley*. Grand Rapids, MI: Zondervan, 2003.

Hart, David B. *The Doors of the Sea: Where Was God in the Tsunami?* Grand Rapids, MI: Wm. B. Eerdmans, 2005.

Heim, S. Mark. *Saved from Sacrifice: A Theology of the Cross*. Grand Rapids, MI: Wm. B. Eerdmans, 2006.

Inbody, Tyron L. *The Faith of the Christian Church: An Introduction to Theology*. Grand Rapids, MI: Wm. B. Eerdmans, 2005.

- . *The Many Faces of Christology*. Nashville: Abingdon, 2002.
- . *The Transforming God: An Interpretation of Suffering and Evil*. Louisville: Westminster John Knox, 1997.
- Johnson, Luke Timothy. *The Creed: What Christians Believe and Why it Matters*. New York: Doubleday, 2003.
- . *Living Jesus: Learning the Heart of the Gospel*. HarperSanFrancisco, 1999.
- Jones, Scott J. *United Methodist Doctrine: The Extreme Center*. Nashville: Abingdon, 2002.
- Jones, Scott J., et al. *Wesley and the Quadrilateral: Renewing the Conversation*. Nashville: Abingdon, 1997.
- Jones, W. Paul. *Theological Worlds: Understanding the Alternative Rhythms of Christian Belief*. Nashville: Abingdon, 1989.
- Kalas, J. Ellsworth, et al. *Christian Believer: Knowing God with Heart and Mind*. Nashville: Abingdon, 1999.
- Kinast, Robert L. *Let Ministry Teach: A Guide to Theological Reflection*. Collegeville, MN: Liturgical Press, 1996.
- Kinghorn, Kenneth Cain. *John Wesley on the Sermon on the Mount: The Standard Sermons in Modern English*. Nashville: Abingdon, 2002.
- Langford, Thomas A. *Practical Divinity: Theology in the Wesleyan Tradition*. Nashville: Abingdon, 1983.
- Levenson, Jon. D. *Creation and the Persistence of Evil*. Princeton Univ. Press, 1994.
- Maddox, Randy L. *Responsible Grace: John Wesley's Practical Theology*. Nashville: Kingswood, 1994.
- Maddox, Randy L. and Theodore Runyon. *Rethinking Wesley's Theology for Contemporary Methodism*. Nashville: Abingdon, 1998.
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**Role of the  
Staff Parish  
Relations Committee**

**Role of the  
Minister**

## The Role of the Staff Parish Relations Committee

The local church staff parish relations committee shares with the minister the responsibility for enlistment, guidance, and support of candidates for ordained ministry as well as other forms of ministry. See the *2004 Book of Discipline* ¶247.8 and ¶259.9. *The Christian as Minister* is another helpful resource for this committee.

**“There are some whom God calls for ordained ministry from the people of the church. The SPRC is charged with the responsibility of discerning those whom God has called to represent Christ’s ministry in the name of the church. This discernment is done with prayer and under guidance of the Holy Spirit. The SPRC has responsibility for the recruitment of persons who evidence God’s claim upon them for ordained ministry, the examination of candidates for their calls from God and the evidence of gifts, and the recommendation of these candidates to the charge conference. When the charge conference votes to recommend a candidate for ordained ministry, the congregation assumes the care and support of the candidate through the years of preparation for ministry. The care and support may include continued prayer by individuals and during services of worship, cards and care packages during years of education, opportunities for worship, leadership, financial support, and other forms of encouragement.”** (*2000 Guidelines for Leading Your Congregation: Pastor-Parish Relations*, page 33).

When someone presents himself/herself to the minister as seeking certification as a candidate for ordained ministry, this committee has the first opportunity to meet with the candidate and plays a significant role in the furthering of this person’s call to ministry. It is the responsibility of this committee to interview the candidate, examine a call to ministry, and decide whether to recommend the candidate to the charge conference. The candidate has already been meeting with a mentor assigned by the District Committee on Ordained Ministry for at least a year and working through the *Candidacy Guidebook*.

Chapter five of *The Christian as Minister* gives suggestions for preparing for the interview and the kind of questions and information that the committee should be looking for. This is a crucial first step for the candidate and for the church. This should not be a perfunctory, rubber-stamp interview. The church needs persons for ordained ministry who are truly called by God for ordained ministry. At this stage in the candidate’s journey we are not looking for great theological answers, but for a sense of being called by God and a sense of the person’s fitness/readiness for ministry. Is this a person that I would like to have as the pastor of my church? The committee may consider making this the only item on their agenda or to devote a large block of time to the purpose of interviewing the candidate.

Using the suggestions from the the *Book of Discipline*, ¶310 and ¶311.2a and *The Christian as Minister*, the committee is seeking to discern the candidate’s fitness/readiness for ministry. The committee should prepare itself ahead of time by reading and studying the questions. They should also seek responses and recommendations from the congregation regarding the candidate.

At the conclusion of the interview the committee will need to vote either to recommend or not recommend this person to the charge conference. If strong concerns or issues are raised about the candidate's fitness for ministry, seek further clarification or decide that perhaps this person is better suited to be a lay person in the local church. The committee may vote not to recommend this person. If so, there are important issues of confidentiality that need to be observed as well as support to be given to the candidate.

If the committee votes to recommend this person to the charge conference, the minister will make arrangements for that date. The chairperson and minister may want to work together in planning this meeting. Suggestions are found in *The Christian as Minister*. A charge conference that has only this agenda item can be a time of great celebration and focus on the candidate, on God's call, and the ministry, work, and support of the congregation. The form, *The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies* is used to report recommendation.

If the District Committee on Ordained Ministry votes to certify the candidate, there will be an annual renewal of this certification by both the staff parish committee and the District Committee on Ordained Ministry. The staff parish committee is responsible for annual review and recommendation to the charge conference. The form, *The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies*, is used to report recommendation and renewal of recommendation to the district committee and is available on the conference web site. **The form as a renewal should be included annually in the charge conference reports.**

## The Role of the Minister in the Candidacy Process

### I. Inquiring Candidate

1. Any deacon, elder, or local pastor who has completed the Course of Study may be the guide for this stage - Inquiring Candidate. However, it would really be helpful for the candidate's minister to be the guide. You know this person best and will best be able to facilitate the study and help with a decision.
2. Work through *The Christian as Minister* book with persons exploring their call to ministry. It may take several months to complete this reading and discussion. The purpose of the reading, discussion, and interviews in this book and time together is to explore all forms of ministry. The purpose is not to convince every person exploring a call to service/ministry that ordained ministry or the elder track is the only option. Chapter four offers guidelines for the minister and chapter five for the staff parish relations committee.
3. To work through the *Ministry Inquiry Process* book with an inquiring candidate. The purpose is to explore the candidate's spiritual life, options for ministry, and how faith and vocation are related. This inquiry will take several months. The purpose is not to convince every person exploring a call to service/ministry that ordained ministry or the elder track is the only option.
4. Both books are required reading and study before moving to the next step. They are available from Cokesbury and in Spanish.
5. Visit and make use of the General Board of Higher Education and Ministry web site, [www.gbhem.org](http://www.gbhem.org). Important information and resources are available there.
6. At the conclusion of the study of the *Ministry Inquiry Process* there are instructions for reaching a decision and the next step to take. The purpose is not to convince every person exploring a call to service/ministry that ordained ministry or the elder track is the only option. It's okay if the candidate decides that there are really a lot of great opportunities for me for ministry that do not call for ordination. We need great, called, committed lay people in the local church to do the work of ministry. If the decision is to pursue the local pastor or ordination track, do not contact the Board of Ordained Ministry Registrar. The next step is for the candidate to write the district superintendent and request an appointment to get acquainted, talk about the candidate's call to ministry, and make arrangements for the background check. At this point your job is finished. A mentor will be assigned by the chair of the District Committee on Ordained Ministry.

### II. Exploring Candidate

1. Interview with the Staff Parish Relations Committee. When the candidate has completed unit 18 in the *Candidacy Guidebook*, he/she will be preparing for an interview with the local church staff parish relations committee and a recommendation from the charge conference. The candidate will talk with you about setting up a time for this staff parish relations committee interview.

It would be helpful to work with the staff parish relations committee on chapter five of *The Christian as Minister* book prior to the interview. They need time to digest the questions and prepare for the interview. Chapter five contains questions and the kind of information that the committee should be looking for in interviewing the candidate. This is not a rubber-stamp interview. The time together should be taken seriously. The candidate has spent months preparing for this time and exploring his or her call.

The issue for the committee is **fitness for ministry**. Is this a person that you would welcome as the minister of your church?

This is the first opportunity for the candidate to be examined regarding fitness for ministry. The committee may decide that this person is more suited to be a lay person. That's okay. It is better to reach this decision now. It is not helpful for the candidate to be passed onto the charge conference (and then to the district committee) when your committee clearly has questions about the candidate's fitness for ministry.

At the conclusion of the interview the committee will decide whether to recommend the candidate to the charge conference. If the committee decides not to recommend, someone needs to be ready to share the decision and discussion with the candidate. Information and help for redirecting the candidate's call should be made available.

## 2. Charge Conference Interview/Recommendation

Make arrangements with the district superintendent to hold a charge conference at a time that is convenient for him or her.

Suggestions for the content of this interview are also found in Chapter five of *The Christian as Minister* and ¶310 of the *2004 Book of Discipline*. The charge conference will vote to recommend or not to recommend this person to the District Committee on Ordained Ministry. This recommendation requires a written ballot and approval of 2/3 of those present at the charge conference. (¶311.2b).

Hopefully this will be a time of celebration and recognition for the candidate and the work he or she has done.

## III. Paperwork

Following the charge conference meeting and voting you will need to complete *The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies*. The first page must be completed and signed by the presiding elder, district superintendent, or bishop. The candidate completes the second personal information page. The candidate is responsible for sending it to the registrar of the District Committee on Ordained Ministry.

## IV. Renewal

The staff parish relations committee and charge conference must annually recommend renewal of the candidate's status. The form *The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies* is also used for renewal of candidacy. The form is available on the conference web site. **The form as a renewal should be included annually in the charge conference reports.**