dCOM INTERVIEW GUIDELINES

Guidelines for preparing for an interview

- The dCOM chair/registrar will make sure the necessary paperwork is turned in for the candidate file.
- Before any files are sent out via email/mail, all dCOM members will have a signed confidentiality agreement on file at the district office. (See Section D, Resources)
- A week before each interview, candidate materials will be sent by dCOM chair/registrar to all dCOM members for their team interviews only.
- dCOM members are expected to set aside time before the day of interviews to adequately read and review the files for the candidates they are interviewing.
- For renewals, pay special attention to interview forms from the past several years and educational updates.
- Following the interview, dCOM members should shred any printed pages and delete files from their computer within 48 hours.

Guidelines for preparing for an interview on the day of interview

- dCOM chair will organize interview teams, who will then report back to the full plenary with a recommendation for a final vote on the candidate's request.
- On the day of interviews allow adequate time before interviews for teams to discuss a strategy for the interview, decide on the most important questions, review follow-ups from previous interviews and delegate who will ask each question.
- Refer to the proper questions and forms in the dCOM Handbook for the appropriate interview.
- In each interview team, decide who will take notes and make sure each interview has the proper interview form. Choose a timekeeper.
- In each interview team, decide who will pray at the beginning and at the end of each interview.

Guidelines for interviews

- A designated team member will greet the candidate in the waiting area and accompany them to the interview team room.
- Chair/Team Leader will welcome the candidate, introducing them by name, ministry and purpose of interview/candidate's request.
- Team members will introduce themselves.
- Someone will begin with prayer.
- Ask appropriate questions for the stated purpose of the interview, centering around the interview strategy. Refer back to the dCOM Handbook for required and suggested questions for the stated purpose of the interview.
- Toward the end of the interview, ask candidate if they have any questions for the dCOM.
- Candidates will be reminded that the full dCOM has the final vote, not just the interview team. Describe how the final decision of the dCOM will be communicated to the candidate.
- Someone will close with prayer.

Guidelines for post-interview

- A designated team member will accompany the candidate back from the interview room.
- Interview teams will discern their recommendation to plenary.
- Team members will complete the appropriate interview form, prepare for their plenary report and evaluate their team interactions.

District Committee Voting Percentages

	¾ Majority	Simple Majority	Written Ballot Required (¶666.7)
Provisional Membership Recommendation	■		
Recommendation for Certified Lay Minister		■	
Recertification for Certified Lay Minister		■	
Certified Candidacy	■		■
Continuance of Certified Candidacy		■	
Recommendation for Continuance of License	■		
COS extension beyond 8 years (Full-Time) and 12 years (Part-Time)	■		
Other matters of candidacy		■	

Discipline References:
All references are from The 2016 Book of Discipline of the United Methodist Church

Provisional Membership Recommendation – ¾ majority vote

¶324.10 under Provisional Membership — "Each candidate shall have been recommended in writing to the Conference Board of Ordained Ministry, based on a ¾ majority vote of the district committee on ordained ministry."

Initial Certification - ¾ majority vote

¶310.2.e under Candidacy for Licensed and Ordained Ministry — "Candidates seeking to become certified for licensed or ordained ministry shall: Be voted on by individual ballot by the committee members present. A ¾ majority vote of the committee members present is required for certification."

¶666.7 under District Committee on Ordained Ministry — "The vote of the committee on matters of candidacy shall be by individual written ballot of the committee present. A ¾ majority vote is required for certification. All other matters of candidacy shall be by a simple majority vote."

Time extension to complete the Course of Study - ¾ majority vote

> *¶319.3 under License for Pastoral Ministry — "A full-time local pastor shall complete the Course of Study curriculum within eight years and a part-time pastor within 12, unless a family situation or other circumstance precludes the local pastor's opportunity to meet said requirements. The local pastor may be granted an annual extension beyond the prescribed limit upon a ¾ vote of the district committee on ordained ministry, recommendation by the conference Board of Ordained Ministry, and the vote of the clergy members in full connection."*

Certification renewal, initial, license renewal, & other district level candidacy matters – simple majority vote

> *¶666.7 under District Committee on Ordained Ministry— "The vote of the committee on matters of candidacy shall be by individual written ballot of the committee present. A ¾ majority vote is required for certification. All other matters of candidacy shall be by a simple majority vote."*

Other places in The Book of Discipline which talk about renewal do not list percentages: ¶313, ¶666.9 should default to majority vote.

According to the General Board of Higher Education and Ministry, no Annual Conference has the authority to change or strengthen the percentage of the votes required by The Book of Discipline.