

SECTION B
The Process

MAP TO CREDENTIALING OR ORDINATION

Recruitment Vocational Discernment “Culture of Call”

Includes outreach events, trainings and events led primarily by the Center for Leadership Excellence and targeted at potential candidates and seminarians.



Three-day Candidacy Summit

An event led by the Center for Leadership Excellence that offers various opportunities to begin the candidacy process with the aid of districts and mentors.



Post-Certifications

Follow-up process after Candidacy Summit and before commissioning interviews that involves dCOM, Center for Leadership Excellence, Districts and candidates

Associate Members: Licensed local pastors who have reached age 40, completed at least four years of full-time service as a local pastor and the five year Course of Study, and have been approved by the Board of Ordained Ministry (§321-323).

Deacon: Deacons are called by God, authorized by the church, and ordained by a bishop to a lifetime ministry of Word and Service to the community and the congregation in a ministry that connects the two (§328-331).

Elder: Elders are persons called by God, authorized by the church, and ordained by a bishop to a lifetime ministry of Word, Sacrament, Order, and Service. Elders devote themselves to the ministry of the Word, which includes primary responsibility for preaching and teaching the Word of God (§332-335).

Licensed Local Pastor: Someone who is not ordained as an elder or deacon but is appointed to preach, conduct worship, and perform the duties of a pastor in a particular setting (§315).

See the full definitions and step-by-step candidacy checklist in Section D, Resources



**Candidate chooses
Licensing Route
or Ordination Route**

LICENSING ROUTE

Licensing School

Annual educational event held in the spring for those pursuing the local pastor licensing route.



Course of Study

Full-time local pastors get eight years to complete; Part-time local pastors get 12 years to complete.

PML: *A three-year, fast-track program covering the 10 basic courses for part-time local pastors in Missouri following Licensing School 2017. Learn more on page 92.*

Annual interview and approval by dCOM

ORDINATION ROUTE

Commissioning Interview

Interview process first involving the dCOM and potentially the Board of Ordained Ministry.



Residency in Ministry

A two-year period for provisional members that includes education, hands-on experience in a local church and interviews by the Board of Ordained Ministry.

Ordination Interview

An interview with the Board of Ordained Ministry for consideration as a Deacon or Elder



DISTRICT COMMITTEE ON ORDAINED MINISTRY AND BOARD OF ORDAINED MINISTRY ANNUAL CALENDAR

JANUARY

- Candidacy Summit (A) and mentoring (A) begin
 - Includes lunch on second day with district representative
- Commissioning Interviews

APRIL

- **April 1 Deadline:** Mentoring (A) complete
- Candidates notify dCOM if they intend to apply for commissioning and be recognized at following year's Annual Conference. dCOM informs candidates of necessary paperwork for dCOM and Conference.
- Certification interviews (following completion of Form 113)

MAY

- **May 1 Deadline:** Continued candidates need dCOM approval
- Licensing School
- **May 15 Deadline:** Lay ministers and local pastors must have taken psychological assessment to insure July 1 appointment

JUNE

- Annual Conference
- Residency On-Site Interviews

JULY

- **July 1 Deadline:** Candidates notify dCOM if they intend to apply for commissioning and be recognized at following year's Annual Conference
- Candidacy Summit (B) and mentoring (B) begin
 - Includes lunch with district representative
- Residency On-Site Interviews

AUGUST

- Those expecting Ordination/Full Connection state intention to Clergy Relations Administrator
- Residency On-Site Interviews

SEPTEMBER

- Residency On-Site Interviews
- Ordination/Full Connection paperwork due

OCTOBER

- **October 1 Deadline:** District hold interviews to recommend commissioning candidates to Clergy Relations Administrator
- Residency On-Site Interviews

NOVEMBER

- **November 1 Deadline:** Mentoring (B) Complete
- Residency On-Site Interviews
- Certification interviews (following completion of Form 113)
- Ordination/Full-Connection Interviews

DECEMBER

- Commissioning paperwork due to Conference

QUICK START GUIDE FOR INTERVIEWS

Here are simple instructions and reminders for each type of interview you may conduct in response to a candidate's request.

- Are you interviewing someone who is currently a lay person serving in supply status?
(*Person Serving in Supply Status Interview, page 21*)
Key question trying to discern: "Does this person demonstrate a fitness for ministry?"
- Are you interviewing someone who is requesting certification as a Certified Lay Speaker/
Certified Lay Minister?
(*Recommendation for Recommendation for Certified Lay Speaker Interview, page 23 or
Certified Lay Minister Interview, page 25*)
**Key question trying to discern: "Does this person articulate a God call and basic fitness
for ministry?"**
- Are you interviewing someone who is requesting recertification as a Certified Lay Minister?
(*Recertification for Certified Lay Minister Interview, page 27*)
Key question trying to discern: "Does this person demonstrate fruitfulness in ministry?"
- Are you interviewing someone who has not yet begun the process or is an inquiring or declared
candidate? (*District Superintendent Interview, page 29*)
**Key question trying to discern: "Does this person articulate a God call and demonstrate
basic fitness for ministry?"**
- Are you interviewing someone requesting certification? (*Certification Interview, page 32*)
Key question trying to discern: "Does this person demonstrate a fitness for ministry?"
- Are you interviewing someone who has already been certified and is requesting a
continuation of their certified candidacy?
(*Continuance of Certified Candidacy Interview, page 38*)
**Key question trying to discern: "Does this person demonstrate an increasing fitness
for ministry as a fruitful leader?"**
- Are you interviewing someone who is requesting a continuance of their local pastor license?
(*Continuance of Local Pastor License Interview, page 40*)
**Key question trying to discern: "Does this person demonstrate increasing qualities of
a fruitful, transformational leader?"**
- Are you interviewing someone who is requesting Associate Membership?
(*Recommendation for Associate Membership Interview, page 43*)
Key question trying to discern: "Does this person demonstrate fruitfulness in ministry?"
- Are you interviewing someone requesting provisional membership as an elder or deacon?
(*Recommendation for Provisional Membership Interview, page 46*)
**Key question trying to discern: "Does this person demonstrate a potential for a
ministry of fruitful leadership?"**

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

	$\frac{3}{4}$ 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 – $\frac{3}{4}$ 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 $\frac{3}{4}$ majority vote of the district committee on ordained ministry.”

Initial Certification - $\frac{3}{4}$ 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 $\frac{3}{4}$ 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 $\frac{3}{4}$ 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.

RECOMMENDATION FOR CERTIFIED LAY SPEAKER INTERVIEW (¶267)

For the interviewer: The key question you are trying to answer for yourself is:
"Does this person demonstrate a fitness for ministry?"

Requirements Prior to Interview

1. Certified Lay Servant
2. Pastor and Church Approval
3. Completed Lay Speaker Track of Study

Required Questions

1. Tell us about your leadership experiences in the church. What are the fruit of the ministries in which you are involved?
2. What gifts, skills and abilities do you bring to certified lay ministry?

Suggested Questions

1. How is it with your soul?
2. What are your spiritual disciplines? How are you growing spiritually?
3. What are you doing to improve your preaching and teaching?
4. What are your learning goals in the year ahead?
5. What excites you about ministry? What is your passion?
6. What is your understanding of the Gospel?

Action Required

- Majority vote required for recommendation to Conference Committee on Lay Servant Ministry.
- **dCOM Secretary:** Send minutes within 14 days to dCOM members, the district office and where applicable, the District Committee on Lay Servant Ministries including After Interview Action Reports.

CERTIFIED LAY SPEAKER INTERVIEW (¶267)

For the interviewer: The key question you are trying to answer for yourself is:

"Does this person demonstrate a fitness for ministry?"

** This interview may be conducted by the district lay servant ministries team rather than dCOM.*

District: _____ Date: _____

Candidate: _____

Candidate's Address: _____

Phone: _____ Email: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed:_)
 Master of Divinity (Years completed:____)
 Master of Theology Studies (Years completed:____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended for certification as a Certified Lay Speaker (¶267)
 Recommended for biannual recertification as a Certified Lay Speaker (¶267)

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

RECOMMENDATION FOR CERTIFIED LAY MINISTER INTERVIEW (¶268)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person articulate a God call?”

Requirements Prior to Interview

1. Completion of Certified Lay Ministry training through Missouri Conference Part-Time Ministerial Leader Training. Learn more at www.moumethodist.org/pml and refer to CLM certification checklist in Section D, Resources, for all requirements.

Required Questions

1. Tell us about your personal journey of faith. Briefly describe an experience that shaped your Christian life.
2. Tell us about your call to ministry. At this time what do you feel is the nature of your call?
3. Tell us about your leadership experiences in the church. What are the fruit of the ministries in which you are involved?
4. How would you describe your understanding of God, Christ and the work of the Holy Spirit?
5. Share with us a conflict situation in which you have been involved and how you dealt with it.
6. What gifts, skills and abilities do you bring to certified lay ministry?

Suggested Questions

1. How is it with your soul?
2. What are your spiritual disciplines? How are you growing spiritually?
3. What have you read that has been helpful in your spiritual life?
4. What do you do to take care of yourself physically?
5. What are your personal gifts and growing edges?
6. What are your goals for the year ahead?
7. What does your support system look like?
8. What excites you about ministry? What’s your passion?
9. What is your understanding of the Mission of the Church?

Action Required

- Majority vote required for recommendation to Conference Committee on Lay Servant Ministry.
- **dCOM Secretary:** Send minutes and After Interview Action Reports within 14 days to dCOM members, the district office and Jenny Gragg, jgragg@moumethodist.org, in the Office of Leadership Excellence.
- **Conference Lay Servant Ministry Team** will respond by returning the action report to the district office.
- **Conference Lay Servant Ministry Team** will contact Candidate with the decision.
- **District Superintendent** will assign a mentor. When possible, give strong consideration to pastor of the CLM home church as a mentor (requirements must be met).
- A certificate of CLM will be presented at Annual Conference.

CERTIFIED LAY MINISTER INTERVIEW (¶268)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person articulate a God call?”

District: _____ Date: _____

Candidate: _____

Candidate's Address: _____

Phone: _____ Email: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed: _____)
 Master of Divinity (Years completed: _____)
 Master of Theology Studies (Years completed: _____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended for certification as a Certified Lay Minister (¶271)
 Recommended for biannual recertification as a Certified Lay Minister (¶271)

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

Conference Lay Servant Ministry Team Decision:

Date: _____ Approved _____ Not Approved (with attachment)

RECOMMENDATION FOR RECERTIFICATION AS CERTIFIED LAY MINISTER INTERVIEW (¶268)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person demonstrate fruitfulness in ministry?”

Requirements Prior to Interview

1. Currently a Certified Lay Minister
2. Latest Lay Servant Charge Conference Form on file
3. Completed necessary required refresher course in last two years

Required Questions

1. Tell us about your personal journey of faith. Briefly describe an experience that shaped your Christian life.
2. Tell us about your call to ministry. At this time what do you feel is the nature of your call?
3. How would you describe your understanding of God, Christ, and the work of the Holy Spirit?
4. Share with us a conflict situation in which you have been involved and how you dealt with it.
5. How have you experienced the presence of God in your ministry?
6. Tell us how your service in your local church has demonstrated your appreciation of the history, doctrine, polity, worship and liturgy of The United Methodist Church.
7. Describe the covenant you have developed with your Mutual Ministry Team.
8. Where do you feel your ministry needs to be strengthened?

Suggested Questions

1. How is it with your soul?
2. What are your spiritual disciplines? How are you growing spiritually?
3. What have you read that has been helpful in your spiritual life?
4. What do you do to take care of yourself physically?
5. What are your personal gifts and growing edges?
6. What are your goals for the year ahead?
7. What does your support system look like?
8. What excites you about ministry? What’s your passion?
9. What is your understanding of the Mission of the Church?

Action Required

- Majority vote required for recommendation to Conference Committee on Lay Servant Ministry.
- **dCOM Secretary:** Send minutes and After Interview Action Reports within 14 days to dCOM members, the district office and Jenny Gragg, jgragg@moumethodist.org, in the Office of Leadership Excellence.
- **Conference Lay Servant Ministry Team** will respond by returning the action report to the district office.
- **Conference Lay Servant Ministry Team** will contact Candidate with the decision.

CERTIFIED LAY MINISTER RENEWAL INTERVIEW (¶268)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person articulate a God call?”

District: _____ Date: _____

Home Church: _____ Church's Email: _____

Candidate: _____

Candidate's Address: _____

Phone: _____ Email: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed: _____)
 Master of Divinity (Years completed: _____)
 Master of Theology Studies (Years completed: _____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended for certification as a Certified Lay Minister (¶271)
 Recommended for biannual recertification as a Certified Lay Minister (¶271)

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

Conference Lay Servant Ministry Team Decision:

Date: _____ Approved _____ Not Approved (with attachement)

EXPLORING CANDIDATE INTRODUCTORY INTERVIEW WITH DS (§310.1B)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person articulate a God call and basic fitness for ministry?”

Requirements Prior to Interview

1. A professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one year.
2. Conversation(s) with local church pastor about the authenticity of their call by God to set-apart ministry.
3. Letter or email from local church pastor recommending the candidate for an exploratory conversation with the district superintendent.

Statement of Purpose

One of the key “first steps” in the candidacy process happens when the district superintendent meets with an inquiring candidate for the following purposes: 1) To hear their sense of call, 2) To inquire about their leadership experience in the local church, and 3) To make an initial assessment regarding their basic fitness for ministry in the UMC. The DS must approve before the inquiring candidate can enroll in our ministry candidacy process.

At the outset, this meeting has the potential to set the tone for our entire candidacy process. That strongly implies that the questions asked by the district superintendent and the conversation that takes place should be consistent with expectations for fruitfulness/effectiveness and be in alignment with the mission and values of our Annual Conference. From the very beginning the DS can affirm that ministry is not about meeting the needs of the candidate but about serving the mission and purposes of Christ.

Best Practices

- When possible, have a conversation with the sending local church pastor prior to your meeting with the candidate. What are the pastor’s impressions about the candidate’s leadership potential? How well is the candidate respected in the local church? What experience does the candidate have in leading others? Get a sense of the pastor’s overall impression about this candidate’s promise and potential. Has the person been a member of the UMC for at least one year?
- In conversation with the candidate, make clear that we are seeking leaders who are passionate about making disciples and are already actively engaged in the actual practice of ministry.
- With the DS’s discretion, there may be a need for multiple visits with the prospective candidate before handing out the candidacy packet.
- The DS or a representative of the DS should respond within 48 hours of the prospective candidate’s initial contact to meet with the DS. The time and date of the meeting can be set as the DS’s schedule allows.

Suggested Questions

1. Tell me about how God has brought you here today. I'd like to hear about your spiritual journey and your sense of call. What has drawn you toward ministry?
2. What have been some of your specific leadership experiences in the life of the church or in your ministry setting? What results came from your leadership? What was most challenging? What was most formative and fulfilling? What did you learn about yourself? (This would be an ideal time to ask the "Tell me about a time when..." questions.)
3. What character(s) or stories from the Bible do you identify with? Why?
4. How have your family and friends encountered your sense of call?
5. What are the spiritual disciplines that keep you grounded and growing in Christ? Tell me about your worship and personal devotional life.
6. What are some of the ways that you care for yourself physically, relationally, spiritually and emotionally?
7. How will you process the possibility of God calling you to leave the security of your career, job, school, etc.? How will it impact your life? Your family?
8. What does it mean for you to be "called"? As you think of following your sense of call from God, what does that look like to you? What steps are you taking to pursue living into that vision? (This would be a good time to explain the basics of the ministry candidacy process and how the DS and dCOM is here to guide and support).
9. If approved to enter the candidacy process, you will be required to undergo a background check which includes financial and felony components as well as psychological testing. We want you to be aware that these are required.

Action Required

- No vote is required.
- If proceeding, DS should enroll candidate in Passageumc, share the background packet, and share Candidacy Summit dates and registration information.
- If not proceeding, DS should articulate if and under what circumstances the candidate might be able to proceed (or not at all).

EXPLORING CANDIDATE INTRODUCTORY INTERVIEW WITH DS (¶310.1B)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person articulate a God call and basic fitness for ministry?”

District: _____ Date: _____

Candidate: _____

Candidate's Address: _____

Phone: _____ Email: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed: _____)
 Master of Divinity (Years completed: _____)
 Master of Theology Studies (Years completed: _____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The DS took the following action regarding the person listed above (check all that apply):

- Recommended for enrollment into candidacy program/Passageumc
 Not Recommended for enrollment into candidacy program/Passageumc

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

PPRC INTERVIEW WITH DECLARED CANDIDATE (§310.1D)

For the Pastor-Parish Committee: The key question you are trying to answer for yourself is:
“Does this person demonstrate a fitness for ministry?”

Requirements of the Candidate Prior to Interview

1. Completed the introductory interview with DS
2. Registered through Passageumc
3. Completed the Candidacy Summit
4. Completed or in process of completing forms required by the BOM
5. Write a statement of call to be given to PPRC by assigned deadline
6. Reviewed the historical questions asked of candidates and prepared and provided written answers of said questions to the PPRC by assigned deadline
7. Read paragraphs 301-320 in *The 2016 Book of Discipline*

Best Practices for the Pastor-Parish Relations Committee to Follow:

1. Candidates intending to apply for commissioning/provisional interview with the Board of Ordained Ministry in February or March of any given year must be certified candidates prior to July 1 of the previous year and make their intentions to apply for commissioning known to the dCOM chair in writing by July 1 of the previous year.
2. **Certification** interviews related to **candidates** who will attend **Local Pastor Licensing School** must be completed in the spring prior to late April. This is important so the candidate may be registered for Licensing School, and pre-work can be completed in a timely fashion.
3. The written work required should be completed by the candidate well in advance of the PPRC/SPRC meeting date to be distributed to the committee. If it is not completed by the deadline, cancel the interview and invite the candidate to submit a request for interview at your next scheduled meeting. See Section D, Resources for a sample letter of invitation to the candidate.
4. Distribute the written materials completed by the candidate to the team at least a week before the interview. It's important that your team read the material in advance of the interview.
5. Give your team time before the candidate arrives to discuss your insights and questions about this candidate.
6. Practice gracious hospitality to the candidate as they arrive. Be ready and don't make them wait on you.
7. Your confidentiality about conversations regarding the candidate is critically important. Your team needs to be able to converse freely about the candidate's qualities and experiences. Your team will have an honest conversation that serves both the candidate and the church only if committee members don't have to worry about the conversation eventually reaching the candidate, their friends or their family.
8. Read paragraph 310.1d of *The 2016 Book of Discipline* to the committee prior to the meeting. Your interview should be focused on verifying the candidate's call in light of Wesley's historical questions in sub-sections 1 through 3.
9. An official vote needs to be taken and recorded. Written ballot is not required but may be used at the discretion of the committee. Simple majority is all that is required.

10. Ways to say “No” or “Not yet.” If needed, here are some ways to share that your team has concerns and is not ready to approve this candidate.
- *“Given your written work and our experience of your interview, it’s difficult to determine clearly that your call is to licensed or ordained ministry. We would like to see ... (leadership, fruit, deal more gracefully with people, etc.)”*
 - *“We love you, and you are an important part of our ministry here. After our visit, we believe your call to ministry can be lived out in lay ministry.”*
 - *“At the beginning of this process, we shared that while our call to discipleship is universal, the call to ordination is not for everyone. We celebrate your gifts and believe that you can best serve the church through your lay ministry.”*
 - *“After our conversation, I/we have some concerns about your leadership experience in your current context. One way to explore a call to ministry is through demonstrating leadership effectiveness in your current faith community. I/we think you need more ministry experience before taking additional steps in this process. Have you considered ... leading a small group, serving with your church’s congregational care ministry, leading a mission experience, etc.”*
11. Things to do to celebrate a candidate for ministry whether they are approved for ministry or not: Wait until the candidate has been approved not just by your team, but also by the District Committee on Ordained Ministry as a “certified candidate.” Once confirmed as a certified candidate, find ways to celebrate in your congregation. You might have a short presentation and blessing during worship and share the news in your communications. If a candidate comes before the PPRC or dCOM and is not approved, still celebrate the ministry they lead and/or participate in as a lay person in your congregation.
12. These materials should be distributed to PPRCs through leader/committee training events **and** should be resent to PPRC chairs by the district office after candidate receives approval from DS to pursue candidacy.

Required Questions for the Candidate

Review Wesley’s historic questions in *The Book of Discipline* (§310.1(d), 1-3). The following can be used to clarify the meaning of these questions.

1. Has the candidate shown evidence of God’s grace in their life? What transformation(s) have occurred in this person’s life due to God’s grace? How does this person extend God’s love and grace to others? Is this person patient and do they respond to others with grace and respect?
2. Does the candidate possess the gifts required for effective ministry? How does this candidate communicate God’s message with clarity and effectiveness to groups through preaching or teaching? Describe this candidate’s desire to share the love of God with the community (beyond the church walls). How will this candidate do with basic pastoral responsibilities like administration, worship planning/leading /preaching, visitation and congregational care, sharing God’s vision, and leading the congregation to follow it?
3. Has the candidate demonstrated the ability to lead others in a fruitful ministry in your congregation? Have this person describe an experience of leading or organizing ministry. What are the visible fruits from those ministries? In what ministry settings will this person most likely be fruitful?

PPRC INTERVIEW GUIDE AND ACTION REPORT

Use the following guide, in addition to the written material, to lead your team through the interview. Complete it and use this as your After Interview Action report to send to the District Office. Communicate your response to the candidate promptly. See Section D, Resources for sample letters.

Name: _____

PPR Interview Questions for Certification (¶310.1)

- 1. Please tell us a little about yourself and your call to licensed or ordained ministry in 3 to 5 minutes.**

Candidate clearly and passionately articulates God's grace in their life and a call to ministry.

Excellent

Needs Attention

Inadequate

- 2. What skills/gifts do you have that will make you a great pastor? How have you been a leader in your church?**

Shows past leadership abilities in their local church. Has potential and promise for effective and fruitful ministry.

Excellent

Needs Attention

Inadequate

- 3. Why do you want to be a clergy person in the United Methodist Church?**

Has theology and expectations compatible with United Methodism.

Excellent

Needs Attention

Inadequate

Committee Members present:

Chair Signature: _____ **Date:** _____

Vote of the committee:

Affirmed: _____

Abstained: _____

Against: _____

CERTIFICATION INTERVIEW BY dCOM (¶310.2)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person demonstrate a fitness for ministry?”

Requirements Prior to Interview

1. Introductory interview with District Superintendent and dCOM
2. Completion of the candidacy process, including psychological assessment and background check
3. Submitted proof of high school graduation or equivalent
4. Completed medical report on Forms 102, 103, 114 and wavier etc. (see Section D, Resources)
5. Obtained PPRC approval, Charge Conference approval and written requirements as outlined below

Best Practices

- Confirm with the registrar that the candidate's file is complete, including written confirmation from PPR interview and Charge Conference approval.
- The psychological, criminal and financial reports should be read in advance by the DS and a dCOM member. Careful consideration should be given to the results. In particular, take seriously recommendations regarding any areas of needed growth as well as any indications of merely “acceptable” or “acceptable but less than average” ratings by the Ministerial Assessment Specialists (Referring to the “Summary and Recommendations Section” of the report).
- How does the team show radical hospitality throughout the candidate's experience?
- The interview should be focused on discernment of a clear call to ministry and whether or not the candidate has potential and promise for effective and fruitful ministry.
- Keep the interview stage-level appropriate. Highly developed and clearly articulated theology is not required at this stage.
- Remind the interview team about confidentiality.
- Respond promptly to the candidate.
- The nine questions should be 5-10 pages in length, 12-point font and double-spaced.

Required Questions

1. Please tell us about the most formative experience in your life as a Christian.
2. Please tell us about God’s call to licensed or ordained ministry and the role of the church in your call.
3. How do you understand the Gospel of Jesus Christ?
4. We each have gifts for ministry. Please tell us what gifts you have exercised and how effective/fruitful they have been.
5. What is your present understanding of your call to ministry as elder, deacon or to licensed ministry?
6. What is your support system and how has that helped you in your growth as a disciple of Jesus Christ?
7. Why are you choosing to live out your call in the United Methodist Church?
8. Having read *United Methodist Beliefs, A Brief Introduction* by William Willimon, how do you

explain God's grace?

9. Having read *United Methodist Beliefs, A Brief Introduction* by William Willimon, what is your understanding of the United Methodist practice of the sacraments of Holy Communion and Holy Baptism?

Action Required

- $\frac{3}{4}$ majority written ballot required for certification.
- **dCOM Secretary:** Send minutes within 14 days to dCOM members, the district office and the Conference Candidacy Coordinator (Jenny Gragg - jgragg@moumethodist.org), including After Interview Action reports for all candidates.
- **dCOM Registrar/Chair:** Send follow-up letter to candidate. Place dCOM Action Report and

CONTINUANCE OF CERTIFIED CANDIDACY INTERVIEW (¶313)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person demonstrate an increasing fitness for ministry as a fruitful leader?”

Requirements Prior to Interview

1. Annual recommendation of the candidate’s Charge Conference in file
2. Official transcript from the school, college or seminary showing satisfactory progress

Best Practices

- Certified candidates are required to interview with the dCOM annually. Some certified candidates may be attending seminary. Unless there are extenuating circumstances, there should be no expectation that a candidate must travel great distances at personal expense to do this interview in person. Phone or Skype interviews will suffice in most cases.
- Confirm with the registrar that the file is complete, including transcript updates if applicable.
- How does the team show radical hospitality throughout the candidate's experience?
- The interview should be focused on growth toward or realization of the “potential and promise for effective and fruitful ministry” previously discerned in this candidate.
- Keep the interview stage-level appropriate.
- Remind the interview team about confidentiality.
- Respond promptly to the candidate.

Required Questions

Holy Living: The following questions are intended to help you convey your personal faith story.

1. Describe your community and/or family support system.
2. How often have you met with your district liason since we last met? How is that relationship helping you?
3. What spiritual disciplines pattern your life and how do they nourish your soul? What has God been showing you through these spiritual disciplines?
4. What progress have you made in your education this year? What are you enrolled in for the upcoming year?

Holy Leading: The following questions are to help you convey how you put your faith into practices as a leader and provide examples of how others follow you and grow as disciples of Jesus Christ.

1. Tell us about your involvement in ministry through your local church or current ministry setting.
2. Describe your leadership style broadly. How are you empowering others to lead and serve?
3. What have been your challenges in ministry this year? What are you doing to address those challenges?

Action Required

- A simple majority written ballot is required for continuance of candidacy.
- **dCOM Secretary:** Send minutes within 14 days to dCOM members and the district office, including After Interview Action Report for all candidates.
- **dCOM Registrar/Chair:** Send follow-up letter to candidate. Place dCOM Action Report and follow-up letter into file.

CERTIFIED CANDIDATE CONTINUATION INTERVIEW BY DCOM (¶313)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person demonstrate an increasing fitness for ministry as a fruitful leader?”

District: _____ Date: _____

Candidate: _____

On Ordination Track (circle one) Yes No If yes, which track? Deacon Elder

Candidate’s Address: _____

Phone: _____ Email: _____

Date Certified: _____ Date Licensed: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed: _____)
 Master of Divinity (Years completed: _____)
 Master of Theology Studies (Years completed: _____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended for continuation as a certified candidate (¶312)
- Recommended for licensing school (unless waived) for possible appointment by ¾ majority vote (¶315)
- Discontinuance of certified candidacy (¶314.1) because (check one):
 - Candidate requested discontinuance
 - dCOM made decision to discontinue candidate
- Reinstatement of certified candidacy (¶314.2)

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

RECOMMENDATION FOR CONTINUANCE OF LOCAL PASTOR LICENSE INTERVIEW (¶319)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person demonstrate increasing qualities of a fruitful transformational leader?”

Requirements Prior to Interview

1. Official transcript from Course of Study, school, college or seminary showing satisfactory progress

Best Practices

- Every local pastor needs to meet annually, and this may be accomplished through a variety of means (in-person, in groups, through video or teleconferencing, on-site experiences, etc). District committees are encouraged to create experiences that both satisfy the needs of the committee to connect with and review the local pastor as well as enhance the local pastor’s spirituality, personal life or professional skills. Committees may want to ask, “How do we make this experience more honoring of the local pastor’s time?” For example, how does a two-hour round trip for a 30 minute interview make our local pastor feel about this process? What can we do about that? Consider the number of dCOM members in each local pastor interview, length of interview, having multiple local pastors in the interview or just one, introductory meet and greet session with the whole committee, etc. all should be decided by the dCOM. Each district will have needs and contexts that are unique to their districts.
- District committees are encouraged to share what they are learning from their experiences with other district committees.
- Interviews should be flexible enough to address the different needs or issues of pastors including part-time, full-time, bi-vocational, effectiveness, compliance with requirements, and other factors identified by the district superintendent or dCOM Chair.
- In any type of interview setting, how is your team practicing radical hospitality?
- Remind the team about confidentiality.
- Respond promptly to the local pastor.
- In order to be considered for continuation, local pastors must turn their yearly Course of Study transcripts in to the district office each year.
- If issues should arise in group interview settings, take notes and determine as a team the best way to follow up after the group interview is over.

Required Questions

Written response is not required. These questions should be provided in advance to local pastors for mental preparation.

Holy Living: The following questions are intended to help you convey your personal faith story.

1. Describe your community and/or family support system.
2. How often have you met with your mentor since we last met? And how is that relationship helping you? Who is your “mentor” person if a mentor is not required?
3. What spiritual disciplines pattern your life, and how do they nourish your soul? What has God been showing you through these spiritual disciplines?
4. Describe God’s grace through a Wesleyan lens.
5. What COS classes have you completed this past year? What are you enrolled in for the upcoming year?

Holy Leading: The following questions are to help you convey how you put your faith into practices as a leader and provide examples of how others follow you and grow as disciples of Jesus Christ.

1. How are the five practices being lived out through your leadership in your church?
2. Describe one of the practices that your church has done really well this past year.
3. Describe your leadership style broadly. How are you empowering others to lead and serve? Share a specific instance of you offering leadership in your local church and how effective/fruitful that leadership was, as you reflect upon it.
4. What is your understanding of the United Methodist practice of the sacraments of Holy Communion and Holy Baptism?
5. What are you learning in COS that you are practicing in your ministry setting?

Action Required

- A simple majority written ballot is required to recommend continuance of license.
- **dCOM Secretary:** Send minutes within 14 days to dCOM members, the district office and the Conference Candidacy Coordinator (Jenny Gragg - jgragg@moumethodist.org), including After Interview Action Reports for all candidates.
- **dCOM Registrar/Chair:** Send follow-up letter to candidate. Place dCOM Action Report and follow-up letter into file.

CONTINUANCE OF LOCAL PASTOR LICENSE INTERVIEW(¶319)

For the interviewer: The key question you are trying to answer for yourself is:

“Does this person demonstrate increasing qualities of a fruitful transformational leader?”

District: _____ Date: _____

Candidate: _____

Candidate's Address: _____

Phone: _____ Email: _____

Date Certified: _____ Date Licensed: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed: _____)
 Master of Divinity (Years completed: _____)
 Master of Theology Studies (Years completed: _____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended to BOM for continued eligibility for appointment as a local pastor (¶319)
 dCOM does not recommend continuance (¶320.1)
 Withdrawal under complaints and charges (¶320.2)
 Recommended for reinstatement of approval to be appointed as a local pastor (¶320)
 Recommended for recognition as a retired local pastor (¶320.5)

Persons who are awarded the license as a local pastor, or who are continued in that status, must be classified as one of the following (check one):

- Full-time Local Pastor (FL) (¶318.1)
 Part-time Local Pastor (PL) (¶318.2)
 Student Local Pastor (SP) (¶318.3)

Conference where currently appointed:

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

RECOMMENDATION FOR ASSOCIATE MEMBERSHIP INTERVIEW (¶322)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person demonstrate fruitfulness in ministry?”

Requirements Prior to Interview

1. Annual renewal of license for pastoral ministry
2. 40 years of age or older
3. Served minimum of four years as a full-time local pastor (may equate part-time service toward full-time service requirement. See ¶322.2)
4. Completed the five year Course of Study with no more than one-half online or correspondence
5. Completed a minimum of 60 semester hours toward Bachelor’s Degree from University Senate approved college or university
6. Declared willingness to accept continuing full-time appointment while fully itinerant

Best Practices

- Confirm with the registrar that the file is complete and the candidate is eligible for application for associate membership to the Board of Ordained Ministry.
- How does the team show radical hospitality throughout the candidate’s experience?
- The interview should be focused on the candidate’s readiness for effective and fruitful ministry.
- Keep the interview stage-level appropriate.
- Remind the interview team about confidentiality.
- Respond promptly to the candidate.
- A limit of 5,000 words for all the writing is recommended.
- A 60-minute long interview is sufficient.
- Consider the number of dCOM members in each pre-commissioning interview, length of interview, introductory meet and greet session with the whole committee, etc. all should be decided by the dCOM committee. Each district will have needs and contexts that are unique to their districts.

Required Questions

Holy Living: The following questions are intended to help you convey your personal story: how you have come to faith, grown in faith, are nurtured in faith, have been called to ordained ministry, developed theologically – in short, how you are striving to live as a faithful disciple of Jesus Christ. Please keep your response to all questions 5,000 words total.

1. Describe God’s call in your life and how it has led you to seek ordination in the United Methodist Church. Be sure to articulate how your call to ordained ministry continues to be confirmed.
2. Describe your understanding of the meaning and roles of ordination to Deacon and to Elder. How are these orders interrelated? What distinguishes these orders?
3. Describe your community and/or family support system as you pursue this call on your life.
4. What spiritual disciplines pattern your life and how do they nourish your soul?

5. More specifically,
 - a. How do you engage in and demonstrate passionate worship in your life?
 - b. How do you intentionally develop your faith?
 - c. How are you practicing extravagant generosity?
 - d. How do you practice radical hospitality?
 - e. Where and how are you engaged in risk-taking mission?
6. What is your current understanding and experience of God?
7. What is your understanding of humanity, sin and the need for divine grace?
8. What is the Gospel of Jesus Christ and why does it matter to you?
9. How have you experienced the Holy Spirit at work in the world and in your life?
10. The United Methodist Church holds that Scripture, tradition, experience and reason are sources and norms for belief and practice but that the Bible is primary among them. What is your understanding of this theological position of the Church, and how has your practice of ministry been affected by this understanding?
11. How do you understand the following traditional evangelical doctrines:
 - a. Repentance
 - b. Justification
 - c. Regeneration (new birth)
 - d. Sanctification

Holy Leading: The following questions are intended to help you articulate how you put your faith into practice as a leader and provide examples of how others follow you and grow as disciples of Jesus Christ.

1. How do you lead others in passionate worship?
2. How do you foster intentional faith development for people in your care?
3. How do you nurture extravagant generosity in others?
4. How do you lead others in radical hospitality?
5. How do you challenge others to take risks in mission and service?
6. How do you teach and encourage others to share their faith?
7. Share some examples of your willingness to relate yourself in ministry to all persons without regard to race, color, ethnicity, national origin, social status, gender, sexual orientation, age, economic condition or disability.

Action Required

- $\frac{3}{4}$ majority written ballot required for recommendation
- **dCOM Secretary:** Send minutes within 14 days to dCOM members, the district office and the BOM staff liaison (Trudy McManus - tmcmanus@moumethodist.org), including the After Interview Action Reports and Associate Membership Recommendation letter.
- **dCOM Registrar/Chair:** Send follow-up letter to Candidate. Place dCOM Action Report, Associate Membership Recommendation and follow-up letter into the file.

RECOMMENDATION FOR ASSOCIATE MEMBERSHIP INTERVIEW (¶322)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person demonstrate fruitfulness in ministry?”

District: _____ Date: _____

Candidate: _____

Candidate's Address: _____

Phone: _____ Email: _____

Date Certified: _____ Date Licensed: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed: _____)
 Master of Divinity (Years completed: _____)
 Master of Theology Studies (Years completed: _____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended for interview with BOM for associate membership (¶322.1)
 Not recommended for interview with BOM for associate membership (¶322.1)

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

RECOMMENDATION FOR PROVISIONAL MEMBERSHIP INTERVIEW (¶324)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person demonstrate a potential for a ministry of fruitful leadership?”

Requirements Prior to Interview

1. Certified candidate for at least one year or a licensed local pastor
2. Demonstrated gifts for ministries of service and leadership to the satisfaction of the dCOM
3. Completed undergraduate degree and appropriate graduate theological studies
4. District Superintendent evaluation in file

Best Practices

- Confirm with the registrar that the file is complete and the candidate is eligible for application for provisional membership to the Board of Ordained Ministry.
- How does the team show radical hospitality throughout the candidate’s experience?
- The interview should be focused on the candidate’s readiness for effective and fruitful ministry.
- Keep the interview stage-level appropriate.
- Remind the interview team about confidentiality.
- Respond promptly to the candidate.
- A limit of 5,000 words for all the writing is recommended.
- A 60-minute interview is sufficient.
- Consider the number of dCOM members in each pre-commissioning interview, length of interview, introductory meet and greet session with the whole committee, etc. all should be decided by the dCOM committee. Each district will have needs and contexts that are unique to their districts.

Required Questions

Holy Living: The following questions are intended to help you convey your personal story: how you have come to faith, grown in faith, are nurtured in faith, have been called to ordained ministry, developed theologically – in short, how you are striving to live as a faithful disciple of Jesus Christ. Please keep your response to all questions 5,000 words total.

1. Describe God’s call in your life and how it has led you to seek ordination in the United Methodist Church. Be sure to articulate how your call to ordained ministry continues to be confirmed.
2. Describe your understanding of the meaning and roles of ordination to Deacon and to Elder. How are these orders interrelated? What distinguishes these orders?
3. Describe your community and/or family support system as you pursue this call on your life.
4. What spiritual disciplines pattern your life and how do they nourish your soul?
5. More specifically,
 - a. How do you engage in and demonstrate passionate worship in your life?
 - b. How do you intentionally develop your faith?
 - c. How are you practicing extravagant generosity?
 - d. How do you practice radical hospitality?
 - e. Where and how are you engaged in risk-taking mission?

6. What is your current understanding and experience of God?
7. What is your understanding of humanity, sin and the need for divine grace?
8. What is the Gospel of Jesus Christ, and why does it matter to you?
9. How have you experienced the Holy Spirit at work in the world and in your life?
10. The United Methodist Church holds that Scripture, tradition, experience and reason are sources and norms for belief and practice but that the Bible is primary among them. What is your understanding of this theological position of the Church, and how has your practice of ministry been affected by this understanding?
11. How do you understand the following traditional evangelical doctrines:
 - a. Repentance
 - b. Justification
 - c. Regeneration (new birth)
 - d. Sanctification

Holy Leading: The following questions are intended to help you articulate how you put your faith into practice as a leader and provide examples of how others follow you and grow as disciples of Jesus Christ.

1. How do you lead others in passionate worship?
2. How do you foster intentional faith development for people in your care?
3. How do you nurture extravagant generosity in others?
4. How do you lead others in radical hospitality?
5. How do you challenge others to take risks in mission and service?
6. How do you teach and encourage others to share their faith?
7. Share some examples of your willingness to relate yourself in ministry to all persons without regard to race, color, ethnicity, national origin, social status, gender, sexual orientation, age, economic condition or disability.

Action Required

- $\frac{3}{4}$ majority written ballot required for recommendation
- **dCOM Secretary:** Send minutes within 14 days to dCOM members, the district office and the BOM staff liaison (Trudy McManus - tmcmanus@moumethodist.org), including the After Interview Action Reports
- **dCOM Registrar/Chair:** Send follow-up letter to Candidate. Place dCOM Action Report, Provisional Membership Recommendation (Form F) and follow-up letter into candidate's file.

RECOMMENDATION FOR PROVISIONAL MEMBERSHIP INTERVIEW (¶324)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person demonstrate a potential for a ministry of fruitful leadership?”

District: _____ Date: _____

Candidate: _____

On Ordination Track (circle one) Yes No If yes, which track? Deacon Elder

Candidate’s Address: _____

Phone: _____ Email: _____

Date Certified: _____ Date Licensed: _____

Highest level of education (check one):

- GED High School Diploma
- Master of Divinity (Years completed: _____)
- Master of Theology Studies (Years completed: _____)
- Undergrad (Years completed: _____)
- D. Min.
- Th. D.
- Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended for interview with BOM for election to provisional membership toward deacon’s orders by $\frac{3}{4}$ majority vote (¶324.10)
- Recommended for interview with BOM for election to provisional membership toward elder’s orders by $\frac{3}{4}$ majority vote (¶324.10)
- Not recommended for interview with BOM for provisional membership (¶322.1)

Interview Summary:

Notes, Recommendations or Requirements for follow-up: