



United Methodist Churches  
of Indiana

# District Committee *on* Ministry Handbook

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*Revised July 2018*

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# United Methodist Churches of Indiana

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Requests for permission should be addressed to:  
Associate Director of Leadership Development – Ministerial Services  
Indiana Conference of the United Methodist Church  
301 Pennsylvania Pkwy, Suite 300  
Indianapolis, IN 46280

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## Purpose of this Handbook

Greetings!

Thank you for serving on one of the Indiana Conference District Committees on Ministry (dCOM)! This is an awesome and holy responsibility, to journey alongside persons as they seek to discover, develop, and deploy their calling from God in ministry. I am so grateful for your willingness to share your gifts with God through the work of the dCOM and by extension the Board of Ordained Ministry!

This handbook is intended to accomplish three goals:

First, we want to make your valuable work as easy as possible. This handbook attempts to address everything you will need to do your work as a committee from organization, mentor recruitment, and the interview processes. It is designed to be used as a development tool for the team when it gathers together for its intended work.

Second, the Indiana Board of Ordained Ministry wants to ensure that all candidates are examined justly and consistently. When you gather to conduct an interview, you can flip to the right page in this handbook and have everything you need before you to do a thorough and careful interview. Using a common set of questions for all candidates, local pastors, provisional elders and provisional deacons will ensure that all will get a thorough and consistent experience across the conference. Our faith demands that we treat all people fairly.

Third, we want to make sure that our interviews rigorously examine all candidates and local pastors in the areas of Wesleyan theology, practice of ministry (leadership and fruitfulness), their articulation of calling and how they lead a disciplined life as a follower of Jesus. The qualities of Transformational Leadership for the Indiana Conference (included in the Resource Section) helps define with more clarity what this means.

All of the work of this committee carries a high level of confidentiality. As a matter of trust, it is essential that you observe the covenant of not discussing the work of this committee with anyone outside of the committee, nor share the files with others. This is an exciting journey to share together. Please be in prayer for the dCOM, our candidates, our district and conference staff, the Board of Ordained Ministry, and for yourself. Pray that through our work God will raise up outstanding leadership for our churches in this time.

Please join me in ensuring that our work is always fair, rigorous and Wesleyan.  
Thanks, and may God bless you in this holy task!



Rev. Matthew J. Leffler, Sr.  
Associate Director of Leadership Development – Ministerial Services

P.S. The Indiana Conference of the United Methodist Church is deeply indebted to the many Conferences in our connection whose dCOM Handbooks we used as references in this revision. Thank you for making your resources available for us to use to improve ours.

## Section 1: The Who, What and Why of the dCOM

### The Indiana Conference Board of Ordained Ministry Mission Statement

*The Mission of the Indiana Conference Board of Ordained Ministry is to recruit, prepare, send and support transformational leaders, so disciples for Jesus Christ will be made in the local church and in ministries beyond the local church. Qualities we will look for in candidates who will be transformational leaders:*

- *Integrity*
- *Inspirational & filled with the Holy Spirit*
- *Heart for people*
- *Spiritually grounded*

*We don't need the same type of transformational leader everywhere BUT everywhere needs transformational LEADERSHIP!*

### The Ministry of the District Committee on Ministry

*Adapted from The Book of Discipline of the United Methodist Church – 2016, ¶1666*

The District Committee on Ministry (dCOM) shall be amenable to the annual conference through the Board of Ordained Ministry (BoOM). All actions are recommendations to BoOM and shall be reported yearly to BoOM through the submission of dCOM meeting minutes to the Conference registrar.

#### Responsibilities

The District Committee on Ministry (dCOM) is responsible for the following actions:

- Oversight for all persons who have declared their candidacy for licensed or ordained ministry and are pursuing candidacy studies including the maintenance of individual files for all persons.
- Introductory interviews of candidates
- Certification of candidates for licensed or ordained ministry and annual continuance of certification
- Recommendation for licensing for pastoral ministry and annual continuance of licensing
- Recommendation for Associate Membership prior to interviews with the Board of Ordained Ministry (BoOM)
- Recommendation for Provisional Membership prior to interviews with the BoOM
- Recommendation for Readmission to Conference Membership prior to interview with the Board of Ordained Ministry
- Recommendation for certification as a Certified Lay Minister and bi-annual renewal of certification
- Recommendation and approval of persons serving in part-time appointments with clergy credentials from other denominations or fellowships (OD & OM)
- Recruit Candidacy Mentors for the Group Candidacy process. Training of Candidacy Mentors will be done in cooperation with the Conference's Leadership Development Team.
- Recruit Clergy Mentors for those Local Pastors who have not completed the Course of Study. Training of Clergy Mentors will be done in cooperation with the Conference's Leadership Development staff.
- Shall aid the local church in the process of enlisting persons for ordained ministry as deacon or elder or for service as a licensed local pastor or certified lay minister.
- Shall maintain a list of all candidates under its care as well as maintain individual files for every candidate.

- As a courtesy to the district's Conference Superintendent, the District Committee on Ministry may interview those who have been approved to serve in supply status as requested.

### Membership Guidelines

*Adapted from **The Book of Discipline of the United Methodist Church – 2016, ¶1666***

- At least six clergy in full connection appointed in the district, including elders and deacons, and where possible women and ethnic clergy, a deacon or elder who is age 35 or younger, an associate member, and may include one local pastor who has completed the Course of Study or Seminary Equivalent.
- A representative of the Board of Ordained Ministry. Currently, the dCOM Chair serves as the representative on BoOM.
- The district's Conference Superintendent or Associate Conference Superintendent (ex-officio) who may not serve as chair.
- At least three professing lay members
- All members shall be nominated by the district's Conference Superintendent and approved by the Annual Conference.
- Interim vacancies are filled by the district's Conference Superintendent.
- All named to the district committee shall be members with vote.
- All members shall be nominated annually by the district's Conference Superintendent in consultation with the chairperson or executive committee of the Board of Ordained Ministry and approved by the Annual Conference.

### dCOM Leadership Job Descriptions

The dCOM shall elect its officers at the first meeting following the annual conference session when the members are elected.

#### Conference Superintendent/Associate Conference Superintendent

- Receives letter or email from candidate as outlined in the Candidate Step-by-Step Guide (see Resources). Copy of letter from candidate should go to dCOM Chair and Registrar
- Interviews candidate to assess readiness to enter candidacy.
  - If ready, the Administrator of Leadership Development - Ministerial Services is notified.
  - An introductory dCOM interview may be scheduled.
  - If there are reservations for any reason, the candidate must interview with the dCOM.
- Assists the dCOM chair in scheduling candidate for an Introductory Interview (if necessary).
- The Conference Superintendent will invite the candidate into the Group Candidacy Process and into UMCARES. The initial mentor for the candidate will be the **Administrator of Leadership Development – Ministerial Services**.
- Gives approval for Charge Conference interview and vote.
- Nominates District Committee Ministry (dCOM) members and leaders.
- Attends dCOM meetings.
- If there are any physical files for candidates, coordinates the transfer of files of candidates and local pastors moving into and out of the district.
- Reviews the Annual Conference reports to verify all certified candidates and local pastors are listed.

**dCOM Chair**

- Sets the meeting dates, locations, agendas and presides at these meetings.
- Following the district's Conference Superintendent's receipt of a letter or email from a potential candidate, may assist in the assessment interview with the Superintendent.
- If deemed necessary following the Conference Superintendent interview to assess candidacy readiness, schedule an Introductory Interview with the dCOM.
- Schedules Certification Interviews with candidates who have completed the Candidacy Process and submitted all required documents. These interviews are typically scheduled in **May** and **November**. All documents are due 10 days prior to the interview.
- Writes letter to each candidate regarding the results of the interview and recommended action with a copy uploaded to the candidate's electronic file in UMCARES.
- Provides oversight for all dCOM leaders.
- Ensures that the dCOM interviews candidates at the appropriate time with the correct documents present.
- Serves as the Board of Ordained Ministry representative to dCOM.
- Assists in training members of the dCOM.
- Works with the district's Conference Superintendent, dCOM Registrar, and Conference Registrar to complete and review all reports.

**dCOM Registrar**

- Tracks all candidates.
- Maintains the online electronic file in UMCARES for each candidate.
- Reviews candidate files prior to interview to verify that all documents have been uploaded into UMCARES, and that the file is complete prior to a candidate's interview.
- Works with the district's Conference Superintendent and dCOM Chairperson to complete and review all reports.
- The dCOM Registrar will oversee the candidate's entries into the UMCARES system.

**dCOM Secretary** *(if no secretary is elected, the Conference Superintendent, dCOM Chair and dCOM Registrar will make certain the assigned responsibilities are completed)*

- Sends meeting notices, if delegated by the chair.
- Records and sends minutes of the meetings to the dCOM members, the district office and to the **Administrator of Leadership Development – Ministerial Services** within 14 days of the meeting. Includes vote totals and action taken for all votes taken.
- Submission of minutes helps to keep the business of the Annual Conference accurate and aids in the necessary upkeep of the candidate's information.
- Keeps a file of all dCOM minutes in the district office (may be electronic).

**dCOM Member**

- Attends all meetings
- Prepares for interviews by reading all assigned materials prior to the interview and by reviewing the expectations for the interview process.

**Conference Candidacy Registrar (Administrator of Leadership Development – Ministerial Services)**

- The conference registrar will receive referrals from the Conference Superintendent of those persons who are interested in entering the Group Candidacy Process.

- Through the Group Candidacy Process the conference registrar will apply for and administer the psychological tests as determined by the Conference Board of Ordained Ministry through the UMCARES system.
- Through the Group Candidacy Process the conference registrar will assign the candidate to a cohort group with a trained mentor/s.
- The conference registrar will keep the Conference Superintendent and dCOM informed, as necessary, as to the progress of each candidate.
- Oversees the UMCARES system.

## Section 2: The How, When and Where of the dCOM Work

### The Discernment Process

In the United Methodist Church, there are several ways in which a person may serve in specialized ministry. As part of the discernment process, each person needs to prayerfully consider which form of ministry or vocation they are best suited to live out. Below are the various specialized ministries that are understood to be credentialed and result in a lay or clergy relationship with the annual conference. Please see the *Discipline* paragraph for a fuller description of each specialized ministry.

*Adapted from The Book of Discipline of the United Methodist Church – 2016. Paragraph citations are in brackets*

### Certification, Licensed and Ordained Ministry Overview

#### Certified Lay Ministry

##### Certified Lay Minister (§268)

- Certified to minister in a local church or ministry setting
- Assigned by district's Conference Superintendent yearly
- Certification renewed every two years
- Equipped through Certified Lay Ministry and Lay Servant Ministry courses of study

#### Licensed Ministry

##### Local Pastor (§315-320)

- Licensed to pastoral ministry to perform the duties of a pastor in a local church setting
- Not required to itinerate
- License and Appointment renewed each year
- Equipped through Course of Study (COS) classes or seminary if on an ordination track

##### Associate Member (§321-322)

- Permanent License to Pastoral Ministry to perform the duties of a pastor in a local church setting
- Itinerant Ministry
- Equipped through Course of Study (COS) classes and minimum of 60 bachelor hours

#### Ordained Ministry

##### Deacon (§328-330)

- Local Church or Appointment beyond the Local Church
- Ordained to Word, Service, Compassion and Justice
- Non-Itinerant Clergy who seek their own employment, which may become an appointment with the bishop's approval
- Equipped through graduate and/or seminary training

##### Elder (§332-334)

- Pastoral Charge or Extension Ministry
- Ordained to Word, Sacrament, Order and Service
- Itinerant Clergy appointed to serve by the bishop
- Equipped primarily through seminary training (although alternative educational routes are possible)

**Note: In the Indiana Conference, all education requirements for full membership including CPE must be completed before commissioning/ provisional membership.**

## Who does the dCOM interview/approve?

### Tracks for Certification, Licensing & Ordination

In order to pursue specialized ministries, there are certain requirements and qualifications that need to be achieved. Please see the *Discipline* paragraph for a fuller description of the requirements and qualifications for each specialized ministry.

**Adapted from *The Book of Discipline of the United Methodist Church – 2016*. Paragraph citations are in brackets.**

#### **Certified Lay Minister Track(¶268)**

- High School Diploma (or equivalent)
- Must be a Certified Lay Speaker through Lay Servant Ministries Academy
- Completed Coursework for Certified Lay Ministry
- Approval by dCOM
- Approved by Conference Committee on Lay Servant Ministry
- Bi-annual renewal of Certified Lay Minister Certification

#### **Local Pastor Track (¶318)**

- High School Diploma (or equivalent)
- Certified candidate for no more than twelve years (once licensed, twelve year rule does not apply)
- Completion of Local Pastor Licensing School
- Appointed by Cabinet to an approved ministry setting
- Approval by dCOM
- Full-time Local Pastor (FTLP) must complete 4 courses per year in Course of Study (to be completed in 8 years) or be enrolled in a University Senate approved seminary or college or university
- Part-time Local Pastor (PTLP) must complete 2 courses per year in Course of Study (to be completed in 12 years) or be enrolled in University Senate approved seminary or college or university
- Annual continuance of License for Pastoral Ministry

#### **Associate Member Track (¶322)**

- High School Diploma (or equivalent)
- Must be at least 40 years of age
- Minimum of 60 hours toward Bachelor's Degree from University Senate approved college or university
- Basic Course of Study (COS); no more than one-half online or correspondence
- Full-time Local Pastor for minimum of 4 years
- Fully itinerant
- Permanent License as Associate Member

***Note: In the Indiana Conference, all education requirements for full membership including CPE must be completed before commissioning/provisional membership.***

#### **Seminary Track for Elder (¶324.4)**

- High School Diploma (or equivalent)
- Bachelor's Degree from University Senate approved college or university
- M.Div. Degree from University Senate approved seminary
- Certified candidate for at least one year
- Have completed a basic unit of Clinical Pastoral Education (CPE)
- Provisional Membership (3 years)
- Full Membership and Ordination as Elder

**Local Pastor Track for Elder (§324.6)**

- High School Diploma (or equivalent)
- Bachelor's Degree from University Senate approved college or university
- Basic COS; no more than one-half online or correspondence
- Advanced COS (32 hours)
- Full-time Local Pastor for minimum of 4 years
- Have completed a basic unit of Clinical Pastoral Education (CPE)
- Provisional Membership ( 3 years)
- Full Membership and Ordination as Elder

**Seminary Track for Deacon (§324.4)**

- High School Diploma (or equivalent)
- Bachelor's Degree from University Senate approved college or university
- Master's Degree from University Senate approved seminary or in the area of specialized ministry
- Basic graduate theological studies (27 semester hours)
- Certified candidate for at least one year
- Completion of Formation Event
- Have completed a basic unit of Clinical Pastoral Education (CPE)
- Provisional Membership (currently 3 years)
- Full Membership and Ordination as Deacon

**Professional Certification Track for Deacon (§324.5)**

- High School Diploma (or equivalent)
- Must be 35 years of age at time of certified candidacy
- Bachelor's Degree from University Senate approved college or university
- Professional Certification or License in area of specialized ministry with 8 semester hours of graduate
- Academic Credit
- Basic graduate theological studies (27 semester hours)
- Certified candidate for at least one year and no more than twelve years
- Completion of Formation Event
- Have completed a basic unit of Clinical Pastoral Education (CPE)
- Provisional Membership (currently 3 years)
- Full Membership and Ordination as Deacon

**Transfer from Another Methodist Denomination (§347.2)**

- Ordained Clergy transfer for Full, Provisional membership or Local Pastor verified by General Board of Higher Education and Ministry (GBHEM)
- Use Form OM to track progress
- Notarized Statement, Background Check, Psychological Report, and Medical Report submitted
- Educational requirements met and verified by GBHEM
- Have completed a basic unit of Clinical Pastoral Education (CPE)
- Received approval from the Cabinet

**Transfer from Another Denomination (§347.3)**

- Ordained Clergy transfer for Provisional membership or Local Pastor verified by GBHEM
- Notarized Statement, Background Check, Psychological Report, Medical Report submitted
- UMC Educational requirements met and verified by GBHEM
- Use Form O to track progress
- Provisional Membership (3 year minimum full time)
- Completion of UM history, doctrine, polity courses
- Have completed a basic unit of Clinical Pastoral Education (CPE)
- Full Membership and Ordination as Elder

**Note: All clergy tracks require the Indiana Conference's Boundaries and Diversity Training at least once per Quadrennia. Training from other sources (e.g. seminary) does not qualify.**

## Annual Timeline for dCOM work

### July-early August

- Conference Superintendent, dCOM Chair meet to review dCOM interview year
  - Set meeting dates, times and locations; Set dates for communication with candidates and paperwork deadline dates (at least 10 days before the DCOOM interview); try to accommodate bi-vocational pastors and students attending schools outside of the Indiana Conference when setting interview dates/times
  - Decide who is responsible for “floating deadline” tasks noted below
  - Discuss and decide on a meeting format
  - Review a list of all persons relating to dCOM; provide a copy of this list to the conference registrar
    - Are there any new persons who have moved to the district?
    - Are there any persons who have moved from the district?
    - Make arrangements to transfer/receive files (as needed) with other districts, the conference registrar or archives

### August-October

- Organizational dCOM meeting
  - Training about dCOM procedure, interview tips, etc. to be provided for dCOM membership
  - Review types of interviews and general expectations (fitness, readiness, effectiveness)
  - Interview(s) may or may not happen at this meeting, but, if scheduled, should happen after training
- Conference Regional and Online dCOM Training in September
- Conference dCOM Leadership Retreat in October (usually the afternoon before BoOM Retreat)

### November-December

- Must conduct interviews for:
  - Certification for Candidacy for those that attended July Group Candidacy Orientation
  - Recommendation for Licensing for those who completed fall License to Preach School
  - Recommendation for Certified Lay Ministry (CLM) for those who completed fall CLM Academy
- May conduct interviews for those requesting:
  - Recommendation for Continuation of License (especially those who are new to the district via transfer)
  - Persons seeking Recommendation for Associate or Provisional membership
  - Persons serving part-time as Other Methodist (OM) or Other Denomination (OD), especially those who are new to district

### January-March

- Possible organizational dCOM meeting for spring interviews
- Must conduct interviews for:
  - Persons seeking Recommendation for Associate or Provisional membership in next Conference year (i.e. interview in 2019 for 2020 Commissioning Class)

- Continuation of Certified Candidacy, especially for those who are in seminary
- May conduct interviews for those requesting:
  - Recommendation for Continuation of License
  - Persons serving part-time as Other Methodist (OM) or Other Denomination (OD)

May-Early June (before Annual Conference Session)

- Must conduct interviews for:
  - Certification for Candidacy for those that attended January Group Candidacy Orientation
  - Recommendation for Licensing for those who completed spring License to Preach School
  - Recommendation for Certified Lay Ministry (CLM) for those who completed spring CLM Academy
  - All other persons not previously interviewed in Conference year.

### **dCOM Minutes**

For consistency in reporting from dCOMs, the following information should be included when submitting minutes of DCOOM meetings/actions.

[District name] District Committee on Ministry

[Date of meeting]

Members present

Basic meeting information (approval of previous minutes, other DCOOM business)

For each candidate interviewed:

- Name of Candidate (bold)
- Current status (normal) & requested status (bold)
- Education track (undergrad, COS or seminary; include name of undergraduate school/seminary)
- Interview team members (or indication interview was by complete DCOOM)
- Motion – include any additional recommendations or requirements
- Vote report (must be written ballot for certification as a candidate)
- Additional motion (if requesting certification as a candidate and approval for license in the same DCOOM interview)

Additional vote report

Any additional notes

## Section 3: Policies and Procedures

### Confidentiality

The District Committee on Ministry (dCOM) is responsible for several items that may result in sharing of sensitive material. It is therefore understood that each member of the dCOM is held to a covenant of confidentiality. All members will sign a Confidentiality Agreement (a copy is in the Resource Section) that will be kept in the district office. Any member who does not hold to this covenant will be referred to the district's Conference Superintendent for consideration of removal from the committee.

### Conflict of Interest/Recusal

The guidelines set for the Board of Ordained Ministry shall also govern the work of the dCOM. If a dCOM member feels they cannot fairly evaluate a candidate based on the information they have, they shall voluntarily recuse themselves. This means that the member will remove oneself from the discussion and voting on a candidate by leaving the room. If the dCOM member is a family member of the candidate, they will recuse themselves.

### Cultural Considerations

Per the *Discipline*, ¶310.2(b), the district committee “shall seek ways to consider cultural and racial/ethnic realities and language translations as candidates meet these requirements [for certification as a candidate], including interviews, psychological assessments, criminal background, and credit checks.” Specific consideration will vary by candidate, however, all persons requesting a guaranteed appointment status (associate or provisional membership) will be required to submit documents and interview in English.

### Plagiarism

Plagiarism constitutes the copying of others' work and submitting it in as your own. Plagiarism may be intentional or unintentional. Candidates are responsible for ensuring accurate citation of all non-original work that is included in submitted documents – including work previously published by the candidate in a different document/source.

Plagiarism may include (but is not limited to):

- Submitting someone else's work as your own, in whole or in part
- Copying sentences or ideas from someone else without giving credit (citation)
- Failing to identify a quote with quotation marks
- Providing incorrect information about the source of a quotation
- Changing words but essentially copying the sentence structure or general idea of a source without providing credit
- Copying so many words or ideas from a source (or sources) that it comprises the majority of your work, whether you give credit or not

(All the above is adapted from: <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>)

Acts of plagiarism will not be tolerated and may result in the denial of the requested status and/or discontinuance.

### Process to identify plagiarism

The Board of Ordained Ministry uses **iThenticate** to check submitted documents for possible plagiarism. Any document submitted to the District Committee on Ministry (dCOM) or the Board of Ordained

Ministry (BoOM) may be checked. At a minimum, candidates pursuing the following will have their written material submitted:

- Provisional Membership and Commissioning
- Associate Membership and Recognition of Orders
- Full Membership and Ordination as a Deacon or Elder

The Conference Registrar will oversee the submissions and provide initial interpretation of results. For material submitted to the dCOM, instances of suspected plagiarism will be forwarded to the dCOM Chair for action by the committee and/or interview team. Acts of plagiarism will not be tolerated and may result in the denial of the requested status and/or discontinuance

## **Psychological Assessment & Background Check**

All persons seeking credentialing through the Indiana Conference are required to complete a psychological assessment and background check. The only exceptions are persons from other Conferences or other Methodist denominations (OE status) who seek to be approved for appointment and do not intend to transfer their credentials to the Indiana Conference.

Both the background check and psychological assessment processes are overseen by the Conference Registrar. For persons who are not in the Candidacy, Commissioning, or Ordination tracks it is the responsibility of the person, their Conference Superintendent, or dCOM Chair to request the background check or psychological assessment. The Indiana Conference uses the Behavioral Health Guidelines from the General Board of Higher Education and Ministry in evaluation of the background check and psychological assessment. If any flags or issues are identified, the Conference registrar will communicate the issue(s) with the districts' Conference Superintendent and the dCOM Chair.

### **Psychological Assessment**

The Indiana Conference uses the General Board of Higher Education and Ministry and UMCARES to completion of the psychological assessment. The psychological assessment report is based on information provided by the candidate in a Personal Data Inventory, references named by the candidate, completion of a GBHEM provided testing packet and an interview with the Ministry Assessment Specialist (MAS).

Persons seeking to be certified as a candidate normally complete testing as part of a Group Candidacy Orientation Retreat. All other persons complete testing with a proctor assigned by the Conference Registrar (usually in consultation with their district's Conference Superintendent). All steps in the UMCARES psychological assessment track must be completed before the Conference Registrar will request the testing packet.

The Conference Registrar receives the final report from the designated MAS. A copy of the report is provided to the candidate, uploaded to UMCARES and shared with the district's Conference Superintendent and dCOM Chair. A completed report will take a minimum of four weeks to complete – and may take much longer – depending on the candidate's responsiveness.

### **Background Check**

The Indiana Conference uses the services of Trak1 the background and credit check process. The Conference registrar submits an initial request to Trak1 who sends an email link to the candidate. Trak1 sends the completed report to the Conference Registrar who provides a copy to the district's Conference Superintendent and the dCOM Chair.

## UMCARES

UMCARES (United Methodist Candidacy and Record Entry System) is a software database used by the General Board of Higher Education and Ministry (GBHEM) and the Indiana Conference of the United Methodist Church to track the credentialing (candidacy) progress of an individual. It will be used for all persons who come to the District Committee on Ministry (dCOM) for an interview (except Certified Lay Ministers). As soon as a person becomes a Declared Candidate, their contact information is entered into UMCARES by the Conference Superintendent or their designee.

UMCARES consists of Tracks. Each track relates to the current status of the person and lists the steps that are required for completion. For instance, an Inquiring Candidate shall be placed in three tracks upon being input into the UMCARES system by the Conference Superintendent. The steps for each track must be completed before the person is interviewed to be considered to be a Certified Candidate. It is the responsibility of the person seeking credentialing to ensure the steps are completed. Specific directions for each track and step are in UMCARES. Consult the Help section of UMCARES for tutorials and “How to...” information.

## Group Candidacy Process

The Group Candidacy process begins with the Group Candidacy Orientation Retreat (GCOR). It is a two-day retreat that kick starts the candidacy process. The Retreat is held twice each year (July and January). It is an opportunity for discerning candidates to connect with others who are exploring and starting the licensing or ordination process and to prepare for service to God through the United Methodist Church. Participants will complete the testing that is part of the required psychological assessment.

During the Retreat, candidates are assigned to a covenant group and a candidacy mentor. This group will meet five (5) times during the Candidacy Process (twice at the Retreat) in order to work together to complete the process of discernment. The duration of the discernment process will vary based upon the candidate, but the Group Candidacy process can prepare a candidate to be ready for certification in as little as four (4) months. The entire Candidacy process can be found on our web-site at:

<http://www.inumc.org/candidacyprocess>

## License to Preach School

License to Preach School is an intensive course designed to prepare people called to serve in pastoral ministry. It focuses especially on the pastoral behaviors, practices, and theological framework necessary to enable people to thrive as pastoral leaders under appointment in the United Methodist Church. *The Book of Discipline of the United Methodist Church – 2016 (Discipline)* requires persons who are approved for license to either complete the studies for license (License to Preach School) or have completed one-third of the studies toward Masters of Divinity degree (MDiv) from a University Senate approved school (or equivalent) (§1315.2(c)). Before registration, a student must be certified as a candidate by their District Committee on Ministry

The Indiana Conference’s License to Preach School is currently offered in a Hybrid format (40 hours face-to-face and 40 hours online). The School is offered twice per year (Fall and Spring). The face-to face hours are offered on three weekends. The tentative schedule is as follows:

| Fall Course                             | Spring Course                            |
|---|--|
| Late August (Friday evening & Saturday) | Late January (Friday evening & Saturday) |
| Mid-October (Saturday & Sunday)         | Mid-March (Saturday & Sunday)            |
| Mid-November (Saturday)                 | Mid-April (Saturday)                     |

The online portion is divided into modules that have videos, discussion forums, and assignments due each week between face-to-face sessions. All course work must be completed in order to be considered for licensing. More information may be found at: [www.inumc.org/licensetopreachschools](http://www.inumc.org/licensetopreachschools).

## Course of Study

The Basic Course of Study is a year-round experiential and classroom learning process. The *Discipline* requires that all persons who are licensed as Local Pastors make satisfactory progress toward the completion of Course of Study (or equivalent) (§319.1). The Basic Course of Study is 20 courses in Bible, Theology, Church History, and the practice of ministry.

### Full-time Local Pastors

- Must attend one of the Regional Course of Study schools ([https://www.gbhem.org/sites/default/files/webform/project-request-form/regional\\_course\\_of\\_study\\_schools\\_1-2017.pdf](https://www.gbhem.org/sites/default/files/webform/project-request-form/regional_course_of_study_schools_1-2017.pdf))
- Required to take four (4) courses per year
- Have eight (8) years to complete Basic Course of Study
- May take up to one-half (10 courses) via Online curriculum (<https://www.gbhem.org/education/licensing-and-course-study/online-courses>)

### Part-time Local Pastors

- May attend either one of the Regional Course of Study schools or an Extension Course of Study School ([https://www.gbhem.org/sites/default/files/webform/project-request-form/extension\\_course\\_of\\_study\\_schools\\_11-2017.pdf](https://www.gbhem.org/sites/default/files/webform/project-request-form/extension_course_of_study_schools_11-2017.pdf))
- Required to take four (2) courses per year
- Have twelve (12) years to complete Basic Course of Study
- May take up to one-half (10 courses) via Online curriculum (<https://www.gbhem.org/education/licensing-and-course-study/online-courses>)

### Online Course of Study Classes

Most of the Basic Course of Study classes are available in an online format through the GBHEM's Division of Ordained Ministry. By *Discipline*, no more than one-half of the classes may be taken in this format. §322.1(3)

### Indiana Conference Course of Study policies

- Adequate progress in studies is a requirement for continuation of a license as a local pastor (2016 BOD §319). Course of Study is required (and scholarships available) only when someone approved for license is under appointment (and granted a license).
  - For local pastors who are completing an undergraduate or seminary degree, adequate progress means completing a sufficient number of courses each year to graduate within the time frame set by the school (usually eight years).
  - For local pastors who are completing the Course of Study, adequate progress is defined as:
    - Part-time local pastor – two courses per year
    - Full-time local pastor – four classes per year
- If a local pastor has reached the maximum number of years to complete of Course of Study, the dCOM may grant an **annual** extension by ¾ majority vote (*Discipline*, § 319.3)

- Four (4) classes is the maximum number of Course of Study classes that can be completed in an academic year. An exception of one additional class in a year may be requested by a student. Such a request may be granted by the COS school on a case by case basis, only after approval of the request by the following:
  - Their Conference Superintendent
  - Conference Registrar,
  - Director of the Regional and Extension Course of Study School
  - The General Board of Higher Education and Ministry
- If a local pastor has not made satisfactory progress toward completion of Course of Study for two (2) consecutive years, the dCOM should vote to recommend that their license not be continued.
- Local pastors who reach mandatory retirement age who are still appointed and have not completed the Basic Course of Study must continue with Course of Study classes.
- A person who has been recommended for Local Pastor status but is not currently appointed or assigned to a local church may enroll in Course of Study for up to two calendar years.

### **Transcript evaluation for Course of Study/Advanced Course of Study Equivalency**

Graduate level education may be evaluated for equivalency credit for the Course of Study and/or Advanced Course of Study requirements. Undergraduate coursework from a University Senate approved school may be considered for an equivalency evaluation if there are ministry reasons for it to be considered.

All requests for an evaluation will be handled through the Conference Registrar. Upon receipt of an official transcript or transcripts (provided by the candidate), the Conference Registrar will submit them to the General Board of Higher Education and Ministry Division of Ordained Ministry. In general, the Board of Ordained Ministry (BoOM) will abide by the equivalency decision made by GBHEM.

### **Indiana Extension Course of Study School**

The Indiana Extension Course of Study School is a cooperative effort between the Indiana Conference and the Regional Course of Study School at Garrett-Evangelical Theological Seminary. The school offers two face-to-face sessions each year for part-time local pastors.

#### **Fall Course**

Late August (Friday evening & Saturday)

Mid-October (Saturday)

Mid-November (Saturday)

#### **Spring Course**

Late January (Friday evening & Saturday)

Mid-March (Saturday)

Mid-April (Saturday)

The school has also developed several of the courses in a hybrid format (face-to-face and online) which is currently offered during the summer.

### **Course of Study Financial Assistance**

Every local pastor is eligible to apply for a Clergy Continuing Formation Grant. A full-time local pastor is eligible for up to \$500/year and a part-time local pastor is eligible for up to \$250/year. Interested students may go to <http://www.inumc.org/continuingeducationgrants> for more information.

## **Mentoring**

### **What is a Clergy/Candidacy Mentor?**

The United Methodist Church has two distinct uses of the word mentor. Candidacy mentors relate to persons during the candidacy process. Clergy mentors relate to persons in the first several years under appointment. A local pastor is in a relationship with a clergy mentor during the years spent in the Course of Study and a provisional member (commissioned ministers pursuing deacon's or elder's orders) has a clergy mentor during the years spent in provisional membership.

Trust is one of the fundamental building blocks of a successful mentoring relationship. A key factor in its development is a shared understanding of the degree to which communication between mentors and mentees is considered confidential, both by the individuals themselves and by the structures of the annual conference. All participants in mentoring should be aware of the stated expectations and standards of the conference in regard to communication between mentors and mentees.

Those serving as mentors are expected to exercise wisdom in helping create a safe place for reflection and growth. Clergy mentors should have the maturity of faith and the skills for helping shape a relationship in which intense reflection about the other person's call and vocation can take place.

While mentors are required to report about the local pastor or provisional member being mentored, the written report is shaped and shared in such a way that the integrity and safety of the mentor/mentee relationship can be maintained. (The mentee is the person being mentored. Mentor refers to the person relating to the mentee.)

#### **What the Mentor Is Not**

The mentor is never . . . Supervisor, expert, recorder, snitch, counselor, mother, fix-it person, just a friend...

### **Candidacy Mentors Standards (¶ 349.1a)**

#### **Candidacy Mentors Standards (¶ 349.1a)**

Candidacy mentors are clergy in full connection, associate members, or local pastors who have completed the Course of Study trained to provide counsel and guidance related to the candidacy process. The district committee on ministry will recruit mentors for the candidates within their district in consultation with the conference superintendent.

#### **Candidacy Mentoring Responsibilities**

- Will guide and facilitate process, learning, and conversations for the mentoring group.
- Will become familiar with the Candidacy process in order to assist group.
- Keep up with the online checklist and any other administrative details required as a mentor.
- Will share wisdom and experience while at the same time providing space for Mentee to share and learn from them.
- Will practice confidentiality with the people mentoring seeking permission from the candidate if at any point the content of the conversations should be shared.
- Will remain as a mentor for those mentoring until they reach Provisional or Local Pastor Status.

## Clergy Mentor

### Clergy Mentor Standards (§ 349.1b)

Clergy mentors are clergy in full connection, associate members, or local pastors who have completed the Course of Study trained to provide ongoing oversight and counsel with local pastors and with provisional members pursuing ordained ministry. Local pastors will be assigned a clergy mentor by the district committee on ministry in consultation with the conference superintendent. A candidacy mentor may continue with the same person if trained to serve as a clergy mentor.

### General Clergy Mentoring Responsibilities

- Meet to establish a covenant and schedule for regular and ongoing meetings.
- Pray for those who are mentored.
- Establish and maintain negotiated confidentiality in the mentoring relationship, building on trust.
- Make at least one onsite visit to the workplace of the local pastor or provisional member each year to enhance reflection on ministry practices. Do not meet with the S/PPRC or the DS as a part of the site visit.
- Help the person or group being mentored to focus on issues of role, authority, and office, and to reflect theologically on their practice of ministry.
- Encourage the clergy to reflect on their growth in discernment of vocation.

### Local Pastor Mentor Responsibilities

- Become familiar with Course of Study and Extension School for local pastors and the educational materials used.
- Discuss Course of Study work with the clergy and consult on matters of pastoral responsibility. Discuss specific assignments from Course of Study instructors.
- Offer feedback about coursework.
- Know about resources, contact persons, and procedures relevant to continuation as a Local Pastor – including any dCOM deadlines related to the application process for continuation and interviews.
- Write annual mentor reports for the dCOM.

(Portions adapted from the GBHEM “Guide to Mentoring: A Manual for Commissioned Ministers, Local Pastors, and Clergy Mentors.” 2008)

## Certified Lay Minister (CLM) Supervisor (§268.1)

### Certified Lay Minister (CLM) Supervisor Standards (§268.1)

CLM Supervisors are elders in full connection, associate members, or local pastors who have completed the Course of Study trained to provide ongoing oversight and counsel with the certified lay minister (CLM) in a local church setting. Local pastors will be assigned a CLM supervisor by the conference superintendent in consultation with the district committee on ministry (dCOM).

### **Certified Lay Minister (CLM) Supervisor Responsibilities**

- Developing an ongoing working relationship with both the certified lay minister (CLM) and the local church's Mutual Ministry Team.
- Meet regularly with the certified lay minister and the Mutual Ministry Team (MMT).
- Consult with the Mutual Ministry Team and certified lay minister (CLM) in matters of the ministry setting's administration and outreach.
- Assist the certified lay minister (CLM) and Mutual Ministry Team (MMT) in the creation, revision, and implementation of a Ministry Covenant
- Oversee the sacramental life of the church that the certified lay minister is assigned.

### **Mentor Confidentiality**

The definition of confidentiality as stated on page 17 of *Answering the Call: Candidacy Guidebook* is affirmed as the Indiana Conference's official understanding of the confidentiality between mentor and candidate with the following additions:

- An agreement of confidentiality will be signed by both candidate and mentor as part of the Group Candidacy Process covenant. A recommended agreement will be presented as part of the Group Candidacy Orientation Retreat.
- Any summary of the mentoring relationship written by the mentor is to be signed by both the candidate and the mentor prior to submission. Should there be any comments of disagreement; the candidate may add comments to the statement.

At the District Level:

- Mentors may attend the certification interview with the candidate and be present as a silent observer but leave with the candidate at the end of the interview.
- If the mentor is on the District Committee, he/she will leave during the discussions in the plenary but return for the vote.

At the Conference Level:

- If the Mentor is a member of the Board of Ordained Ministry, they will not be on the interview team of their candidate.
- If the Mentor is a member of the Board of Ordained Ministry, they will not be present during the plenary discussion but will return to vote.

## Section 4: dCOM Interview Guidelines

### Guidelines for preparing for an interview using UMCARES

- dCOM chair/registrar will make sure the necessary paperwork is turned in for the candidate file and uploaded into UMCARES.
- Before any files are sent out via email from UMCARES, **all dCOM members will have a signed confidentially agreement on file at the district office.**
- A week before each interview, candidate file links 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 initial certification and licensing or recommendations to Board of Ordained Ministry it is expected the entire file will be reviewed.
  - For renewals, pay special attention to interview forms from the past several years and educational updates.
- Practice good stewardship of paper and ink (print only what you really need.) ***Please do not print out medical records or psychological reports.***
- Following the interview shred any printed pages and delete files from your 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 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, follow ups from previous interviews, and 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 time keeper, aiming for 30-50 minutes per interview, depending on purpose of interview.
- 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.
- 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, and describe how the final decision of the dCOM will be communicated to the candidate.
- Someone will close with prayer.

- 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.

For more information, please see “Toward an Effective Interview Process” in the Resource Section.

### District Committee Voting Percentages

| Vote Being Taken  | $\frac{3}{4}$ Majority | Simple Majority | No Vote Required | Written Ballot |
|---|------------------------|-----------------|------------------|----------------|
| Person Serving in Supply Status                               |                        |                 | •                |                |
| Recommendation for Certified Lay Minister                     |                        | •               |                  |                |
| Recommendation for Recertification for Certified Lay Minister |                        | •               |                  |                |
| Inquiring Candidacy   |                        |                 | •                |                |
| Certified Candidacy   | •                      |                 |                  | •              |
| Continuance of Certified Candidacy                            |                        | •               |                  | •              |
| Other matters of candidacy                                    |                        | •               |                  | •              |
| Recommendation for Local Pastor License                       | •                      |                 |                  |                |
| Recommendation for Continuance of Local Pastor License        | •                      |                 |                  |                |
| COS extension beyond 8 years FT and 12 years PT               | •                      |                 |                  |                |
| Recommendation for Associate Membership                       | •                      |                 |                  |                |
| Recommendation for Other Denomination Status                  |                        | •               |                  |                |
| Recommendation for Other Methodist Status                     |                        | •               |                  |                |
| Provisional Membership Recommendation                         | •                      |                 |                  |                |

### Discipline References:

All references are from *The Book of Discipline of the United Methodist Church – 2016*

Recommendation for Certified Lay Minister – simple majority vote

¶ 268.3.e – “After the district committee on ordained ministry interviews the candidate, the district committee on ordained ministry will make a recommendation to the conference committee on Lay Servant Ministries for final certification by that committee.”

Recommendation for Recertification of Certified Lay Minister – simple majority vote

¶ 268.4.e – “After the district committee on ordained ministry interviews the certified lay minister, the district committee on ordained ministry will make a recommendation to the conference committee on Lay Servant Ministries for final recertification by that committee.”

Certified Candidacy -  $\frac{3}{4}$  majority vote – **by written ballot**

¶ 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.”

Continuance of Certified Candidacy & other district level candidacy matters – simple majority vote **by written ballot**

¶ 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.”

Recommendation for Local Pastor License and Recommendation for Continuance of Local Pastor License –  $\frac{3}{4}$  majority vote

¶315.2.d under License for Pastoral Ministry – “Been examined and recommended by a three-fourths majority vote of the district committee on ordained ministry (¶1666.9)”

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 twelve, 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.”

Recommendation for Associate Membership – ¾ majority vote

¶322.1 (1) (6) “been recommended to the clergy session based on a three-fourths majority vote of the conference Board of Ordained Ministry; . . . been recommended by the district committee on ordained ministry and the Board of Ordained Ministry;

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.”

***According to Meg Lassiat, Director of Candidacy, Mentoring and Conference Relations for 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.***

## 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. Please read the general instructions and guidelines found on page 22 before conducting any interviews. All forms referenced below can be found on the Indiana Conference website's dCOM Resources page ([www.inumc.org/dcom](http://www.inumc.org/dcom)). For more information, please refer to the "Toward an Effective Interview Process" in the Resource section of this Handbook (page 68).

- Are you interviewing someone who is currently a lay person serving in supply status?  
(Form dCOM-SY - Person Serving in Supply Status Interview) – see page 27  
**Certification Standard: Fitness for Ministry. Does this person demonstrate a fitness for ministry?**
- Are you interviewing someone who is requesting certification as a Certified Lay Minister?  
(Form dCOM-CLMI - Recommendation for Certification as a Certified Lay Minister Interview) – see page 28  
**Certification Standard: Calling. Does this person articulate a God call?**
- Are you interviewing someone who is requesting recertification as a Certified Lay Minister?  
(Form dCOM-CLMR - Recommendation for Recertification as a Certified Lay Minister Interview) – see page 29  
**Certification Standard: Fruitfulness. 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?  
(Form dCOM-INQ – Inquiring Candidacy Interview) – see page 30  
**Certification Standard: Calling. Does this person articulate a God call?**
- Are you interviewing someone requesting certification?  
(Form dCOM-CA – Certified Candidacy Interview) – see page 31  
Note: sometimes certification and license request are the same interview with two separate votes.  
**Certification Standard: Fitness and Potential. Does this person demonstrate fruitfulness in ministry?**
- Are you interviewing someone who has already been certified and is requesting a continuation of their certified candidacy?  
(Form dCOM-CC – Continuance of Certified Candidacy Interview) – see page 33  
**Certification Standard: Fitness and Potential. Does this person demonstrate an increasing fitness for ministry as a fruitful leader?**
- Are you interviewing someone who is requesting a license as a local pastor?  
(Form dCOM-LPI – Recommendation for Local Pastor Licensing Interview) – see page 34  
**Certification Standard: Fitness and Potential. Does this person demonstrate the qualities of Transformational Leadership?**
- Are you interviewing someone who is requesting a continuance of their local pastor license and is still completing Course of Study?  
(Form dCOM-LPN – Recommendation for Continuance of Local Pastor License Interview – Course of Study Not Completed) – see page 36  
**Certification Standard: Fruitfulness. Does this person demonstrate increasing qualities of a Fruitful Transformational Leader?**
- Are you interviewing someone who is requesting a continuance of their local pastor license and has completed Course of Study?  
(Form dCOM-LPC – Continuance of Local Pastor License Conversation – Course of Study Completed) – see page 38  
**Certification Standard: Fruitfulness. Does this person demonstrate increasing qualities of a Fruitful Transformational Leader?**

- Are you interviewing someone who is requesting Associate Membership?  
(Form dCOM-AM – Recommendation for Associate Membership Interview) – see page 39  
***Certification Standard: Fruitfulness. Does this person demonstrate fruitfulness in ministry?***
- Are you interviewing someone requesting to serve in Other Methodist status?  
(Form dCOM-OM – Recommendation for Other Methodist Status Interview) – see page 41  
***Certification Standard: Wesleyan Theology and Fruitfulness. Does this person demonstrate the qualities of Transformational Leadership in a United Methodist context?***
- Are you interviewing someone requesting to serve in Other Denomination status?  
(Form dCOM-OD – Recommendation for Other Denomination Status Interview) – see page 43  
***Certification Standard: Wesleyan Theology and Fruitfulness. Does this person demonstrate the qualities of Transformational Leadership in a United Methodist context?***
- Are you interviewing someone requesting provisional membership as an elder or deacon?  
(Form dCOM-PM – Recommendation for Provisional Membership Interview) – see page 45  
***Certification Standard: Readiness and Fruitfulness. Does this person demonstrate the potential for a ministry of Fruitful Leadership in ordained ministry?***

## Person Serving in Supply Status Interview (§205)

### Purpose of the Interview

- As a courtesy to the Conference Superintendent, the dCOM may interview those persons who are serving as a lay person in supply status
- **Certification Standard: *Fitness for ministry. Does this person demonstrate a fitness for ministry?***

### For the Interview Team

- The team is to determine the person's fitness for ministry and hold them accountable to their educational requirements (either Certified Lay Ministry or Candidacy)
- Remind the person that if the assignment to serve in Supply Status is to last longer than one year they "will begin the process of becoming either a certified lay minister or a certified candidate." (§205, The Book of Discipline of the United Methodist Church – 2016)

### Requirements Prior to Interview (Refer to UMCARES or Supervisory File)

- Completed Form SY on file
- Letter of Application for Appointment
- Background/Credit Check
- Notarized Disclosure Form 114
- Minimum of three reference letters or written notes of phone conversations to check references

### Required Questions

- Tell us about your call to ministry. At this time what do you feel is the nature of your call?
- What is your understanding of the mission of the church?
- Tell us about your leadership experiences in the church. What are the fruit of the ministries in which you are involved?
- How do you/will you balance your church assignment and your primary employment/daily life?
- What do you do to take care of yourself physically, emotionally, relationally, & spiritually?

### Suggested Questions

- How is it with your soul?
- What are your spiritual disciplines? How are you growing spiritually?
- Tell us about your personal journey of faith. Briefly describe an experience that shaped your Christian life
- How are you ensuring (or planning to ensure) that opportunities will be available for your assigned congregation to receive the sacraments?

### dCOM Action Required

- No vote required. However, the committee may decide to recommend to the Conference Superintendent that the candidate is not ready to serve in supply status. The dCOM Chair should share with the Conference Superintendent the committee's concerns with the candidate.
- dCOM Secretary: Send minutes within 14 days to dCOM members, the district office and the Administrator of Leadership Development - Ministerial Services, including any vote totals and actions taken for all candidates.

## Recommendation for Certified Lay Minister Interview (¶268)

### Purpose of Interview:

- As part of the credentialing process, the dCOM must interview the potential Certified Lay Minister to determine their readiness for ministry
- **Certification Standard: Calling.** *Does this person articulate a God call?*

### For the Interview Team

- The team must determine whether or not the person should be recommended to the Board of Laity for certification as a Certified Lay Minister

### Requirements prior to interview

- Certified Lay Speaker
- Pastor and Church Approval
- Background Screening
- Notarized Disclosure Statement
- Completion of Certified Lay Ministry Academy including Training Modules

### Required Questions

- Tell us about your personal journey of faith. Briefly describe an experience that shaped your Christian life.
- How did the Certified Lay Minister Academy affirm that your call is to serve as a Certified Lay Minister?
- What do you do to take care of yourself physically, emotionally, relationally, & spiritually?
- What gifts, skills, and abilities do you bring to certified lay ministry?
- What is your understanding of the mission of the church?

### Suggested Questions

- How is it with your soul?
- What are your spiritual disciplines? How are you growing spiritually?
- Share with us a conflict situation in which you have been involved and how you dealt with it.
- What does your support system look like?
- What excites you about ministry? What's your passion?

### Action Required

- Majority vote to recommend for certification as a Certified Lay Minister required.
- dCOM Secretary: Send minutes within 14 days to dCOM members, the district office and the Administrator of Leadership Development - Ministerial Services, including any vote totals and actions taken for all candidates.
- dCOM Chair: Fill-out and forward dCOM CLM Recommendation Form (Form CLM04) to the Associate Director of Leadership Development – Laity and the Conference Director of Lay Servant Ministries with recommendation of dCOM for the candidate.

## Recommendation for Recertification as Certified Lay Minister Interview (§268)

### Purpose of Interview:

- A person serving as a Certified Lay Minister is required to seek recertification bi-annually (every two years)
- **Certification Standard: Fruitfulness. *Does this person demonstrate fruitfulness in ministry?***
- If the Certified Lay Minister is serving as the sole minister in a local church, it is strongly recommended that the dCOM interview them every year.

### For the Interview Team

- The team must determine whether or not the person should be recommended to the Board of Laity for recertification as a Certified Lay Minister

### Requirements Prior to Interview

- Currently a Certified Lay Minister
- Latest Lay Servant Charge Conference Form on file
- Certificate showing completion of an advanced Lay Servant Ministry within last two years.

### Required Questions

- Briefly describe your ministry setting and the work you are doing. What are some highlights from the past year? What fruit is evident?
- How are you leading the church to be missional?
- How have you experienced the presence of God in your ministry?
- Where do you feel your ministry needs to be strengthened?
- Share about a conflict situation in which you have been involved and how you dealt with it.
- How are you ensuring that opportunities are available for your assigned church to receive the sacraments?

### Suggested Questions

- How is it with your soul?
- What are your spiritual disciplines? How are you growing spiritually?
- Describe the covenant you have developed with your Mutual Ministry Team.
- What do you do to take care of yourself physically, emotionally, relationally, & spiritually?
- What are your goals for the year ahead?
- What does your support system look like?

### Action Required

- Majority vote to recommend for recertification as a Certified Lay Minister required.
- dCOM Secretary: Send minutes within 14 days to dCOM members, the district office and the Administrator of Leadership Development - Ministerial Services, including any vote totals and actions taken for all candidates.
- dCOM Chair: Fill-out and forward dCOM CLM Recommendation Form (Form CLM04) to the Associate Director of Leadership Development – Laity and the Conference Director of Lay Servant Ministries with recommendation of dCOM for the candidate.

## Inquiring Candidacy Interview (¶310)

### Purpose of the Interview:

- At the request of the Conference Superintendent, the dCOM may interview those persons who are at the inquiring or declared candidacy point in the candidacy process.
- **Certification Standard: Calling.** *Does this person articulate a God call?*

### For the Interview Team

- The team must determine if this person can articulate a calling to licensed or ordained ministry in the United Methodist Church.
- Review any questions or concerns that came from the initial interview with the Conference Superintendent or their designee.

### Requirements Prior to Interview

- A professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year.
- Letter or Email from candidate to the district's Conference Superintendent and the dCOM Chair with request for admission into the candidacy process, a half-page statement of call, involvement in ministry setting, name/contact of ministry setting.
- Introductory Interview with Conference Superintendent

### Required Questions

- Tell us about your personal journey of faith. Briefly describe an experience that shaped your Christian life.
- Tell us about your call to ministry. At this time what do you feel is the nature of your call? (elder, deacon, licensed local pastor, or certified lay minister)
- Tell us about your leadership experiences in the church. What are the fruit of the ministries in which you are involved?
- What is your understanding of the Mission of the Church?

### Suggested Questions

- How is it with your soul?
- What do you do to take care of yourself physically, emotionally, relationally, & spiritually?
- What are your personal gifts and growing edges?
- What does your support system look like?
- What excites you about ministry? What's your passion?

### Action Required

- **No vote is required.** However, if the candidate is not ready for entry into the candidacy process, the committee may decide to deny or delay sending the candidate to the Candidacy Retreat. The committee may also recommend more involvement in a local church or ministry setting before entrance into the process.
- dCOM Secretary: Send minutes within 14 days to dCOM members, the district office and the Administrator of Leadership Development - Ministerial Services, including any vote totals and actions taken for all candidates.

## Certified Candidacy Interview (§310.2)

### Purpose of Interview

- Upon completion of the candidacy requirements, the dCOM must interview the person to approve as a certified candidate.
- **Credentialing Standard: Fitness and Potential.** *“Does this person demonstrate a fitness for ministry and potential for effectiveness?”*
- For those candidates pursuing Local Pastor licensing, the “Certified Candidacy Interview” and the “Recommendation for Local Pastor Licensing Interview” can occur in the same interview. The team should use both Required Question lists to ensure both sets of credentialing standards are met.

### For the Interview Team

- The team must determine whether or not the candidate is fit for ministry and has met the requirements to be approved as a Certified Candidate.
- If team is performing the “Certified Candidacy Interview” and the “Recommendation for Local Pastor Licensing Interview” in the same interview, the team should use both Required Questions lists to ensure credentialing standards are met.

### Requirements Prior to Interview

- Interview with Conference Superintendent or designee
- Complete Tracks in UMCARES
  - Candidacy Track
  - Psychological Assessment Track
  - Indiana Candidacy Track
- Forms uploaded into UMCARES
  - Form 104a and Form 104b – Staff Parish Relations Committee Recommendation
  - Form 114 (Notarized Disclosure)
  - Form A - Annual Mentor Report – completed by Candidacy Mentor
  - Form B - Financial Report
  - Form 104c – Charge Conference Recommendation
  - Written answers to Paragraph 310.2.a found in *The Book of Discipline*
  - Proof of High School graduation or equivalent (upload all transcripts to date)
- Completed Background Screening through Trak 1.
- Completed Group Candidacy Process including Orientation Retreat and Covenant Group meetings

### Required Questions

- How did the Group Candidacy Process affirm that your call is to licensed or ordained ministry? To which path (elder, deacon, local pastor) are you being called and why?
- How has the community of the church affirmed your understanding of call to licensed or ordained ministry?
- What are your gifts for ministry? What is an example of fruit that has come from your gifts?
- How are you personally reaching out missionally to your community?
- What do you do to take care of yourself physically, emotionally, relationally, & spiritually?
- What are your plans for continued growth?

## **Certified Candidacy Interview (¶310.2) - Continued**

### **Suggested Questions**

- How is it with your soul?
- What did you learn about yourself and about God in the Group Candidacy Process?
- What does your support system look like?
- What is your understanding of grace? How have you experienced grace?
- Who has been influential in your Christian journey and how have they influenced you?
- Share a leadership experience you have had this year.
- If in seminary, tell us about a class this past year that either challenged or excited you.

### **Action Required**

- A  $\frac{3}{4}$  majority written ballot vote to approve to be a Certified Candidate is required.
- dCOM Secretary: Send minutes within 14 days to dCOM members, the district office and the Administrator of Leadership Development - Ministerial Services, including any vote totals and actions taken for all candidates.
- dCOM Registrar/Chair: Upload dCOM Action Report (Form D), and follow-up letter into UMCARES.

## Continuance of Certified Candidacy Interview (¶313)

### Purpose of Interview

- A Certified Candidate for ministry must be interviewed by the dCOM each year in order to be approved for the continuation of candidacy.
- **Credentialing Standard: Fitness and Potential.** *Does this person demonstrate an increasing fitness for ministry as a fruitful leader?*
- A person can only be a Certified Candidate for twelve (12) years.

### For the Interview Team

- The team must determine whether or not the person is continuing to grow in ministry in order to recommend for continuation of candidacy.
- The team must determine whether or not the person is making satisfactory progress toward their chosen educational goals.

### Requirements prior to interview

- Annual recommendation of the candidate's charge conference in file
- Official transcript from the school, college, or seminary showing satisfactory progress

### Required Questions

- In what way have you been living missionally in the past year? Give an example of its fruit.
- How has your call been shaped/challenged/affirmed in the past year?
- What does being a disciple of Jesus Christ mean to you and how do you live it out?
- What do you do to take care of yourself physically, emotionally, relationally, & spiritually?
- What does your support system look like?
- What are your plans for continued growth?

### Suggested Questions

- How is it with your soul?
- What was the most difficult ministry challenge you faced this past year and how did you meet it? - What did you learn from it, and how do you feel you have grown from this experience?
- What is your plan for paying off your debt, if applicable?
- Describe the last time you were with someone who stretched your thinking on an issue or matter of faith.
- Choose one of the Disciplinary questions for theological articulation. (see ¶324.9 or p.63)
- If in seminary, tell us about a class in the past year that either challenged you or excited you.

### Action Required

- Simple majority written ballot required for continuance of candidacy.
- dCOM Secretary: Send minutes within 14 days to dCOM members, the district office and the Administrator of Leadership Development - Ministerial Services, including any vote totals and actions taken for all candidates.
- dCOM Registrar/Chair: Upload minutes, dCOM Action Report (Form D), and follow-up letter into UMCARES.

## Recommendation for Local Pastor Licensing Interview (¶315)

### Purpose of Interview

- Upon completion of License to Preach School and other requirements, the dCOM must interview and vote in order to recommend to the Board of Ordained Ministry (BoOM) that this candidate be licensed as a Local Pastor.
- **Credentialing Standard: Fitness and Potential. *Does this person demonstrate the qualities of Transformational Leadership?***
- For those candidates pursuing Local Pastor licensing, the “Certified Candidacy Interview” and the “Recommendation for Local Pastor Licensing Interview” can occur in the same interview. The team should use both Required Question lists to ensure both sets of credentialing standards are met.

### For the Interview Team

- The team must determine whether or not the candidate is fit for ministry and has met the requirements to be recommended as a licensed Local Pastor.
- If team is performing the “Certified Candidacy Interview” and the “Recommendation for Local Pastor Licensing Interview” in the same interview, the team should use both Required Questions lists to ensure credentialing standards are met.
- Remind new licensed local pastors what authority and restrictions come with license. Direct them to Local Pastor FAQ.
- Remind them if not in college or seminary they are required to make satisfactory progress toward completion of Course of Study defined as:
  - Full-time appointment – 4 courses per year (have 8 years to complete 20 courses)
  - Part-time appointment – 2 courses per year (have 12 years to complete 20 courses)
- Remind them that the dCOM will rescind the license of those persons who show two consecutive years of non-compliance toward educational goals

### Requirements prior to interview

- Completion of the Candidacy Process
- Certification by dCOM (may happen in the same interview with a separate vote)
- Completion of Local Pastor Licensing School
- Completion of online course “Maintaining Boundaries in a Digital Age”
- Form 103 - Medical Report
- Completion of paperwork

### Required Questions

- What is your understanding of the sacraments? Do they have a United Methodist understanding of the sacraments?
- What is your understanding of grace?
- What does being a pastor mean to you?
- How are you or how will you lead your ministry setting into being missional? Do they know the mission of the United Methodist Church?
- What are your plans for continued growth?
- Briefly share your understanding of the next steps – educational and credentialing – if you are recommended for license and appointed as a local pastor.

## Recommendation for Local Pastor Licensing Interview (§315) – Continued

### Suggested Questions

- How is it with your soul?
- Briefly share your call to licensed or ordained ministry.
- What does your support system look like?
- Who has shaped/is shaping your understanding of ministry?
- What do you do to take care of yourself physically, emotionally, relationally, & spiritually?
- What excites you about ministry? What's your passion?
- Choose one of the Disciplinary questions for theological articulation. (see §324.9 or p.63)
- Share a leadership experience you have had this year.
- If in seminary, tell us about a class in this past year that either challenged you or excited you.

### Action Required

- Three-Quarter (3/4) majority written ballot required to recommend for licensing.
- dCOM Secretary: Send minutes within 14 days to dCOM members, the district office and the Administrator of Leadership Development - Ministerial Services, including any vote totals and actions taken for all candidates.
- dCOM Registrar/Chair: Upload dCOM Action Report (Form D), and follow-up letter into UMCARES.

## Recommendation for Continuance of Local Pastor License Interview – Course of Study Not Completed (§319)

### Purpose of Interview

- Each year, the dCOM must interview those licensed Local Pastors who have not completed the Course of Study (or equivalent) in order to recommend to the Board of Ordained Ministry (BoOM) that their license be continued.
- **Credentialing Standard: Fruitfulness.** *Does this person demonstrate increasing qualities of a Fruitful Transformational Leader?*

### For the Interview Team

- The team must determine whether or not the person is bearing fruit in their ministry location in order to recommend the continuance of the Local Pastor license.
- The team must determine if the Local Pastor is making satisfactory progress toward completion of the educational goals:
  - Satisfactory progress in Course of Study is defined as:
    - Full-time appointment – 4 courses per year (have 8 years to complete 20 courses)
    - Part-time appointment – 2 courses per year (have 12 years to complete 20 courses)
  - Enrolled in college or seminary – must have latest copy of transcript showing courses taken within the last 12 months.
- The dCOM will rescind the license of those persons who show two consecutive years of non-compliance toward educational goals

### Requirements prior to interview

- Official transcript from Course of Study, school, college, or seminary showing satisfactory progress.
- Annual Report from Mentor (if Course of Study or equivalent is not completed)

### Required Questions

- How are you leading the church to be missional? Give an example of its fruit.
- What is your current educational strategy (i.e. Course of Study, seminary, undergrad)? What courses have you completed since your last interview? What did you find useful in your studies last year?
- What was the most difficult challenge you faced as pastor this past year and how did you meet it? What did you learn from it, and how do you feel you have grown from this experience?
- Tell us about your leadership experiences in the past year & an example of fruit from your ministry.
- What do you understand as your next steps in the credentialing process?

### Suggested Questions

- How is it with your soul?
- What does your support system look like?
- What was the greatest joy you experienced in ministry in the past year? Why?
- What are the most stressful aspects of ministry for you?
- What do you do to take care of yourself physically, emotionally, relationally, & spiritually?

## **Recommend for Continuance of Local Pastor License Interview – Course of Study Not Completed (§319) - Continued**

### **Suggested Questions (Continued)**

- What does your work/life balance look like? (Integration of personal and professional responsibilities?)
- How do you equip laity in your church? Share some specific examples.
- How has your call been shaped/ challenged/ affirmed in the past year?
- What are your goals for the year ahead?
- Choose one of the Disciplinary questions for theological articulation. (see §324.9 or p. 63)

### **Action Required:**

- Three-quarter (3/4) majority vote required to recommend for continuance of license.
- dCOM Secretary: Send minutes within 14 days to dCOM members, the district office and the Administrator of Leadership Development - Ministerial Services, including any vote totals and actions taken for all candidates.
- dCOM Registrar/Chair: Upload dCOM Action Report (Form D), and follow-up letter into UMCARES.

## Recommendation for Continuance of Local Pastor License Conversation – Course of Study Completed (¶1319)

### Purpose of Interview

- A formal interview is not required. However, each year members of the dCOM should meet with those licensed Local Pastors who have completed the Course of Study (or equivalent) in order to recommend to the Board of Ordained Ministry (BoOM) that their license be continued.
- **Credentialing Standard: Fruitfulness. *Does this person demonstrate increasing qualities of a Fruitful Transformational Leader?***

### For the Interview Team

- The team must determine whether or not the person is bearing fruit in their ministry location in order to recommend the continuance of the Local Pastor license.

### Requirements prior to interview

- None

### Required Questions

- How are you leading the church to be missional? Give an example of its fruit.
- What is your current strategy toward continuing education?
- What was the most difficult challenge you faced as pastor this past year and how did you meet it? What did you learn from it, and how do you feel you have grown from this experience?
- Tell us about your leadership experiences in the past year & an example of fruit from your ministry.

### Suggested Questions

- How is it with your soul?
- What does your support system look like?
- What was the greatest joy you experienced in ministry in the past year? Why?
- What are the most stressful aspects of ministry for you?
- What do you do to take care of yourself physically, emotionally, relationally, & spiritually?
- What does your work/life balance look like? (Integration of personal and professional responsibilities?)
- How do you equip laity in your church? Share some specific examples.
- What are your goals for the year ahead?

### Action Required:

- Three-quarter (3/4) majority vote required to recommend continuance of license.
- dCOM Secretary: Send minutes within 14 days to dCOM members, the district office and the Administrator of Leadership Development - Ministerial Services, including any vote totals and actions taken for all candidates.
- dCOM Registrar/Chair: Upload dCOM Action Report (Form D), and follow-up letter into UMCARES.

## Recommendation for Associate Membership Interview (§322)

### Purpose of Interview

- When a licensed Local Pastor has completed the necessary requirements and has requested to be elected to Associate Membership, the dCOM must interview them in order to recommend to the Board of Ordained Ministry (BoOM) for election to Associate Membership.
- **Credentialing Standard: Fruitfulness and Effectiveness. Does this person demonstrate fruitfulness in ministry?**
- The Board of Ordained Ministry (BoOM) will be looking for effectiveness in ministry.

### For the Interview Team

- The team must determine if the person demonstrates the necessary fruit in their ministry to recommend they be elected to Associate Membership.
- The team must determine whether or not the requirements for Associate Membership have been met by the individual.

### Requirements prior to interview

- Annual renewal of license for pastoral ministry
- 40 years of age or older
- Served minimum of four years of a Full-Time Local Pastor (may equate part-time service toward full-time service requirement. See §322.2)
- Completed the Course of Study with no more than one-half online
- Completed a minimum of 60 semester hours toward Bachelor's Degree from University Senate approved college or university (transcript must be uploaded into UMCARES)
- Declared willingness to accept continuing full-time appointment while fully itinerant

### Required Questions:

- Share about your specific call to associate membership. What is your understanding of the responsibilities and privileges that come with associate membership?
- Are you and your family fully itinerant?
- How are you leading the local church to be missional? Give an example of its fruit.
- What was the greatest joy you experienced in ministry during the past year? Why?
- What was your greatest challenge in ministry during the past year? What did you learn from it?
- What are your goals or vision for the local church?
- What are your plans for continued growth?

### Suggested Questions

- How is it with your soul?
- How has the Course of Study shaped your theology?
- What does your support system look like?
- What do you do to take care of yourself physically, emotionally, relationally, & spiritually?
- Choose two of the Disciplinary questions for theological articulation (see §324.9 or p.63).
- Other questions that would integrate their theology with their practice of ministry.
- Other questions that make the connection between their Course of Study education and their practice of ministry.

## Recommendation for Associate Membership Interview (§322) - Continued

### Action Required

- ¾ majority written ballot required for recommendation
- dCOM Secretary: Send minutes within 14 days to dCOM members, the district office and the Administrator of Leadership Development - Ministerial Services, including any vote totals and actions taken for all candidates.
- dCOM Registrar/Chair: Upload dCOM Action Report (Form D), Associate Membership Recommendation (Form F), and follow-up letter into UMCARES.

## Recommendation for Other Methodist Status Interview (§346.1)

### Purpose of Interview

- For persons with ministerial credentials in other Methodist denominations who are being considered for part-time appointments, the dCOM must interview them in order to recommend to the Board of Ordained Ministry that they be recognized as an Other Methodist (OM) pastor.
- **Credentialing Standard: Wesleyan Theology and Fruitfulness.** *Does this person demonstrate the qualities of Transformational Leadership in a United Methodist context?*

### For the Interview Team

- The team must determine whether or not the person has the fruit in ministry in order to recommend for recognition as an Other Methodist (OM) pastor.
- The team must determine whether the person is willing to support the doctrine, discipline, and polity of the United Methodist Church.

### Requirements prior to interview

- Copy of ministerial credentials from an approved Methodist denomination. A complete membership list can be found at: <http://worldmethodistcouncil.org/about/member-churches/>.
- Letter of Consent between sending and receiving bishops (or other judicatory authority)
- Completed Background Screening through Trak 1.
- Completion of “Loyalty” Statement (Form S) to support and maintain United Methodist doctrine, discipline and polity while under appointment to a church/charge.
- Receipt of Supervisory files from sending denomination

### Required Questions

#### Initial Interview

- What brought you to seek an appointment in the Indiana Conference of the United Methodist Church?
- What is your understanding of the sacraments? Do they have a United Methodist understanding of the sacraments?
- How are you personally reaching out missionally to your community? Do they know the mission of the United Methodist Church?

#### Renewal Interview

- What differences have you experienced in ministry compared to you denomination?
- How have you led the local church to be missional in your community? Have they integrated the mission of the United Methodist Church into their ministry?
- What was the greatest joy you experienced in ministry during the past year? Why?
- What was your greatest challenge in ministry during the past year? What did you learn from it?

### Suggested Questions

- How is it with your soul?
- What does your support system look like?
- What do you do to take care of yourself physically, emotionally, relationally, & spiritually?
- What are your goals for the year ahead?
- What are your plans for continued growth?
- What excites you about ministry? What’s your passion?

## **Recommendation for Other Methodist Status Interview (§346.1) - Continued**

### **Action Required**

- Majority vote required to recommend for Other Methodist status.
- dCOM Secretary: Send minutes within 14 days to dCOM members, the district office and the Administrator of Leadership Development - Ministerial Services, including any vote totals and actions taken for all candidates.
- dCOM Registrar/Chair: Upload dCOM Action Report (Form D), and follow-up letter into UMCARES.

## Recommendation for Other Denomination Status Interview (§346.2)

### Purpose of Interview

- For persons with ministerial credentials in other Christian denominations who are being considered for part-time appointments, the dCOM must interview them in order to recommend to the Board of Ordained Ministry that they be recognized as an Other Denomination (OD) pastor.
- **Credentialing Standard: Wesleyan Theology and Fruitfulness.** *Does this person demonstrate the qualities of Transformational Leadership in a United Methodist context?*

### For the Interview Team

- The team must determine whether or not the person has the fruit in ministry in order to recommend for recognition as an Other Denomination (OD) pastor.
- The team must determine whether the person is willing to support the doctrine, discipline, and polity of the United Methodist Church.

### Requirements Prior to Interview

- Letter of Application for Appointment
- Completed Background Screening through Trak 1.
- Notarized Disclosure Form 114
- Psychological Evaluation
- Certificate of Good Health Form from family physician (Form 103)
- Minimum of three reference letters or written notes of phone conversations to check references
- Copy of ministerial credentials from home denomination
- Letter from appropriate judicatory representative that states:
  - The person is in “Good Standing” with home denomination
  - Verification that ministerial credentials are valid and active/current
  - Indication that there are no conditions such as warnings, censure, etc., in force
  - Permission from judicatory to serve with United Methodist Church
- Receipt of Supervisory files from sending denomination
- Completed and signed “Loyalty” Statement (Form S) to support and maintain United Methodist doctrine, discipline and polity while under appointment to a church/charge

### Required Questions

#### Initial Interview

- What brought you to seek an appointment in the Indiana Conference of the United Methodist Church?
- What is your understanding of the sacraments? Do they have a United Methodist understanding of the sacraments?
- How are you personally reaching out missionally to your community? Do they know the mission of the United Methodist Church?
- What are your plans to complete the required courses in United Methodist history, polity, and doctrine?

#### Renewal Interview

- What differences have you experienced in ministry compared to you denomination?
- How have you led the local church to be missional in your community? Have they integrated the mission of the United Methodist Church into their ministry?

## **Recommendation for Other Denomination Status Interview (¶346.2) - Continued**

### **Renewal Interview Questions (Continued)**

- What progress have you made toward completion of the United Methodist courses in history, polity, and doctrine? What is one thing you learned that has enhanced your ministry?
- What was the greatest joy you experienced in ministry during the past year? Why?
- What was your greatest challenge in ministry during the past year? What did you learn from it?

### **Suggested Questions**

- How is it with your soul?
- What does your support system look like?
- What do you do to take care of yourself physically, emotionally, relationally, & spiritually?
- What are your goals for the year ahead?
- What are your plans for continued growth?
- What excites you about ministry? What's your passion?

### **Action Required**

- Majority vote required to recommend for Other Methodist status.
- dCOM Secretary: Send minutes within 14 days to dCOM members, the district office and the Administrator of Leadership Development - Ministerial Services, including any vote totals and actions taken for all candidates.
- dCOM Registrar/Chair: Upload dCOM Action Report (Form D), and follow-up letter into UMCARES.

## Recommendation for Provisional Membership Interview (¶324)

### Purpose of Interview

- When a person will have completed the necessary requirements for commissioning as a Provisional Member within the next Annual Conference year, the dCOM must interview them in order to recommend them for Provisional Membership to the Board of Ordained Ministry (BoOM).
- **Credentialing Standard: Readiness and Fruitfulness.** *Does this person demonstrate a potential for a ministry of Fruitful Leadership in ordained ministry?*

### For the Interview Team

- The team must determine whether or not the person displays the necessary qualities that show fruitfulness in ministry in order to recommend for Provisional Membership.
- The Board of Ordained Ministry will be looking for:
  - Readiness for ministry, including demonstrated gifts for ministries of service and leadership
  - Both written and oral theological articulation.

### Requirements prior to interview

- Certified candidate for at least one year or a licensed local pastor
- Demonstrated gifts for ministries of service and leadership to the satisfaction of the dCOM
- Completed undergraduate degree (transcript must be uploaded into UMCARES)
- Will have Masters of Divinity (or equivalent) completed by next year's Annual Conference session
- Will have one basic unit of Clinical Pastor Education (CPE) completed by next year's Annual Conference session.
- District Superintendent evaluation in file

### Required Questions

- Share about your specific call to ordained ministry. What is your understanding of the meaning of ordination? Why do you feel called to either ordained elder or ordained deacon?
- If on the elder track: Are you and your family fully itinerant?
- How are you leading the local church or ministry setting to be missional? Give an example of its fruit.
- What does being United Methodist mean to you?
- What leadership have you taken in your ministry setting? Tell about some formative experiences you've had while leading that ministry.
- What are some examples of fruitfulness in your ministry in the past year?
- Choose two of the Disciplinary questions for theological articulation. (see ¶324.9 or p.63).

### Suggested Questions

- How has your theological education shaped your theology?
- At this point, the Board is looking for "readiness" for ministry. Based on your current educational and practical/ministry experiences why you think or feel that you are "ready" for provisional membership.

## Recommendation for Provisional Membership Interview (¶324) - Continued

### Suggested Questions - Continued

- In what ways have you grown in your understanding of the person and work of Jesus Christ since you were certified as a candidate?
- If recommended for provisional membership, what do you understand to be the next steps as you move towards ordination/full membership?
- How do you care for yourself emotionally, mentally, spiritually, and physically? Share about your understanding of boundaries in ministry and ways you protect your boundaries.

### Action Required

- Three-quarter ( $\frac{3}{4}$ ) majority vote required for recommendation.
- dCOM Secretary: Send minutes within 14 days to dCOM members, the district office and the Administrator of Leadership Development - Ministerial Services, including any vote totals and actions taken for all candidates.
- dCOM Registrar/Chair: Upload dCOM Action Report (Form D), Provisional Membership Recommendation (Form F) and follow-up letter into UMCARES.

## Resources

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**Note: All forms in this handbook are for reference *only*! The latest up to date forms can be found either on the Conference web-site (<http://www.inumc.org/dcom>) or on UMCARES. If you wish to use a form for the Candidacy, Commissioning or Ordination process, please check UMCARES to ensure you have the most up to date form. Outdated forms will not be accepted.**

## Glossary of Candidacy Terms

Note: More details and in-depth information can be found in *The Book of Discipline of the United Methodist Church – 2012 (Discipline)* for many of the terms below. Where appropriate, paragraph numbers from the *Discipline* are noted.

**Annual Conference** - A geographical area and organizational term. It defines a region that includes all United Methodist churches and ministries in that area. Members meet annually to approve business, set budget, and promote ministry programs. The annual conference commissions provisional clergy members, ordains deacons and elders, and licenses local pastors for ministry. The bishop appointed to that conference presides over the annual meeting and all matters affecting that conference's ministry (§11, ¶601-657).

**Appointment Beyond the Local Church** - One category of service for provisional or ordained deacons. Deacons serve in a local church or in an appointment beyond a local church. Appointments may be to a United Methodist-related agency or other service area (i.e. social work, teaching, health ministries, etc.). Deacons serving an appointment beyond the local church also have a secondary appointment to a congregation (§ 331).

**Associate Members** - 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 and clergy session. They are not ordained, but are available for full-time service and are guaranteed an appointment within the annual conference. Associate members have voice and vote in every matter except constitutional amendments, ordination, and conference relations of clergy (§321–323).

**Bishop** - Bishops are elected by lay and clergy delegates of the jurisdictional conference. Bishops oversee one or more conferences and lead The United Methodist Church. They are authorized to “guard the faith, order, liturgy, doctrine and discipline of the church” and to “lead all persons entrusted to their oversight in worship, in the celebration of the sacraments, and in their mission of witness and service in the world.” (§401-403).

**Board of Ordained Ministry (BoOM)** - Each annual conference has a board of ordained ministry. The board recruits, nurtures, and supports those preparing for licensed or ordained ministry, and evaluates whether or not candidates have the gifts for ministry and are ready to serve. The board is the credentialing body for clergy in an annual conference and is responsible for continuing formation programs for clergy and for matters relating to changing conference relationships and clergy conduct (§ 635).

**Book of Discipline** - The United Methodist Church's book of law. It includes historical information, doctrinal standards, and policies that can only be changed by General Conference. It is updated and reprinted every four years (quadrennium) to reflect decisions made by the General Conference.

**Book of Resolutions** - Reflects The United Methodist Church's stance on current issues of faith. General Conference delegates decide what the resolutions will be, based on petitions received. It is updated and reprinted every four years (quadrennium) to reflect decisions made by the General Conference.

**Book of Worship** - Contains the order of weekly services, the liturgy for Holy Communion (or Word and Table), Baptism, marriage, funerals, healing, and other types of services for The United Methodist Church.

**Cabinet** - The bishop and district superintendents when meeting as a body. All conferences have a cabinet.

**Call, Call Story, or Calling** - An experience or set of decisions, circumstances, or encouragements that lead an individual to believe God has asked them to serve in a certain ministry. Many clergy refer to being “called” to preach or serve. During the candidacy process, candidates will be asked to write and talk about how they have discerned God’s calling in their lives and how and where they believe God is calling them to serve.

**Campus Minister or University Chaplain** - Campus ministers and university chaplains serve on college campuses throughout the world. Some work in United Methodist campus ministries, while some work in ecumenical settings. Others are chaplains at United Methodist-related colleges and universities. Ministry with students is central, but these ministers are also concerned with faculty, staff, and administration—in other words, they work with the whole campus. Some campus ministers and chaplains are ordained deacons and elders. Others are laypeople who have received training for ministry on campus.

**Candidacy** - A discerning and preparatory period of time and the process by which those wishing to serve as local pastors, deacons, or elders apply, and are evaluated, by their annual conference to serve on behalf of The United Methodist Church (§ 310-314).

**Candidacy Mentor** - An ordained deacon, elder, associate member, or local pastor who has completed the Course of Study, trained to provide guidance to candidates. They are assigned a candidate by the district committee on ordained ministry and assist the candidate in understanding the process and further discerning their call as they become certified and licensed or provisional members (§ 349).

**Candidacy Process** - Another way of talking about candidacy (§ 310-314).

**Candidate** - A person enrolled in the candidacy process who wishes to serve as a local pastor, deacon, or elder.

**Central Conference** - Central Conferences are the conferences for areas outside the United States. The church has seven central conferences in Africa, Europe, and the Philippines (§ 540ff.).

**Certified Candidate** - A candidate who has been approved by their local ministry setting and the district committee on ordained ministry to continue the process of moving toward licensing or ordination (§ 310.2).

**Chaplain** - Elders or deacons working in specialized ministry settings. Endorsed chaplains and pastoral counselors work in settings such as prisons, hospitals, the armed forces, and counseling centers (§ 1421.5).

**Charge Conference** - A local church meeting that includes members of the governing body (i.e. church council) and the clergy. It meets at least once a year to review goals, elect new leaders, set clergy

salaries, and recommend persons for candidacy. It is typically facilitated by the district superintendent (§ 246).

**Clergy** - Commissioned and ordained deacons and elders; associate members, and local pastors serving under the full or part-time appointment of a bishop (§ 142).

**Clergy Mentor** - An ordained deacon, elder, associate member, or full-time local pastor who has completed the Course of Study (I don't think that is right), trained to guide provisional deacons or elders as they prepare for ordination (§349.1b). Also, can be used to guide Local Pastors

**Conference Tithe** - A portion of local church offerings that churches contribute to their district and conference to support the annual conference and general church ministries.

**Course of Study** - Prescribed ministry classes for local pastors. Part and full-time local pastors attend the Course of Study while serving churches. The course takes at least five years to complete.

**Deacon** - Deacons are called by God, authorized by the church, and ordained by a bishop to a lifetime ministry of Word, Service, Compassion, and Justice. They serve the community and congregation in a ministry that connects the two. Deacons are called to a lifetime of servant leadership, serving the congregation and the world. A deacon serves all people, particularly the poor, the sick, and the marginalized, and equips and leads the laity in ministries of compassion, justice, and service. The deacon's role connects the church's worship with its service in the world (§328-331).

**Deaconess and Home Missioner** - Deaconesses (laywomen) and home missionaries (laymen) are professionally trained and devote their lives to service through the Church's. They are approved by the General Board of Global Ministries and commissioned by a bishop. They may serve with any United Methodist agency or program or in agencies outside The United Methodist Church, provided that approval is given by the board in consultation with the bishop of the receiving area (§ 1314).

**Discern** - Synonymous with decide. Carries an underlying assumption that the decision is made with considerable thought, prayer, study, and attention to God's call in one's life.

**District** - One of several geographic areas in an Annual Conference. Each church is part of a district and an annual conference. Districts are supervised by a district superintendent. The number of districts in a conference varies depending on the conferences' size.

**District Committee on Ministry (dCOM)** - Evaluates, certifies, and recommends to the board of ordained ministry all those applying for licensed or ordained ministry. The dCOM oversees all candidates within that district and supervises all matters related to candidacy and licensing. The committee interviews candidates, recommends candidates for provisional membership, and approves all local pastors serving within the district (§ 666).

**District Superintendent (DS)** - Supervises the churches within a district of the annual conference. They serve as extensions of the bishop's authority and supervise clergy within that district (§ 419).

**Elder** - Those called by God, authorized by the church, and ordained by a bishop to a lifetime ministry of Word, Sacrament, Order, and Service. Like all Christians, elders are committed to a lifetime of service, although this service manifests itself in different ways than deacons or the laity. The elder serves in

ministry and servant leadership and gives pastoral leadership to order the life of the congregation. Elders devote themselves to the ministry of the Word, including primary responsibility for preaching and teaching the Word of God (§ 332-335).

**Endorsement** - The process to ensure that pastoral counselors and prison, hospital, or military chaplains are qualified and prepared to appropriately represent the Church in their ministry settings (§ 1421.5).

**Episcopal** - Refers to something relating to a bishop. For instance, an Episcopal area is the area under the supervision of a particular bishop.

**Extension Ministry** - Refers to elders who serve in ministry outside of a local church setting. It includes settings such as conference administration, chaplaincy, pastoral counseling, teaching, etc. The bishop appoints the elder to that position. This appointment may happen at the elder's request and through consultation with the bishop (§ 343-344).

#### **Fellowship of Local Pastors & Associate Members**

- Provides mutual support for its members for the sake of the life and mission of the church. All local pastors and associate members shall be members of and participate in the Fellowship (§ 323).

**Full Connection** - An ordained deacon or elder serves as a member in full connection to an annual conference. Their life and work is amenable to the annual conference and they are supported by and accountable to that annual conference. Except for the election of lay delegates, members in full connection have voice and vote in all matters related to the annual conference, to the clergy of that conference, to the general conference, and constitutional amendments of The United Methodist Church.

**Full Member** - (similar to Full Connection) Refers to an ordained elder or deacon in good standing with an annual conference.

**General Agencies** - The United Methodist Church has thirteen general boards and agencies that work in different ways on behalf of local churches, annual conferences and the denomination.

1. General Board of Church and Society (GBCS) [www.umc-gbcs.org](http://www.umc-gbcs.org)
2. General Board of Discipleship (GBOD) [www.gbod.org](http://www.gbod.org)
3. General Board of Global Ministries (GBGM) [www.gbgm-umc.org](http://www.gbgm-umc.org)
4. General Board of Higher Education and Ministry (GBHEM) [www.gbhem.org](http://www.gbhem.org)
5. General Board of Pension and Health Benefits [www.gbophb.org](http://www.gbophb.org)
6. General Commission on Archives and History [www.gcah.org](http://www.gcah.org)
7. General Commission on Christian Unity & Interreligious Concerns (GCCUIC) [www.gccuicumc.org](http://www.gccuicumc.org)
8. General Commission on Communication (United Methodist Communications - UMCOM)
  1. [www.umcom.org](http://www.umcom.org)
9. General Commission on Religion and Race (GCORR) [www.gcorr.org](http://www.gcorr.org)
10. General Commission on the Status and Role of Women (COSROW) [www.gcsrw.org](http://www.gcsrw.org)
11. General Commission on United Methodist Men [www.gcumm.org](http://www.gcumm.org)
12. General Council on Finance and Administration (GCFA) [www.gcfa.org](http://www.gcfa.org)
13. United Methodist Publishing House [www.umph.org](http://www.umph.org)

**General Conference** - The international gathering and business meeting of The United Methodist Church that occurs every four years with about 1,000 delegates who are clergy and laity from each annual and

central conference. This body decides on petitions to change The Book of Discipline and Book of Resolutions and is the only body authorized to speak on behalf of The United Methodist Church (§ 8, ¶ 501-511).

**Group Candidacy Mentoring** - The opportunity for candidates to meet with a candidacy mentor and a group of other candidates. Many conferences offer this structure to provide candidates opportunities to learn from mentors and each other.

Home Missioner - See deaconess (§ 1314).

**Itinerate** - Indicates an elder, associate member, or local pastor agrees to serve where the bishop appoints. This system is called itineracy. Often “itineracy”, “guaranteed appointment” or “security of appointment” are discussed as parts of this system that is the basis of the commitment between the church and clergy who serve.

**Jurisdiction** - A group of annual conferences within a geographical region in the United States. There are five jurisdictions (North Central, Northeast, South Central, Southeast, and Western). The Indiana Conference is a member of the North Central Jurisdiction. The Jurisdictional Conference meets every four years after General Conference and consists of delegates from each annual conference in that region. The conference elects bishops for their jurisdiction (§512-537).

**Layperson (or Laity)** - A member of a local church.

**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. That person must complete licensing school, Orientation to Ministry, and receive an appointment to serve. Local pastors attend Course of Study school each year and meet with the district committee on ministry annually for continual approval and eligibility. Local pastors are not required to earn a Master’s of Divinity, or to itinerate, are not guaranteed an appointment, and usually serve smaller congregations (§ 315-320).

**Ordained Ministry** - The ministry of deacons and elders who have been ordained by a bishop to serve in The United Methodist Church (§ 301-304).

**Order of Deacons/Order of Elders** - A covenant community within the church to mutually support, care for, and hold accountable members for the sake of the life and mission of the church. These orders seek to respond to the spiritual hunger among clergy for a fulfilling sense of vocation, for support among peers, and for a deepening relationship with God. All ordained persons upon election to full membership in the annual conference shall be members of and participate in an order appropriate to their election (§ 306).

**Ordination** - Performed by laying on of hands by the bishop. It signifies that the church affirms and continues its ministry through these persons. Persons may be ordained as deacons or elders and commit to living and proclaiming the gospel. Deacons are ordained to the ministries of Word, Service, Compassion, and Justice. Elders are ordained to the ministries of Word, Sacrament, Order, and Service (§ 301-304).

**New Pastor Orientation** - Sponsored by the board of ordained ministry and required for all ministry candidates. Helps to build collegiality and develop an understanding the ministry of deacons, elders, and local pastors (§312).

**Pastor** - A pastor is an elder, associate member, or local pastor appointed to serve in charge of a station, circuit, cooperative parish, extension ministry, ecumenical shared ministry, or church of another denomination, or on the staff of such. Deacons, who may serve similar roles as the pastor, should not be called pastors (§339).

**Polity** - Refers to the rules and traditions of The United Methodist Church. It includes The Book of Discipline, history, practices, and beliefs of the denomination.

**Professional Certification** - Recognition that someone has met academic standards, experience, and continuing study to achieve and maintain professional excellence. Visit [gbhem.org/certification](http://gbhem.org/certification) for a listing of current certifications.

**Professional Ministry** - To make one's living by serving in ministry. Can apply to laity or clergy.

**Provisional Membership** - The step in the ordination process between candidacy and ordination when a commissioned deacon or elder serves as a provisional member. Those applying for ordination serve as a provisional member for a minimum of two years, depending on annual conference policy. Provisional membership ends with ordination, or when a decision is made not to proceed toward ordination (§ 324-327).

**Seminary or Theological School** - Term for post-graduate school of theology that educates and prepares people for ministry. Candidates for ordination must graduate from a school approved by the University Senate of The United Methodist Church.

**UMCARES** - The online system managed by the General Board of Higher Education and Ministry to track candidates for licensed or ordained ministry. District superintendents invite candidates to enroll in the system after they have written to request admission to candidacy (§ 310.1).

**Social Principles** - A prayerful and thoughtful effort of the General Conference to speak to contemporary issues from a sound biblical and theological foundation. The Social Principles are a call to all members of The United Methodist Church to a prayerful, studied dialogue of faith and practice (§ 160-166).

**Staff/Pastor-Parish Relations Committee (S(P)PRC)** The committee in each church that assists clergy and staff in setting leadership and service priorities. Evaluates and approves those beginning candidacy for licensed or ordained ministry from that congregation. (§ 258.2).

**University Senate** - A body of higher education professionals that determines schools, colleges, universities, and theological schools that meet criteria for United Methodist Church affiliation. Ordination candidates must complete educational requirements at a University Senate-approved institution (§ 1414-1418).

#### **Vocation**<sup>1</sup>

1. a particular occupation, business, or profession; calling.
2. a strong impulse or inclination to follow a particular activity or career.

3. a divine call to God's service or to the Christian life.
4. a function or station in life to which one is called by God: the religious vocation; the vocation of marriage.

**General Board of Higher Education & Ministry Division of Ordained Ministry: A United Methodist Glossary of Candidacy Terms**

***The Book of Discipline of The United Methodist Church 2012.* Nashville: The United Methodist Publishing House, 2012.**

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<sup>1</sup> "vocation definition | Dictionary.com ." Dictionary.com.  
<http://dictionary.reference.com/browse/vocation> (accessed March 5, 2013).

## What is a Transformational Leader?

As we look at the task of the Board of Ordained Ministry (Paragraph 635) and compare that work to the responsibilities and duties of a pastor (Paragraph 340.4), we find this to be a very challenging task. In order to be able to discern the characteristics necessary for the work of enlistment and recruitment of faithful and fruitful ordained ministers the Indiana Conference Board of Ordained Ministry has sought to take the definition of a pastor and bring it to its simplest qualities. What we have discerned is that for the Ministry of the Indiana Conference Board of Ordained Ministry, the traits necessary to be an effective pastor fall into two categories: Foundational and Transformational Qualities for Christian Ministry. While this list is not exhaustive, it is meant to be a simple guide for discerning the Gifts and Graces of an individual and whether or not that individual has the best potential to thrive in this ministry.

First we will look at the Foundational Qualities for Christian Ministry:

- Genuine faith/grounded spiritually
- Inspired by the Holy Spirit
- Person of integrity
- A two commandment person (love God and love people)

These foundational qualities are considered to be characteristics necessary before an individual should consider coming before the board. These are the foundational qualities identified in the discipline and what we expect of all disciples of Jesus Christ, Lay and Clergy.

Genuine faith/grounded spiritually – A individual must first see themselves as primarily a person of faith, meaning that they understand that they cannot find their true purpose apart from their relationship with Christ. This necessitates that an individual be grounded in their personal spiritual walk with God. As spiritual leaders we must first be a spiritual being in order to lead others into a spiritual life. To this end an individual's life must be grounded in their spiritual walk and faith.

Inspired by the Holy Spirit – To the end that an individual must be grounded in their faith, in order to be a Spiritual leader, they must also be inspired by the Holy Spirit. Our world looks to many different things for our meaning and reason to do what we do, but as believers in Christ we look to the Holy Spirit to guide us in our actions and spur us on to greater actions than what our selfish desires. This means that an individual who is seeking to serve the church must daily walk in the presence of the Holy Spirit and seek God's guidance and wisdom in how to live their life and how to lead others to live their lives.

Person of Integrity – In seeking to lead others individuals must necessarily be persons of integrity. It is not enough for us to dream big, we must live the life to which we have been called. This demands that we be known by our fruit. Can we be trusted? Do we accomplish what we say we will? Do we finish what we start? All of these and more are questions that the people around us are asking and look to us as faith leaders to answer. When others let them down we must be able to show them that God never lets them down. As Spiritual Leaders, our personal integrity bears witness to integrity of the one to whom we follow.

A two commandment person – To this end we must follow the example given to us by Jesus Christ himself. When he was asked what the greatest commandment was, he responded with *“You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.” This is the*

*greatest and first commandment. And a second is like it: 'You shall love your neighbor as yourself.' On these two commandments hang all the law and the prophets (Matthew 22:37-40 NRSV)."* In order to be Persons of Integrity who are also followers of Jesus, we must be known by our love; love of God and love of people. If we do not first and foremost love then we will struggle to point people to the God of love.

In these qualities we as a board find the general requirements of all disciples of Jesus. Therefore, we needed to further define what makes an individual qualified to serve in the capacity of a Clergy person within the context of the Indiana Conference of the United Methodist Church. To this end we discerned what has become known as the Transformational Qualities of a Leader.

The following transformational qualities were developed after a lengthy discernment process that was inspired by the Holy Spirit.

- Passionate about leading a vital, disciple-making congregation
- Risk-Taking Leader
- Effective Communicator
- Relational Competence
- Teachable and Self-aware
- Basic administrative skills to move the church/people forward

Passionate about leading a vital, disciple-making congregation – Being a Transformational Leader means that an individual has a disposition for growing disciples. They are willing to asking hard questions and are willing to developing disciples so that they develop churches that do ministry and are not pastors alone doing ministry. This means that they have a commitment to empower laity and see that as a primary focus in their work.

Risk-Taking Leader - Being a Transformational Leader means that an individual possesses leadership abilities to cast vision, develop projects and move a church forward in growth. This requires that an individual be willing to immediately seize upon opportunities and avoid hazards despite the reluctance of those around them to take that faith step.

Effective Communicator - Being a Transformational Leader means that an individual excels in written and oral communication. This individual will have the ability to communicate vision to both the church as a whole and to individuals. A Transformational Leader must be able to explain their discipleship driven risks in ways that encourage others to join in the Kingdom work.

Relational Competence - Being a Transformational Leader means that an individual understands systems theory. They are able to look beyond the immediate events and see the deeper realities that are present, therefore allowing them to lead beyond the current situation and into a fuller understanding of reality. This requires that an individual come into these kinds of settings with appropriate self-awareness, self- management, and relationship management skills.

## Behavioral Health Guidelines

These guidelines were developed by the General Board of Higher Education and Ministry in consultation with legal, psychological, pastoral and financial advisors. They have been adopted by the Indiana Conference Board of Ordained Ministry. Although these guidelines were developed for use in evaluating candidates for ministry, they are appropriate for clergy in all stages of ministry as together we live out our covenant to be accountable to our churches and one another.

In using these guidelines, the Board assumes that candidates for commissioning and ordination will be familiar with these guidelines and adhere to them. When a candidate presents behaviors that do not adhere to these guidelines, the Board will be supportive and pastoral in helping the candidate to seek care.

### Physical Health

**Standard:**

The candidate is of sound physical health sufficient to perform the essential duties of the office, has no current or recurrent disqualifying impairment, and demonstrates no obvious physical health concerns.

**Rationale:**

Neglect of physical health is known to impair function in pervasive ways. Responsible preventive health care maximizes the functional abilities of the individual and minimizes the health care costs to the annual conference.

**Recommendations:**

Candidates should be able to articulate their plans for physical health care. Candidates with non-disqualifying medical problems should demonstrate medical consultation and cooperation with treatment plans.

### Management of Personal Finances

**Standard:**

The candidate is not in debt so as to embarrass the church.

**Rationale:**

While this may not, on the surface, seem to be a behavioral health issue, personal financial management has to do with general maturity, including the ability to set priorities, maintain discipline and delay gratification. Difficulties in this area raise concerns about judgment and impulse control. However, we do recognize that all debt is not bad debt. Since all candidates for ordained ministry are required to have completed an undergraduate degree program, as well as a seminary master's degree, some educational debt load is expected. We will keep this fact in mind as we evaluate each candidate's financial health.

**Recommendations:**

If the candidate has a history of having been reported to the credit bureau, then three years of a good credit history is recommended. If the candidate has a history of a personal bankruptcy, then five years of good credit is recommended. If the candidate has a history of money judgments, then it is recommended that the judgments be satisfied prior to continuance.

### Mental Illness

**Standard:**

The candidate has no current or recurring disqualifying psychological impairment.

**Recommendations:**

The more severe the psychiatric impairment, the more important the need for direct consultation with the treating mental health practitioners. The Board may wish to bring in its own mental health consultants in order to evaluate the candidate's situation.

The candidate has a history of remission from any moderately-to-severely impairing conditions for not less than five years without necessity for psychiatric hospitalizations, though treatment may continue.

The candidate has a history of responsible management of any mildly-to-moderately impairing conditions for not less than five years, and has an effective treatment program in place.

**Alcohol Abuse/Dependency****Standard:**

The candidate demonstrates no present abuse or dependence upon alcohol.

**Rationale:**

Alcohol abuse (short-term intoxication) and/or alcohol dependence (repeated intoxication and/or alcoholism) are mental disorders known to impair functioning in pervasive ways. Candidates who suffer from these disorders will have greatly limited effectiveness and are at risk for professional misconduct.

**Recommendations:**

Consider requiring a minimum of one year's sobriety prior to certification for candidacy.

If any of the critical behaviors are recent (within five years), then consider requiring a formal "substance abuse evaluation" by a certified chemical dependency treatment specialist.

If there is clear evidence of alcohol dependence at any time, then consider requiring participation in Alcoholics Anonymous (AA) or equivalent program and continued involvement in such a program for not less than five years prior to certification for candidacy.

**Chemical Abuse/Dependency****Standard:**

The candidate demonstrates no present abuse or dependence upon either non-prescribed pharmacologic agents or prescribed medications.

**Rationale:**

Chemical abuse and/or dependence are mental disorders known to impair functioning in pervasive ways. Candidates who suffer from these disorders will have greatly limited effectiveness and are at much greater risk for professional misconduct.

**Recommendations:**

If the history reveals occasional and/or experimental use limited to an adolescent period, then consider requiring not less than five years of sobriety prior to certification for candidacy.

If the history reveals any adult use of illegal substances, or any misuse of a prescribed pharmacological agent, then consider requiring a formal chemical dependency assessment from a credentialed chemical dependency treatment specialist. A period of not less than five years of sobriety prior to certification for candidacy would also be appropriate.

**Legal****Standard:**

The candidate shall be respectful of the law and evidence legal responsibility in personal habits.

**Rationale:**

This may not, on the surface, appear to be a behavioral health issue, but similar issues around maturity, discipline, and judgment come into play. In addition, one's approach toward the law often is a barometer of one's respect for authority generally, and unresolved authority issues may significantly hamper clergy effectiveness.

**Recommendations:**

Candidates may have no more than three moving violations (traffic) within the preceding three years.

A history of arrest for any misdemeanor or felony requires investigation of the circumstances of the arrest including review of the offense (police) report. Results of the investigation may require an appropriate period without history of difficulty or further arrest prior to certification for candidacy or continuance.

A history of conviction for any felony is, under most circumstances, permanently disqualifying.

**Family Violence****Standard:**

The candidate has a history of resolving family conflict in a nonviolent manner.

**Recommendations:**

The candidate shall ordinarily have not less than three years without reports as described.

The presence of any critical behaviors requires an investigation into the facts and circumstances, and an appropriate period may be required prior to certification for candidacy or continuance. The candidate shall acknowledge his/her behaviors and may have entered into family counseling or other appropriate treatment.

**Divorce or Infidelity****Standard:**

If the candidate has been divorced, or if there is evidence of infidelity, the candidate must have done sufficient exploratory and reparative work to demonstrate and/or articulate the impact of the health of married life on quality of ministry.

**Recommendations:**

If there is a recent divorce (within 2-3 years), then the candidate should be able to articulate any dysfunctional patterns in intimate relationship and have taken steps to safeguard current or future marriage covenants.

If there is insufficient evidence that sufficient exploratory or reparative work has been done, the Board may wish to recommend or require a course of psychotherapy and/or other conditions, such as a delay of one year.

**Sexual Misconduct****Standard:**

The candidate has no history, or complaints, of sexual misconduct or charges of sexual harassment having been brought against him/her.

**Rationale:**

Candidates must model in their personal life and behavior a healthy and sacred view of sexuality so as not to misuse the clerical office.

**Recommendations:**

Consider further assessment.

The Board of Ministry should explore in an interview with the committee the steps the candidate has taken to identify and understand and deal with the psychological vulnerabilities that contributed to the behavior, and what safeguards the candidate has put into place to guard against the possibility of similar behavior in the future.

The candidate should have no evidence of sexual misconduct for a minimum of three years. A candidate must articulate a plan to insure that such behavior is unlikely to recur. This plan may include intensive psychotherapy and/or ongoing supervision, or other conditions required by the Board.

### **Sex Related Crimes**

#### **Standard:**

The candidate shall have no history that poses risk of sexual harassment, sexual assault to adults or children, nor history of any sex-related offense.

#### **Recommendations:**

If the candidate has committed a sex-related crime, he or she should be permanently disqualified. Certainly the candidate is entitled to be considered innocent until proven guilty, so a written accusation or arrest alone is not sufficient for disqualification, but either one would raise significant questions which the Board would need to explore in depth.

The recommendation for permanent disqualification reflects the massive legal exposure an Annual Conference were to take on were it to place in ministry a known sex offender. Beyond that reality, however, is the awareness that current available treatments for such offense are of limited utility, with high rates of recidivism.

#### **Definitions of Inappropriate Sexual Conduct:**

##### **Sexual Harassment:**

Includes solicitation, physical advances, or verbal or nonverbal conduct consisting of a single intense or severe act, or of multiple persistent or pervasive acts, by a candidate toward another individual, that are sexual in nature and occur whether in connection with the candidate's clerical activities or personal life, and that are unwelcome, offensive, or create a hostile environment for the affected individual.

##### **Sexual Impropriety:**

Sexual impropriety is deliberate, repeated and/or unwelcome comments, gestures or physical acts of a sexual nature that include, but are not limited to:

- Behavior, gestures, or expressions which may reasonably be interpreted as inappropriately seductive or sexually demeaning.
- Making inappropriate comments about an individual's body.
- Making sexually demeaning comments to an individual.
- Making comments about an individual's potential sexual performance.
- In a counseling relationship, requesting details of a person's sexual history when not clinically indicated for the type of consultation.
- Requesting a date.
- Initiating conversation regarding the sexual problems, preferences or fantasies of either party.
- Kissing of a sexual nature.
- Sharing or displaying pornographic material with another person.

**Deviant Sexual Behaviors:**

Deviant sexual behaviors include, but are not limited to, behaviors such as pedophilia, exhibitionism, or use of sexual paraphernalia, and preoccupation with pornographic materials for sexual stimulation and gratification.

**Pornography.**

There is general concern about the problem of clergy who are addicted to pornography and its result on the clergy, his/her family and the church. Conversations resulting from this concern include our desire that our care of clergy be pastoral and grace-filled, while maintaining a high level of professional accountability.

The General Board of Higher Education and Ministry (GBHEM) has guidelines that have been approved by the Indiana Conference Board of Ordained Ministry. They were developed by a consortium of clergy, laity, pastoral counselors, addiction specialists and legal experts. Counselors of various denominations all recommend removal of clergy from the church (for both substance abuse and sexual deviancy) for a minimum of three years. The GBHEM recommends, as do other denominations, that the 3 year minimum includes three years prior to commissioning. In accord with these guidelines, the following recommendations are made for clergy addicted to pornography:

1. Clergy would begin counseling after acknowledging that recovery is an ongoing, lifelong process
2. Steps to be followed include:
  - a. Minimum 3 year Leave of absence
  - b. Ongoing counseling with certified addictions counselor for minimum of 3 years
  - c. Active participation in pornography specific 12 step program
  - d. Maintain covenant with clergy peers
  - e. Daily devotional reading on the theology/spirituality of addictive behavior
  - f. Daily personal moral inventory
3. For clergy to be returned to appointment:
  - a. Regular attendance with pornography specific 12 step group
  - b. Sponsor relationship
  - c. Daily devotional reading
  - d. Daily personal moral inventory
  - e. Psychological assessment
4. Career-long requirements
  - a. Annual accountability to BOOM
  - b. BOOM to make annual recommendation to Cabinet, with report to remain in clergy official file
  - c. Periodic psychological testing, with reports to remain in clergy official file

## CHECKLIST FOR GROUP CANDIDACY

NAME \_\_\_\_\_

**This is for Reference Only! The Steps for Candidacy and all files referenced can be found on-line at:**  
[www.inumc.org/candidacyprocess](http://www.inumc.org/candidacyprocess).

### STEP 1 – Talk with your home church pastor

- Talk with your home church pastor, or other ordained deacon or elder, about your call. A helpful resource at this point may be the book, *The Christian as Minister*.

### STEP 2 – Contact the district via email with candidacy request.

- Send request for candidacy via email or letter to the district's Conference Superintendent and/or Associate Conference Superintendent and the Chair of the District Committee on Ministry (dCOM) explaining your call.

### STEP 3 – Pastor (Staff) Parish Relations Committee (P(S)PRC) Approval

- Meet with Pastor (Staff) Parish Relations Committee (or equivalent) at your church.
- Submit Form 104a and Form 104b (Staff Parish Recommendation) to your dCOM Chair.

### STEP 4 – UMCARES Preparation

- Meet with Conference Superintendent, Associate Conference Superintendent, or dCOM Chair
- Conference Superintendent invites to UMCARES.
- Respond to online invitation to UMCARES.
- Complete steps in Candidacy and Psychological Tracks in UMCARES up to and including payment of \$75 and ordering *Answering the Call*.
- In UMCARES: complete Personal Data Inventory (PDI), Personal & Professional Reference List (PPRL) and complete Release of Information.
- Notify dCOM Chair that all of the above have been completed.

### STEP 5 – Candidacy Orientation Retreat Preparation

- Fill-out Application for Candidacy Orientation Retreat (Form ACOR) in Indiana Candidacy Track in UMCARES.  
*Summer Orientation Retreat deadline for registration is June 1.*  
*Winter Orientation Retreat is deadline for registration is December 1.*
- Submit check payable to the INUMC for \$300 (\$50 for Retreat + \$50 to submit with Background Screening Form + \$200 for psychological assessment) to: Ed Metzler, Ministerial Services, 301 Pennsylvania Pkwy, Suite 300, Indianapolis, IN 46280
- Submit Form 114 (Notarized Disclosure)
- Complete Background Screening through Trak 1.
- Read Chapters 1 & 5 of *Answering the Call*

### STEP 6 – Candidacy Orientation Retreat

- Attend the Candidacy Orientation retreat

### STEP 7 – Prepare for Certification

- Meet regularly with Candidacy Mentoring Group
- Continue preparation for certification interview
- Attend psychological interview at MAS chosen in UMCARES.
- Submit the following on UMCARES:**
  - Form A - Annual Mentor Report – completed by Candidacy Mentor
  - Form B - Financial Report
  - Form 104 c - Charge Conference Recommendation
  - Written answers to Paragraph 310.2.a found in *The Book of Discipline*
  - All transcripts to date
  - Other materials as requested.
- Meet with dCOM for certification interview.**

***The Book of Discipline of the United Methodist Church – 2016***  
**Provisional Membership Questions (¶324.9)**

- a) Describe your personal experience of God and the understanding of God you derive from biblical, theological, and historical sources.
- b) What is your understanding of evil as it exists in the world?
- c) What is your understanding of humanity, and the human need for divine grace?
- d) How do you interpret the statement Jesus Christ is Lord?
- e) What is your conception of the activity of the Holy Spirit in personal faith, in the community of believers, and in responsible living in the world?
- f) What is your understanding of the kingdom of God; the Resurrection; eternal life?
- g) How do you intend to affirm, teach, and apply Part III of the Discipline (Doctrinal Standards and Our Theological Task) in your work in the ministry to which you have been called?
- h) The United Methodist Church holds that the living core of the Christian faith was revealed in Scripture, illumined by tradition, vivified in personal experience, and confirmed by reason. What is your understanding of this theological position of the Church?
- i) Describe the nature and mission of the Church. What are its primary tasks today?
- j) Discuss your understanding of the primary characteristics of United Methodist polity.
- k) Explain your understanding of the distinctive vocations of the order of elder and the order of deacon. How do you perceive yourself, your gifts, your motives, your role, and your commitment as a provisional deacon or provisional elder in The United Methodist Church?
- l) Describe your understanding of diakonia, the servant ministry of the church, and the servant ministry of the provisional member.
- m) What is the meaning of ordination in the context of the general ministry of the Church?
- n) Describe your understanding of an inclusive church and ministry.
- o) You have agreed as a candidate for the sake of the mission of Jesus Christ in the world and the most effective witness of the gospel, and in consideration of their influence as ministers, to make a complete dedication of yourself to the highest ideals of the Christian life, and to this end agree to exercise responsible self-control by personal habits conducive to bodily health, mental and emotional maturity, integrity in all personal relationships, fidelity in marriage and celibacy in singleness, social responsibility, and growth in grace and the knowledge and love of God. What is your understanding of this agreement?
- p) Explain the role and significance of the sacraments in the ministry to which you have been called.

## Local Pastors Frequently Asked Questions (FAQ)

### **Question: Are local pastors a relatively recent phenomenon in United Methodism?**

Absolutely not. From the very beginning the Wesleyan Movement employed non-ordained persons for preaching and providing spiritual leadership. When the Methodist Movement first came to America there was no such thing as trained clergy except for those denominations who brought European trained ministers to lead ethnic and non-English speaking churches. There were no seminaries in America. Therefore, those early Methodist leaders happily recruited fervent men and women who were not ordained to “preach the Word”, to tend the flock, and to start new churches. From the earliest days until presently, non-ordained ministers (now called “Local Pastors”) have been an integral part of the Methodist Movement and The United Methodist Church.

### **Question: How does one become a local pastor? (*Book of Discipline*, ¶ 315)**

A person may receive a “license for pastoral ministry” giving authority to be a local pastor when:

1. They are a certified candidate for ordained ministry;
2. They have successfully completed the License to Preach School;
3. They have been approved by the Annual Conference (recommended by  $\frac{3}{4}$  vote of the District Committee on Ministry (dCOM) and affirmed by the Board of Ordained Ministry (BoOM) and the Clergy Session of Annual Conference);
4. They have received an appointment by the bishop.

### **Question: Can a person remain a local pastor forever?**

Each year the District Committee on Ministry (dCOM) recertifies and relicenses each person after the person has demonstrated “progress” in education and professional growth. The *Book of Discipline* (BOD), in ¶ 319.3, indicates that a full-time local pastor must complete the educational requirements of the Course of Study (COS) within eight years, and a part-time local pastor within twelve years.

The *Book of Discipline* (BOD), in ¶ 319.4, gives the local pastor the option of remaining in a “local relationship” upon completion of the Course of Study (COS). The request to remain “local” is made to the District Committee on Ministry (dCOM) to be approved by them.

### **Question: Is a license for pastoral ministry is good only for one year?**

Yes. The local pastor license must be renewed each year by completing necessary educational requirements and meeting with the District Committee on Ministry (dCOM). If the committee agrees, it will make recommendation to the Conference Board of Ordained Ministry (BoOM) and the Clergy Session of the Annual Conference for approval. (*Book of Discipline*, ¶ 316.2)

**Question: What if a person becomes eligible for the license between sessions of the annual conference?**

A person who has completed the process for licensing may be granted an interim license upon recommendation of the cabinet, the District Committee on Ministry (dCOM) and the Executive Committee of the Board of Ordained Ministry (BoOM). (*Book of Discipline*, ¶1317)

**Question: What pastoral and ministerial authority does a local pastor have?**

A local pastor has the pastoral and ministerial authority of any United Methodist minister including the privilege of officiating the Lord's Supper, baptism, and the marriage service. However, the authority is limited to the church or churches where the local pastor is appointed. The local pastor does not have the authority or privilege of being an itinerant minister. (*Book of Discipline*, ¶1317)

**Question: If a member or an active participant in my congregation is marrying a person of another denomination and the wedding is to be in the other church or in a non-church setting, can I participate as an officiant?**

Yes, with a couple of stipulations. The other church or wedding site must be the State of Indiana. In addition, the local pastor must contact their district's Conference Superintendent and ask that the venue for the ceremony be added to their charge for the date specified.

**Question: Can I officiate the wedding of strangers who come in from the street?**

Answer: Maybe. If the local pastor believes officiating the marriage ceremony is a natural extension of the ministry of the church they are serving and if the marriage is in the church in which they are appointed, the answer is yes. If the wedding is to be at the city park or at a church that the local pastor is not appointed, the answer is no. (And don't forget, the *Book of Discipline* (¶ 340.2 (3)(a)) requires the local pastor to provide marriage counseling in advance of the ceremony!)

**Question: Can I officiate a marriage ceremony as soon as I receive my license for pastoral ministry?**

Answer: Yes, the local pastor may officiate a marriage ceremony in their church as soon as the license is issued.

**Question: Are the limits placed on marrying persons also placed on serving the Lord's Supper?**

Answer: Yes. The license gives the local pastor the ministerial authority only in the church or churches where they are appointed. Of course, they may take the sacraments to the hospital rooms and homes of your parishioners, or to a retreat of your church as an extension of the church's ministry.

**Question: What are the rules about funerals?**

There are no requirements by anyone (state or church) that a licensed or ordained minister must preside at funerals or burials.

**Question: What about preaching at places other than at the church to which I have been appointed?**

There is no requirement that only licensed or ordained persons may preach. If a local pastor preaches in the next county or holds a “revival” in the next state, the license is not an issue. They will be preaching as a layperson. The license gives you ministerial authority only in the church or churches where you are appointed.

**Question: Where do I go if I have questions about ministry or face problems or questions for which I have no answers?**

The *Book of Discipline*, in ¶1316.4, says that local pastors are to be assigned a clergy mentor. They should call the chair of the District Committee on Ministry (dCOM) or their district’s Conference Superintendent to inquire about this. It is always better to call the Superintendent sooner than later.

**Question: Can a local pastor participate in the denomination pension program?**

Yes. They must participate unless they sign a waiver.

**Question: Are there some special provisions in the tax laws regarding ministers?**

The tax code is in flux concerning United Methodist clergy. If in doubt, or if they have questions, they should consult a tax expert. The district’s Conference Superintendent or the Conference Director of Administration and Financial Services may be able to help them find resources.

**Question: Are local pastors required to participate in continuing education?**

Yes. Upon completing the License to Preach School, a local pastor must enroll in and complete the Course of Study (COS) Program. This program is 20 courses that cover theology, church history, worship and preaching, mission and evangelism, and administration. The COS Program is to be completed within eight (8) years for Full-time Local Pastors or twelve years (12) for Part-time Local Pastors.

Upon completion of the COS Program, a local pastor is required to participate in a regular program of Continuing Education. This program is self-directed and can be tailored to their own unique development and pastoral setting. One option is the Advanced Course of Study Program which consists of 32 semester hours of graduate theological study.

**Question: If I need pastoral care or counseling and feel alone, are there resources for me?**

Yes. Call the district office for more information.

**Question: Can a local pastor participate in ministerial associations? What if they ask me to preach at a sunrise service on Easter?**

This would be appropriate especially if the local church has agreed that participation in this association as an expression of their ecumenical ministry.

**Question: What if the ministerial association asks me to serve communion at the Baptist Church on Good Friday?**

In order to officiate over communion, the local pastor must contact the district's Conference Superintendent and ask that the venue for the service be added to their charge for the date specified.

**Question: Can a local pastor wear a robe and/or stole?**

A local pastor may wear a robe or alb. A stole is traditionally seen as a sign of ordination in The United Methodist Church and is conferred at the time a person is ordained. It is generally not customary for persons to wear a stole if they have not been ordained.

**Question: What if I want to be an Associate Member of the Annual Conference?**

The *Book of Discipline* ¶ 321-323 outlines the requirements and process for becoming an Associate Member.

**Note: Significant portions of this document were copied (with edits) from the West Ohio Conference of The United Methodist Church's document, *Local Pastors FAQ*.**

## Toward an Effective Interview Process

### The Purpose of Interviews in Light of Evaluating for Ministry

A process to determine the fitness or readiness of individuals for ordained ministry.

At best, a *collaborative* process in which candidate and committee join together to discern person's call and gifts.

At worst, a *power abuse* used to screen and gate-keep and not form and support.

### Definitions

*Evaluation* – to determine fitness, readiness and effectiveness.

*Formation* – the shaping and integration of ministerial leadership identity.

*Interviewing* – the process whereby the interviewee and committee join in the work of evaluation and formation.

### Theological Components of the Interview

*Community*: The community within which the interview takes place represents the Body of Christ.

*Covenant*: The interview process is the practice of Christ's covenant.

*Hospitality*: The interview participants express the nature of church. Is hospitality experienced?

*Are community, covenant and hospitality interwoven in the interview process?*

### What an Interview Is Not

A therapy session

A coaching session

An inquisition

A rescue mission

*Taken from a GBHEM power point presentation - Full presentation is available at [www.gbhem.org](http://www.gbhem.org)*

### Risks in the Process

The psychological model places unbalanced weight on the scores of testing or the review of the clinical psychologist.

The diagnostic approach, searches for problems and issues to be corrected.

### Common Pitfalls

Overuse of questioning; bullet questions

Inordinate reassurance or praise

Interpretation

Persuasion

Undue identification

Clever humor

Domination

### Overcoming the Risk

A vocational identity approach uses psychology and testing but uses them in the context of understanding the identity of a person and how that identity will develop into ministerial leadership identity.

## What an Interview Is:

It is an inquiry and exploration process, bound in community, covenant and hospitality, co-joined by committee and interviewee in the work of formation and evaluation, to determine the way the interviewee meets the standards of ministry as formulated by the Board of Ordained Ministry and guided by The Book of Discipline.

## Interviewing Skills

- Preparing for the interview
- Creating an appropriate setting for interview
- Shaping questions
- Listening for what is said and what is meant
- Giving feedback
- Helping an interview group function with integrity
- Assessing information toward decision making
- Forming recommendations
- Keeping notes and records
- Keeping confidences
- Testing assumptions
- Summarizing the interview in oral and written form

## Interview Type

The decision asked for in any interview shapes the purpose and the questions.

## Types of Questions to get Positive Results

- Limit restrictive questions: yes or no; factual answers
- Use open-ended questions
- Address open-ended situations
- Command questions solicit info naturally
- Choice questions lead to “going deeper”

## Phases of the Interview Session

*Team briefing* – A moment prior to the interviewee’s arrival when the team reviews the team roles, the strategy and questions (the talking points), and centers in on the arriving person.

*Initial interview phase* – Establishes the climate of welcome, putting person at ease, states the purpose and the plan and goal.

*Middle phase* – Turns to the purpose and talking points with an effort to identify and come to consensus about issues with balance between concern and straight-forward communication.

*Final phase* – Reviews significant points; informs when interviewee will hear back; leave time for the person’s response.

*Debriefing phase* – The team reviews the interview, makes a decision and prepares a report to the full board.

*Follow-up phase* – Report to the full board and discuss follow-up, if necessary. If possible, someone should report to the interviewee.

## Interview Feedback

Feedback offered in the interview setting is given as part of the back-and-forth of conversation and helps affirm that what is meant by the speaker is heard by the listeners.

Feedback following the interview is to be done both orally and in writing.

## Interview for Certified Candidacy

Fitness and potential effectiveness for ministry are the basic purpose of this interview.

Exploration of the candidate's call to ministry, relationship with God, and the ability to relate to people are fundamental questions of fitness.

Interviewing for fitness includes spiritual, psychological and physical dimensions.

## Information to Use

Statements of call

Statements of faith

Recommendations

Interest inventories

Psychological assessments

Background checks

Mentor reports

## Interview for Probationary Membership

Determination of readiness for commissioning to probationary membership is the purpose.

Look for areas of developing competency.

This interview judges one for fitness and whether they are developing the skills to be effective in ordained ministry.

## Information to Use

Material passed on from dCOM

Academic background

Theological statement and understanding of the church

Seminary reports

Field education or internships

## Interview for Ordination and Full Membership

This interview focuses on effectiveness in ministry after a period of probationary membership.

Are there unresolved issues or questions of fitness and readiness?

Ask questions to get at their articulation of living out the ministry of their call—deacon or elder.

## Information to Use

Review of previous material and written work

Reports and evaluations of the DS, SPRC or personnel person of employer, references

Seminary reports

Visuals or demonstrations of their ministry

## Interview for Change of Conference Relationship

- Get clear about the specific purpose of the change and the interview.
- Questions geared toward one's readiness for the change or the return.
- Questions about one's goals.

## Interview for One from Another Denomination

- Following dCOM recommendation or satisfaction about the following: verification of character standing in their denomination, ability to accept and minister within UMC church theology and polity, background check, psychological assessment, credit check

## A Sample of Questions

- Share something of your call and Christian experience.
- What is your understanding of the theological position of the UMC?
- What is your understanding of sacraments? and their relationship to your ministry?
- What is your understanding of UM polity and doctrine and ordering of ministry? How will you support it?

## Questions of Family/Life History

- How does the person describe or recall family history? Is it positive? Can the person be reflective or only describe the facts?
- Can the person differentiate from that family system to one's ministry system?
- How does this affect one's expectations for ministry?

## Questions of Faith Identity

- How did the person come into his/her faith? Into the denomination?
- How does the person identify with the denomination? What is important to him/her?
- How is the person's faith embodied in his/her identity and ministerial work?

## Questions of Call

- Can the person recognize connections between their life story, faith development and call?
- Can the person articulate their call as a mission outside their own personal need for fulfillment?

## Effective Communication/Ineffective Communication

- Lack of clarity vs. clarity about process, requirements and expectations.
- Reactivity contributes to defensiveness and impasse, vs. ...
- Responsiveness blames less; stays engaged while remaining clear about who is responsible for what.
- Taking care of (being responsible for) vs. caring for the person.

## THE BOARD OF ORDAINED MINISTRY COVENANT

The Board of Ordained Ministry is responsible for several items that require action that may result in sharing of sensitive material. It is therefore understood that each member of the Board of Ordained Ministry is held to a covenant of confidentiality.

Any member who does not hold to this covenant will be referred to the resident Bishop for consideration of removal from the Board.

As a member of the Indiana Conference Board of Ordained Ministry and/or District Committees on Ministry, I will:

- perform the "responsibilities" of the Board of Ordained Ministry as described in the current *Book of Discipline*
- fulfill the commitment made when accepting a position on the Board
- imitate Christ in attitude and conduct toward other Board Members and Candidates
- maintain the highest moral standard of professionalism in speech and conduct
- honor the confidentiality of the Board of Ordained Ministry business with regard to its actions and decisions-unless otherwise required by law to reveal information
- commit to solidarity with regard to Board business, actions and decisions
- nurture loyalty and trust among Board Members by not making disparaging remarks about other Board Members, colleagues and/or candidates
- live within the covenant community of the Annual Conference in ways that encourage and strengthen its members toward holiness of heart and life
- abide by the Behavioral Health Guidelines of the Indiana Annual Conference

By signing this covenant agreement, I affirm this covenant and will uphold the integrity of confidentiality within the Board of Ordained Ministry.

Name \_\_\_\_\_ Date \_\_\_\_\_

Printed \_\_\_\_\_

This document will be kept with the Administrator of Leadership Development – Ministerial Services for the Indiana Conference and/or the Chair/Registrar for the District Committee on Ministry.

Board of Ordained Ministry  
November 4, 2013  
Expectations

Our Mission: ***The Mission of the Board of Ordained Ministry is to recruit, prepare, send and support transformational leaders so disciples for Jesus Christ will be made in the local church and in ministries beyond the local church.***

***The mission of the Executive Committee of the Board of Ordained Ministry is to lead the Board of Ordained Ministry in effectively and faithfully living out its mission.***

Expectations: As we serve together as the Board of Ordained Ministry of the Indiana Conference of the United Methodist Church, we will:

- We will consider our service to the Board as a sacred trust from the conference and as a ministry on behalf of Jesus Christ
- We will keep the people and issues which come before us completely confidential. We may talk with each other about such issues privately, but never publically, and never to people who are not on the Board without the explicit permission to do so from the persons involved
- We will sign a covenant of confidentiality each year that we serve
- We will make every effort to attend every Board meeting and retreat
- We will work as a team offering respect to one another and listening to one another as we process the information we receive
- We will serve on a sub-committee as a part of our service to the Board
- We will encourage clergy and laity in ministry at every opportunity as a part of ministry with the Board
- We will celebrate with our candidates by participating in the Ordination Service at Annual Conference

Thank you for your service to the Board. It is a ministry that takes significant time and attention. Know that your efforts are foundational to the ministries of the Indiana Conference.