

## **Agenda and Responsibilities**

### **for 2009 On-Site Visits**

North Texas Conference of the United Methodist Church

Committee on Preparation and Qualifications for Ordination

(A member of P & Q will contact you in October to schedule on-site visits.  
Contact Mark Vowell if you have questions.)

#### **Purpose**

The purpose of this meeting is to help the P&Q Review Committee celebrate the ministry of each candidate by supporting her/his faithfulness and identifying developmental and growth issues for pastoral effectiveness.

#### **Meeting with Candidate** (at least 30 minutes prior to review with Lay Church Committee)

- Prayer.
- Candidate's Reflections on her/his ministry at current appointment with On-site Review Committee.

#### **Review Committee and Lay Church Committee** (at least one hour)

- Opening Prayer.
- Introductions.
- Devotional led by Review Team Leader.
- Reflection and discussion on candidates' ministry.
- Closing prayer with laity of ministry setting.

#### **Debriefing Review with Candidate**

- Candidate's reflections.
- P & Q Review Committee reflections.
- Prayer.

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1. **P&Q On-Site Review Team Leader** will coordinate schedules of team and candidate for meeting and will contact the Sr. Pastor/Supervisor of the candidate's appointment to answer any questions about visit.

2. **Candidate** will be responsible for contacting the following:

- If an Associate, contact the Sr. Pastor to make her/him aware of On-Site visit.
- Staff Parish Relations Committee Chair.
- Administrative Board or Church Council Chair.
- One member who chairs a ministry area committee (e.g. worship, education).
- Any three members of your charge or extension appointment who have intimately experienced your ministry.\*

\*Should any of the persons designated above be your spouse, candidate should identify different person.

3. **Candidate** will prepare a brief description (about two pages) of the strengths and growing areas of their ministry and the challenges of her/his current appointment. The candidate will mail a copy of the report, which they have prepared for the On-Site visit Team to discuss, to [Rev. Duane VanGiesen](#), File Administrator - BOM, PO Box 866128, Plano, Texas, 75086-6128, by **October 1, 2009**.

4. **P&Q On-Site Review** recommended to be completed by **December 1, 2009**.

5. **On-Site Team Report** (no form/length mandated) of On-site visit should be mailed to: **Rev. Duane VanGiesen, File Administrator – BOM, PO Box 866128, Plano, Texas, 75086-6128**, by **December 1, 2009**. This is for the Candidate's file.