

REPORT IV

JOINT COMMITTEE ON PREPARATION AND QUALIFICATIONS

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Board of Ordained Ministry Registrar, Rev. April Bristow P.O. Box 830877 Dallas, TX 75083, 972-235-8385, E-mail: bomregistrar@ntcumc.org [Maintains confidential files: psychological report and background checks.]

SECTION I: PROVISIONAL PROCESS *(to be followed by all who are seeking provisional membership including those seeking commissioning, associate membership, and recognition of orders from another denomination)*

Requirements for admission to PROVISIONAL MEMBERSHIP (Deacons and Elders) in the North Texas Annual Conference are found in *The Book of Discipline of the United Methodist Church, 2008*, ¶324.

Note: Candidates will follow the process of the *Discipline* under which they were certified as a candidate. However, when answering Disciplinary questions for provisional membership, **candidates should use the questions from *The Book of Discipline of the United Methodist Church, 2008*.**

A. Interview with District Committee on Ordained Ministry:

Each candidate must be interviewed by their District Committee on Ministry and receive a 3/4 vote to be recommended to the Committee on Preparation and Qualifications (P & Q). This interview should be completed before September 30, 2009. The candidate should request that a DCOM Chair forward a letter to the BOM File Administrator reflecting the DCOM recommendation.

Candidates should notify their DCOM of their intent to apply for commissioning. Candidates will be asked to complete paperwork in preparation for their interview with the DCOM.

B. By October 1, 2009, Candidates will make a written request to Duane VanGiesen, the Board of Ministry File Administrator for application for membership in the North Texas Annual Conference.

C. It is the responsibility of the candidate to ensure a copy of their PSYCHOLOGICAL REPORT is on file with the BOM. Candidates must have a report forwarded from the testing agency or your DCOM registrar directly to the BOM Registrar. The Committee on Preparation and Qualifications retains the right to require new or additional tests if those submitted are deemed incongruous with standards of the Pastoral Care and Education Center reports. Please note that if the report is five years or more out of date, the candidate may be asked repeat the psychological evaluation prior to application. *It is the candidate's responsibility to verify that the report reaches the Registrar and is acceptable.*

D. Comments ¶324 (2008)

¶324.1 All candidates applying to the North Texas Conference for provisional membership, including those who are seeking recognition of orders from another denomination, must meet the requirements of the North Texas Conference and be recommended by a District Committee on Ordained Ministry in the North Texas Conference.

¶324.2 Each candidate shall have a minimum of one (1) year in a service setting immediately preceding the year of application. This setting shall be determined by the DCOM and approved by the Bishop and cabinet, and provide for mentoring and supervision in theology and practice of servant leadership.

¶324.4 **Beginning in 2010, all candidates pursuing ordination as a deacon or elder must have completed two semesters of systematic theology or the equivalency before applying for provisional membership in the North Texas Conference. Candidates who have graduated from seminary prior to 2010 or those who were interviewed by P&Q prior to 2010 are exempt.**

¶324.9 Written answers to the Disciplinary questions should range 20-30 double-spaced pages in length. Each page should be numbered consecutively from beginning to end and include the candidate's name. The answers should demonstrate the candidate's theological and Biblical understanding of each question and should not extensively quote other sources. Each set of answers must be collated, *but not bound*. Materials may be held together with paperclips or staples only.

E. Additional requirements for written work to be submitted

Each candidate will prepare and submit 14 copies of the following:

1. An autobiographical statement.
2. Two sermons preached before a congregation, with a manuscript or transcript of the preached sermons (14) written copies of each sermon along with five (5) audiocassette or videocassette tapes, CDs, or DVDs. One sermon is preached on the text of the candidate's choice, the second, Philippians 2:1-11. The sermons should be recorded during delivery in front of a congregation. In addition, the candidate will submit 14 copies of the order of worship for the services in which the sermons were preached.

Note: Persons on the Deacon track may choose to submit the one required sermon and an alternate expression of the Proclamation of the Word. This alternative needs to reflect the candidate's specialized ministry and communicate the candidate's call to Word (i.e. a Bible Study session, a mission trip debriefing session with scriptural content, a significant work (or works) of music integrated into worship). The candidate will submit five (5) videos or DVDs, (14) written copies of the supporting material (i.e. Bible Study lesson, order of worship, etc.), and a written description of the candidate's experience of living out the call to Word through this particular ministry event.

3. Answers to the two additional questions required by the North Texas Conference.
 - a. What is the United Methodist understanding of the process of salvation?
 - b. What is your understanding of itinerant ministry?
4. A full lesson plan and outline of any **book** of the Bible. The lesson plan should be the candidate's own creation and should be able to be given to another person who could then teach the lessons. **Therefore, each lesson should include: statement of purpose, background information on the text, exploration of the text with the group, and application to life. The audience and setting for the study should also be identified.**

F. Background Check

All candidates will undergo a background/criminal/credit check. Included in the packet requested for Provisional Membership is an application for a Background Check. Previous background checks are not acceptable. The form should be sent immediately to the contracted company so that the Registrar receives the background check **by December 1, 2009**.

G. References

Candidates will receive a form asking them to submit names of persons who will provide reference letters to the Committee. The Board of Ministry File Administrator **must receive these names no later than November 2, 2009**. The references will include:

1. The Supervising Pastor (Candidacy Mentor) of the candidate's Candidacy Studies.
2. The Senior Minister of the church being served by the candidate, if applicable, or the candidate's present PPR Chairperson, if applicable, or the pastor where the candidate presently attends church.
3. A reference of the candidate's choice.
4. A reference from the candidate's intern/field experience instructor. (Mentor Pastor)
5. A reference from the candidate's Theological School.
6. Persons who have provided mentoring and/or supervision during the one (1) year of service required for commissioning.
7. The candidate's current District Superintendent.

If a candidate has applied previously, but was not recommended for provisional membership, the candidate must prepare all written material for submission.

THE INTERVIEW PROCESS

A. Interview with the Committee on Preparation and Qualifications

Members of the committee will carefully read the written work and listen to the sermons of each candidate. They will review the psychological report, letters of recommendation, personal information sheet, sermons, teaching plan, and theological answers. The committee, using questions from the work submitted as a guide, will interview the candidate. The candidate should be prepared to discuss the following in the interview process:

1. Call to ministry
2. The sermons and teaching plan
3. The answers to the *The Book of Discipline, 2008* questions
4. The meaning of the Sacraments and Salvation

5. Understanding of commissioning and ordination as a United Methodist
6. Any part of *The Book of Discipline of the United Methodist Church*
7. Any information in references, ministry experiences, or psychological evaluation
8. Understanding of United Methodist Polity, including itinerancy
9. Strengths and weaknesses and how the choice of ministry as a profession affects lifestyle

B. The following must reach the Board of Ministry File Administrator by December 1, 2009:

1. Fourteen written copies of the sermon, fourteen copies of the Orders of Worship, and five audio copies of the sermons. *It is the candidate's responsibility to ensure the quality of the audio/visual copies.* Deacons who chose to submit a video recording of a chorale piece or Bible Study, please provide 14 written copies of written work and 5 video copies.
2. Fourteen copies of the teaching plan (see above for details).
3. Fourteen copies of the answers to the *Disciplinary* questions (from the most current Book of Discipline) and questions on Salvation and Itinerancy.
4. A medical report on the form provided by the Board of Ministry File Administrator. (The Board will reimburse up to \$50 of the cost of a physical examination upon receipt by the Registrar of a request with a receipt from the physician. *No reimbursement will be made for medical examination if the original receipt is received after December 1, 2009*)
5. Fourteen copies of the personal information form provided by the Board of Ministry File Administrator
6. A transcript of college or university and seminary work. Please note that once your transcripts have arrived in the conference office, you will be notified by email.
7. Two formally posed pictures of high quality, wallet size or larger, which will be used for publication. Church directory photographs are acceptable.
8. A letter from the District Committee on Ministry or District Superintendent giving the date of certification of candidacy and recommendation for ordination and provisional membership, or commissioning and provisional membership.
9. The Psychological Report from the testing center (sent to Registrar). Please see note earlier in this section on Psychological Reports.
10. Reference letters
11. Recommendation of the District Superintendent.
12. Summary evaluation from seminary internship/field study. (if applicable)
13. Letter from candidate's seminary stating the candidate's expected graduation date (if applicable)
14. The service setting of a candidate for provisional membership on the Deacon track must be approved by the bishop and cabinet of the conference prior to acceptance as fulfillment of this requirement. (§331.6)

C. Interview Dates

Upon receipt of all items listed above, the candidate will be notified of the interview time. Interviews will be held **January 25, 26 & 27, 2010** at the Prothro Center.

D. Provisional and Associate Membership Schedule

2009

July 1 - August 1	Candidate should contact District Committee on Ministry to set interview. <i>Candidate must have a completed Psychological report prior to DCOM interview.</i>
August 1 – September 30	Candidate Interviews with DCOM
By October 1	Candidate emails/writes to Board of Ministry File Administrator requesting application for membership in the North Texas Annual Conference.
October 1	Meeting for all Candidates at First United Methodist Church, Denton, 10 a.m.
By November 2	Reference Names Form emailed/mailed to Board of Ministry File Administrator
December 1	All written work, psychological reports, letters, forms, etc., should be submitted to the Board of Ordained Ministry File Administrator.

No candidate will be scheduled for interview unless the candidate has completely fulfilled all requirements by December 1, 2009. *If any part of the material submitted is incomplete or omitted, that candidate will not be scheduled for an interview.*

2010

January 25, 26, & 27 Interview with Committee of P & Q at the Prothro Center

SECTION II: TRANSFERING TRACKS WITHIN PROVISIONAL MEMBERSHIP

Any Provisional Member choosing to transfer from the Deacon to Elder track or from Elder to Deacon track must do the following:

1. Write a letter to the Registrar of the Board of Ordained Ministry indicating the intent to transfer
2. Submit all written materials required of persons applying for Provisional Membership

Persons who are applying to change tracts, after serving as a provisional member in one tract, must first complete all requirements determined necessary by the Committee on Preparation and Qualifications. This may include, but is not limited to certain educational experiences or additional years of provisional membership in the new tract. Persons seeking to transfer to a new tract will follow the schedule for application for Provisional Membership.

SECTION III: FULL MEMBERSHIP PROCESS FOR DEACONS AND ELDERS

Board of Ordained Ministry File Administrator, Duane VanGiesen, PO Box 866128, Plano, Texas, 75086-6128. Phone (972) 526-5000 (ext. 211); Fax (972) 526-5047;
E-mail: VanGiesen@ntcumc.org. [Maintains all non-confidential files]

Board of Ordained Ministry Registrar, Rev. April Bristow P.O. Box 830877 Dallas, TX 75083, 972-235-8385, E-mail: bom@ntcumc.org [Maintains confidential files: psychological report and background checks.]

Candidates wanting to apply for full membership and ordination must submit a written request (email is sufficient) by **October 1, 2009** to Duane VanGiesen, the Board of Ministry File Administrator.

Note: Candidates will follow the process of the *Discipline* under which they were certified as a candidate. However, when answering Disciplinary questions for ordination, **candidates should use the questions from *The United Methodist Book of Discipline, 2008*.**

A. Requirements for Ordination as Elder and Full Connection in the North Texas Annual Conference under *The United Methodist Book of Discipline, 2008*, ¶335.

Comments on ¶335:

¶335.4 If a candidate *has not* been previously tested by the Pastoral Care and Education Center or another approved center prior to receiving Provisional Membership, or if evaluation is more than 5 years old they must call PCEC (214-526-4525) for an appointment.

- a. The interview must be scheduled by **September 1, 2009 and completed by September 30, 2009.**
- b. The candidate must pay for the cost of this assessment, and the assessment must be received by the Registrar by **December 1, 2009.** *It is the responsibility of the candidate* to ensure that the Registrar of the Board of Ordained Ministry receives a copy of the evaluation for the candidate's file.
- c. It is the responsibility of the candidate to ensure a copy of their PSYCHOLOGICAL REPORT is on file with the BOM.. The Committee on Preparation and Qualifications retains the right to require new or additional tests if those submitted are deemed incongruous with standards of the Pastoral Care and Education Center reports. Please note that if the report is more than 5 years old, the candidate may be asked to repeat the psychological evaluation prior to application. *It is the candidate's responsibility to verify that the report reaches the Registrar and is acceptable.*

¶335.5 Two sermons preached before a congregation, with a manuscript or transcript of the preached sermons (14 written copies of each) along with five (5) audiocassette or videocassette tapes, CDs, or DVDs. One sermon is preached from the text of candidate's choice, and one preached from John 1:1-18. The sermons should be recorded during delivery to a congregation. In addition, the candidate will submit 14 copies of the Order of Worship for the services in which the sermons were preached.

¶335.6 Rather than an outline of a Bible study, candidates are asked to submit a 'Making Disciples' project. Detailed information on the project will be made available upon application for full membership.

¶335.7 Written answers to the Disciplinary questions should range 20-30 double-spaced pages in length. Each page should be numbered and include the candidate's name. Please start each question on a new page and the ordering should be consistent with the 2008 *Book of Discipline*. The answers should demonstrate the candidate's thinking and understanding and not extensively quote other sources. Additionally they should integrate the candidate's experiences in the practice of ministry. Each set of answers must be collated, *but not bound*. Materials may be held together with paperclips or staples only.

B. Requirements for Ordination as Deacons and Full Connection in the North Texas Conference under *The Book of Discipline of the United Methodist Church, 2008* ¶330.

If a candidate *has not* been previously tested by the Pastoral Care and Education Center or another approved center prior to receiving Provisional Membership, or if the evaluation is more than 5 years old they must call PCEC (214-526-4525) for an appointment.

- a. The interview must be scheduled by **September 1, 2009 and completed by September 30, 2009.**
- b. The candidate must pay for the cost of this assessment, and the assessment must be received by the Registrar by **December 1, 2009.** *It is the responsibility of the candidate* to ensure that the Registrar of the Board of Ordained Ministry receives a copy of the evaluation for the candidate's file.

¶330 Candidates must have served as provisional members for at least two full annual conference years after completion of the educational requirement for ordination as Deacon.

¶330.1 Candidates must have served under Episcopal appointment in a ministry of service the entire provisional period.

¶330.2 Candidates must have been previously elected as a provisional member.

¶330.3,4 Candidates should submit written responses to questions listed for ordination as a

*Written answers to these questions should range 20-30 double-spaced pages in length. Each page should be numbered and include the candidate's name. Please start each question on a new page and the ordering should be consistent with that of *The Book of Discipline*. The answers should demonstrate the candidate's thinking and understanding and not extensively quote other sources. Additionally they should integrate the candidate's experiences in the practice of ministry. Each set of answers must be collated, *but not bound*. Materials may be held together with paperclips or staples only.

Additional notes on the written work to be submitted:

Each candidate will prepare and submit the following:

1. Current autobiographical information statement and all other forms required by the North
2. Two sermons preached before a congregation, with a manuscript or transcript of the preached sermons (14 written copies of each) along with five (5) audiocassette or videocassette tapes, CDs, or DVDs. One sermon is preached from the text of candidate's choice, and one preached from John 1:1-18. The sermons should be recorded during delivery to a congregation. In addition, the candidate will submit 14 copies of the Order of Worship for the services in which the sermons were preached.
Note: Candidates for ordination as a Deacon may choose to submit the one required sermon and an alternate expression of the Proclamation of the Word. This alternative needs to reflect the candidate's specialized ministry and communicate the candidate's call to Word (i.e. a Bible Study session, a mission trip debriefing session with scriptural content, a significant work (or works) of music integrated into worship). The candidate will submit five (5) videos or DVDs, 14 written copies of the supporting material (i.e. Bible Study lesson, Order of Worship, etc.), and a written description of the candidate's experience of living out the call to Word through this particular ministry event.
3. Answer to the additional question required by the North Texas Conference: What is your understanding of itinerant ministry?
4. Making Disciples Project. The details to this project will be provided upon application for full membership.

C. Background Checks

All candidates for ministry will undergo a background/criminal/credit check. Included in the application packet is a release form for this purpose. **The form should be sent directly to the contracted company immediately, no later than October 15, 2009.** No previous background checks are acceptable.

D. References

Candidates must submit names of persons who will provide reference letters to the Committee on a reference form provided by the Board of Ordained Ministry File Administrator. These references must be received no later than **November 1, 2008.** Reference names will include:

1. The Senior Minister/Immediate Supervisor, if serving on church staff, or the PPR/SPRC Chairperson
2. Two references of the candidate's choice. (Both must be directly familiar with the candidate's ministry.)
3. If not previously received, a report from the Mentor Pastor of the seminary intern/field experience.
4. The candidate's current District Superintendent.

E. On Site Visits

Each candidate applying for Full Membership will receive an on-site visit from a team of persons serving on the Committee on Preparation and Qualifications. The Registrar will organize teams for the on-site visit. Each team leader will coordinate the visit with the candidate. In preparation for this meeting, the P & Q team will use the candidate's reflection paper from the residency process which describes 1) the resident's strengths and growing edges, 2) the challenges of his/her current appointment, and 3) how the residency period has shaped the resident's understanding of the mission of the church. This

paper is due to the Residency Group Facilitator by **October 1**. The Residency Group Facilitator will forward this paper to P & Q and to the Residency Committee.

F. The Interview Process

Members of the Committee will read all of the written work and review the sermon tapes. They will also review psychological reports, letters of recommendation, personal information sheet, as well as the sermons, teaching plan, and theological answers. The entire Committee will participate in the interview process. Candidates should be prepared to discuss the following:

1. The sermons
2. The teaching plan on a book of the Bible (see below)
3. Answers to questions submitted
4. Call to ministry
5. Theology and personal understanding of itinerant ministry
6. Sacraments and Salvation
7. Understanding of ordination as an Elder, and full membership in the annual conference
8. Part II of the *Book of Discipline*
9. Personal strengths and weaknesses and how the choice of ministry as a profession affects one's lifestyle; any relevant information from references or the candidate's psychological report

G. Summary of important due dates for materials

By **October 1, 2009** Candidate emails/writes to Board of Ministry File Administrator requesting application for membership in the North Texas Annual Conference.

By **October 1, 2009** Reflection Paper due to Residency Group Facilitator (to be used for On-site visits)

By **October 15, 2009** **Completed Background check form faxed directly to company.**

By **November 2, 2009** The reference names due to the File Administrator.

By **December 1, 2009** Candidate's On-Site visit report.

By December 1, 2009

All written work must reach the Board of Ministry File Administrator.

This includes:

1. Fourteen written copies of the sermons, fourteen copies of the Orders of Worship, and five audio copies of the sermons. **It is the candidate's responsibility to ensure the quality of the audio/visual copies.** Deacon candidates choosing to submit an alternative proclamation of the Word. (see above for the details.)
2. Fourteen copies of the Making Disciples Project. Details of this project will be provided upon application for full membership.
3. Fourteen copies of the answers to questions from *The Book of Discipline of The United Methodist Church*.
4. A completed medical report on a form provided by the Board of Ministry File Administrator. (The Board will reimburse up to \$50 of the cost of the physical examination upon receipt by the Board of Ministry File Administrator of a request and a receipt from the physician. If the candidate is under conference insurance, it is expected that they will use the annual wellness exam, which is fully covered by insurance, for the physical examination documentation.) **No reimbursement will be made for medical examination if the original receipt is received after December 1, 2008.**
5. Fourteen copies of the personal information forms.
6. A **final and complete** transcript of seminary work. Once your transcript has arrived, you will be notified.
7. Two formally posed pictures of high quality, wallet size or larger, which will be used for publication. Church directory photographs are acceptable.
8. A letter from the District Superintendent certifying at least two full years under full-time appointment, an evaluation concerning effectiveness in ministry, and a recommendation regarding ordination and full membership.
9. Report from Pastoral Care and Education Center or another approved center (sent to the Registrar). Please note that if the report is more than five years old, the candidate may be requested to repeat the psychological evaluation prior to application.
10. The original notarized form provided in application packet.

No candidate will be scheduled for interview unless they have **completely fulfilled all requirements by December 1, 2009.** ***If any part of the material submitted is incomplete or omitted, the candidate will not be scheduled for an interview.***

H. Interview dates

Upon receipt of all the above listed items, the candidate will be notified of the time of their interview. The Committee will conduct interviews on **February 23, 24 & 25, 2009** at the Prothro Center at Texoma.

I. Full Membership Schedule

2009

September 30
By October 1

Deadline for psychological testing with PCEC, if applicable (sent to Registrar)
Write Board of Ordained Ministry File Administrator requesting application and materials for Full Membership

October 2

Meeting for all Candidates at First United Methodist Church, Denton, 10 a.m. (The content of this meeting will be covered at the P & Q meeting during the Residency Retreat/Ministry Forum in September. Applicants for full membership do not need to attend both sessions.)

October 15

Deadline for background check form to be submitted

November 2

Deadline for Board of Ministry File Administrator receiving reference names

December 1

Deadline for all work to be in Board of Ministry File Administrator's office

2010

February 22, 23, & 24

Interviews for Elder and Deacon's Orders at the Prothro Center

SECTION IV: CONTINUATION OF PROVISIONAL MEMBERSHIP

It is the responsibility of the Board of Ordained Ministry to nurture those persons who are provisional members of the North Texas Annual Conference.

To be continued as a provisional member, candidates shall make regular progress in their effective ministry.

In order to help the progress of the provisional members and to address needs and concerns, the Committee on Preparation and Qualifications has chosen to interview provisional members annually in a brief personal consultation with members of the Committee. The Committee will utilize the candidate's paperwork submitted to P & Q from the Residency Committee. Candidates should be prepared to discuss the material submitted. Each provisional member will meet with a sub-committee of P & Q for Continuing Consultations.

The date for the provisional member consultation will be **Thursday, April 8, 2010**. Provisional and Associate Members will be notified by the Board of Ordained Ministry File Administrator concerning the place and scheduled times for the consultation. *Provisional Members who do not attend the consultation or contact the Registrar of the Board of Ordained Ministry will not be recommended for continuance as a provisional member in the North Texas Conference.*