

Introduction

This District Committee on Ministry(dCOM) Handbook was commissioned by the Board of Ordained Ministry (BOM). Its purpose is to offer a consistent process for all dCOMs to follow as they discern a candidate's fitness for ministry as a faithful, effective, and fruitful leader. The handbook elaborates on the 2008 Book of Discipline (BOD) and incorporates recommendations of the General Board of Higher Education (GBHEM).

The process is designed so that dCOMs will be able to make sound, competent decisions based on a best practices in research, practical interpretations of personal information, and thought-provoking questions that elicits a candidate's heart for ministry.

This is a work in progress. Training will be offered in the summer of 2010 to all dCOMs. As the chapters are used, we hope questions will be asked and additional information will be needed. Its loose-leaf style makes it adaptable and flexible to practical changes and adaptations. The dCOMs for 2009-2012 quadrennium are the test groups to help us discover the best possible way to help candidates discern their call to ministry.

The team responsible for the development and implementation is in the certification section of BOM. Suggestions, comments, ideas, implementation strategies are welcomed. Please send them to Faith Geer, Candidacy Registrar (fgeer@stpaulsumc.com.) The team will continually access the process and send updates to every district so that the consistency of implementation is maintained throughout WPA Conference.

Experience, tradition, reason, and scripture all went into compiling the information into this practical handbook. Faithful, effective and fruitful leaders are the foundation of the 21st Century church. The work developed here is a strong beginning for making the dream a reality. Thanks to the following individuals who used a three-day retreat to develop this initial draft:

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Chapter 1 Overview of the Work of dCOM

1.1 Membership in Committee

The following shall be represented in the **membership of the District Committee on Ministry:**
(¶665.1)

1. The district superintendent
2. A representative from the Board of Ordained Ministry (BOM), named by the BOM after consultation with the district superintendent
- 3-8. At least six other clergy in the district including
women ethnic clergy at least one elder who has completed the Course of Study
whenever possible, deacons in full connection and at least one clergyperson shall be age 35 or younger
- 9-11. At least three laypersons shall be members of the committee with limited vote
12. The certified lay ministry (CLM) district coordinator

Interim vacancies may be filled by the district superintendent.

Clergy and lay members shall be nominated annually by the district superintendent in consultation with the chairperson or executive committee of the Board of Ordained Ministry (BOM) and approved by the annual conference.

Training

The BOM shall provide training for the the officers as many of the committee as possible. It will include distribution of any available written guidelines, e.g., copies of this handbook, as well as any changes and modifications to current practices. Training shall take place as soon as possible following Annual Conference.

1.2 Committee Leadership

Election of Officers BOD (¶ 665.1, 2)

The dCOM shall elect its officers at the first meeting following the Annual Conference when the members are elected.

Officers

Chairperson: This office may be held by the BOM representative but not by the district superintendent (¶422.2). The duties are:

to ensure the members of the committee attend required training

to call regular meetings of the dCOM and executive team informing each member of the time, place, and agenda

to preside over meetings or appoint a temporary chair, if necessary

it is the chairperson's responsibility to make sure the committee understands the scope of its duties and fulfills them with care

to maintain a close liaison with the BOM, especially with the candidacy registrar, the BOM registrar, and other officers or committee chairpersons who must regularly share information from the dCOM

to work with other chairpersons of district committees in the conference to ensure consistent use of procedure

Registrar: The dCOM should elect a person other than the district superintendent or the chair of the dCOM to act as registrar for the committee.

The duties are:

to be the custodian for all dCOM files (all dCOM candidate files, including psychological assessment reports, belong to the annual conference)

to keep a separate file on each person for whom the dCOM is responsible (see 'forms' chapter) and keep the mentors informed as to the on-line records for their candidate

to inform the persons responsible what materials are needed for each file, and instruct the dCOM on what actions to take
to immediately inform the BOM registrar of all actions taken on persons under the care of the dCOM
to transfer individual files to another district or annual conference upon receipt of a written request
to forward all candidates' files to the BOM registrar when the referents become an associate or provisional member (copies of file material may be sent to the BOM along with any recommendations, without the written permission of the candidate)
to keep all persons interviewed by the district committee informed about decisions and recommendations as soon as possible in writing
Use only WPA forms found on the WPA website www.wpaumc.org OR copies in the appendix of this handbook
Inform candidates in writing of discussions/recommendations of the dCOM 665.11

Secretary The duties are:

to record the minutes of each meeting and distribute copies to committee members, if a recording secretary has not been assigned this responsibility
to take interview notes on each candidate and give to registrar for candidate's file
to conduct correspondence and business necessary for the efficient functioning of the committee as directed by the chairperson
Use only WPA forms found on the WPA website www.wpaumc.org OR copies in the appendix of this handbook.

BOM representative The duties are:

- The BOM shall appoint one of its members to be its representative to the dCOM and
- provide communication between the Board of Ordained Ministry (BOM) and the district committee.

Executive Team

Shall consist of the above listed officers and the district superintendent

Shall meet (face to face or electronically) prior to every dCOM meeting in order to:

- a) review files and identify potential issues
- b) identify and procure additional needed information prior to meeting with the candidate
- c) inform committee of potential issues prior to meeting with the candidate

Note: We will no longer have Vice Chairpersons or psychological assessment officers. The Chairperson shall appoint a person to preside when needed. Please see the chapter on Inquiring Candidates for details on the psychological assessment reports.

1.3 Annual Schedule

Task	June – July - Aug	Sept – Oct – Nov	Dec – Jan – Feb	March – April - May
Assign mentors	As needed by DS	As needed by DS	As needed by DS	As needed by DS
Elect Officers	XX dCOM elects at first meeting after annual conference			
Executive Team	XX	XX	XX	XX
Inquiring Candidates 3 meetings before certification interview	XX (as needed)	XX	XX	XX
Certification of Candidacy <i>**After special church conference</i>		XX		XX Before BOM reports to clergy session
Recommend for Provisional Membership		XX Before January BOM scheduled interviews		
Continuation of Local Pastors (who have not completed course of study)			XX Required annually	
Re-certification of Candidates			XX After charge conference approval Required annually	
CLM			Required biennially after certification	
Annual training	XX			

NOTES:

Candidates need not be certified to attend local pastor licensing school. However, it is recommended that a candidate attend licensing school as close as possible to the date of their probable certification, and required after certification and before provisional membership.

1.4 Description of Tasks for each Classification

Assign Mentor

DS assigns mentor when he/ she receives letter requesting such according to (¶311.1.b) using the GBHEM system at www.gbhem.canapply.org

Inquiring Candidates (no action taken)

Mentor has been assigned and has met at least once with candidate before first meeting
first meeting – introductions, call, process review, review FEF leadership expectations, and page 1 of the medical report form
second meeting – KSAP's and see chapter on inquiring interview questions
third meeting – 'Fitness' review of required forms: physical, psychological, credit check, background checks, and adult literacy test
see chapter on interview questions

Certification of Candidacy

after recommendation by charge conference
require special Church Conference on Sunday morning where candidate preaches, then following worship, district superintendent explains candidacy process to the congregation, written vote requiring 2/3 vote for approval; deacons will select an activity in their ministry specialty to present to others.
This is the fourth meeting at which team reviews all previous materials, clarifies any questions, and makes the recommendation for certification
see section on interview questions

Recommendation for Provisional Membership

The dCOM offers support and encouragement as the person prepares for the BOM interview. Also, see chapter on Provisional Membership.

Continuation of Local Pastors

Local pastors who have completed the course of study do not need to meet with the district committee as individuals unless requested by the local pastor, congregation or district superintendent.

*For this pilot time frame it is recommended to try group interviews. Have the local pastors who have completed the course of study gather together for at least a two hour meeting where ideas can be exchanged, as well as support given. Please note what is effective at supporting the local pastor and saving the dCOM interview time, yet still fulfilling the BOD requirement of meeting with the local pastors.

If a local pastor loses his/ her appointment, that person becomes a certified candidate and needs to meet annually with the dCOM for recertification. Please see section on interview questions.

District superintendents will provide supervision and evaluation of local pastors who have completed the course of study.

See chapter on continuation of local pastors

Recertification of Candidates

Meets yearly. Please see section on interview questions

Certified Lay Ministers

Meet biennially with dCOM. Please see section on interview questions.

Chapter 2 District Committee on Ministry (dCOM) Meeting

2.1 Meeting Agenda

Executive team shall meet (face to face or electronically) prior to every dCOM meeting in order to:
review files and identify potential issues of individuals scheduled to be interviewed at the next meeting;
especially watching for written communication skills
identify and procure additional needed information prior to meeting with the candidate
inform committee of potential issues and discussion focus prior to meeting with the candidate

dCOM may determine how to conduct interviews
small groups with reporting to entire group
entire dCOM may interview each candidate

Interview Time Guidelines – minimum 1 hour for each interview:

- a) Executive team report and briefing *- 10 minutes
- b) Time with candidate – 40 minutes minimum
- c) Recap and evaluation** – 10 minutes to complete Interview Report form following each interview

*For those requesting provisional membership: additional time needed for committee to review written disciplinary questions before meeting with the candidate

**If problems are identified, issues are to be referred to mentor for follow up and

Mentor should report back on progress to dCOM before next interview

Mentors are welcome at all interviews.

2.2 Interview techniques –

This section gives sample questions that gather Biblical, Theological, and Spiritual Information which will help the team discern the person's fitness for ministry. Responses to questions asked in the beginning of the process provide the foundation for evaluation and the benchmarks for growth throughout the process. The team can

- a) listen for clarity, articulation, understanding of the issue in question
- b) utilize the KSAP and FEF checklists (in appendix)
- c) expect answers based on the candidate's life journey

Utilize the beginning phrases/starter questions listed below in the left-hand column to frame your questions. In the right-hand column is an example of a biblical, theological, or spiritual understanding you might address. The first set would read as follows:

Describe your first experience of God's grace at work within your life?

Notes:

Starter phrases

Describe your first experience of...

Tell me about the first time you...

Give us an example of where you saw...

What were some places where you witnessed...

How is the church an example of...

Can you remember a time when...

The Sermon on the Mount describes Jesus as saying...
blessed are those who mourn,

Give us your understanding...

When you see an adult or child
being baptized what do you...

List some of the ways...

What are two of the most...

Give us the top five reasons you are a...

Explain how you experience...

Recall a time when...

What do you feel and experience when you receive...

When you preach how do you...

Tell the story of the last movie you saw or
the last book you read and where did you see...

How would you describe a...

General questions with no right or wrong answer...

Where is the church broken?

What are some things you would do as a pastor to heal the brokenness?

Define what life-long learning means to you?

Samples of biblical, theological or spiritual themes

God's grace at work within your life?

were aware of God.

the presence of the Holy Spirit?

the power of conversion?

a community of faith?

sin caused pain the life of one you love?

what does this word say to you?

of the peace of God?

think is happening in that sacrament?

one pastor is appointed to a community?

meaningful bible passages in your faith
journey?

United Methodist?

God in prayer?

love lifted you?

Holy Communion?

observe people responding?

the absence or presence of God?

fruitful pastor?

2.3 Hospitality, Covenant, Confidentiality, Building Community

The interviewing process should be conducive to open conversation, affirmation and honest discussion of a candidate's strengths, needs and shortcomings. Each meeting should seek to establish a community of grace and hospitality working under the common covenant of service to God and Jesus Christ. At each meeting there should be an assessment (written and oral) of the individual's fitness for ministry as they continue to progress towards full certification.

When the notice is sent for meeting with a candidate, provide the candidate with expectations –

Describe the purpose of the meeting (see above section 1.3)

Describe how the interview will be conducted (small groups, whole committee, etc.)

Tell the types of questions that will be asked

Purposes of the Interview: Are they "Fit" for ministry?

Items to keep in mind at all interviews about the candidate:

- a) Evidence of FEF and KSAP descriptors needs to be observed and noted as to how growth has taken place since prior meetings
- b) Information from each interview is tracked on Interview Summary Report so that at the next meeting a quick update and review can be made and questioning can be relevant to candidate's needs. (sample in appendix)
- c) Expectations of the dCOM for the candidate
 1. Articulate what is expected of candidates over the process
 2. Tell what the candidate can expect from the dCOM
 3. Oral and written feedback to be given to candidateFor the dCOM: How does candidate fit into expectations?
- d) Competent written and oral communication skills demonstrated
- e) Get acquainted with the inquiring candidate
 1. Personality
 2. Background (spiritual - faith story and call - as well as temporal)
 3. Skills – (incorporate KSAP guidelines)
 4. Interests
- f) Share dCOM's expectations for fitness in ministry and assurance of committee support

Acquaint candidate with process

- a) Timeline of meetings (note the minimum and maximum length to complete work)

The following meetings / steps will take the inquiring candidate to certification

Meeting 1

Introductions, call, process review, review FEF leadership expectations

page 1 of the medical report form

Acquaint with details of FEF principles

Meeting 2

KSAP's , FEF and section 2.2 on inquiring interview questions

Meeting 3

Review various forms and reports for Fitness for Ministry: physical, psychological, credit check background checks, and adult literacy test

Meeting 4

Review theological questions

Submission of forms – ensuring all is up to date

Make recommendation for certification

2.4 dCOM Interview Timeline and Procedures

Letter sent to candidates to be interviewed one month prior to meeting outlining interview topics and expectations.

Day of Interview

Committee gathers for briefing on candidate prior to each interview

Meet with candidate

Follow up session to summarize and evaluate

Recommend Conference action at appropriate time

Send follow up letter to candidate with summary of the interview with copy to superintendent and for candidate's file

Benchmarks Record Keeping (to be elaborated upon at dCOM training session)

During each interview the team will keep track of the KSAP's displayed as well as the evidence of FEF concepts. Using the chart in the appendix, each team member will be assigned a section of the KSAP and or FEF survey to become the "specialist" for the area of evaluation. Using the forms each time an individual candidate is interviewed, and accumulative, antidotal record will be created. By the end of the various interiew sessions each candidate will have a record of how he/she displays, uses and articulates the KSAP as well as the FEF principles.

2.5 Guideline for Saying Yes, Delay, Denial

The most joyful moments in the life of a District Committee on Ministry is when a candidate has moved through the ordination process having met all the requirements appropriate to each level of certification, answered inquiries with a thoughtful reflection provided all necessary and relevant material in a timely fashion, and manifested theological, spiritual, ecclesiastical, biblical, and psychological growth and maturity. To support and shepherd a unanimously supported candidate through this process is a reason for celebration.

There are times when the District Committee on Ministry is required to say not yet or even no. This page is a guideline to assist dCOMs in fulfilling the more difficult responsibilities of their work. This guidebook has listed in each interview section the necessary decision points for each level of the candidacy process. It is important to communicate to the candidate at each level of their candidacy request the expectations required in demonstrable abilities. Intentionally using the decision points described for each level of candidacy places the emphasis upon the candidate to manifest the defined abilities or skills that are appropriate for the requested level. If the decision points regarding abilities or behaviors are not present the answer is no or not yet. The burden of making this decision is clearly on the candidate.

The decision points also represent over the series of dCOM interviews an opportunity to see how the effects and outcomes of education, experience, growth, and maturity in the life of the candidate. These observations defined by the decision points represent a measurable, realistic, and observable element of depth, growth, articulation, or understanding. The candidate exhibits growth or maturity or the candidate does not. Yes, not yet, or no becomes an easier response.

Another set of decision points to assist a positive, neutral, or negative decision for a candidate can be measured in the use of the KSAP scale over the course of multiple interviews. The KSAP scale provides a realistic scale of the knowledge, skills, aptitudes, and personal characteristics required in a faithful, effective, and fruitful pastor. The guidebook provides a chart over a course of time to determine how the KSAP indicators are present or absent.

Yet another set of decision points for assisting a dCOM to say yes, no yet, or no can be found in the intentional and regular use of the Faithful, Effective, and Fruitful behavioral, spiritual, and leadership outcomes that will be necessary in the life of a pastor in the Western PA Annual Conference of the United Methodist Church.

The new paradigms of the 2008 Book of Discipline places a greater responsibility on the District Committee on Ministry. This new paradigm requires a greater sense of discernment and assessment for persons beginning the ministry process. These guidelines will help each dCOM to employ their responsibilities for the United Methodist Churches in Western PA.

The candidate has known from the beginning ...

...If dCOM affirms the request

- sign appropriate forms for the file
- send necessary documentation to BOM

...If dCOM delays

- clearly define the issue/ concern in person and in writing (with copy to mentor)
- outline the expected actions (counseling, education)
- clearly articulate expected outcomes with timeline and method of reporting

...If dCOM denies the request

- clearly define the issue/ concern in person and in writing (with copy to mentor)
- send necessary to BOM
- keep documentation in permanent dCOM file
- Candidate may restart or reenter candidacy process according to the current BOD guidelines

Chapter 3 Mentors

3.1 Mentoring Basics

Clergy who would like to be considered to mentor others are required to be trained by the BOM. Training dates are announced at Annual Conference and conducted by the Candidacy Registrar in the fall of the year. Please contact Faith Geer for additional details.

Mentors are assigned by the District Superintendent early in the candidacy process, after the Inquiring Candidate writes a letter to the Superintendent. The Book of Discipline says *"An effective mentor has a mature faith, models effective ministry, and possesses the necessary skill to help individuals discern their call in ministry."* (§349.2)

mentors can cross districts

clergy and candidacy mentor may be the same person

mentors should be assigned based on the needs of the candidate

the burden of meeting, assuring reports are completed, continuing the relationship are the responsibility of the candidate

mentors may explore the possibilities and potential of group mentoring with candidates who have been certified

an additional mentor report form is to be submitted to the district committee when candidate requests certification

3.2 Mentor Attributes

The following standards are suggested for those serving as Mentors (Board of Ordained Ministry Handbook, Chapter 10, pages 3 & 4):

Spiritual maturity: Deep and continuing commitment to God and to growing in grace and love is essential.

Grace and gifts contributed to others is a manifestation of one's spiritual maturity and is a quality to look for in effective mentoring.

Calling and commitment to the ministry of Jesus Christ: Candidacy mentors should be genuinely committed to the ministry of the church, to the variety of forms it takes for both laity and clergy.

Vocational development: Although they may have experienced serious disappointments or crises in their lives, a standard of effectiveness for mentoring is that one has learned to cope constructively and to grow through opportunities and challenges which emerge in one's life.

Personal qualities: A candidacy mentor should represent the qualities of a maturing Christian. In this sense each mentor should be a person who can easily enable others to be comfortable and discuss in depth the many facets of vocational and personal development.

Openness and flexibility: Mentors need to adapt the candidacy studies to the needs of the candidate and not force candidates to adapt to rigid procedures.

Values: Candidacy mentors need to value each person as unique and important with no strings attached. In addition, they need to value the church and its future with a goal of obtaining the very best future leadership available. The assumptions and rationale for these and other related values should be open and easily accessible in a non-defensive, nonjudgmental manner.

Experience and effectiveness: Candidacy mentors should have general exposure to and appreciation of a wide variety of ministries (lay and clergy) in The United Methodist Church. They need to appreciate and understand the ministry of the deacon as well as the elder and be as supportive of those seeking licensed ministry as those who will serve in a variety of lay ministries in the church and community. Every mentor

should be respected by others in the church because of who they are and their effectiveness in the ministry to which they have been called.

Family relationships and personal life: Whether married or single, the personal life of the mentor should be congruent with the standards expected of Christians.

Excitement and joy: Every mentor needs to experience and express the excitement, awe, mystery, and joy of believing the Holy Spirit is at work in the world today. Such enthusiasm is contagious.

3.3 Types of Mentors

The Candidacy Mentor, who relates to Inquiring Candidates working toward certification, and the Clergy Mentor, who guides Certified Candidates toward Provisional Membership, have important but distinct roles.

The **Candidacy Mentor** raises issues of call, vocation, development of spiritual life, understanding of our Wesleyan heritage and identity. introduces FEF guidelines to the candidate.

The **Clergy Mentor** (can be the same as candidacy) continues to discuss the call, vocation, Wesleyan tradition and spirituality with the candidate. raises issues of deepened spirituality, authority, the culture of the UMC pragmatics of local church ministry.

In each case, Mentors should work in an intentional manner with the candidate, establishing a mentoring covenant together and tracking growth points through the process. What needs to be discussed/ asked at each stage in process – mentor should review decision points and interview questions for each stage of candidacy in this handbook

3.4 Role of the Mentor

- The inquirer's pastor shall discuss the WPA annual conference expectations of *faithful, effective and fruitful clergy leadership* with the prospective candidate and give the questionnaire.
- The completed questionnaire shall be sent to the district superintendent along with the request for a mentor.
- The inquirer shall contact the mentor and arrange a meeting. At the first meeting, a Covenant of Expectations will be written.
- The inquiring candidate shall discuss his/ her answers to the FEF Questionnaire with the mentor during a meeting dedicated solely to the review and understanding of *Faithful, Effective, Fruitful Clergy*.
- Once a candidate is assigned a mentor, write a Covenant of Expectations
- The mentor shall help the candidate understand the WPA annual conference expectations for *faithful, effective and fruitful clergy leadership*. (see appendix)
- The Mentor will serve as proctor for GBHEM psychological assessment instruments. She or he will also interpret the summary results of that assessment to the candidate and to the District Committee on Ordained Ministry. Upon completion of that interpretation, the Mentor will return copies of the summary to the Vice Chairperson of the Board of Ordained Ministry.

- While preparing for certification, the candidate will be required to undergo a credit check. The Mentor, along with the candidate will be required to sign a form provided by the Board of Ordained Ministry ordering that credit check. The Mentor will be asked to keep a copy of that form on file.
- When the mentor/ mentee ends b/c the candidate has changed status, personal notes should be destroyed.

3.5 Mentoring Reports

The Mentor will be required to file a report on his or her activity which is due annually by December 15. A copy of that form follows and is available electronically at www.wpaumc.org BOM/reports. A copy is on the following page.

What to Include in the Mentoring Report

In every case, the Mentor and the Mentee should be engaged in an intentional relationship, which is defined by a written covenant. A typical covenant with a Certified Candidate should include conversation about call, vocation, spiritual life, authority, the culture of the UMC, understanding our Wesleyan tradition, awareness of FEF standards and pragmatics of local church ministry. *Please attach a copy of that covenant to this document.*

This report should include growth points identified by this intentional relationship.

Mentoring Local Pastors involved in Course of Study should address call, vocation, spiritual life, authority, the culture of the UMC, understanding our Wesleyan tradition, pragmatics, sacramental theology, educational processes, continuing education and awareness of FEF standards.

Specifically:

Meeting dates and/or phone contact dates with summary of the discussion. It is recommended that there be a *minimum* of 2 contact hours per month.

Significant events in the ministry of the mentee during the year.

Continuing education events attended by the mentee.

Mentee's spiritual formation/daily devotional activities.

Vocational goals and progress of the mentee.

A Suggested Report Development Process (as suggested by GBHEM)

- The mentee writes a first draft of the report.
- The mentor reviews the report and makes amendments, if needed.
- If the report is amended, the mentor returns the report to the mentee without signature.
- If the mentee accepts report as amended, he or she signs report and returns it to mentor for signature.
- If the mentee disagrees with the report as amended, he or she makes further amendments and returns the report to the mentor for signature.
- If mentor agrees with mentee's amendments, mentor signs report.
- If the mentor disagrees with the mentee's amendments, he or she repeats the process with the mentee until an agreement is reached.
- Basic principle: Mentee signs off on the report last and submits report to appropriate persons.

Mailing Instructions for the Report

When completed, please make 3 copies of this report and send a copy to the following 3 places:

1. Your District Committee on Ministry Registrar or Secretary.
2. Your District Superintendent.
3. One of the following:

- a. If the mentee is a certified candidate not under appointment: Faith Geer, 1406 Towne Square, Allison Park, PA 15101-1951; fgeer@stpaulsumc.com
- b. If the mentee is a commissioned provisional member: Rev. Janet F. Lord, 916 Grant Street, Creighton, PA 15030-1107; Jfird425@aol.com
- c. If the mentee is a local pastor: Rev. Patricia Nelson, 208 Franklin Street, Butler, PA 16001, pat.nelson@wpaumc.org

This will change...

If there are any questions related to one of the above categories, please contact any of the above persons
Additional mentor form is required when candidate goes for certification interview.

Chapter 4 Interviews with Inquiring Candidates

4.1 Decision Points throughout the Inquiring Step:

Inquiring Candidate (no vote is taken)

Ability to use basic language skills

Description of basic trust in God, patterns of holiness and spiritual discipline

Ability to articulate a sense of call

Ability to make healthy lifestyle choices, to practice authenticity and to live a life of balance and integrity

Willingness to take spiritual gifts inventory

4.2 Meeting Schedule and Content of Meetings:

The District Committee on Ministry (dCOM) are to examine the candidate for their fitness in the areas of theology, ecclesiology, and psychology. Three separate sessions will be scheduled with the candidate to help the dCOM assess his/her fitness for ministry.

A mentor has been assigned and has met at least once with candidate before first meeting
introductions, call, process review, review FEF leadership expectations, page 1 health form

The following outline of topics will be the focus of each session:

Meeting 1

Introductions, call, process review
review FEF leadership expectations
page 1 of the medical report form
Acquaint with details of FEF principles

Meeting 2

KSAP's ,
FEF

Meeting 3

Review various forms and reports for Fitness for Ministry:
Physical Background checks Adult Literacy Test
Psychological credit check (see details below)

Meeting 4

Review theological questions
Submission of forms – ensuring all is up to date
Recommendation for certification

4.3 Questions by Topics for Meetings

Use the techniques described in chapter 2.2 for all questioning

Meeting 1

- Spiritual Call
- Who was instrumental in your faith formation?
Describe a defining moment in your formation of faith.
How have you experienced a call into ministry? Was it a process or something you experienced at a moment in time?

Outline your basic beliefs.

What are your particular gifts for ministry at this time?

What kind of support system do you have at this time?

Physical Attributes

How do you care for yourself physically, emotionally, mentally and spiritually?

(Meeting 1) If a limitation of fitness is observed ask: How have you been able to overcome this limitation in your life?

Health related questions:

Recommend that Page 1 which is the candidates medical history report to be filled out before certification with the following additions. Calculation of BMI, a cholesterol reading, adding immunizations for hepatitis, sti's or HIV/Aids.

Use page 1 of Medical form 103 to help discern their medical history as it relates to being fit for the many tasks and requirements of ministry:

At this point questions in response to candidate's history:

What are you doing to prevent any familial issues?

What are you doing to address the conditions that you checked?

What stress management techniques do you use?

Describe what holistic health means to you?

How do you deal with anger, frustration, disappointment, and rejection

Meeting 2

Use the questioning techniques in chapter 2.2 to help the team formulate questions, noting strengths and weaknesses as well as areas for follow-up

Using the KSAP Materials (in Appendix): be sure team is familiar with the documents

- Use the KSAP forms found in the appendix
- Go over the candidate's strengths and weaknesses.
- Discuss ways that he/she could learn to cope with weaknesses
- Suggest continuing education or other classes that would help build up their weaker areas

Using Faithful, Effective and Fruitful materials (in Appendix)—be sure team is familiar with the documents

- Discuss the expectations of Faithful, Effective and Fruitful clergy (in appendix)
- Ask candidates their interpretations, goals and ideals for these concepts

Meeting 3

Psychological

The Psychological Testing process determined by GBHEM and BOM

Upon completion review by Ministerial Assessment Specialist and the candidate in a three to four hour assessment and review of test results.

The written report will include recommendations for addressing any noted concerns related to fitness for ministry.

A psychological review team, chaired by the Vice Chair of the Board of Ordained Ministry, will review the results and send information about the candidate's tests to the chair of his/her dCOM and district superintendent. The purpose of this team is to read and interpret the test results into language the dCOM can use and apply in the interview process

Members of the dCOM read the result summary (no copies are to be made) and make recommendations to address any concerns with progress on any noted issues.

The cost of any additional assessment or treatment is to be paid for by the inquiring candidate.

Before a person is certified as a candidate the noted concerns have been resolved by additional assessment or treatment.

The summary is to be maintained by the dCOM registrar until the completion of the candidacy process and then the summary is forwarded to the Vice Chair of the BOM.

Credit check

This is the first of three credit checks; also at provisional and elder levels
candidate get summary
Is there cause for concern in any of the report? Ask about circumstances surrounding it

Background checks

33/34 criminal and child abuse forms
discuss any irregularities and plan of action to address

Adult Basic Literacy Test dCOM

Competency level required
If necessary, recommend remediation and classes to be taken on their own and can return to dCOM when compete and has reached level of expected competence

Legal Note*

The candidate has a right to all released information. Candidate has the right to review all results of the battery of tests. If candidate is not sufficiently satisfied with the results or interpretation of the tests the candidate may get a second opinion, at own expense, and with knowledge of BOM registrar. The results of second opinion will be shared with dCOM and BOM. The candidate controls the release of all testing results. The Annual Conference owns the released output. The Annual Conference Ministerial Assessment Specialist owns the technical data. As always, information is confidential.

4.4 Benchmark Summaries

During each meeting each member of the team will be a specialist in a particular area of the KSAP or FEF documents. Using the charts found in the appendix, team members will note the characteristics and attributes the interviewee displays as he/she discusses the various areas.

Chapter 5 Interviews with Candidates Requesting Certification (fourth meeting)

5.1 Candidate Requesting Certification

Candidate makes arrangements with local congregation to lead worship and preach and/or complete the deacon's activity in his/her specialized area of ministry. Following the service/activity the congregation gets to give feedback and have a written vote as to whether or not to recommend the candidate for ministry.

Candidates for provisional membership; will be sent questions from the Discipline (_____) which need to be completed for BOM interviews. Persons are encouraged to begin formulating responses and will be asked to offer responses.

5.2 Decision Points

Certified Candidate (three-quarter written ballot required)

Ability to demonstrate confirmation of call

Demonstrate effectiveness in written and oral communication skills

Demonstrate attention to various candidacy requirements

Ability to articulate gifts and abilities for ministry and demonstrate the fruits of those gifts

Demonstrates holistic health care (required page 1 & 2 of form 103)

Ability to describe their devotional life

5.3 Questions for Certifying Candidates

Are you up to date on your candidacy renewal requirements?

Have you been meeting with your candidacy mentor? How helpful has that experience been?

How has your call been confirmed since our last meeting?

How have you experienced spiritual growth since we last met? Tell us about your devotional life.

What ministry/leadership roles are you fulfilling at this time?

What form or area of ministry do you feel called to at this time? Has it changed?

5.4 Benchmark Summaries

During each meeting each member of the team will be a specialist in a particular area of the KSAP or FEF documents. Using the charts found in the appendix, team members will note the characteristics and attributes the interviewee displays as he/she discusses the various areas.

5.5 Forms

See paragraph 311

Form 112 is filed on line by the mentor using the candidate's record check list

THE UNITED METHODIST CHURCH CANDIDATE'S DISCLOSURE FORM ¶324.12

Please complete this form, sign and date it, have your signature notarized, and return it to:

_____ Have

you ever been:

1. convicted of a felony: _____No _____Yes

2. convicted of a misdemeanor? _____No _____Yes

3. Accused in writing of sexual misconduct or child abuse?

_____No _____Yes If you answered yes to any of these questions, please explain.

If you are required by this disclosure form to disclose any written accusations or convictions for felony, misdemeanor or any incident of sexual misconduct that you dispute or believe should be explained in any way, you have an opportunity at this time to include any additional information that you believe might be helpful or important regarding the disclosure. Any relevant additional information should be provided in a response statement attached to the form. (Note: It would be preferable if this response statement could be included right on the disclosure statement; however, we realize there are space limitations on forms and thus you might need to request that the statement be attached. Please indicate if pages are attached.)

I hereby certify that the information provided on this form is true and accurate. Print name

_____ Signature

_____ Date _____

Subscribed and sworn this _____ day of _____ 20____

Notary Public _____

BOM Handbook Form 114/2009

Use BOD p. 210

Chapter 6 Interviews with Certified Candidates Requesting Provisional Membership and Commissioning

6.1 Decision Points

Provisional Candidate (three-quarter written ballot required)

Ability to articulate confirmation of call with clarity

Ability to communicate in a skilled, professional manner both in written and oral works

Demonstrate competence in the practice of ministry and articulate the fruits of that ministry

Articulate Wesleyan theology and polity

Ability to demonstrate completion of all requirements

6.2 Questions

PROVISIONAL

Review the basic Disciplinary questions which will be raised by BOM (Para 324.9)

Provide writing sample of 2-4 questions

Please tell us about how your call has evolved since you first met with our committee.

Have you completed all your requirements?

Also see the questions under Local Pastor Requirements from BOD

Review questions from Discipline Para. 324.9

How have you demonstrated the qualities of Faithful, Effective, Fruitful ministry?

What new programs/ministries have you initiated?

How do you communicate the concept of "Jesus is Lord" to your congregation?

How might our UM polity help you be effective in ministry?

What are the unique characteristics of a UM pastor?

What is your understanding of the role of the elder and the role of the deacon? How do you plan to be

I in ministry together?

What does the phrase "having a fruitful ministry" mean to you?

How would you lead a congregation to establish a vision?

Explain the role of sacraments in producing fruitful ministry.

Requirements for Provisional recommendation:

Demonstrate gifts of ministry and service of worship and leadership 324.2 and 665.8

Those who qualify.....shall recommend

May wish to allow extra time for this interview

At time of deployment page 1 and page 2 (Doctor's report) are to be filled out and returned.

6.4 Benchmark Summaries

During each meeting each member of the team will be a specialist in a particular area of the KSAP or FEF documents. Using the charts found in the appendix, team members will note the characteristics and attributes the interviewee displays as he/she discusses the various areas.

6.5 Forms

**THE WESTERN PENNSYLVANIA CONFERENCE
THE UNITED METHODIST CHURCH**

Board of Ministry

District Superintendent's Annual Evaluation of Provisional Members

Candidate's Name _____

Present Appointment _____ District _____

Number of years as Full-time Provisional Member _____

Number of years as less than Full-time Provisional Member _____ % _____

From your position and responsibility as a District Superintendent, please describe the Provisional Member's progress toward becoming a faithful, effective, and fruitful clergy leader. With all of these observations please use additional space.

In what ways do you see the Provisional Members growth in integrity of heart and life through their call, spiritual formation, integrity in all aspects of life and ministry?

How do you see the Provisional Member developing wholeness of relationships in the administrative and pastoral life of the congregation?

Describe areas of competence in the skills required for ministry?

Preaching:

Teaching:

Pastoral Care:

Administration:

General attitude toward United Methodist polity and connectionalism:

Self Care (physical, family/marital, spiritual/devotional, continuing formation/education, recreational/vacation):

Equipping/enabling persons to live as disciples of Christ in the church and the world:

Please offer observations that describe how fruits have been born during the year of Provisional appointment?

Other general observations and comments that would help the Board of Ministry in evaluating the candidate's readiness for Full Connection. (Use additional sheets if necessary)

Based on the information submitted above, are you able to commend this candidate to the Board of Ministry for Full Membership in the Annual Conference? (Check as many as appropriate)

- I recommend for Full Membership
- I do not recommend for Full Membership.
- I recommend continuation as a Provisional Member.
- I do not recommend continuation as a Provisional Member..

It would be helpful to the Board if you would share this position with the candidate.

District Superintendent _____ Date _____
(signature)

Candidate _____ Date _____
(signature)

Thank you for your assistance.

Please return no later than March 1st to:

Rev. Janet F. Lord, Registrar
Board of Ministry
916 Grant Street
Creighton, PA 1503

Chapter 7 Interviews with CLM's

7.1 The CLM Process

This will be added at the summer 2010 training session

7.2 Decision Points CLM (majority vote required)

Ability to articulate the role and duties of a Certified Local Minister in the local UMC
Ability to describe a sense of call to and the function of the UM ministry
Ability to demonstrate completion of all requirements

7.3 Questions

See section on ways to gathering information and ask questions in chapter 2.3

CERTIFIED LAY MINISTER - *Biennial meeting*

What is your understanding of the role of CLM in the local churches?

What specific duties will or do you have in your local church?

What is your understanding of the relationship between CLM and appointed clergy?

The congregation and local church leaders

What is your role in conducting weddings? Funerals? Sacraments?

Review questions from Discipline Para. 324.9

7.3 Benchmark Summaries

During each meeting each member of the team will be a specialist in a particular area of the KSAP or FEF documents. Using the charts found in the appendix, team members will note the characteristics and attributes the interviewee displays as he/she discusses the various areas.

Chapter 8 Interviews with Local Pastors Who Have Not Completed the Course of Study

8.1 Decision Points Local Pastor (three-fourths ballot required)

Ability to articulate confirmation of call with clarity
Ability to communicate in a skilled, professional manner
Demonstrate competence in the practice of ministry and articulate the fruits of that ministry
Articulate Wesleyan theology and polity
Ability to demonstrate completion of all requirements
Demonstrate satisfactory educational progress
Appear before the District Committee on Ordained Ministry annually

8.2 Questions LOCAL PASTOR

Goal: To Integrate evaluation process with interview

Note: Local Pastor will discuss the results of their evaluation with the District Superintendent. DS should bring a copy of the completed interview.

Review questions from Discipline ¶324.9

How have you demonstrated the qualities of Faithful, Effective, Fruitful ministry?

1. What new programs/ministries have you initiated?
2. How do you communicate the concept of "Jesus is Lord" to your congregation?
3. How might our UM polity help you be effective in ministry?
4. What are the unique characteristics of a UM pastor?
5. What does the phrase "having a fruitful ministry" mean to you?
6. How would you lead a congregation to establish a vision?
7. Explain the role of sacraments in producing fruitful ministry.

Describe a conflict you have experienced in ministry and how you dealt with it.

What is your leadership style?

What does it mean to be a servant leader?

Are you up to date on your educational requirements?

What is your understanding of the Wesleyan Quadrilateral?

8.4 Benchmark Summaries

During each meeting each member of the team will be a specialist in a particular area of the KSAP or FEF documents. Using the charts found in the appendix, team members will note the characteristics and attributes the interviewee displays as he/she discusses the various areas.

Chapter 9 Interviews with Candidates Requesting Recertification

9.1 Decision Points

Certified Candidate (three-quarter written ballot required)

Ability to demonstrate confirmation of call

Demonstrate effectiveness in written and oral communication skills

Demonstrate attention to various candidacy requirements

Ability to articulate gifts and abilities for ministry and demonstrate the fruits of those gifts

Demonstrates holistic health care (required page 1 & 2 of form 103)

Ability to describe their devotional life

9.2 Questions for Certifying Candidates

1. Are you up to date on your candidacy renewal requirements?
2. Have you been meeting with your candidacy mentor? How helpful has that experience been?
3. How has your call been confirmed since our last meeting?
4. How have you experienced spiritual growth since we last met? Tell us about your devotional life.
5. What ministry/leadership roles are you fulfilling at this time?
6. What form or area of ministry do you feel called to at this time? Has it changed?

9.3 Benchmark Summaries

During each meeting each member of the team will be a specialist in a particular area of the KSAP or FEF documents. Using the charts found in the appendix, team members will note the characteristics and attributes the interviewee displays as he/she discusses the various areas.

9.4 Forms

See paragraph 311

Required at this point.....Use BOD p. 210

- Certified Lay Ministers
- Person's files who have been denied or delayed shall be maintained until a letter of withdrawal has been sent to the registrar.

Chapter 10 Files and Record Keeping

The purpose of this section is to tell who gets what papers and why as well as how long to keep it.

10.1 District Files

The files of all candidates are to be maintained by the registrar. These files belong to the District Committee to enable their work. These files are to be handled with integrity and confidentiality. Candidates can access files for purposes of information upon request.

Files shall be maintained for:

Inquiring Candidates
Certified Candidates
Local Pastors who have not completed COS
Certified Lay Ministers
Person's files who have been denied shall also be maintained.

Contents:

Files shall include all correspondence, forms, and information as required by the District Committee and BOM. A current checklist of all materials in the file shall be kept in the file. All ballots will be kept in the file.

Transferring Files:

1. Following the 1st dCOM meeting of the conference year, the registrar shall request the files of all new certified pastors, and local pastors from their former districts in writing.
2. Current files will be transferred to other districts upon written request from their district registrar. Files shall be sent first class, return receipt at the cost of the sending district.

Discontinued Files will be sent to the District Superintendent's Office:

1. If an inquiring candidate withdraws or is discontinued from the process
2. If a certified candidate not under appointment withdraws from the process or is discontinued
3. If a local pastor still in process is discontinued or withdraws from the process
4. If a certified local minister is discontinued or withdraws from the process
5. When a local pastor completes the COS, his/her file shall be transferred to the office of the District Superintendent
6. If a certified pastor or local pastor is deceased, his/her file is sent to the Conference

10.2 Common Ballot for Voting

The following is the format for a common ballot to be used by all dCOM. Use this when making any type of voting . Retain voting slips in individual's file.

All Committee shall use the following ballot:

Recommendation	Yes	No	Abstain	Comment
Recommend certification as a candidate				
Recommend recertification as a candidate				
Recommend recertification as a candidate and a renewal of license to preach				
Recommend as a provisional member of AC and commissioning as a deacon				
Recommend as a provisional member of AC and commissioning as an elder				
Recommend as a provisional member of AC and commissioning as an associate member				
Discontinue				

Voting percentage _____ out of _____

Chapter 11 DCOM's Role in Enlistment

Enlistment

- Encourage persons to enter the candidacy program.
- Those wishing to begin candidacy "shall write to the district superintendent requesting admission to the candidacy process and the assignment of a candidacy mentor" (§311.1b) which "will be assigned by the district committee in consultation with the district superintendent." (§349.1a)
- Aid the local church and other agencies of the conference in the process of enlisting persons for ordained ministry as deacon or elder or for service as a local pastor.
- "In special circumstances, the district committee may authorize other United Methodist ministry settings to serve in the role of the local church for the purpose of recommending candidacy and specify the persons or bodies that will serve in the roles of pastor, pastor parish relations committee and charge conference." (§311.3)
- Maintain a list of all candidates under its care. (§665.3)

Chapter 12 Helpful Information from BOM Handbook/ Website

All information can be found at www.gbhem.org

Additional information and ways to use it will be discussed at the 2010 summer training.

Chapter 13 GBHEM Forms

Candidate's District File

This is a hard copy for written files. The official record is on line with the candidate's records. Check with mentor who has access to the on-line file for a complete list that will confirm this listing.

Content Checklist

Name _____

Address _____

Phone(with area code) _____ E-Mail _____

Date file begun _____

_____ Biographical information report (form 102)

_____ Declaration of candidacy for ordained ministry and charge conference recommendation (form 104)

Written response to statements found in ¶311.2a

Candidacy mentor _____

_____ Candidacy mentor's report Psychological assessment report Medical information report (form 103)

_____ Academic progress documents

dCOM form 113 recording vote of certification Certification reviewed

Date _____

Date _____ Date _____ Date _____

Date _____

_____ Letter of recommendation to Board of Ordained Ministry for provisional membership toward deacon's or elder's orders File sent to BOM registrar: Date _____

Local Pastor's District File Content Checklist

Name _____

Address _____

Phone (with area code) _____ E-Mail _____

Date file begun _____

Current appointment (charge) _____

Date of appointment _____

Status

_____ Full time _____ Part time _____ Not currently appointed (Credentials to be returned)

Certified as a candidate (§315.2a) Date _____

_____ Local Pastor's licensing school completed and faculty evaluation and recommendation received (§315.2b)

Date Completed _____ School location _____

_____ Or Application for Clergy relationship to the annual conference (form 105)

Completed 1/3 of M.Div degree (§315.2b)

Seminary _____

Examined by the dCOM (§315.2c) Approved by BOM (§315.5b) BOM registrar notified of LP status Course of Study completed (Indicate if by correspondence)

1st year _____ 2nd year _____ 3rd year _____ 4th year _____ 5th year _____ LP license renewed (must be renewed annually)

Dates _____

_____ Credentials (must be returned if no longer appointed)

BOM Handbook, Chapter 2, The District Committee on Ordained Ministry, 2009

Date _____ Date _____ Date _____

1st year advanced _____ 2nd year advanced _____ 3rd year advanced _____ 4th year advanced _____

District Committee on Ordained Ministry Action Report to the BOM Registrar

District _____ Date _____

Candidate's Name _____ Email _____

Candidate's Address _____

The district Committee on Ordained Ministry took the following action(s) regarding the person listed above.

[Check the appropriate actions(s)]

Status

_____ Granted certified candidate status according to ¶665.6 (3/4 majority vote)

_____ Recommended (continuation) as a certified candidate (¶312)

Dates: _____

_____ Certified as having completed the studies for licensing as a local pastor, to be listed as eligible for appointment, and is awarded the license as a local pastor when and if appointed to a local parish (¶316)

_____ Recommended to the BOM for continued eligibility for appointment as a local pastor (¶319)

_____ Recommended for reinstatement of approval to be appointed as a local pastor (¶320)

_____ Recommended for election to probationary membership toward deacon’s orders (¶324.10)

_____ Recommended for election to probationary membership toward elder’s orders (¶324.10)

_____ Recommended for associate membership (¶ 322.1)

_____ Recommended for readmission to conference relationship

_____ Readmission to provisional membership (¶364) Readmission after honorable or administrative location (¶365)

_____ Readmission after exit of ministerial office (¶366)

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

_____ Full-time local pastor (¶318.1) _____ Part-time local pastor (¶318.2)

Signature of dCOM chair or registrar Phone (with area code)

Address _____

_____ Explor. Cand _____ Declar. Cand _____ Cert. Cand _____ S LP _____ PT LP _____ FT LP

Chapter 14 FAQ's

To be added as needed 😊

Chapter 15 Appendix of forms for use in DCOM

FEF Questionnaires

A Questionnaire for Inquiring Candidates

NAME _____ DATE _____

Home Church _____ District _____

Faithful, Effective, Fruitful Clergy

Out of shared commitment to enhancing the ministry of clergy in and beyond the local churches throughout the WPA Annual Conference, the Clergy Session of the 2008 WPA Annual Conference approved *Faithful, Effective, Fruitful Clergy* to define and explain expectations for clergy.

Therefore, the WPA Board of Ordained Ministry, endorsing *Faithful, Effective, Fruitful Clergy* as foundational to its work, now requires that every person inquiring into candidacy as an elder, deacon or local pastor in the WPA annual conference shall self-reflectively complete this questionnaire, and articulate an understanding of faithfulness, effectiveness and fruitfulness in ministry. Discipline references are to the 2008 BOD.

INSTRUCTIONS:

The items in this questionnaire correspond exactly to the *Faithful, Effective, Fruitful Clergy* document. Rate yourself with respect to each item by circling the number that best applies to you. Utilize the space below each item to explain your answer.

I. Integrity of Heart and Life

1. I have and demonstrate personal faith in the Father, Son and Holy Spirit, am committed to Christ as Savior and Lord (304.1.a), accept that Scripture contains all things necessary for salvation through faith in God through Jesus Christ (304.1.i) and live in such a manner that the love of God is incarnate in their daily activities.
(1)Always (2) (3)Sometimes (4) (5)Never
2. I nurture and cultivate spiritual disciplines and patterns of holiness and follow these to promote personal spiritual formation. (304.1.b)
(1)Always (2) (3)Sometimes (4) (5)Never
3. I acknowledge and will regularly reaffirm a call by God to give myself completely to (ordained) ministry following Jesus' pattern of love and service. (304.1.d)
(1)Always (2) (3)Sometimes (4) (5)Never
4. I do make a complete dedication of myself to the highest ideals of the Christian life (304.2) including but not limited to:
 - a) planning on living a balanced life which demonstrates an appropriate work ethic regarding time and attention spent in work for the congregation or agency where appointed as well as appropriate time for family, recreation and self care.
(1)Always (2) (3)Sometimes (4) (5)Never

- b) making holistic lifestyle choices and exercising responsible self-control by personal habits conducive to bodily health, mental and emotional maturity. (304.2)
(1)Always (2) (3)Sometimes (4) (5)Never
- c) being honest and forthright in all verbal and written communications (304.1.h)
(1)Always (2) (3)Sometimes (4) (5)Never
- d) demonstrating the highest integrity in financial matters both within and outside congregational or agency life (304.1.h)
(1)Always (2) (3)Sometimes (4) (5)Never
5. I am self reflective regarding all aspects of spiritual formation, ministry and personal life.
(1)Always (2) (3)Sometimes (4) (5)Never
6. I plan be involved in an ongoing process of personal development, spiritual formation and continuing education in consultation with the SPRC, District Superintendent and other ministry setting supervisors (351).
(1)Always (2) (3)Sometimes (4) (5)Never

II. Wholeness of Relationships

Clergy with the UMC exercise their ministry within covenant relationships with God, other ordained clergy, members of the congregation or agency to which they are appointed, spouse, family and friends (303.3). Effective clergy demonstrate skills necessary to create and maintain healthy and nurturing relationships in all aspects of life.

INSTRUCTIONS: Indicate your response to the following statements. Utilize the space below each item to further explain your response.

Effective Clergy Will:

1. Exercise leadership in such a way that ministry becomes the work of the entire congregation or agency and gifts for ministry among the laity are recognized and nurtured. (220, 303.4, 328)
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
2. Live in covenant with the ordained ministers of the UMC (304.1.j), holding themselves accountable to a group of peers for growth in discipleship and the exercise of ministry. It is expected that this group will meet regularly and deal with issues relevant to spiritual formation and growth in ministry.
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
3. Meet regularly with PPRC and participate openly and honestly with PPRC in the process of evaluation (350.1) and respond appropriately when either praise or criticism is offered. In appointments to extension ministry, clergy will engage in appropriate supervisory sessions with those to whom the clergy person is accountable.
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
4. Participate in annual performance review with SPRC and district superintendent. In appointments to extension ministry, yearly inventory documents will be provided by the district superintendent and will be completed by the clergy person.

(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

5. Exercise their ministry under appropriate supervision of the UMC through the office of the bishop and district superintendent. (421)
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
6. Demonstrate integrity in all personal relationships, fidelity in marriage and celibacy in singleness (304.2). Set boundaries so both single and married persons ensure that relationships are nurtured appropriately and do not become a detriment to ministry and that ministry does not have detrimental effects on relationships. Clergypersons will see that their families also are nurtured appropriately.
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
7. Seek out needed help when any relationship is strained or broken
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
8. Set appropriate boundaries in contacts with persons so that issues of sexual misconduct or harassment are never in question (2702.1.j & k)
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
9. Demonstrate sensitivity to issues of "race, ethnicity, gender, sexual orientation, religious affiliation, or economic status" (162)
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

III . Competence in Skills Necessary for Ministry

Faithful, effective, fruitful clergy working in the church demonstrate gifts for ministry that allow them to make disciples of Jesus Christ, oversee ministries appropriate to their appointment and connect with those beyond the local church.

- A. Skills necessary for pastoral ministry (elders, local pastors)

Responsibilities and duties of Elders and Licensed Pastors

The responsibilities of elders and licensed pastors are derived from the authority given in ordination. Elders have a four-fold ministry of Word, Sacrament, Order and Service within the connection and thus serve in the church and the world. Local pastors share with the elders the responsibilities and duties of a pastor for this four-fold ministry. (340)

Effective pastors demonstrate skill and giftedness far beyond minimum expectations in fulfilling the duties and responsibilities as found in Paragraph 340 in the 2008 Book of Discipline (see attached).

From among these, we emphasize that, clergy will demonstrate skill in:

INSTRUCTIONS:

Rate yourself on these skills:

1. The servant leadership of guiding, supporting, training, and equipping laity for ministry in the world
(1)Gifted in this area (2) (3)Have some experience (4) (5) Have never tried
2. Proclamation of the Word through preaching and teaching, demonstrating ability to think theologically and articulate the Wesleyan tradition

- (1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried**
3. Pastoral care in times of illness, crisis, or death; keeping confidentiality
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
 4. Leadership in the planning of and participation in worship and sacramental authority in accordance with disciplinary requirements
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
 5. Prophetic leadership that calls the congregation to mission beyond its walls and justice in society
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
 6. Administrative leadership in implementing the vision and purpose of the congregation, time management, supervision and management of staff and volunteers, and financial oversight
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
 7. The use of current technology to enhance aspects of church programming and congregational life
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
 8. Communicating what it means to be a United Methodist in the 21st century, and in leading a congregation in a United Methodist manner
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
 9. Maintaining the connection between the local church, district, annual conference and the specialized ministries of the UMC that exist beyond the local church
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried

B. Skills necessary for ministry beyond the local church

Deacons are persons called by God, authorized by the Church, and ordained by a bishop to a lifetime ministry of Word and Service to both the community and the congregation in a ministry that connects the two. Deacons exemplify Christian discipleship and create opportunities for others to enter into discipleship. In the world, the deacon seeks to express a ministry of compassion and justice, assisting laypersons as they claim their own ministry. In the congregation, the ministry of the deacon is to teach and to form disciples, and to lead worship together with other ordained and lay persons. (329.1)

1. Leadership in accordance with the requirements of the specialized ministry setting including guiding, supporting, training, and equipping laity for ministry in the world
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried

2. Proclamation of the Word through preaching and teaching, demonstrating ability to think theologically and articulate the Wesleyan tradition
(1) Gifted in this area **(2)** **(3) Have some experience** **(4)** **(5) Have never tried**

3. Pastoral care in times of illness, crisis, or death; keeping confidentiality
(1) Gifted in this area **(2)** **(3) Have some experience** **(4)** **(5) Have never tried**

4. Prophetic leadership that calls the congregation to mission beyond its walls and justice in society
(1) Gifted in this area **(2)** **(3) Have some experience** **(4)** **(5) Have never tried**

5. Administrative leadership in implementing the vision and purpose of the congregation, time management, supervision and management of staff and volunteers, and financial oversight
(1) Gifted in this area **(2)** **(3) Have some experience** **(4)** **(5) Have never tried**

6. The use of current technology to enhance ministry
(1) Gifted in this area **(2)** **(3) Have some experience** **(4)** **(5) Have never tried**

7. Maintaining the connection between the local church, district, annual conference and the specialized ministries of the UMC that exist beyond the local church. This may include participation in worship (including weddings and funerals), sacramental assistance, and leadership in accordance with the guidelines of ordination and mission activities.
(1) Gifted in this area **(2)** **(3) Have some experience** **(4)** **(5) Have never tried**

IV. FRUITFULNESS: The results of faithful clergy effectively doing ministry

*The function of a local church, under the guidance of the Holy Spirit, is to help people to accept and confess Jesus Christ as their Lord and Savior and to live their daily lives in light of their relationship to God (202)
The local church shall be organized so that it can pursue its primary task and mission in the context of its own community - reaching out and receiving with joy all who will respond; encouraging people in their relationship with God and inviting them to commitment to God's love in Jesus Christ; providing opportunities for them to seek strengthening and growth in spiritual formation; and supporting them to live lovingly and justly in the power of the Holy Spirit as faithful disciples. (243)*

Faithful and effective clergy lead the laity in ministry. Such ministry demonstrates a local church which is guided by the Holy Spirit, fulfills its primary task and produces fruit which includes:

INSTRUCTIONS: Indicate your response to the following statements. Utilize the space below each item to further explain your response.

1. Clearly articulated mission and vision to guide all the activities in the congregation
(1) Strongly Agree **(2)** **(3) No Opinion** **(4)** **(5) Strongly Disagree**

2. Visitors participating in worship knowing that the church has 'made space for them'
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

3. Worship visitors returning as a result of 'radical hospitality'
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

4. Persons newly professing their faith in Jesus Christ and/or seeking baptism
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

5. Parents bringing their children for baptism and re-affirming their commitment to Christ
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

6. Diversity (age, race, socio-economic status, family make-up, etc.) in the worshipping community and ministry life of the congregation
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

7. A genuine celebration of 'the catholic spirit' (see John Wesley's sermon, "On a Catholic Spirit") and deepened understanding of our Wesleyan theological heritage
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

8. Church members renewing and revitalizing their commitment to God's love in Jesus Christ as evidenced by
 Healing of inner-church conflicts, reconciliation among members
 A renewed spirit of peace and joy in worship
 Shared leadership among the laity in all aspects of church life
 Passion for reaching out to the 'unchurched' and those often deemed culturally unacceptable
 More consistent attendance in worship and participation in Bible studies, etc.
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

9. Church members building relationships with persons in the community manifest in
 restored standing of the church as a vital part of the community
 new people participating in church ministries and being introduced to the gospel
 discernment of the needs of people in the community and development of ministries that meets those needs
 transformed lives as the needs of the people in the community being holistically met
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

10. Increasing number of children and youth participating in Christian education and other gospel-centered programs/ ministries
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

11. Increasing number of laity participating in training/ formation events including Lay Ministry School.
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

12. Persons being called into ordained, licensed and certified lay ministry
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

13. More youth and young adults serving in leadership positions in all aspects of church life
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

14. Increasing numbers of adults committed to small groups that nurture spiritual formation
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
15. Financial stability in the church as commitment to and trust in God is lived out in giving and tithing as modeled by the pastor
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
16. Enthusiastic support of the broader mission of the United Methodist Church, its global mission including full payment of mission share.
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
17. New ministries developed by empowered laity according to their gifts
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
18. Ministry done in collaboration with other United Methodist churches and ecumenically in the community
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
19. All activities, programs and events building on and supporting the vision of the gospel and the mission of the United Methodist Church
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

A Questionnaire for Candidates Seeking Provisional Membership

NAME _____ **DATE** _____

Home Church _____ **District** _____

Faithful, Effective, Fruitful Clergy

Out of shared commitment to enhancing the ministry of clergy in and beyond the local churches throughout the WPA Annual Conference, the Clergy Session of the 2008 WPA Annual Conference approved *Faithful, Effective, Fruitful Clergy* to define and explain expectations for clergy.

Therefore, the WPA Board of Ordained Ministry, endorsing *Faithful, Effective, Fruitful Clergy* as foundational to its work, now requires that every person seeking provisional membership in the WPA annual conference shall self-reflectively complete this questionnaire, and articulate an understanding of faithfulness, effectiveness and fruitfulness in ministry.

INSTRUCTIONS:

The items in this questionnaire correspond exactly to the *Faithful, Effective, Fruitful Clergy* document. Rate yourself with respect to each item by circling the number that best applies to you. Utilize the space below each item to explain your answer.

I. Integrity of Heart and Life

1. I have and demonstrate personal faith in the Father, Son and Holy Spirit, am committed to Christ as Savior and Lord (304.1.a), accept that Scripture contains all things necessary for salvation through faith in God through Jesus Christ (304.1.i) and live in such a manner that the love of God is incarnate in their daily activities.
(1)Always (2) (3)Sometimes (4) (5)Never

2. I nurture and cultivate spiritual disciplines and patterns of holiness and follow these to promote personal spiritual formation. (304.1.b)
(1)Always (2) (3)Sometimes (4) (5)Never

3. I acknowledge and will regularly reaffirm a call by God to give myself completely to (ordained) ministry following Jesus' pattern of love and service. (304.1.d)
(1)Always (2) (3)Sometimes (4) (5)Never

4. I do make a complete dedication of myself to the highest ideals of the Christian life (304.2) including but not limited to:
 - a) living a balanced life which demonstrates an appropriate work ethic regarding time and attention spent in work for the congregation or agency where appointed as well as appropriate time for family, recreation and self care.
(1)Always (2) (3)Sometimes (4) (5)Never

- b) making holistic lifestyle choices and exercising responsible self-control by personal habits conducive to bodily health, mental and emotional maturity. (304.2)
(1)Always (2) (3)Sometimes (4) (5)Never
- c) being honest and forthright in all verbal and written communications (304.1.h)
(1)Always (2) (3)Sometimes (4) (5)Never
- d) demonstrating the highest integrity in financial matters both within and outside congregational or agency life (304.1.h)
(1)Always (2) (3)Sometimes (4) (5)Never
5. I am self reflective regarding all aspects of spiritual formation, ministry and personal life.
(1)Always (2) (3)Sometimes (4) (5)Never
6. I am involved in an ongoing process of personal development, spiritual formation and continuing education in consultation with the SPRC, District Superintendent and other ministry setting supervisors (351).
(1)Always (2) (3)Sometimes (4) (5)Never

II . Wholeness of Relationships

Clergy with the UMC exercise their ministry within covenant relationships with God, other ordained clergy, members of the congregation or agency to which they are appointed, spouse, family and friends (303.3). Effective clergy demonstrate skills necessary to create and maintain healthy and nurturing relationships in all aspects of life.

INSTRUCTIONS: Indicate your response to the following statements. Utilize the space below each item to further explain your response.

Effective Clergy Will:

1. Exercise leadership in such a way that ministry becomes the work of the entire congregation or agency and gifts for ministry among the laity are recognized and nurtured. (220, 303.4, 328)
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
2. Live in covenant with the ordained ministers of the UMC (304.1.j), holding themselves accountable to a group of peers for growth in discipleship and the exercise of ministry. It is expected that this group will meet regularly and deal with issues relevant to spiritual formation and growth in ministry.
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
3. Meet regularly with PPRC and participate openly and honestly with PPRC in the process of evaluation (350.1) and respond appropriately when either praise or criticism is offered. In appointments to extension ministry, clergy will engage in appropriate supervisory sessions with those to whom the clergy person is accountable.
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

4. Participate in annual performance review with SPRC and district superintendent. In appointments to extension ministry, yearly inventory documents will be provided by the district superintendent and will be completed by the clergyperson.
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

5. Exercise their ministry under appropriate supervision of the UMC through the office of the bishop and district superintendent. (421)
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

6. Demonstrate integrity in all personal relationships, fidelity in marriage and celibacy in singleness (304.2). Set boundaries so both single and married persons ensure that relationships are nurtured appropriately and do not become a detriment to ministry and that ministry does not have detrimental effects on relationships. Clergypersons will see that their families also are nurtured appropriately.
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

7. Seek out needed help when any relationship is strained or broken
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

8. Set appropriate boundaries in contacts with persons so that issues of sexual misconduct or harassment are never in question (2702.1.j & k)
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

9. Demonstrate sensitivity to issues of "race, ethnicity, gender, sexual orientation, religious affiliation, or economic status" (162)
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

III. Competence in Skills Necessary for Ministry

Faithful, effective, fruitful clergy working in the church demonstrate gifts for ministry that allow them to make disciples of Jesus Christ, oversee ministries appropriate to their appointment and connect with those beyond the local church.

- A. Skills necessary for pastoral ministry (elders, local pastors)

Responsibilities and duties of Elders and Licensed Pastors

The responsibilities of elders and licensed pastors are derived from the authority given in ordination. Elders have a four-fold ministry of Word, Sacrament, Order and Service within the connection and thus serve in the church and the world. Local pastors share with the elders the responsibilities and duties of a pastor for this four-fold ministry. (340)

Effective pastors demonstrate skill and giftedness far beyond minimum expectations in fulfilling the duties and responsibilities as found in Paragraph 340 in the 2008 Book of Discipline (see attached).

From among these, we emphasize that, clergy will demonstrate skill in:

INSTRUCTIONS:

Rate yourself on these skills:

1. The servant leadership of guiding, supporting, training, and equipping laity for ministry in the world
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
2. Proclamation of the Word through preaching and teaching, demonstrating ability to think theologically and articulate the Wesleyan tradition
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
3. Pastoral care in times of illness, crisis, or death; keeping confidentiality
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
4. Leadership in the planning of and participation in worship and sacramental authority in accordance with disciplinary requirements
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
5. Prophetic leadership that calls the congregation to mission beyond its walls and justice in society
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
6. Administrative leadership in implementing the vision and purpose of the congregation, time management, supervision and management of staff and volunteers, and financial oversight
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
7. The use of current technology to enhance aspects of church programming and congregational life
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
8. Communicating what it means to be a United Methodist in the 21st century, and in leading a congregation in a United Methodist manner
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried
9. Maintaining the connection between the local church, district, annual conference and the specialized ministries of the UMC that exist beyond the local church
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried

B. Skills necessary for ministry beyond the local church

Deacons are persons called by God, authorized by the Church, and ordained by a bishop to a lifetime ministry of Word and Service to both the community and the congregation in a ministry that connects the two. Deacons exemplify Christian discipleship and create opportunities for others to enter into discipleship. In the

world, the deacon seeks to express a ministry of compassion and justice, assisting laypersons as they claim their own ministry. In the congregation, the ministry of the deacon is to teach and to form disciples, and to lead worship together with other ordained and lay persons. (329.1)

1. Leadership in accordance with the requirements of the specialized ministry setting including guiding, supporting, training, and equipping laity for ministry in the world
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried

2. Proclamation of the Word through preaching and teaching, demonstrating ability to think theologically and articulate the Wesleyan tradition
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried

3. Pastoral care in times of illness, crisis, or death; keeping confidentiality
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried

4. Prophetic leadership that calls the congregation to mission beyond its walls and justice in society
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried

5. Administrative leadership in implementing the vision and purpose of the congregation, time management, supervision and management of staff and volunteers, and financial oversight
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried

6. The use of current technology to enhance ministry
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried

7. Maintaining the connection between the local church, district, annual conference and the specialized ministries of the UMC that exist beyond the local church. This may include participation in worship (including weddings and funerals), sacramental assistance, and leadership in accordance with the guidelines of ordination and mission activities.
(1) Gifted in this area (2) (3) Have some experience (4) (5) Have never tried

IV. FRUITFULNESS: The results of faithful clergy effectively doing ministry

The function of a local church, under the guidance of the Holy Spirit, is to help people to accept and confess Jesus Christ as their Lord and Savior and to live their daily lives in light of their relationship to God (202)

The local church shall be organized so that it can pursue its primary task and mission in the context of its own community - reaching out and receiving with joy all who will respond; encouraging people in their relationship with God and inviting them to commitment to God's love in Jesus Christ; providing opportunities for them to seek strengthening and growth in spiritual formation; and supporting them to live lovingly and justly in the power of the Holy Spirit as faithful disciples. (243)

Faithful and effective clergy lead the laity in ministry. Such ministry demonstrates a local church which is guided by the Holy Spirit, fulfills its primary task and produces fruit which includes:

INSTRUCTIONS: Indicate your response to the following statements. Utilize the space below each item to further explain your response.

1. Clearly articulated mission and vision to guide all the activities in the congregation
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

2. Visitors participating in worship knowing that the church has 'made space for them'
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

3. Worship visitors returning as a result of 'radical hospitality'
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

4. Persons newly professing their faith in Jesus Christ and/or seeking baptism
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

5. Parents bringing their children for baptism and re-affirming their commitment to Christ
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

6. Diversity (age, race, socio-economic status, family make-up, etc.) in the worshipping community and ministry life of the congregation
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

7. A genuine celebration of 'the catholic spirit' (see John Wesley's sermon, "On a Catholic Spirit") and deepened understanding of our Wesleyan theological heritage
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

8. Church members renewing and revitalizing their commitment to God's love in Jesus Christ as evidenced by
Healing of inner-church conflicts, reconciliation among members
A renewed spirit of peace and joy in worship
Shared leadership among the laity in all aspects of church life
Passion for reaching out to the 'unchurched' and those often deemed culturally unacceptable
More consistent attendance in worship and participation in Bible studies, etc.
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

9. Church members building relationships with persons in the community manifest in
restored standing of the church as a vital part of the community
new people participating in church ministries and being introduced to the gospel
discernment of the needs of people in the community and development of ministries that meets those needs
transformed lives as the needs of the people in the community being holistically met
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

10. Increasing number of children and youth participating in Christian education and other gospel-centered programs/ ministries
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
11. Increasing number of laity participating in training/ formation events including Lay Ministry School.
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
12. Persons being called into ordained, licensed and certified lay ministry
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
13. More youth and young adults serving in leadership positions in all aspects of church life
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14. Increasing numbers of adults committed to small groups that nurture spiritual formation
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
15. Financial stability in the church as commitment to and trust in God is lived out in giving and tithing as modeled by the pastor
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
16. Enthusiastic support of the broader mission of the United Methodist Church, its global mission including full payment of mission share.
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
17. New ministries developed by empowered laity according to their gifts
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
18. Ministry done in collaboration with other United Methodist churches and ecumenically in the community
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree
19. All activities, programs and events building on and supporting the vision of the gospel and the mission of the United Methodist Church
(1)Strongly Agree (2) (3)No Opinion (4) (5)Strongly Disagree

KSAP Summary Sheet for Interviews

**KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS (KSAP)
Faithful, Effective, and Fruitful Traits
Evaluation Form**

Candidate _____

Date _____

Interview Dates: _____

Assign each committee member a category, or part of a category, for their observation over the course of the interview. This can be done through listening to the candidate's response to other questions, or through the introduction of the Structured Interview Questions (see appendix). Not all characteristics will be seen at each interview, but progress should be evident from session to session.

Characteristic	Rate	Comments/Observations
-----------------------	-------------	------------------------------

	Strong (5) Average (3) Weak (1)	
--	---------------------------------	--

Knowledge

Administration	_____	_____
Call to Ministry	_____	_____
Clerical	_____	_____
Community Demographics	_____	_____
Community History	_____	_____
Counseling Principles	_____	_____
Local Church History	_____	_____
Management Principles	_____	_____
Psychology	_____	_____
Sociology	_____	_____
Theology & Scripture	_____	_____
Training Principle	_____	_____
United Methodist Doctrine	_____	_____

Skills

Active Learning	_____	_____
Active Listening	_____	_____
Conflict Management	_____	_____
Decision Making	_____	_____
Discernment	_____	_____
Exegetical Skills	_____	_____
Goal Setting/Feedback	_____	_____
Motivating Others	_____	_____

Skills (continued)

Multi tasking	_____	_____
Negotiation	_____	_____
Oral Communication	_____	_____
Problem Solving	_____	_____
Public Speaking	_____	_____
Social Perceptiveness	_____	_____
Spiritual Disciplines	_____	_____
Teaching	_____	_____

Teamwork	_____	_____
Time Management	_____	_____
Written Communication	_____	_____

Abilities

Adaptability	_____	_____
Attention Focus	_____	_____
Creativity	_____	_____
Idea Fluency	_____	_____
Inductive Reasoning	_____	_____
Memorization	_____	_____
Oral Comprehension	_____	_____
Reading Comprehension	_____	_____
Trust in God	_____	_____

Personal Characteristics

Achievement orientation	_____	_____
Attention to detail	_____	_____
Authenticity	_____	_____
Autonomy	_____	_____
Balance	_____	_____
Cooperation	_____	_____
Dependability	_____	_____
Empathy	_____	_____
Initiative	_____	_____
Integrity	_____	_____
Leadership	_____	_____
Learning Orientation	_____	_____
Openness	_____	_____

Personal Characteristics (continued)

Passion	_____	_____
Patience	_____	_____
Persistence	_____	_____
Risk Taking	_____	_____
Self Awareness	_____	_____
Self Control	_____	_____
Social Orientation	_____	_____
Stress Tolerance	_____	_____
Willing to seek help	_____	_____

Attachments: to be given at Summer Training 2010

- a) Definition of characteristics in appendix
- b) Structured Interview questions in appendix

Interview Summary Report

Available on-line at www.wpaumc.com District Committee on Ministry

Candidate Name _____ Date of Interview _____

DCOM members present (list by name)

Purpose of Meeting

Inquiring Meeting 1 Inquiring Meeting 2 Inquiring Meeting 3

Certification Recertification Local Pastor

Recommendation for Provisional member CLM

Vote (if taken) count: yes no abstain discontinue

Use as much space as necessary for the following:

Issues needing remediation/ attention:

Plan for resolving issues listed above:

General Impressions of candidate's progress in the process

Items/ issues/ topics to be sure to discuss at next meeting

Interview Notes (continue on back of sheet)

DISTRICT COMMITTEE ON THE ORDAINED MINISTRY
Candidate Continuation Report

Date of this report: _____

Name: _____

Address: _____

Home Phone Number: _____

Office Phone Number: _____

Mentor: _____

Cell Phone Number: _____

Current Appointment: _____

Month/Year began appointment: _____

Present Conference Relationship: () Full; () Part Time

Intended goal: () Full Membership; () Associate Membership

() Local Relationship

If you are enrolled, year you began your Course of Study work: _____

Presently completed: _____ years. Finished Course of Study date: _____

Number of college/university credit completed to date: _____

Anticipated date of graduation: _____

Date of original certification: _____

Home Church: _____

Pastor: _____

Please answer the following. You can use as much space as you need to adequately answer each questions.

1. What has happened and/or what have you done during the past year that has encouraged your spiritual growth and development?
2. What is the involvement in the life of the church you serve?
3. Tell how the "gifts, fruits and God's grace" continue to be formative in your life?
4. What are you doing for self-care? (I.e. "Sabbath time," hobbies, etc.)
5. What Continuing Education events or activities have you completed this year?

Attach a copy of your most recent P.P.R.C. evaluation.
If not under appointment (§313.1, §316.8 2008 BOD), please attach a copy of the most recent recommendation by your home church Charge Conference.

Attach a copy of the most recent Mentor's report.
Attach a copy of your most recent transcript from college, course of study, or other classes taken if you have not already done so.

Do you have on file current Act 33 and 34 clearances? YES NO

Have you filed a credit report with the Annual Conference Board of Ordained Ministry? YES NO

I, _____ request the _____ District COM to renew my license for Pastoral Ministry and continuation of candidacy.

Master Checklist – District Committee on Ministry (Registrar)

Inquiring Candidate

- Read the Christian as Minister _____
- Letter to District Superintendent _____
- Assigned Mentor _____
- Biographical Report (form #102) _____
- Read FEF Guidelines and filled out FEF Questionnaire _____
- Spiritual Gifts Inventory _____
- Health Form (form #113, pg. 1 only) _____
- Registered for Online Candidacy Guidebook _____
- Schedule first interview: _____(Non-vote)
Interview Report Form filed _____
- Progress on Candidacy Process and other requirements
Schedule second interview: _____(Non-vote)
Interview Report Form filed _____
- Completed High School Transcript (GED certificate) _____
- Act 33 Clearance _____
- Act 34 Clearance _____
- Finger Printing Report (Act 120 or 121?) _____
- United Methodist Disclosure Form (form #114) _____
- Credit Check Report Summary _____
- Psychological Tests Complete and Summary received _____
- Completed Candidacy Guidebook _____
- Basic Adult Literacy Test (?) _____
- Letter of Recommendation/Summary of Candidacy Mentor _____
- Health Form (form #113, pages 1 and 2) _____
- Declaration of Candidate for Ordained Ministry (form #104) _____
- Pastor Parish Relation's Committee Recommendation _____
- Charge/Church Conference Recommendation _____
- Written Response to Questions, Paragraph 311 (BOD) _____
- Scheduled for third interview _____(non-vote)

Interview Report Form filed _____
 Scheduled fourth interview for certification _____ (3/4 vote)
 dCOM Action Report sent to BOOM _____
 Registered for Licensing School _____

Certified Candidates Requesting Provisional Membership and Commissioning

Certified Candidate for one year _____
 Seminary Transcript (1/3 work compete-Para. 324 (BOD) _____
 Application for Clergy Relationship to Annual Conference (form #105) _____
 Pastor Parish Evaluation Form (Long) _____
 Pastor Parish Recommendation _____
 Church Conference Recommendation _____
 Mentor's Report _____
 FEF Questionnaire _____
 Sample Written Questions (Paragraph 3249, BOD) _____
 Schedule Interview _____ (fall meeting)
 Interview Report Form filed _____
 File sent to BOOM Registrar _____

Certified Lay Ministers

FEF Questionnaire _____
 Schedule Interview _____
 Interview Report Form filed _____
 dCOM Action Report Sent to BOOM _____

Local Pastors Who Have Not Completed Course of Study

Current Mentor's Report Form _____
 Current College, Seminary, or COS Transcript _____
 Current PPRC Recommendation _____
 Current Charge Conference Recommendation _____
 Current Recommendation of the District Superintendent _____
 Certification of Good Health (Form #113) _____
 _____ (?—is health certification required every year or just for certification)
 Completed Licensing school: _____ Scheduled
 Interview _____ Interview Report Form Filed _____
 dCOM Action Report sent to BOOM _____ File Transferred to Another _____
 District _____ COS completed: _____ File
 Transferred to District Superintendent _____

Certified Candidates Requesting Recertification

Current College, Seminary, or COS Transcript _____
 Current PPRC Recommendation _____
 Current Church Conference Recommendation _____
 Scheduled Interview _____
 Interview Report form filed _____
 dCOM Action Report sent to BOOM _____