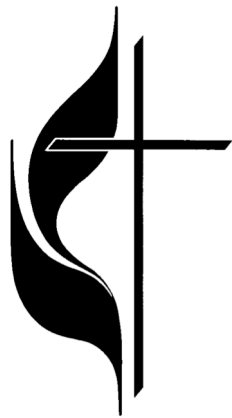


# **District Committee on Ordained Ministry Handbook**



**The South Georgia Conference  
The United Methodist Church  
2012 Edition**

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# Introduction

Those who serve on the District Committee on Licensed and Ordained Ministry (DCOM) participate in a very important process. It is important to those who are seeking to understand God's call upon their lives, whether or not they are being called to licensed or ordained ministry, and how they are to go through the process in which their gifts and graces will be confirmed and developed in response to that call. This process is also important to the Church by insuring that we secure the best leaders for the sake of the church's fulfillment of the Great Commission and the Great Commandment of Jesus Christ. Thank you for your service.

## ORGANIZATION AND MEMBERSHIP

### Amenability

The district committee on ordained ministry shall be amenable to the annual conference through the Board of Ordained Ministry (§666). All actions are *recommendations* to the Board of Ordained Ministry and shall be reported to the Board by the district committee secretary/registrar through Form 100 ("Recommendation of District Committee on Ordained Ministry to Annual Conference" found on the "Ordained Ministry" part of the conference website under "Resources: Policies and Forms").

### Responsibilities

The district committee on ordained ministry is responsible for the following actions:

1. Introductory interviews of candidates *may be held* prior to admission to candidacy and to the assignment of a mentor or mentoring group.
2. Certification of candidate for licensed or ordained ministry (Fitness for Ministry)
3. Recommendation for licensing for pastoral ministry (Fitness for Ministry)
4. Recommendation for Associate Membership prior to interviews with the Board of Ordained Ministry (Effectiveness in Ministry)
5. Recommendation for Provisional Membership prior to interviews with the Board of Ordained Ministry (Readiness for Ministry)
6. Recommendation for Readmission to Conference Membership prior to interview with the Board of Ordained Ministry.

In addition, the district committee on ordained ministry shall aid the local church in the process of enlisting persons for ordained ministry as deacon or elder or for service as a local pastor, encourage persons to enter the candidacy program, and maintain a list of all candidates under its care.

### Membership

(Paragraph 666) All members shall be nominated annually by the district superintendent in consultation with the chairperson or executive committee of the Board of Ordained Ministry and approved by the annual conference. Interim vacancies shall be filled by the district superintendent. The committee shall be comprised of at least three (3) professing members of local churches, a representative from the Board of Ordained Ministry, who may be named chairperson; the district superintendent, who may serve as the executive secretary and at least six other clergy in the district. Clergy members shall include elders and deacons and where possible, women and ethnic clergy, a deacon or elder who is age 35 or younger, an associate member, and may include one local pastor who has completed the Course of Study.

## OVERVIEW: ROLE OF THE DCOM

### A. Candidacy Certification: Fitness for Ministry

- Spiritual fitness
- Psychological fitness
- Physical fitness
- Potential for effectiveness

Interviews occur at these points:

1. Introductory Interview (optional) upon receipt of letter of application and biographical form.
2. Certification Interview following completion of all steps for certification.
3. Annual renewal of certified candidacy.

### B. Licensed Local Pastor: Annual License for Pastoral Ministry

- Fitness issues
  - Readiness issues
1. Recommendation for licensing and conference relationship (student, part-time, full-time).
  2. Annual renewal of the license for pastoral ministry.

### C. Associate Membership: Effectiveness in Ministry

- Assess areas of developing competency
- Review academic background
- Consider current practice of ministry
- How has theological understanding evolved since licensing?

### D. Provisional Membership: Readiness for Ministry

- Assess areas of developing competency
- Review academic background
- Consider field education experiences, internships, other practice ministry experiences
- How has theological understanding evolved since certification?

### E. Readmission to Conference Membership

- Be in touch immediately upon such a request with the Director of Ministerial Services prior to any of these interviews.
1. From honorable location.
  2. From administrative location.
  3. From those who previously withdrew from the ministerial office.

### F. Lay Speakers

- Focus is on creating and maintaining systems of support, accountability, and supervision to Lay Speakers who are assigned to provide leadership to local churches.

## DCOM LEADERSHIP JOB DESCRIPTIONS

### District Superintendent

- Receives letter from candidate with a statement of call and request for application to the candidacy program. (copy also goes to DCOM)
- Refers candidates to the conference website ([www.sgaumc.com](http://www.sgaumc.com)) the “Ordained Ministry” section to read the section on “Finding Your Calling” and “The Candidacy Process.”
- Grants admission to Candidacy by registering the candidate in the Online Candidacy Application System (OCAS) and assisting the DCOM in assigning the candidate to a candidacy mentor or mentoring group.
- Refers candidates to the conference website ([www.sgaumc.com](http://www.sgaumc.com)), “Ordained Ministry,” to access the necessary forms under the heading “The Candidacy Process” (biographical form, medical report form, credit/criminal check consent form, candidate disclosure form, release of information form, etc.)
- Presides at Charge Conference where candidates are voted on.
- Nominates District Committee on Ordained Ministry members and leaders.

### DCOM Chairperson

- Sets date and place for meetings.
- Schedules Introductory Interviews (optional) for candidates requesting admission to the candidacy program and schedules Certification Interviews (required) with candidates who have completed the candidacy program and submitted all required documents. Letters to candidates should include any written work required with deadlines for work to be submitted.
- Writes letter to each candidate regarding the results of the interview and recommended action with a copy in the candidate’s file.
- Sets the agenda and presides at the meetings.
- Makes sure that the DCOM interviews candidates at the appropriate time with the appropriate documents in hand.
- Leads the DCOM in assigning candidacy mentors with assistance from the district superintendent.
- As a representative on the Conference Board of Ordained Ministry, the chair is also to be responsible for assisting in the training of members of the District Committee, exchanging questions and information between the District Committee and the Board of Ordained Ministry, and leading the DCOM in enlistment strategies.

### Secretary/Registrar (If one is not used, the responsibility falls to the Chair.)

- Sends meeting notices.
- Keeps a file of all DCOM minutes.
- Tracks all candidates.
- Maintains the official file for each candidate. Checklists for Candidacy Files and Local Pastor’s Files shall be used to keep a record of documents in each candidate’s file.
- Keeps a copy of all forms.
- Uses Form 100 to record and report to the Board of Ordained Ministry all actions of the DCOM. Keeps a copy of this Action Report Form in the candidate’s file.
- Makes sure that all paperwork is in the file prior to a candidate’s interview.
- Makes sure that the candidate’s and local pastor’s file is complete.
- Obtains from former district the files of candidates and local pastors moving to district.

## DCOM INTERVIEW GUIDELINES

### Guidelines for preparing for an Interview

- Allow thirty minutes ahead of each interview session to review the files and the written documents. Discuss concerns and issues that need to be addressed in the interview.
- Decide on the most important questions and who will ask each question (do not have the chair or one person ask all the questions).
- Decide on the size of the interview group. The DCOM can subdivide for most interviews and then report back a recommendation to the total committee for final decision. Assign interview team conveners as appropriate.
- Refer to the DCOM Handbook to make sure all items are in the file prior to the interview.
- Decide how long the interview will be.

### Role of the Chair (Interview Team Convener)

- Make sure that prior to scheduling an interview, the necessary papers have been submitted.
- Welcome the candidate to the interview and introduce by name and church to the DCOM (team). State the purpose of the interview (Introductory Interview, Certification Interview, Recommendation for provisional or associate membership, etc.)
- Ask members of the DCOM (team) to introduce themselves.
- Ask someone to begin with a prayer.
- State the time available for the interview and be the time-keeper.
- The chair may want to ask the first question. A possible first question might be: "Tell us about yourself your sense of call, and where God is leading you."
- Be careful to involve the members of your committee in asking the questions. After the first question, the chair/convener should focus on process and time-keeping rather than asking questions.
- Ask someone to close with prayer.

### Things to remember

- Decide how to begin the interview. Do not begin with the psychological assessment.
- Remember that the mentor should not make a recommendation in the interview.
- The CANDIDATE does most of the talking.
- Do not allow other committee members to answer questions or to engage in an argument or discussion with the candidate.
- This is not a therapy session.
- Recommendations should be determined by the whole committee after the interview, rather than individual committee members offering advice during the interview, and must be put in writing.
- Decide how the decision of the DCOM will be communicated having the candidate wait in the hall versus a phone call and/or letter following the DCOM meeting.
- Evaluate the interview: What was effective in the interview? What would we do differently next time? Were any questions asked that were inappropriate?
- Remember the distinctions between candidates on the elder track and the deacon track. Ask appropriate questions.

## **Introductory Interview (optional)**

### Requirements prior to interview

1. Letter from candidate with a call statement and request for admission to candidacy program.
2. Biographical form. (Documents to be copied and distributed to committee members)

### Suggested Questions

- Tell us about your journey, your call to ministry.
- Tell us about your involvement and leadership experiences in the church.
- What are your plans for the future, . . . personally, . . . for the church?
- Share about your devotional life. How are you growing spiritually?
- Tell us about your personal strengths . . . your areas of growth.
- What are your goals for the year ahead?
- Talk about your family.
- Talk about positive and negative relationships in your life.
- What do you do to take care of your self physically?
- Share a leadership experience you have had this year.
- Tell us about your seminary classes (for seminary students).

### Action Required

Consensus or majority vote of the district committee on ordained ministry to recommend that the candidate be admitted to the candidacy program and assigned a registered candidacy mentor. The committee could recommend delay of admission and assignment of a mentor and recommend more involvement in a local church. DCOM secretary/registrars send action report to the Director of Ministerial Services.

## **Interview for Candidacy Certification for Ordained or Licensed Ministry**

### Requirements prior to interview:

- One-year membership in UM Church or Ministry
- High School degree or equivalence
- Items required to be on file in the Ministerial Services Office prior to interview:

- |                                     |   |
|-------------------------------------|---|
| 1. Biographical Form (102)          | 10. School Transcripts                      |
| 2. Statement of Call                | 11. Psychological Assessment Report         |
| 3. Criminal & Credit Check Consent  | 12. Summary from Conference Counselor       |
| 4. Criminal & Credit Check Report   | 13. Wesley's Historic Questions (§ 310.1.d) |
| 5. Release of Information           | 14. DCOM Questions (§ 310.2.a)              |
| 6. Candidate Disclosure Form        | 15. Charge Conference Recommendation        |
| 7. Medical Report                   | 16. Mentor Report                           |
| 8. Divorce Petition (if applicable) | 17. Application for Clergy Relationship     |
| 9. Divorce Decree (if applicable)   |   |

### Documents to be copied and distributed to committee members:

- Biographical form (102)
- Mentor Report
- Written response to statements in §§310.2a and .2d.

### Suggested Questions

- Tell us about your journey, your call to ministry.
- Tell us about your leadership experiences.
- What frustrations have you experienced in leadership and ministry?
- What are your plans for the future?
- Are you clear yet whether you are called to full-time or part-time ministry, licensed ministry as a Local Pastor, or ordained ministry as either a Deacon or an Elder?
- Share about your devotional life. How are you growing spiritually?
- Tell us about your personal strengths . . . your areas of growth.
- What are your goals for the year ahead?
- (Although we do not expect the candidate to have a fully formed theology of the sacraments, we should examine if they are willing to learn and eventually accept United Methodist beliefs and practices.) What is your understanding of the United Methodist practice of infant baptism as opposed to baby dedication?
- What is your understanding of our practice of reaffirmation of baptism rather than re-baptism which we do not practice?
- What did you learn about yourself in the psychological assessment process? (This is an opportunity to bring in questions suggested by the Psychological Assessment Committee.)
- Talk about your family.
- Talk about positive and negative relationships in your life:
- What are the most stressful aspects of ministry for you?
- What do you do to take care of yourself physically?
- Share a conflict situation in which you have been involved and how you dealt with it
- Share a leadership experience you have had this year.
- Tell us about your seminary classes (for students).

### Action Required

Individual written ballot, three-fourths majority required to certify. (§666.6) DCOM secretary/registrar sends action report to the Director of Ministerial Services.

Criteria: Spiritual fitness, Psychological fitness, Physical fitness, Potential for effectiveness

### Interview for: Licensing for Pastoral Ministry (Local Pastor)

- Requirements prior to interview: Certification as a candidate for ministry (see requirements for Candidacy Certification). Note that this recommendation may take place in the same interview as for Candidacy Certification, but that action comes first.
- Suggested Questions for Licensing for Pastoral Ministry are the same as that for Certification.
- Action Required: Majority vote with recommendation required to specific: full-time local pastor, part-time local pastor. The DCOM secretary should record this action on Form 100 and send to the BOM registrar.
- Criteria: Spiritual fitness, Psychological fitness, Physical fitness, Readiness for ministry, Potential for effectiveness
- Also note that the vote here is pending completion of Licensing School. Be sure to give Licensing School Registration Form.



## **Interview for: Renewal of Certified Candidacy (annually)**

### Requirements prior to interview

Note: The district committee must let the candidate know what is required. The candidate has the responsibility for requesting these reports be sent to the district committee.

1. Annual recommendation of the candidate's home church charge conference in the file.
2. A written report from the candidacy mentor in file.
3. An official transcript from the school, college, or seminary
4. A written report from the candidate on service and leadership in the church with reference to ¶311.3c and ¶312.3 (i.e. growth in these areas since certification)
5. If the candidate is in a field education program in seminary, a copy of the field education report (called by various titles at different schools) or a written report the supervisor in that setting
6. If the candidate is in college, seminary, or a ministry setting, a letter from the local church pastor as to the candidate's involvement in the local church.

Documents to be copied and distributed to committee members:

#2 from above, Mentor Report

#4 from above, written report from candidate

#5 or #6 if applicable, written report from supervisor or from local church pastor

### Suggested Questions

- Tell us about your journey and the development of your call to ministry over the past year.
- Share several highlights of your ministry this year.
- Tell us about your leadership experiences as a student.
- What were some of your frustrations this year?
- What are your plans for the future?
- Share about your devotional life. How are you growing spiritually?
- Tell us about your personal strengths... your areas of growth.
- What are you doing to avoid burnout?
- What are your goals for the year ahead?
- How has your understanding grown over the past year regarding the differences:
  - Between infant baptism as opposed to baby dedication?
  - Between our practice of reaffirmation of baptism and the practice of re-baptism?
  - Between our emphasis on Holy Communion as a sacramental means of grace consecrated by a licensed pastor or ordained elder and not just a symbolic meal anyone can take the lead in?
- What have you read that has been helpful in your spiritual life?
- What 2-3 characters in the Bible emulate your own spiritual life/journey?
- What do you continue to learn about yourself regarding issues that were revealed in the psychological assessment process? (This is a good time to revisit issues you discussed at the original certification interview.)
- Talk about your family.
- Talk about positive and negative relationships in your life.
- What are the most stressful aspects of ministry for you?

- What do you do to take care of yourself physically?
- Share a conflict situation in which you have been involved and how you dealt with it.
- Share a leadership experience you have had this year.
- Tell us about your seminary classes (for students).

#### Action Required

Individual written ballot, three-fourths majority required to renew. (§663.6) DCOM secretary/registrar sends action report to the Director of Ministerial Services.

#### Interview for: Local Pastor Continuance (annually)

Requirements prior to interview:

(Note: The district committee must let the local pastor know what is required. The local pastor has the responsibility for requesting these reports be sent to the district committee.)

1. Evidence of satisfactory progress in the required studies:
  - a. Local pastors preparing for probationary membership shall complete the Local Pastors' Licensing School and then present annually to the district committee on ordained ministry an official transcript from college, seminary, or Course of Study.
  - b. All other local pastors shall complete the Local Pastors' Licensing School and present annually until completion an official transcript from the five-year Course of Study (must be completed within eight years for Full-Time Local Pastors (four courses a year) and in twelve years for Part-time Local pastors (two courses a year), see §319.3).
2. A written report on the service setting and progress in ministry.
3. Annual written report of the clergy mentor.
4. Recommendation of the district superintendent is done separately and sent to the Director of Ministerial Services by the end of January. Forms can be found in the index of this document.

Documents to be copied and distributed to committee members:

#2 from above if applicable, written report from candidate

#3 from above, written Mentor Report

Suggested Questions for Local Pastor Continuance

- Share your vision for your church/charge.
- BUT focus on the *candidate's* areas of strength and areas for growth rather than spending a lot of time on what is going on or not going on in their church. Be careful to not spend the time evaluating the church/charge, but keep the focus on the local pastor and his/her role.
- Describe your support systems?
- Did you establish any goals or objectives for personal or professional growth last year (in consultation with your mentor)? What were they? What did you do toward accomplishing these goals and how well did it work?
- What were your points of growth over the past year?
- How do you equip laity in your church? Share some specific examples.
- What are your plans for the future? Continuing education plans? Plans for ordination?
- What was your Course of Study focus last year? Did you find it helpful/useful? What changes or improvements to your practice of ministry can you identify as a result of the Course of Study?

- In what ways have you grown the most in the past year, both personally and as a pastor? What do you feel were the causes of this growth?
- How has your understanding grown over the past year regarding the differences:
  - Between infant baptism as opposed to baby dedication?
  - Between our practice of reaffirmation of baptism and the practice of re-baptism?
  - Between our emphasis on Holy Communion as a sacramental means of grace consecrated by a licensed pastor or ordained elder and not just a symbolic meal anyone can take the lead in?
- Were you assigned a clergy mentor to work with you during the past year? If so, describe the relationship and what you worked on with your mentor. If not, is there someone you look upon as your mentor? Was this a helpful relationship? If not, why not? Can this committee be of any help in providing a more helpful mentor relationship?
- What was the most difficult challenge you faced as pastor this past year and how did you meet it? What did you learn from it? How do you feel you have grown as a result of it?
- Talk about your pastoral appointment? Has it been what you expected when you felt called to become a local pastor? In what ways have you been surprised? In what ways have you been affirmed that you are properly responding to God's call in your life.
- What is the single most important thing you need at this point in time to become a better pastor?
- What was the greatest joy you experienced in the past year? Why do you feel this was so?
- How do you integrate your personal and professional responsibilities? Do you experience tensions between family and church expectations of you?

#### Action Required

Majority vote of the committee, specifying annually full-time, part-time local pastor. DCOM secretary/registrar sends action report to the Director of Ministerial Services.

#### **Interview for: Recommendation for Provisional (Deacon or Elder) Membership**

Requirements prior to interview:

1. Annual renewal of certified candidacy or license for pastoral ministry.
2. Certified candidate or licensed local pastor for at least one year.
3. Anticipating meeting the educational requirements of ¶324 plus two preaching courses by June the year they apply.
4. Or for Local Pastors applying under ¶324.6; reached 40 years of age, completed the 5 year Course of Study, and Advanced Course of Study (32 semester hours of graduate theological study) and met the educational requirements of the South GA Conference Board of Ordained Ministry.
5. If this is also the interview for candidacy renewal or local pastor continuance, see the requirements on those pages.

Documents to be copied and distributed to committee members:

None, unless this is also the interview for candidacy renewal or local pastor continuance then see those pages.

## Suggested Questions

- All of us are called by God. Share about your specific call to ordained ministry.
- Questions that would integrate their theology with their practice of ministry.
- At this point, the Board is looking for readiness for ministry. Readiness will be evaluated in four areas: call, theology, personal growth and development, and practice of ministry.
- Questions that make the connection between their seminary/Course of Study education and their practice of ministry.
- How has your theology changed since you have been in seminary/Course of Study?
- Where/what are your support systems?

## Action Required

Written ballot with three-fourths majority vote, recorded on the Form 100 that should be submitted to the Director of Ministerial Services, with a written narrative by the chair of the DCOM attached to the form describing the candidate's areas of strength and areas of growth.

## Criteria:

- Areas of developing competencies.
- Academic background.
- Consider field education experiences, internships, other practice of ministry experiences.
- Review how theological understanding has evolved since certification.
- Review carefully educational requirements. Contact the Director of Ministerial Services with any questions.
- Readiness will be evaluated in four areas: call, theology, personal growth and development, and practice of ministry.

## **Interview for: Recommendation for Associate Membership**

### Requirements prior to interview:

- Annual renewal of license for pastoral ministry with service as a full-time local pastor for four years.
- Reached the age of 40.
- Completed the five year Course of Study (with no more than one year by correspondence or online/distance learning courses).
- Completed a minimum of sixty semester hours toward the Bachelor of Arts or equivalent degree in an accredited college or university.
- Declared their willingness to accept continuing full-time appointment.
- If this is also the interview for local pastor continuance, see the requirements on that page.

### Documents to be copied and distributed to committee members:

- None, unless this is also the interview for local pastor continuance, then see that page.

## Suggested Questions

- All of us are called by God. Share about your specific call to associate membership?
- Why are you seeking associate membership?
- Questions that would integrate their theology with their practice of ministry.
- For associate membership, the Board is looking for effectiveness in ministry. Effectiveness will be evaluated in four areas: call, theology, personal growth and development, and practice of ministry.
- Questions that make the connection between their Course of Study education their practice of ministry.
- How has your theology changed since you have been in the Course of Study?
- Where/what are your support systems?

## Action Required

- Majority vote, recorded on Form 100, with a written narrative by the chair of the DCOM attached to the form describing the candidate's areas of strength and areas of growth submitted directly to the Director of Ministerial Services.

## Criteria:

- Areas of competencies
- Academic background
- Consider current practice of ministry
- Review how theological understanding has evolved since licensing
- Effectiveness will be evaluated in four areas: call, theology, personal growth and development, and practice of ministry.

## **Interview for Certified Lay Servants/Lay Speakers/Lay Ministers (§266.6, §268, §271)**

In order to enhance the quality of ministry to small membership churches, and in deference to an expression of gifts and evidence of God's grace associated with the lay ministry of early Methodism, the certified Lay minister shall preach the Word, provide a care ministry to the congregation, assist in program leadership, and be a witness in the community for the growth, missional and connectional thrust of The UMC as part of a ministry team with the supervision and support of a clergy person.

In the South Georgia Annual Conference, District Superintendents are routinely required to supply churches with lay persons, usually referred to as Lay Supply. They are assigned, but not appointed. In some ways they also fall under the categories of Certified Lay Servants (§268) and Certified Lay Ministers (§271). In recognition of the vital role they play in our conference and the need to provide them support, training, supervision, and accountability, some district committees on ordained ministry (DCOMs) are going beyond the biannual appearance before the District Committee on Ordained Ministry required for recertification as Certified Lay Ministers (§271.4). They are requiring annual interviews with the DCOMs and group mentoring for their Lay Speakers.

Requirements that could be made prior to interview: (Until our Conference adopts standard practices all that follows are suggestions.)

(Suggestions)

1. Must be a certified lay speaker or a person with equivalent training (if not a certified lay speaker, contact the Director of Ministerial Services).
2. Made application in writing, including detailed statement as to reasons for application and evidence of how their service in the local church has demonstrated appreciation of the history, polity, doctrine, worship and liturgy of The United Methodist Church, to the district committee on ordained ministry.
3. Biographical form.
4. Criminal Background Check in file.
5. Written recommendation by the pastor of the local church where he/she holds membership.
6. Vote of the church council or charge conference.
7. Verification of completion of courses relevant to his/her assignment including preaching an exegesis, the care of the congregation, etc.
8. Written recommendation of the district superintendent

Documents could be copied and distributed to committee members:

#2 from above: Written application

#3 from above: Biographical form

#5 from above: Recommendation by the pastor

#8 from above: Recommendation by the district superintendent

Suggested questions:

- Tell us about your journey of faith.
- Tell us about your leadership experiences in the local church.
- Tell us how your service in your local church has demonstrated your appreciation of the history, polity, doctrine, worship and liturgy of The United Methodist Church. (This is a required question from the Book of Discipline.)
- Share about your devotional life. How are you growing spiritually?
- Tell us about your personal strengths . . . your areas of growth.
- What have you read that has been helpful in your spiritual life?
- Talk about your family.
- Talk about positive and negative relationships in your life.
- What are the most stressful aspects of ministry for you?
- What do you do to take care of yourself physically?
- Share a conflict situation in which you have been involved and how you dealt with it.
- Share a leadership experience you have had this year.

Action Required

- Majority vote of the district committee on ordained ministry. DCOM secretary/registrar sends action report to the Director of Ministerial Services.

**Interview for: Re-certification of Certified Lay Minister** (Until our Conference adopts standard practices all that follows are suggestions.)

1. Written recommendation with a ministry review by the church council or charge conference from the congregation where assigned.

2. Verification of satisfactory completion of an approved continuing education event (a least 1 CEU or equivalent).
3. Written recommendation of the district superintendent.
4. Interview and recommendation of the district committee on ordained ministry.

Documents to be copied and distributed to committee members:

#1 from above, Ministry Review by church council or charge conference

#3 from above, recommendation of the district superintendent.

#### Suggested Questions

- Share several highlights of your ministry this year.
- Tell us about your church involvement and leadership experiences.
- What were some of your frustrations in ministry this year?
- What are your plans for the future, . . . personally, . . . for the church?
- Share about your devotional life. How are you growing spiritually?
- Tell us about your personal strengths . . . your areas of growth.
- What are you doing to avoid burnout?
- Talk about your family.
- Talk about positive and negative relationships in your life.
- What are the most stressful aspects of ministry for you?
- What do you do to take care of yourself physically?
- Share a conflict situation in which you have been involved and how you dealt with it.
- Share a leadership experience you have had this year.
- Are you considering licensed or ordained ministry? If not, why not?

#### Action Required

- Majority vote of the district committee on ordained ministry. DCOM secretary/registrar sends action report to the Director of Ministerial Services.

#### **Interview for: Recommendation for Reinstatement (local pastor) or Readmission:**

- To Provisional Membership or Associate Membership
- After leaving the ministerial office to full membership as elder or deacon
- After honorable location or administrative location
- After termination by action of the annual conference

#### Requirements prior to interview:

- Immediately contact the Director of Ministerial Services for detailed instructions
- Contact the Bishop's Office for supervisory file information
- Depending on the circumstances, most of the following will be required:
  - Credit/Criminal Background Check through the Director of Ministerial Services Office. Forms are on website.
  - File documents related to the reasons for discontinuance or withdrawal
  - A written request by the candidate on his/her reasons and qualifications for readmission and a statement on the circumstances relating to their discontinuance or withdrawal

- A satisfactory report and recommendation by their charge conference and pastor
- Other letters of recommendation, if needed
- Report of career counseling, if applicable
- Completed Medical Report
- Psychological Assessment
- Additional information or report on requirements set by the Board or annual conference when discontinued or withdrawal.

Documents to be copied and distributed to committee members:

- reasons for discontinuance or withdrawal
- written statement by the candidate

Suggested Questions

- Questions would be determined based on the nature of the discontinuance or withdrawal.

Action Required

- For reinstatement as a local pastor, majority vote which is a recommendation to the Board of Ordained Ministry and Cabinet.
- For readmission to associate, provisional, or full membership, majority vote that is a recommendation to the Board of Ordained Ministry (which will require an interview with the Conference Relations Committee and Cabinet.)
- Because an interview is required for candidates seeking provisional membership with the BOM, the DCOM chair must contact the BOM registrar.

### **Guidelines for Accepting as Certified Candidate From Another Annual Conference**

¶1313.3, The Discipline states that *“a person who is a certified candidate or who is in the candidacy process may have her or his status or studies accepted by another district committee in the same or another annual conference.”*

- The candidate’s file is sent to the Director of Ministerial Services.
- The file must include all of the items required by the South Georgia Conference at whatever stage of candidacy. For example,
  - At the exploring candidacy level, must have
    - validation of enrollment in candidacy studies
    - biographical form
  - At the declared candidacy level, all preceding items plus
    - record of the Charge Conference approval.
  - At the certified candidacy level, all preceding items plus
    - the psychological assessment
    - criminal background check
    - credit check
    - medical report
    - the written response to ministry
    - mentor reports
    - recommendation from the former district Committee on Ordained Ministry
    - district superintendent’s recommendation



- annual renewal of candidacy.
- For a licensed local pastor, all preceding items plus
  - documentation of licensing (copy of the license)
  - annual renewal of the license for pastoral ministry
  - transcripts showing progress in the course of study
  - transcripts of undergraduate education if applicable
  - recommendation from the current district superintendent.
- The district Committee on Ordained Ministry reviews the candidate's file.
- An interview is required prior to acceptance of candidacy.
- If the candidate is certified and is requesting local pastor status, the district Committee makes a recommendation regarding licensing by the South Georgia Conference. Licensing is dependent upon the person receiving an appointment in the South Georgia Conference.
- The action is reported to the registrar of the Board of Ordained Ministry for approval by the South Georgia BOM.

### **Guidelines for Accepting Ordained Clergy From Another Denomination**

¶347.3, The Discipline states *“On recommendation of the board of ordained ministry the clergy members in full connection may recognize the orders of elders or ordained clergy from other denominations and receive them as probationary members or local pastors.*

- The candidate's file is sent to the Director of Ministerial Services.
- The file must include all of the items required by the South Georgia Conference:
  - Credentials from the other denomination (these credentials will be evaluated by the General Board of Higher Education and Ministry).
  - Written statement of their agreement and willingness to support and maintain United Methodist doctrine discipline and polity.
  - Health form
  - Psychological assessment
  - Credit/criminal background check, candidate disclosure form
  - release of information form
  - biographical information form.
- The district Committee on Ordained Ministry reviews the candidate's file.
- An interview is required prior to acceptance as local pastor.
- If the candidate is seeking provisional membership they shall provide evidence of completion of courses in United Methodist history doctrine and polity (see interview for provisional membership). Because an interview with the BOM is required for candidates seeking provisional membership, the DCOM chair must contact the BOM registrar.
- The recommendation is reported to the Board of Ordained Ministry for approval.

## Where to Find Other Resources Vital to the Work of the DCOM

- **Candidacy Checklist**
  - The Candidacy Process can be found by going to the Conference Website ([www.sgaumc.org](http://www.sgaumc.org)), clicking the heading “Ordained Ministry,” and then clicking “The Candidacy Process.”
  
- **Essential Forms for the Candidacy Process**
  - The following forms can be found under the “Ordained Ministry” heading, and then clicking “Resources: Policies and Forms”:
    - DCOM Recommendation to the BOM (Form 100)
    - Biographical Form
    - Medical Report
    - Declaration of Candidacy
    - Renewal of Candidacy
    - District Superintendent’s Report
  
- **The 2012 Book of Discipline**
  - The following paragraphs guide the work of the DCOM
    - The paragraphs in the “300’s” section deal with clergy candidacy and clergy relationships
    - Paragraph 666 defines and describes the work of the DCOM
  
- **[www.gbhem.org](http://www.gbhem.org)**
  - The general board that your work relates to is the General Board of Higher Education and Ministry.
    - Click “Ministry,” Click “Networking,” Click “Boards of Ordained Ministry,” Click “Board of Ordained Ministry Handbook,” Scroll to Section 3 (The Candidacy Process), Chapter 8 is of particular value
      - “Candidacy and Conference Relations Forms” contains “Action Outlines that are helpful
    - Under “Boards of Ordained Ministry” also find and click “General Training Resources” and click the “dCOM” tab and you’ll find other helpful information.