



Peninsula – Delaware Annual Conference  
of The United Methodist Church

## **Board of Ordained Ministry**

Chair: Rev. John Mitchell

Vice-chair: Rev. Darlene Dixon



### **Interview Requirements**

**for Provisional Membership and Commissioning  
in The United Methodist Church: Order of Deacon**

Read *The Book of Discipline 2008* Paragraphs 324 – 331

**All requirements are to be submitted to the Registrar  
no later than November 15, 2011 at 5:00 pm**

**1. Application for Provisional Membership and Commissioning** (Due July 15, 2011)

#### **2. Personal Photo**

Provide a recent photo. It does not have to be professional and size may vary, not to exceed 8" x 10", but it must be clear. This photo will be retained in your file.

#### **3. Recommendation of the District Committee on Ordained Ministry**

The District Committee on Ordained Ministry affirms that you have been "certified as a candidate" for at least one year. The DCOM also affirms that you have fulfilled your service requirement, and supports your application. Ask the DCOM Chairperson to forward the recommendation directly to the Registrar.

#### **4. Recommendation of the District Superintendent**

This is a written evaluation of the four ministry areas which we will examine in the interview process:

1. Bible and Theology
2. Worship, Sacrament and Preaching
3. Human Relations and Pastoral Care
4. Church Administration, Christian Education and Evangelism

#### **5. Report of the Mentor**

This is a descriptive report of the covenant, themes, dates and settings of your mentoring relationship. The report is to be descriptive, not evaluative in nature. To distinguish between description and evaluation look for words and phrases that convey opinion, judgments, rating or advocacy. Have your mentor eliminate these from the report. You and your mentor should reach a consensus on the report. It should then be signed by both of you. Have your mentor forward completed and signed copies directly to the Registrar. Also, remember that it is your responsibility to invite your mentor to your interview as soon as you have received your date.

#### **6. Statement from the Staff/Pastor-Parish Relations Committee or other supervisory body**

Please ask your SPPR Committee, or the appropriate supervisory body in your ministry setting, to complete and submit their report, on the form provided, directly to the Registrar.

#### **7. Statement from the Senior Pastor (if you serve on a pastoral staff)**

If you are a part of a pastoral staff in your setting, please ask your senior pastor to submit his or her report directly to the registrar. This form is available on the Pen-Del Conference website.

#### **8. College Transcript**

An official college transcript should be forwarded directly to the office of the Registrar.

#### **9. Recommendation of your seminary**

Please ask your seminary to forward the Standard Recommendation Form for Provisional Membership directly to the Registrar. Be sure to complete and sign your part of the form on page 1 before you present it to your seminary. This form is available on the Pen-Del Conference website.

#### **10. Transcript from the seminary**

Please ask your seminary to forward an official transcript directly to the Registrar. This will need to be updated following the completion of your course work for the spring, unless you have already graduated.

#### **11. Medical Report**

Form 103 may be downloaded from the website of the General Board of Higher Education and Ministry at this address: [www.gbghem.org/ResourceLibrary/FORM103.pdf](http://www.gbghem.org/ResourceLibrary/FORM103.pdf). You may take the medical report form to the physician of your choice. It is suggested that you present the form in an envelope addressed to the Registrar.

#### **12. Psychological Assessment**

You will need to have a follow up interview if you have not been assessed within the last four years, or if the Board of Ordained Ministry feels it is necessary as additional information for the interview process. If your last psychological assessment was prior to January 1, 2008, please contact the registrar for further information.

#### **13. Criminal/Credit Records Check**

Criminal/Credit background checks are done online at [www.oxforddoc.com](http://www.oxforddoc.com). At the website click the middle button on the right hand side labeled "Applicants". Enter our conference ID # 526, and then select position code #1. Once you have successfully completed the form, the Registrar will receive an e-mail notification from the Oxford Document Company. You will be responsible for two thirds of the cost of the records check. You may request help from your local church or charge, they will often cover a third of the total price. The Annual Conference will cover the remaining one third of the cost. Total cost is variable, and depends on the number of counties in which you have resided in the past seven years.

#### **14a. A taped service of worship**

Provide one full length DVD recording of the worship service in which you preached the sermon you are submitting as requested below. This service must have occurred within the past year. If a video recording is not possible, then you may submit an audio cassette or CD recording. **Make sure your name is on the case and the tape or disc itself.** Be sure you use a high quality media. Mark audio cassettes side 1 and side 2, and rewind the tape.

- OR-

### **14b. Teaching / Leadership Plan**

As an alternative to a service of worship and a sermon, you may present a comprehensive teaching / leadership plan for sharing the Bible in the setting where you will be in ministry. This is a written approach, and may include a message, lecture, Bible study, children's sermon. This is a plan for proclaiming the Word of God to those with whom you will be in ministry. Include a bibliography of any resources used, and share your methodology of teaching.

### **15. Additional written materials**

All of the following material is to be assembled in the order that is indicated. Using the "Cover Page" which is available on the Pen-Del Conference website as a guide, please assemble 45 copies of these materials, to be distributed to the members of the Board of Ordained Ministry. Please make sure that they are securely stapled or bound together, in a soft cover folder. **Do not** use a hardcover three-ring binder. Copies may be two-sided, as long as the paper is of a heavy enough weight that printing does not show through. There are no specific directions for font type, size or line spacing, simply be sure that your work is clearly legible. Do not attach any other documents to your paper. Please number the pages of your written materials. Also, please include a copy on CD for the registrar's files.

**\* Please refer to the new "Technical Writers" policy for further information about the style and other technical requirements.**

1. Theological Statement

The Board is interested in your personal affirmation of faith. This statement is limited to one page.

2. Written Sermon

Prepare a sermon in manuscript from an Old Testament text. This must be a sermon which you have preached to a congregation with the past year. If you did not preach from a manuscript you will need to record and transcribe the sermon. Include in your written materials a copy of your service bulletin from the day that you preached the sermon. Include this in your materials following the sermon.

OR

Your written teaching / leadership plan as described in 14b.

3. Autobiographical Statement

In a few paragraphs, answer the question "Who am I?" as you reflect on your personal background and growth, your understanding of your call and vocation, your personal faith commitment and applied theology. Please use the following outline:

Personal and Vocational data:

Age

Health

Family Status

Education

Call to Ordained Ministry

(Include other careers you have experienced or considered, your abilities and skills, a description of the first time you sensed your call, and when you made the decision to become an exploring candidate)

4. Spiritual Autobiography

What formative Christian experiences have shaped your life and how have The United Methodist Church, and other Christian Churches or ministries influenced your spiritual formation? In what ways do you desire to continue to grow in your spiritual life?

5. Bible Study (this is in **addition to** option b. in item 14)

Create, teach and provide actual copy of Lesson Plans used by you for teaching a Bible study on the subject of Baptism. This Bible study must include at least four sessions, and must have been taught within the last year.

- a. List your resources (including a "Works Cited" page)
- b. Plans should include detailed information in regards to preparation time needed, materials needed, time required for each session, methodology of teaching (including questions / topics for discussion). Plans should be clear enough and detailed enough for others to use for teaching purposes.
- c. Include a summary of the evaluation results of your Bible study from those who participated. (See the evaluation form in the packet and duplicate it for members of your Bible study)

6. Disciplinary Questions Paragraph 324.9

- a. Read and consider carefully all of the questions in paragraph 324.9 (*The Book of Discipline 2008*) Provide written answers to questions **a,h,j,k,l,n** and **any two others**, for a total of **eight**. State the questions before you give your response. Do not simply respond to the questions with a 'yes' or 'no', provide the context, experience and/or reasoning that supports your answer.
- b. In addition, please respond to the following questions:
  - i. What is your understanding of the teaching office of the commissioned and ordained ministry, particularly the teaching of the Bible?
  - ii. What is your understanding of the ministry of administration? How do you approach this ministry?
  - iii. From your perspective as a candidate for the commissioned and ordained ministry, how would you counsel with another Christian concerning the following issues? Please choose two of the following and discuss your approach:

world hunger	poverty
abortion	aging
women's liberation	human sexuality
racial justice	euthanasia
  - iv. What is the meaning and significance of the sacraments?
  - v. What is evangelism? Describe your understating of the evangelistic role of the church.

7. Personal Interview

Location and dates of the interviews will be published as soon as this information is available. Please hold all of the published dates, one of these dates will be assigned for your interview. The interview will be a day-long process, beginning at 9:00am. (Refreshments will be available beginning at 8:00am). We will provide more details at the candidates' luncheon, scheduled for September 12, 2011. There will be another interview with the Board when you apply for full membership and ordination as an elder. During your time as a provisional member, you will be participating in a continuing education and formation process with other members of your commissioning class in your district.

**All of the items in section XIV must be approved by a registered technical reader or by the Technical Reading Review Committee and received by the registrar no later than November 15, 2011, at 5 pm. If your written work is late, is incomplete, or is not completed according to the Board's instructions, your paper will not be accepted and you will not be scheduled for an interview in this year's process**

Registrar: Christine Lee  
32051 Long Neck Rd.  
Millsboro, De 19966  
302-945-9453 [C]  
302-945-5311 [H] [chris\\_lnumc@msn.com](mailto:chris_lnumc@msn.com)