TO: Candidates for Full Connection  
FROM: Julie Boone, BOM Chair  
        Alice Rogers, Director, The Center for Clergy Excellence  
RE: Full Connection Materials and Interview Process  
DATE: May 1, 2023

We pray your Provisional period has been formative and that you are ready to submit your annual Member Report requesting ordination and admission into Full Connection in the North Georgia Annual Conference. The Board of Ordained Ministry will meet to interview candidates on March 4-6, 2024. For now, you will want to reserve those days in their entirety, and closer to the interview dates you will be assigned a specific time in which you should be present.

Regarding your Fruitfulness Projects, we have a change of process for submission of those proposals and projects. First, mark your calendar now for November 2, 2023, as Fruitfulness Celebration Day. The BOM wants to celebrate the Fruitfulness Projects and your work during the provisional period. During your regularly scheduled RIM gathering you will present your Fruitfulness Project to the Board of Ministry and to your RIM colleagues. You will have twenty (20) minutes to give a description of your project, the fruit of your project, and your assessment of how it was received by the church and community. You will still be responsible for submitting your final reflection with your written paperwork.

The materials you need to prepare for your interviews with the Board are enclosed. Please read the entire packet and reference the checklist (pages 7-8) as you work through the materials to verify you have completed every required section. Read each section closely as directions may vary, and following the directions is a part of the process. Make sure you are clear about what is required in each section, and that you have fully completed each part and all the questions. Incomplete documents will prevent you from being eligible to interview.

Beginning this year we have a process change, and you will be required to submit all Called and Disciplined Life required forms (credit check, criminal background report, background affidavit and statement of integrity) by December 1, 2023. You will submit these items by posting them to eBridge by December 1, 2023, at 11:59pm. Your file will be considered incomplete if everything is not posted by 11:59 pm, and you will not be eligible to move forward to the written submission process.

You will submit all your written materials via eBridge and your sermon/project video via Basecamp no later than January 7, 2024, at 11:59 pm; there are no exceptions. Using the Registration Link you will be able to select an appointment time on January 8, 2024, to review and confirm the receipt of all your materials with CCE. Again, all written, and video materials
are due by January 8th at 11:59pm, and you cannot proceed to the interview process if all materials are not submitted.

You will not be able to submit paper copies; you must submit all materials online following the appropriate directions. At your scheduled appointment time you will receive a call from CCE, and they will walk through your file with you, confirm receipt of your materials, and email you a follow-up confirmation regarding the status of your file and your eligibility to interview. Again, you can access the registration link to make an appointment by visiting the Center for Clergy Excellence website and clicking on link the 2024 Full Connection Material Submission Registration.

Please know that the Board of Ordained Ministry and the Center for Clergy Excellence are praying for you as you begin this next step towards ordination. If we can be of assistance to you, please feel free to contact us, Julie Boone, BOM Chair at julie.boone@ngumc.net or 770.429.7800, or the Center for Clergy Excellence clergyexcellence@ngumc.org or by phone at 678.533.1369. We look forward to serving with you as colleagues in the ministry.

Again, read the packet entirely, follow all the instructions and pay careful attention to the details. Ask someone to review your materials in advance of the deadline, so you have ample time to make corrections. Most importantly, submit your very best work.
FULL CONNECTION PACKET CONTENT

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Page 7-8: Full Connection Checklist

Page 9-12: Called & Disciplined Life
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Page 30-42: PART III: Forms and Documents (page 11-12) Due November 15, 2023
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Page 29 Suggested Bibliography Resources

Page 43-51 Directions for using Basecamp and eBridge
   eBridge is the online platform where you will post all written materials. The directions include screen snapshots to assist you in this process. If you do not already have a username and ID for both programs, you will be assigned one by CCE. To request your ID or reset your password by email clergyexcellence@ngumc.org or by phone at 678.533.1369.
WHAT TO EXPECT?

Welcome to the North Georgia Conference Board of Ordained Ministry (BOM) interviews! We celebrate what God is doing in your lives and look forward to working with you in ministry in the years to come.

Relationship to Board of Ordained Ministry

The Church, through the Board of Ordained Ministry (BOM), provides support for persons responding to God’s call to the full-time vocation of ministry through the discernment process of candidacy and mentoring, financial support with Ministerial Education Funds while in seminary or Course of Study, and Residency in Ministry groups for Provisional Members.

The Board is also charged with responsibility for upholding the standards and requirements for ordained ministry in The United Methodist Church by confirming that required academic course work is completed, and answers to the questions for provisional membership and ordination are answered in ways that demonstrate competency and authentic calling to ordained ministry.

Requirements for Ordination

Successful candidates for Full Connection and Ordination must demonstrate “effectiveness” in their practice of ministry, called and disciplined life, theology and doctrine, and leadership development. This effectiveness is evaluated through the supervision of one’s district superintendent, annual ministry reviews, provisional residency group participation, the written ordination exam, the interviews, and the submission of a Fruitfulness in Ministry project.

Structure of the Board of Ordained Ministry

The North GA BOM is composed of fifty-five clergy and laity from across the conference. They are divided into small interview teams that work to evaluate your materials based on each area: Theology and Doctrine, Practice of Ministry, Called and Disciplined Life, and Leadership Development. Additionally, there is a specialty team that meets with candidates who self-defer, change order, require endorsements, and other various reasons requiring The Board of Ordained Ministry approval.

Location of Interviews and Overnight Lodging

The interview venue will be determined during the fall of 2024. The interview schedule begins with lunch and ends late afternoon. If you live out of state or a significant distance from the interview venue, the BOM will provide accommodations for you. All candidates should plan their travel time accordingly to account for unpredictable traffic, as you do not want to be late for your interview.
Evaluation of Interview Materials
Candidates are expected to submit their best written work and to be prepared to present themselves successfully in the interview. Written work is to be grounded in United Methodist theology reflecting the candidate’s deepest understanding of the questions asked. Please proofread carefully for correct spelling and grammar as your work will be evaluated accordingly.

It is permissible to use a proofreader and to request clergy colleagues and BOM members to review paperwork for content. BOM members who choose to assist candidates may serve in an advisory role; however, they shall not write, rewrite, or make substantive changes to candidates’ work. The opinions and suggestions of individual BOM members neither reflect nor predict the BOM’s action.

The Interview Process and Reviewers
Prior to interviews, candidates are notified of the specific time and day of their interview. Since this is an interview, no spouses, family, or friends may attend. Please dress comfortably but professionally. Bring a paper copy of the materials submitted to the BOM for reference while interviewing.

At the same time, you are notified of your specific interview date and time, you will be assigned a “Reviewer” from the BOM. Candidates should contact their reviewer immediately to schedule a time to meet and discuss the materials that have been submitted. Candidates can expect their reviewer to have read all materials and to be available for a pre-interview meeting at a mutually convenient time. Reviewers are not advocating for their candidates but are thoroughly familiar with all material submitted by the candidate. The reviewer will also fully engage with the rest of the team during the interview. On the day of the interview, each candidate will be assigned a “Host,” and they will escort the candidate to the interview, sit with the candidate and fully observe the interview process. The Host will not read any material submitted by the candidate and is truly a non-biased observer in the interview. If candidates experience any difficulty accessing their presenters, please notify the Center for Clergy Excellence immediately.

The interview day begins as the candidates and BOM members gather for a time of welcome, instructions about the schedule, introduction of candidates, and worship. Candidates will then be accompanied by their Host to their specific interview room. There will be a time of introductions and instructions, and then each candidate will interview with the same team for twenty minutes in each of the following areas: Called and Disciplined Life, Theology and Doctrine, Practice of Ministry, and Leadership Development. There will be a break between Theology and Doctrine and Practice of Ministry. Following the interviews, candidates are free to leave.
The Board convenes daily after all interviews are completed to receive and discuss the recommendations of each Team. The Board will review each Team’s recommendations, and candidates will be notified by a phone call from the Reviewer that day following the Board’s decision. Please make sure your Reviewer has your best phone number and that you are available during the evening of your interview. We encourage you to plan to spend your evening in a supportive environment.

**Categories of Responses from the Board of Ordained Ministry**

There are three categories of responses that you can expect at the end of the day: approved, deferred due to deficiencies, or discontinued.

A. **Approved**: Full Connection Candidates who have met all the requirements, and passed all committees are recommended for ordination and election into full connection. Candidates will be voted and confirmed at the clergy executive session of annual conference to be elected in the clergy session at Annual Conference.

B. **Deferred Due to Deficiencies**: Each year, the Board has to say, “Not yet,” to some candidates. Candidates who are deferred because of deficiencies receive detailed explanations of where they could have done better and how they can improve before being interviewed again. If this is part of your evaluation, it is important that you take the instructions seriously.

C. **Discontinuance**: Occasionally the BOM has to say to a candidate, “We believe you are called to ministry, but not ministry as a full connection deacon or elder in The United Methodist Church.” This decision is always made prayerfully and thoughtfully with the clear understanding that as baptized children of God, all are called and equipped to serve in a variety of ways as clergy and laity. In the circumstance of discontinuance, there is a process for appeal. If the decision of the BOM for a full connection candidate is discontinuance it may be appealed. Decisions are not always predictable, so it is strongly suggested that candidates, family, friends, co-workers, church members wait until after the retreat before making plans or issuing invitations to attend the service of commissioning and ordination at Annual Conference.
FULL CONNECTION CHECKLIST

CALLED AND DISCIPLINED LIFE

PART I: Current/Updated Autobiography (Post to eBridge)
PART II: Respond to 10 Called and Disciplined Life questions (Post to eBridge)

CALLED AND DISCIPLINED LIFE – these materials are due 11/15/2023!

PART III: Forms and Documents

Please post the following item as ONE document to eBridge

- Current Credit Report with FICO Credit Score (Post to eBridge)
- New Background Affidavit (notarized) (Post to eBridge)
- Plagiarism Statement (notarized) (Post to eBridge)

The following items will be posted to eBridge by your District Office or CCE

- Psychological Evaluation (less than four years old)

Submit the following forms to your district for processing by September 1, 2023 (pages 33-35)

- Authorization to Obtain a Consumer Report via Trak-1
- Georgia Consent Form

THEOLOGY AND DOCTRINE

PART I: Respond to 11 Theology and Doctrine questions (Post to eBridge)

PRACTICE OF MINISTRY

PART I: Respond to 4 Practice of Ministry questions – (Post to eBridge)
PART II: Bible Study (all material should be combined into 1 PDF & posted to eBridge)

- Background Information Sheet
- 4-6 Week Bible Study Outline
- One Detailed Lesson Plan
- List of Resources/References used and Recommendation for participants.

Elder and Deacon, Track 1 Option:

PART III: Sermon (all sermon/worship materials should be combined into 1 PDF & posted to eBridge)

- Background information sheet for sermon
- Manuscript or transcript of sermon
- Bulletin/Order of Worship
- Worship Video (Posted to Basecamp)

Worship Video Accessed by CCE Staff: __________ (date reviewed)
PRACTICE OF MINISTRY – Continued

Deacon Only Track 2 Option:

_____ PART III: Ministry Video Project (combined all written work into 1 PDF & posted to eBridge)
   _____ Written Explanation/Reflection
   _____ Background information sheet
   _____ Handouts if Applicable
   _____ Ministry Video (Posted to Basecamp)
   Video Accessed by CCE Staff: ________________ (date reviewed)

LEADERSHIP DEVELOPMENT

_____ PART I: Respond to 4 Leadership Development questions (Post to eBridge)
_____ PART II: Fruitfulness in Ministry Project (Post to eBridge as one document)
   _____ Assessment and Reflection
   _____ Participant Evaluations
_____ PART III: Letters of reference
   Submitted directly to CCE by the reference:
   • District Superintendent
   • SPRC Chairperson: (if you are appointed as an associate or pastor in charge)
   • Senior Pastor: (if you are appointed as an associate)
   • Supervisor: (if you are appointed to extension ministry)

_____ Residency in Ministry Evaluations (Post to eBridge by CCE)

Received by and date completed: _______________________________________________________

Once your file is completed, a copy of this checklist will be given to you following your appointment time.
General Instructions – Please Read Carefully

- **Paper Requirements:**
  - Header: Upper Right Corner include your name, section, and page number
  - Example: Name, Autobiographical Statement, pg. 1
  - Post your Autobiographical Statement (PART I) to eBridge, as one PDF document no later than January 7, 2024, at 11:59 pm.
  - Read all the directions before posting your written work and documents!

- **Paper Parameters:** double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper

- **Answer Length:** Autobiographical Statement should be 5-7 pages.

**PART I: Autobiographical Statement (all candidate)**

All Candidates will provide the Board of Ordained Ministry a written concise autobiographical statement including age, health, family status, Christian experience, call to ministry, educational record, formative Christian experiences, and plans for service in the church and world. Items you may consider including are a change in marital status, children, major illnesses, death of loved ones, or vocational changes. If you serve in an Extension Ministry, describe your involvement with the local church to which you are most closely connected. The Board uses this document to get to know you and to understand where you are in ministry and how you have come to discern and respond to your call in The United Methodist Church. Previously deferred candidates must submit an updated autobiographical statement including information about how you have addressed deferment (small group/coach) and any family situations that have changed since you last interviewed.

General Instructions – Please Read Carefully

- **Paper Requirements:**
  - Header: Upper Right Corner include your name, section, and page number
  - Example: Name, Called and Discipline Life, pg. 1
  - Example: Name, Autobiographical Statement, pg. 1
  - Post your Called and Discipline Life answers (PART II) to eBridge, as one PDF document no later than January 7, 2024, at 11:59 pm.
  - Read all the directions before posting your written work and documents!

- **Paper Parameters:** double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
PART II: Called and Discipline Life Questions (all candidates)

1. How has the experience of ministry shaped your understanding of your vocation as an ordained deacon or elder? ¶330.5b(1)/335.8b(1)

2. Elders, how has the practice of ministry affected your understanding of the expectations and obligations of the itinerant system? Share your understanding of what it means to “offer yourself without reserve to be appointed and to serve as the appointive authority may determine.” ¶335.8c(1)

3. Deacon, do you offer yourself to be appointed by the bishop to a service ministry? ¶330.5c(1)

4. Describe and evaluate your personal gifts for ministry and how they have resulted in fruitful ministry. What would be your areas of strength and areas in which you need to be strengthened in order to be more fruitful in ministry? ¶330.5c(2)/335.8c(2)

5. Methodism is in ministry to all the world. The BOD 330.5c(4) and 335.8c(4) requires evidence of your willingness to be engaged in ministry to all persons without regard to race, color, ethnicity, national origin, social status, gender, sexual orientation, age, economic condition, or disability. What examples can you share of how you have been in ministry across these boundaries?

6. Will you regard all pastoral conversations of a confessional nature as a trust between the person concerned and God? Do you have a clear understanding of when you are required to be a mandated reporter? ¶330.5c(5)/335.8c(5)

7. BOD 330.5c3 and 335.8c3 asks “for the sake of the mission of Jesus Christ in the world and the most effective witness to the Christian gospel and in consideration of your influence as an ordained minister, are you willing to make a complete dedication of yourself to the highest ideals of the Christian life; and to this end will you agree to exercise responsible self-control by personal habits conducive to physical health, intentional intellectual development, fidelity in marriage and celibacy in singleness, integrity in all personal relationships, social responsibility, and growth in grace and the knowledge and love of God.” Are you willing to uphold these responsibilities, and how do you practice such disciplines now?

8. In what ways have you been involved in peace and justice ministries? ¶330.5c(6)/335.8c(6)
9. Describe your evaluation of your physical health. When was your last medical check-up and what did it reveal about your health? What are your current health problems, if any, and how are you caring for yourself? How do you see physical health as important to the life of a minister? How do you maintain healthy boundaries and balance? ¶330.4(1)/335.4

10. Modern technologies like social networking invite us to make our private lives public. What steps will you take to safeguard your integrity and maintain your ethical boundaries as a disciple of Christ and a United Methodist clergyperson? What opportunities do you see in such technology for making disciples for the transformation of the world? How have you benefited from technology in your ministry?

General Instructions – Please Read Carefully

- Form Requirements:
  - Post your Called and Disciplined Life Forms as ONE PDF to eBridge no later than November 15, 2023, at 11:59 pm.
    - Background Affidavit, Plagiarism Statement, Credit Report (income/expense document if needed)
  - Your district office will upload your updated Trak-1 report directly to eBridge. You must submit the Authorization Form and GA Consent Form directly to the district office no later than September 1, 2023, for processing.
  - CCE will upload your psychological assessment directly to eBridge.

PART III: Forms and Documents – Due November 15, 2023

Plagiarism Statement
Complete the plagiarism statement form (page 31), have it witnessed by a Notary Public, and submit it as a part of your Called and Disciplined Life forms. All paperwork is subject to review via iThenticate, a plagiarism search engine used by the many different annual conferences.

Background Affidavit and Background Check
You are required to complete the Background Affidavit (page 32) and request a Consumer Report (criminal background check – pages 33-34). These are TWO different documents, and both are required. Complete the background affidavit form (page 32), have it witnessed by a Notary Public, and submit as a part of your Called and Disciplined Life forms. Submit the Authorization to Obtain a Consumer Report (pages 33-34) via Trak-1 and your GCIC Consent Form (page 35) to your district office no later than September 1, 2023, they will process the request and submit your report to CCE. The background check will take at least a month to process, please do not wait until the last minute to ask your district to process this request.
Your background check can be no older than 8/1/2023 to be accepted, and you will be responsible for paying the district for processing fee.

**Follow-up Psychological Evaluation**
Pre-Ordination Screening, email Cynthia Daniels at ministerfile@gmail.com with your name, phone number, a request for a Pre-Ordination Screening, and she will contact you to schedule an appointment with Dr. Anne Imhoff. CCE will pay for this visit, and it is a much shorter appointment than the original evaluation. Dr. Imhoff’s office will send CCE a report that will be added to your file and uploaded to eBridge on your behalf. You will not be able to download the report from eBridge to review, but we will send you a copy. You should schedule and complete your appointment before November 1, 2023.

**Credit Report**
All Candidates will provide the Board of Ordained Ministry with a full copy of your current credit report from www.myfico.com using the Equifax option. Current means requested from MyFico between November 1-15, 2023. There are screen snapshot directions on the CCE website and at the end of this packet to assist you with requesting the correct report.

If your Credit Score does not meet the established minimum of 640, you may be disqualified from participating in the interview process this year. You shall provide the BOM your full report, the balance sheet/income statement found on pages 39-40, and a written response to the following questions:

1. What has caused your score to be below the required minimum and was your score below the required minimum when you applied for provisional membership?
2. Have you worked with a member of the CCE Credit Task Force?
3. What steps are you actively taking to improve your score? The BOM will review all materials submitted for a candidate with a score below 640 and discern if they are properly before the BOM and eligible to continue to interview.
THEOLOGY AND DOCTRINE
Deacon and Elder Candidates

General Instructions – Please Read Carefully

• Paper Requirements:
  o Header: Upper Right Corner include your name, section, and page number
    • Example: Name, Theology and Doctrine, pg. 1
  o Post your Theology and Doctrine answers to eBridge, as a one PDF document no
    later than January 7, 2024, at 11:59 pm.
  o Read all the directions before posting your document.
• Paper Parameters: double-spaced, standard one-inch margins, 12-point Times New
  Roman font, on 8½ x 11 paper
• Answer Length: 500-750 words or approximately two to three pages per question. Print
  each question above your answer (keeping them in order). The essay should
  demonstrate a basic understanding of the theological concept(s) the question addresses
  and should lead to further discussion and clarification in the interview group. Where
  appropriate, use examples from your ministry, life experience, or work settings to
  illustrate how your theology is integrated into your work.

PART I: Theology and Doctrine Questions (all candidate)

1. How has the practice of ministry affected your experience and understanding of
   God? ¶330.5.a(1)(a)/335.8.a(1)(a)
2. What effect has the practice of ministry had on your understanding of humanity?
   ¶330.5.a(1)(b)/335.8.a(1)(b)
3. How has the practice of ministry affected your experience and understanding of the
   need for divine grace? ¶330.5.a(1)(c)/335.8.a(1)(c)
4. What changes has the practice of ministry had on your understanding of the
   Lordship of Jesus Christ? ¶330.5.a(1)(d)/335.8.a(1)(d)
5. What changes has the practice of ministry had on your understanding of the work
   of the Holy Spirit? ¶330.5.a(1)(e)/335.8.a(1)(e)
6. How has the practice of ministry enriched your understanding of the meaning and
   significance of the sacraments? ¶330.5.a(1)(f)/335.8.a(1)(f)
7. How has the practice of ministry affected your understanding of the Kingdom of
   God? ¶330.5.a(1)(g)/335.8.a(1)(g)
8. How has the practice of ministry affected your understanding of resurrection and
   eternal life? ¶330.5.a(1)(h)/335.8.a(1)(h)
9. How has your practice of ministry deepened your understanding of the traditional
   evangelical doctrines of repentance, justification, regeneration, and sanctification?
What are the marks of the Christian life, and how have you lived them as a pastor?
¶330.5.a(2)/335.8.a(2)

10. How has the practice of ministry shaped your understanding of the church? What is its nature, its mission, and its challenge today? ¶330.5.a(3)/335.8.a(3)

11. The United Methodist Church holds that Scripture, tradition, experience, and reason are sources and norms for belief and practice, but that the Bible is primary among them. What is your understanding of this theological position of the church, and how has your practice of ministry been affected by this understanding?
¶330.5.a(4)/335.8.a(4)
PRACTICE OF MINISTRY
Deacon and Elder Candidates

General Instructions – Please Read Carefully

• Paper Requirements:
  o Header: Upper Right Corner include your name, section, and page number
    ▪ Example: Name, Practice of Ministry, pg. 1
  o Post your Practice of Ministry answers (PART I) to eBridge, as a one PDF
document no later than January 7, 2024, at 11:59 pm.
  o Read all the directions before posting your document.

• Paper Parameters: Double-spaced, standard one-inch margins, 12-point Times New
  Roman font, on 8½ x 11 paper

• Answer Length: The length of Practice of Ministry Questions can vary but should not exceed
  3 pages per question. Print each question above your answer keeping them in order.

PART I: Practice of Ministry Questions (all candidate)

1. What are your best practices of ministry?
2. Give an example of a time when you led someone to making a faith commitment to
   Jesus Christ.
3. Give an example of how you helped someone discover their life vocation as laity or
   clergy.
4. Describe your experience of preaching/proclamation and include your personal view of
   the importance of preaching/proclamation in your role as a clergyperson.
General Instructions – Please Read Carefully

The Board expects that you have taught this Bible study, and that you have obtained feedback from your participants and Residency Group.

- **Paper Requirements:**
  - Required Header: Upper Right Corner: your name, section, and page #
    - Example: Candidate Name, Bible Study, 1
  - Post your completed Bible Study (PART II) to eBridge, as a one PDF document no later than January 7, 2024, at 11:59 pm
  - Read all the directions before posting your written work and documents!
- **Paper Parameters:** Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
  - For the outline lessons you may use bullet points in an outline format.

PART II: Bible Study (*all candidate*)

1. Provide an outline for a 4-6-week study from **One (1) book of the Bible.** An exploration of a Biblical theme across multiple books is not appropriate for the purposes of the Board’s interview.

2. Provide one in-depth lesson plan for a session. The lesson plan should be detailed enough to allow another leader to step in for you on short notice to lead the class. Details from your Background Information form should be included where appropriate within your detailed lesson plan. For example, you should note the physical set-up of the classroom – remember this lesson needs all the details for someone to step-in and teach for you. For the remaining sessions, provide teaching outlines.

3. Complete the Background Information form completely (found on pages 17) it will serve as the cover sheet for your Bible Study.

4. Provide a list of the resources and references you have used in preparing the study. What resources will you recommend to participants?
Bible Study Background Information
(This should be upload as the coversheet for your Bible Study)

Name of Candidate

Bible Study Title

1. Describe the group for whom the study was prepared. Who were they? What did you know about their Biblical and theological understandings?

2. What questions did you anticipate their bringing to this study? How did they affect the teaching/learning processes you chose?

3. List your expectations and goals in leading the study. What did the participants (including yourself) learn?

4. What was the physical setting of the class? How was the meeting space arranged? Why?

5. What teaching methods did you use?

6. What theological themes were addressed? What place did critical study of the Bible have in the group session?

7. What opportunities were provided for participants to connect the insights of the study to their lives?

8. What was your role as teacher, facilitator, participant, or other?
PRACTICE OF MINISTRY
Deacon and Elder Candidates

Deacon Candidates must complete either Option 1 (pages 18-20) or Option 2 (pages 21-22).

General Instructions – Please Read Carefully

• Paper Requirements:
  o Required Header: Upper Right Corner: your name, section, and page #
    Example: Candidate Name, Sermon, 1
  o Post only your Practice of Ministry video to Basecamp in the specific 2024 Full Connection Video folder, do not post written work in Basecamp.
  o Post your Practice of Ministry sermon materials to eBridge, as a one PDF document (background information sheet, order of worship/bulletin, and sermon manuscript) no later than January 7, 2024, at 11:59 pm.
  o Read all the directions before posting your document.

• Paper Parameters: Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper

PART III: Sermon Instructions (Elder Candidates only option; Deacon Candidates option 1)

1. Preach and submit a sermon you have recently delivered in your ministry context from lectionary YEAR A between October 1-November 26 or lectionary YEAR B between December 3 - December 25, 2023 (page 20). The sermon should be new and should communicate the Word that God is expressing to your listeners through this text.

2. Complete the provided Background Information Sheet (page 19), include the church bulletin or order of service, and your manuscript as one document.

3. Video the sermon during a worship service with a congregation present – include the entire service (the congregation arriving, the prelude through the sending forth – the entire order of worship). The video should show a congregation in attendance, as well as the person who is conducting the service. You will post the entire video to the CCE Basecamp page. Your video must be one nonstop unedited video. Directions to post your video directly to Basecamp are included on page 43.

4. The sermon should be new and should communicate the Word that God is expressing to your listeners through this text. You must use one of the assigned texts from the list, but not necessarily on the assigned date.

5. The sermon will be evaluated on content and delivery. Attention will be paid to scriptural exegesis, theological development, logical flow of ideas, vivid illustrations, voice quality, eye contact, animation, and grammar. The sermon should reflect your best effort, a style you normally use and an environment where you are comfortable. Do not be tempted by internet sermons. Your work must be authentic.
Sermon Background Information Sheet

Sermon Submitted to Board of Ordained Ministry

(Manuscript/transcript, Background Sheet, and Order of Worship/Bulletin should be uploaded as one document.)

Name of Candidate ________________________________

Biblical Passage ________________ Date Preached ________________

Sermon Title ________________________________

Conference Status Sought

☐ Elder ☐ Deacon ☐ Associate Member

1. Describe your process/method for writing a sermon.

2. Describe briefly the setting in which the sermon was preached (nature of the congregation; concern to which the sermon was addressed; type of service where sermon was delivered—e.g. Sunday morning or evening, special service, etc.).

3. State in one sentence the message you sought to convey in this sermon.

4. What response did you receive from those who heard the sermon?
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<thead>
<tr>
<th>Season after Pentecost: Year A</th>
<th>First reading &amp; Psalm</th>
<th>Alternate reading &amp; Psalm</th>
<th>Second reading</th>
<th>Gospel</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Advent/Christmas: Year B</th>
<th>First reading</th>
<th>Psalm</th>
<th>Second reading</th>
<th>Gospel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Isaiah 52:7-10</td>
<td>Psalm 98</td>
<td>Hebrews 1:1-12</td>
<td>John 1:1-14</td>
</tr>
</tbody>
</table>
Deacon candidates only may complete either a ministry video project reflecting how you proclaim the Word in your ministry setting or a sermon. Do not do both! If you opt to complete the sermon, please follow the directions for the sermon instructions given on pages 18-20.

General Instructions – Please Read Carefully

- **Paper Requirements:**
  - Required Header: Upper Right Corner: your name, section, and page #
    
    Example: Candidate Name, Ministry Project, 1
  - Post only your Practice of Ministry Video Project to Basecamp in the specific 2024 Full Connection Video folder, do not post written work in Basecamp.
  - Post your Practice of Ministry Video Ministry Project materials to eBridge, as a **one PDF document** (background information sheet, written information, handouts) no later than January 7, 2024, at 11:59 pm.
  - Read all the directions before posting your document.

- **Paper Parameters:** Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper

**PART III: Ministry Video Project (Deacon candidates only)**

1. Submit a video at least thirty (30) minutes in length showing how you proclaim the Word within the context of your ministry. In other words, show us how you practice ministry. Your video must include/show the participants in your ministry setting. For example, a minister of music might video a 30-minute Bible study in which he or she deals with the scriptural background to a cantata. A church administrator might video a session in which he or she shares Biblical understandings of stewardship with the finance committee. (The video would show that the choir or committee is present and engaged in your practice of ministry).

2. Submit a three-to-five (3-5) page paper explaining the video event and how it reflects your overall ministry setting. Please include the Deacon Video Project Information Sheet (page 22) as your cover sheet, and any handouts given during the presentation (agenda, worksheets, discussion questions) at the end of your paper. Post the entire document (cover/paper/handouts) to eBridge as one PDF document. Directions to post your video are included on page 43.
Deacon Ministry Video Project Information Sheet
Video Submitted to Board of Ordained Ministry

Name of Candidate

Conference Status Sought
☑ Full Connection Deacon

1. Describe the setting of the Ministry Video Project (participants, place, type of program):

2. Describe your process/method for preparing this proclamation project.

3. State in one sentence the message you sought to convey in this Ministry Video Project.

4. What response did you receive from those who participated in your project?
LEADERSHIP DEVELOPMENT
Deacon and Elder Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
  - Header: Upper Right Corner include your name, section, and page number
    - Example: Name, Leadership Questions, pg. 1
    - Example: Name, Fruitfulness Project, pg. 1
  - Post your Leadership Development Questions (PART I) to eBridge, as one PDF document no later than January 7, 2024, at 11:59 pm.
  - Post your Fruitfulness Project (PART II) to eBridge, as one PDF document no later than January 7, 2024, at 11:59 pm.

- **Paper Parameters:** double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper

- **Answer Length:** The length of Leadership Development Questions can vary but should not exceed 3 pages per question. Include specific examples from your own ministry in your answers. Print each question above your answer keeping them in order.

PART I: Leadership Development Questions

1. Leaders, lead others. What techniques and skills have you found to be most useful in building and equipping the laity in your church over the past three years?
2. Describe a time you found yourself in conflict with another person in your ministry setting during your residency period. What leadership skills did you use to help resolve the conflict, and how did that experience shape your leadership style?
3. Considering your strengths and growing edges realized over the last three years, what is your plan to continue growing as a leader?
4. In what ways have you grown stronger as a servant leader and what areas are still the most challenging for you?

PART II: Fruitfulness Project Component for United Methodist Ordination

Create and present a project that demonstrates fruitfulness in carrying out the church’s mission of “Making disciples of Jesus Christ for the transformation of the world.” ¶330.4(4)/335.7. It shall be a new ministry that demonstrated your leadership skills in your ministry setting, your understanding of your community, and your ability to work with others to bring the project to fruition.

- During your first year of residency, you created the project, and it was approved by your RIM Leaders and the BOM. Your proposal was included with your first-year evaluation.
- During your second year of residency, you implemented your project and submitted a one-page summary of your progress for inclusion in your second-year evaluation.
- November 2023 you presented your completed Fruitfulness Project to the BOM as a part of the Celebration of Ministry Day.
**Assessment and Reflection** (After completing the Project)

Write an assessment of the project, addressing these topics:

1. Description of the original project.
2. What changed between the proposal and actual accomplishment?
   - To what extent did you reach your goal? Why or why not?
   - What were the fruits of this project?
   - What worked well?
3. What might you change if you were to do this project again?
4. Write a reflection on the spiritual aspects of the project, including:
   - Where did you see Christ at work?
   - What growth as a disciple and leader did you experience?
   - How did this project help others grow and make disciples?
   - How was the community impacted?

**Reflection from a Team Member** – have a lay member who assisted with the project or someone who was impacted by the project complete the project reflection and assessment form (page 25) for submission with your project.
Fruitfulness Project Reflection and Assessment

This form should be completed by a lay member who assisted in the project or who was impacted by the project.

Clergy Leader’s Name

Team Member’s Name

Team Member’s e-mail or phone contact

Role on the Fruitfulness Project Team

Thank you for offering this valuable feedback and for your support and encouragement of the pastor who was responsible for designing and implementing this Fruitfulness Project. Please return this reflection paper to the pastor after completion.

PLEASE RESPOND TO THE FOLLOWING

- Was this a new ministry or an addition to an existing ministry?
- What did you understand to be the purpose of the project?
- What needs within the community was the project designed to meet? How successful was the project in meeting those needs?
- In what ways were the members of the congregation involved?
- How were citizens of the community involved?
- What have been the fruits of the project?
  - How have you seen Christ at work?
  - How has this helped others to be disciples and to make disciples?
REFERENCE LETTERS
Deacon and Elder Candidates

PART III: Letters of Reference \textit{(all candidates)}
Every candidate should have at least two letters of reference, one from the District Superintendent, one from Staff/Pastor Parish Relations Committee chairperson if appointed to a local church, and one from the senior pastor if appointed as an Associate. If you are serving in extension ministry, you need one from your direct supervisor and the District Superintendent. It is also highly recommended that the pastor of the church where you are connected also submit a letter on your behalf. Ask your reference to mail/email your letter and signed form to The Center for Clergy Excellence. Reference should be received by December 1, 2023, so that your file will be completed by your time appointment.

Candidates serving as Pastor in Charge
- \textit{District Superintendent (page 27 required)}
- \textit{S/PPRC Chairperson (page 28 required)}

Candidates serving as an Associate Pastor
- \textit{District Superintendent (page 27 required)}
- \textit{Senior Pastor (page 28 required)}
- \textit{S/PPRC Chairperson (page 28 required)}

Candidates serving in Extension Ministry
- \textit{District Superintendent (page 27 required)}
- \textit{Supervisor (page 28 required)}
- \textit{Senior Pastor (recommended – from the church where you are connected – page 28)}

All reference letters are due by December 1, 2023.
Due to The Center for Clergy Excellence by December 1, 2023
Letters of Reference Form – District Superintendent

Candidate’s Name: ____________________________________________________________

Candidate’s Required Signature: ___________________________ Date ________________
The Candidate is responsible for requesting the District Superintendent complete this form and submit it directly to The Center for Clergy Excellence.

District Superintendent’s Name _______________________________________________

You have been asked to respond to the following questions for a person who is seeking approval of the Board of Ordained Ministry of the North Georgia Conference. As their District Superintendent your letter of reference will be a very important part of the evaluation of the candidate for ministry in The United Methodist Church. Please give candid and complete answers to the following questions. **Please note: the candidate does not have access to the content of these letters without prior consent of the writer.** Send all letters to the Center for Clergy Excellence via email clergyexcellence@ngumc.org or by mail to: 1700 Century Circle, NE Suite 100, Atlanta, GA 30345 or by December 1, 2023.

1. What were the candidate’s responsibilities when he/she worked with you?
2. What gifts have you observed in the candidate that would affirm their call to ordained ministry in The United Methodist Church? What weaknesses will the candidate bring?
3. Describe the candidate’s work ethic as you have observed him/her in discharging his/her responsibilities, including the ability to meet deadlines on a regular basis.
4. Does the candidate display an ability to lead people to a relationship with Christ? Give examples.
5. Please rate the candidate’s effectiveness in the appointment/job? Give rationale for your answer.
   - Highly Effective  - Effective  - Occasionally Effective  - Ineffective
6. If you have observed the candidate in times of stress and/or conflict, how did he/she respond and how did the circumstances affect the performance of his/her duties?
7. What is your evaluation of the candidate’s interpersonal relational skills? How well do he/she get along with a variety of people?
8. If the candidate is married, is his/her family supportive of their participation in the ordained ministry? If the candidate is on the elder track, is his/her spouse supportive of participation in the itinerant system?
9. Does your experience with the candidate cause you to have any concern that this person can function effectively, lead a church, and serve under appointment in a variety of settings within the structure of The United Methodist Church? If your answer is yes, please explain.
Due to The Center for Clergy Excellence by December 1, 2023

Letters of Reference Form

To be used by SPRC Chairperson, Senior Pastor, and/or Supervisor

This form must be signed and returned with a letter of reference.

Candidate’s Name:__________________________________________________________

Candidate’s Required Signature:_____________________________________ Date____________________

The Candidate is responsible for requesting the SPRC Chairperson, Senior Pastor, or Supervisor, to complete this form and submit it directly to The Center for Clergy Excellence.

Name of Reference__________________________________________________________

SPRC Chairperson, Senior Pastor, Supervisor

you have been asked to respond to the following questions for a person who is seeking approval of the Board of Ordained Ministry of the North Georgia Conference. As their supervisor your letter of reference will be a very important part of the evaluation of the candidate for ordained ministry in The United Methodist Church. Please give candid and complete answers to the following questions and make sure that you have identified the candidate by name and signed your reference before sending it in. Please note: the candidate does not have access to the content of these letters without prior consent of the writer. Send all letters to the Center for Clergy Excellence via email clergyexcellence@ngumc.org or by mail to: 1700 Century Circle, NE Suite 100, Atlanta, GA 30345 or by December 1, 2023.

Please respond to the following questions:

1. What were the candidate’s responsibilities when he/she worked with you?

2. What gifts have you observed in the candidate that would affirm their call to ordained ministry in The United Methodist Church? What weaknesses will the candidate bring to ministry?

3. Describe the candidate’s work ethic as you have observed him/her in discharging his/her responsibilities, including the ability to meet deadlines on regular basis.

4. Does the candidate display an ability to lead people to a relationship with Christ? Give examples.

5. Is the candidate effective in his/her appointment/job? Give rationale for your answer.

6. If you have observed the candidate in times of stress and/or conflict, how did he/she respond and how did the circumstances affect the performance of his/her duties?

7. What is your evaluation of the candidate’s interpersonal relational skills? How well do he/she get along with a variety of people?

8. What is the largest challenge the candidate faced and how did he/she respond?

9. Does your experience with the candidate cause you to have any concern that this person can function effectively, and lead churches within a variety of settings within the structure of The United Methodist Church? If your answer is yes, please explain.
Suggested Bibliography Resources

The following bibliography is recommended for ordained ministry candidates applying for provisional and full connection in the North Georgia Conference. This is not an exhaustive bibliography but a suggested introductory list for candidates.

- A good quality study Bible: The New Interpreter’s Study Bible, Oxford Study Bible, Harper Collin’s Study Bible, CEB Study Bible.
CALLED AND DISCIPLINED LIFE FORMS

Print and complete each of these forms as a part of the required materials for Called and Disciplined Life. After completing the forms (several must be notarized), combine the following into one document to upload to eBridge: Background Affidavit, Plagiarism Statement, and Credit Score. If your credit score is below 640 you will need to complete the personal income and expense statements and submit in addition to your credit report. The district will upload your Trak-1 report (background check), and CCE will upload your psychological assessment.

Required Forms – DUE November 15, 2023

- Plagiarism Statement (must be notarized – page 31)
- Background Affidavit (must be notarized – page 32)
  - If the Notary Seal isn’t visible on your scan, lightly and gently color over it with a pencil
- Disclosure and Authorization to Obtain Consumer Report, Trak-1 (pages 33-34)
  - Your district office will upload this for you to eBridge
  - Please request this of your district office by September 1, 2023
  - Your returned report is posted to eBridge. The request form is not included in the upload
- GCIC Consent Form (page 35)
  - Submit to your district office along with your Trak-1 request document. The state of Georgia requires this form in addition to your Trak-1 form for processing
- Current Credit Report with FICO Credit Score (requested between 11/1-11/15/2023)
  - Please follow the directions and obtain the required report. Reports from other companies will not be accepted, it must be from the myfico.com website.
  - See pages 38-42 of this packet for screen-snapshot directions
  - Candidates Personal Income and Expense Statement (pages 36-37)
    - If your credit score is below 640 you will need to complete this form
    - You can download this form in an excel format on the CCE website, and it will include the auto-calculating formulas.
- Psychological evaluation (a new evaluation)
  - CCE will upload this document to your file you do not need to upload it.
Statement of Intellectual Integrity of Board of Ordained Ministry
North Georgia Conference – BOM approved – October 8, 2009

I have read the statement regarding plagiarism below and certify that none of the work that I have submitted to the Board of Ordained Ministry this year is plagiarized. I understand that the consequence of plagiarism in my paperwork would be deferral with deficiencies or such other action as the Board deems appropriate.

Signature: ___________________________ Date: ___________________________

Printed Name: ___________________________

Sworn to and subscribed before me this ___________________________, day of ___________________________, ___________________________

Notary Public, State of ___________________________

My commission expires: ___________________________

From www.plagiarism.com

People think of plagiarism as copying another’s work or borrowing someone else’s original ideas. But terms like “copying” and “borrowing” can disguise the seriousness of the offense. According to the Merriam-Webster Online Dictionary, to “plagiarize” means:

- to steal and pass off (the ideas or words of another) as one’s own
- to use (another’s production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else’s work and lying about it afterward. But can words and ideas really be stolen? According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- turning in someone else’s work as your own
- copying sentences or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on “fair use” rules)

Most cases of plagiarism can be avoided, however, by correctly citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.
Background Affidavit for Candidates

Full Name:

I hereby certify that:

I have never been accused in writing nor convicted of a felony, misdemeanor, incident of sexual misconduct, or child abuse.

OR

I hereby certify that:

I have never been convicted for a felony or misdemeanor, nor have been accused in writing of sexual misconduct, or child abuse.

OR

I hereby certify that:

the details given below are true and accurate accounts of any incident or incidents in which I have been convicted for felony or misdemeanor, or have been accused in writing of sexual misconduct or child abuse;

__________________________
__________________________
__________________________
__________________________
__________________________

Signature: ___________________________  Date: ___________________________

Printed Name: ___________________________

Sworn to and subscribed before me this ________________________ day of ________________________, _______

Notary Public, State of ___________________________

My commission expires ___________________________

Please endorse with seal here.
DISCLOSURE REGARDING CONSUMER REPORTS  
North Georgia Conference of The United Methodist Church

**NGA-UMC Will Obtain a Background Check**
You acknowledge and understand that in connection with your application for employment with North Georgia Conference of The United Methodist Church (including any independent contract for services) or when deciding whether to modify or continue your ongoing employment, if hired, we may obtain a “consumer report” and/or an “investigative consumer report” on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.

**Consumer Report Defined**
A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. A common term for a consumer report is a “background check report.”

**Investigative Consumer Report Defined**
An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. An investigative consumer report might include, for example, calls to the personal references you provide or conversations with former supervisors or colleagues where you worked.

**Reports May Contain**
The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, current motor vehicle insurance coverage information, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others.

You further understand that these reports may include experience information along with reasons for termination of past employment. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested, and that a consumer report containing injury and illness, drug testing, or other medical records and medical information may be obtained only after a tentative offer of employment has been made.

**Your Rights as a Consumer**
You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in Trak-1’s files on you at the time of your request by providing proper identification.

You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to Trak-1 should be forwarded to: Trak-1, Consumer Relations, 7131 Riverside Parkway, Tulsa, Oklahoma 74136, 800-600-8999, CustomerCare@trak-1.com.
AUTHORIZATION TO OBTAIN CONSUMER REPORT

The following is information required in order for North GA Conference of the UMC to obtain a complete consumer report:

Full Legal Name: ____________________________
(First Name, Full Middle Name, Last Name)

Street Address: ____________________________________________
City: __________ State: __________ Zip: __________

Email Address: __________________________________________
Gender: M / F Race: __________

Social Security Number: __________________________________ Date of Birth: __________

Driver’s License Number: ____________________________ Issuing State: __________ Expiration Date: __________

Other or Former Names: (AKA, Maiden Names, Married Names, Surnames, Etc.) __________________________

Your signature below indicates the following:
1) You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to North GA Conference of the UMC any records or information referenced in the provided disclosure statement for employment related purposes;
2) You authorize ongoing procurement of any records or information, reports and records at any time during your employment to the extent allowed by law;
3) You authorize the use of a fax or photocopy of this authorization as having the same authority as the original;
4) You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish EMPLOYER NAME and/or Trak-1 with any and all background information in their possession regarding you for these stated employment purposes;
5) You understand and agree that in connection with your employment your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process;
6) You have read and fully understand the foregoing disclosure and this authorization.
7) You certify that all the information you have provided on this form is true, complete, correct and accurate; and
8) You certify you have received, reviewed and understand the “Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)” which is published by the Federal Trade Commission to help you know your rights.

Customer Signature: ____________________________ Date: __________

☐ Check this box if you are a Minnesota, Oklahoma, or California applicant, and you would like to receive a copy of your consumer report, if one is obtained. For California applicants only: a copy of your report will be sent to you by the above-referenced employer within three business days beginning on the date of receipt by the employer. For Minnesota applicants only: the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer. For Oklahoma applicants only: the consumer reporting agency shall furnish a copy of your consumer report.

CALIFORNIA APPLICANTS: Pursuant to § 1786.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone, or with another person of your choice, provided that this additional person furnishes proper identification.
California Civil Code section 1786.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

MAINE APPLICANTS: Pursuant to Maine state law, § 1317(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer.
GCIC Consent Form

In signing below, I hereby authorize the agency in possession of this document to release any and all Georgia criminal background record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

______________________________________________________________________________
Last Name (Please print), First Name, M.I.
______________________________________________________________________________
Address                                  City/State/Zip code
______________________________________________________________________________
Sex                          Race                  D.O.B. (mm/dd/yyyy)         Social Security Number
______________________________________________________________________________
Previous Name(s)
______________________________________________________________________________
Applicant Signature                        Signature Date (mm/dd/yyyy)

Purpose Code: Employment

This authorization is valid for 90 days from the date of the signature above.

Pursuant to O.C.G.A. 35-3-34(a)(1)(A), GCIC Rule 140-2-.04
**Candidate Personal Income and Expenses Statement**

At the candidate’s discretion this may be used to address a credit score that is around 640, the minimum requirement. If you would like this as an excel chart with preformatted fields, ask CCE to email you the worksheet or download it from the [CCE website](#).

<table>
<thead>
<tr>
<th>Assets</th>
<th>Candidate</th>
<th>Spouse</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
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<td></td>
</tr>
<tr>
<td>Investments</td>
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<td></td>
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<tr>
<td>Cash Value of Life Insurance</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Retirement Funds</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Home</td>
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</tr>
<tr>
<td>Automobiles</td>
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<td></td>
<td></td>
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<tr>
<td>Furnishings</td>
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<tr>
<td>Other Assets</td>
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**Total Assets**

<table>
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<tr>
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<th>Candidate</th>
<th>Spouse</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Mortgage</td>
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</tr>
<tr>
<td>2nd Mortgage/HELOC</td>
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</tr>
<tr>
<td>Auto Loan</td>
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<td></td>
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<tr>
<td>Credit Cards</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Liabilities**

| Net Worth                  |           |        |       |

Candidate’s Signature_____________________________________________

Spouse’s Signature_________________________________________________

*Chart continues onto the next page.*
### Income

<table>
<thead>
<tr>
<th></th>
<th>Candidate</th>
<th>Spouse</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Salary (Net)</td>
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<tr>
<td>Other Income</td>
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<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td></td>
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<tr>
<td>Commissions</td>
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<tr>
<td>Housing Allowance</td>
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### Total Income

### Expenses

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<tr>
<th></th>
<th>Candidate</th>
<th>Spouse</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgage (including insurance &amp; taxes)</td>
<td></td>
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</tr>
<tr>
<td>2nd Mort/HELOC (min)</td>
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<td>Home Maintenance</td>
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<tr>
<td>Rent (including renters’ insurance)</td>
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<td>Utilities (water/power/gas/internet/TV-subscriptions/cable/cell and/or home phone/trash)</td>
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<td>Dependent Care</td>
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<td>Groceries</td>
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<td>Credit Card (min)</td>
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<td>Medical (copays/deductibles)</td>
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<td>Entertainment</td>
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<td>Miscellaneous</td>
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<td>Student Loan Payment</td>
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<td>Charitable Contributions</td>
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<td>Personal Savings</td>
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### Surplus/(deficit)

### Candidate Credit Evaluation

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<tr>
<td>Total Minimum Payments</td>
<td>(enter the amount from the combine Total Expenses line above)</td>
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<tr>
<td>Total Net Income</td>
<td>(enter the amount form the combine Total Income line above)</td>
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<tr>
<td>% of Net Income committed to minimum debt payments</td>
<td>(Total Payments divided by Total Income, then move the decimal to the right two places for the %)</td>
</tr>
<tr>
<td>Debt Safety Ratio</td>
<td>(Using the previous number – minus it from 100 and that gives You the safety ratio or the amount of your income not committed)</td>
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</table>
Directions for obtaining a Credit Report your Credit Report

Go to: https://www.myfico.com/

Select the Basic Option by clicking “Start Plan”

Create your user ID and Password – and decide if you want to receive special offers (if no uncheck the box). Once you use myFICO for your first report it will maintain a record of your USER information. This allows you to easily return and download a new report as needed for DCOM or BOM. If you forget your USER ID, you will be able to use your SS# to request an email reset. Typically, the USER ID is your email, so use an account that will continue to be valid!
FIRST TIME USERS: Enter your information to create your account and Continue to Billing Info:

Select BUY A ONE-TIME REPORT, you do not need to start a monthly plan.
Select the second option: **1-Bureau Report** – the default is Experian, but select Equifax

Select Equifax and Click **BUY NOW**

A Screen will appear asking for your credit card information to process the payment request. Make sure you are only purchasing a one-time report for $19.95, you are not purchasing a monthly monitoring plan or three reports.

After entering your credit card information and submitting, you’ll have this review screen before your actual purchase. You must click the box and then click **Place Order**. A screen that says “Processing” will appear, do not refresh, just wait!
The following screen will appear once your order has completed. Click on “Go to myFICO Dashboard”

To print your report, click on FICO SCORE 1B Report, Equifax.
Your report will open, and you'll need to click the PRINT icon.

After clicking print a new window will open for the print menu.

Select your printer option, or you may opt to save a PDF Document from this window. After printing or saving your report close the window and return to the Dashboard.

For security, hover over your name on the Dashboard, in the upper right-hand corner and click, then a small drop-down menu will appear and you can LOG OUT.
Instructions to Upload your Video

Basecamp Instruction

You will receive an invitation to join the Basecamp – Board of Ordained Ministry group. If you have an ngumc.net email address that one will be used for the invitation. The Center for Clergy Excellence will send the invite after November 1st to all candidates. Following the directions from the email you can download the app or use Basecamp on the web. Your home page will be similar to the images below.

You will be asked to create your profile for the account. Then click on the Board of Ordained Ministry Team. The window below will open. All BOM members are already members of this group, and all provisional and full connection candidates will be added to the group.

The Message Board, this is where CCE and BOM will post notes for the group. Schedule is the calendar; you’ll see the upcoming events. Finally, the last column is where you will post your video: POST YOUR VIDEO folder.

Click on Post Your Video
Select the appropriate folder (provisional or full connection 2024)

After you are in the CORRECT FOLDER then click the BLUE NEW button.

There will be several options, but select either “Start a new document” or “Upload a file”

**Start a new document:** Your name should be the title. In the text area, put the name of your sermon, the date it was preached and the Scripture. You can then add your link to where it is located on YouTube or the link in Google Drive. Click Post this doc.

**Upload a File:** Your file manager window will open, and you need to navigate to the file you wish to upload. Please make sure the title of the movie is YOUR NAME, in the notes field put the title of your sermon, date preached and scripture. Click Uploading and then WAIT it will take a while for your video to upload
Instructions to Upload Written Work

eBridge is the online platform where you will post all written materials as PDF documents. Sermons and Video Projects are posted to Basecamp not eBridge. All written materials that are a part of your sermon or video project are posted in eBridge only. The directions, including screen snap shots are included to assist in correctly posting your materials. CCE will issue user names and passwords for eBridge after November 1st. Contact CCE to request a password reset or if you have misplaced your user ID information you can email the office at clergyexcellence@ngumc.org or call 678.533.1369 for assistance.

Candidates are required to upload all written work, and All forms and required documents to eBridge.

Below are the directions for submitting written work, forms, and required documents. eBridge works most effectively with Microsoft Edge, it will work in other browsers but all the features function correctly in Edge.

Go to: eBridge.com

You have been/will be assigned a User Name and Password by CCE. Your assigned Password is case sensitive, and you will be prompted to immediately change your password when you login the first time.

The third field is the File Cabinet – default is: NGUMC Ministry (please note there is a required space between NGUMC and Ministry)
Input your credentials and click the Green Log In button

The following screen will appear requiring you to update your password. Please change this to something you can remember and make a note of the password, as it can only be reset by calling CCE.

Your password has expired. You must change your password now.

Enter your OLD Password (even though it defaults to ** it is not the correct password), then a new Password, and Confirm the New Password, then click SAVE. You will automatically be directed to the Home Screen. After your first login and changing of your password you will also default to the Home Screen upon login.
The Home Screen

In the BLUE BAR – Click on IMPORT
This is where you will begin the process of uploading your documents.

Several of these fields will be auto filled based on your user information, if something is incorrect, please contact CCE to update the information.

PLEASE READ BEFORE YOU START UPLOADING!!!
Please note under Document Type that each item you upload should match with the appropriate section of the checklist.

- Called and Discipline Life (you will have 3 individual documents for this section: autobiography, questions, and forms. Your Trak-1 report, and psychological assessment will be posted by CCE or your District Office.
- Theology and Doctrine (Questions)
- Practice of Ministry (Questions, Bible Study, Sermon/Ministry Setting Project: only written documents. Sermon/Project Videos should be posted to Basecamp).
• Leadership Development (Questions and Fruitfulness Project)
• Other Materials. At the beginning of your scheduled appointment your access to import and view your materials will be deactivated. The CCE will scan and upload your reference letters and transcripts as they are received, but you are required to request those and provide the appropriate form for your reference. You cannot see this section in the search option on eBridge.

Checklist: The signed checklist (pages 6-7) will be emailed to you once your file is checked by CCE and deemed completed during your appointment time.

Before beginning the importing process, make sure you know where all your electronic files are located and that they are the final product. All documents must be in a PDF file format to upload to eBridge, no other formats are acceptable. You do not have access to delete a file once it is posted. You’ll need to contact CCE if you need a file deleted after posting.

Begin by Clicking on Browse for a file button – your file browser will open so you can select the documents to upload one at a time.
Select your file and click open from your file selection window. Please convert everything to a PDF prior to uploading, document formats other than PDF cannot be opened from within eBridge.

Verify the correct document is selected, choose the appropriate document type (CD/TD/PM/LD – click on the down arrow for options), name your document (keep it simple and don’t include your name), and then click IMPORT (large green button)

You will receive a confirmation message on Screen:
REPEAT this process for each document. Make sure to select the appropriate Document Type each time and edit the Document Name field for each item.

Several of the field will auto-fill after you import, double check Document Type and Document Name before each Import. If you need to alter or delete a document after importing, email or call CCE, they will be able to assist you with this process, you do not have edit or delete access.

Verify you have Uploaded Everything.
The program and viewing process works best if you are using Microsoft Edge or Safari on the Mac. The program does not always work correctly on the iPad. If you have questions direct those to CCE.

From the Home Screen

From the Home Screen
Click on Retrieve in the BLUE TOOL Bar

Your information will auto load, don’t add anything or select a document type, just click the GREEN Search Button. This will reveal all the documents related to your name that you have uploaded.
The following screen appears.

This will show each uploaded document. eBridge will not alter your documents, thus if you uploaded the correct file that is what will be available to BOM. Please double check your documents before uploading, especially if you have combined several documents into one PDF.

Options for reviewing your file

**VIEW**: Click on the icon to the left of the name of your person and this will open a window from which you can read the file. eBridge Viewer software will ask to download to your computer, you must install the viewer before you can view the files. It will take a couple seconds for the eBridge Viewer to launch after you install the software, and then you’ll be able to see/read the document. After installing the viewer the other documents should launch without having to restall the software.