

District Committee on Ordination
Required Paperwork & Process for Certified Candidates
Seeking to become an Ordained Deacon or Elder

FIRST DCOM meeting with candidates for certification toward Ordination

1. Candidacy Completion Report from Mentor
2. Form 104 (Recommendation by Charge Conference)
3. Credit Check via myfico.com with a score of 640, anything below that can be considered by dCOM but a plan would need to be established for improvement and a recommendation to the Credit Advisory Taskforce. This report should be no older than 30 days old at the paperwork due date.
4. Criminal Background check via Trak-1. The district office will process this request, but the candidate pays for it. This should have been done when they started candidacy. If it has been more than two years a new background check should be requested.
5. Background Affidavit
6. Psychological Assessment (these are only good for four years)
7. Questions Listed below

Wesley's Historical Questions

1. Do you know God as pardoning God? Have you the love of God abiding in your? Do you desire nothing but God? Are you holy in all manner of conversation?
2. Have you gifts, as well as evidence of God's grace, for the work? Have they a clear sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do you speak justly, readily clearly?
3. Have you fruit? Have any been convinced of sin and covert to God, and are believers edified by your service?

Theology & Doctrine

1. Describe your personal experience of God and the understanding of God you derive from Biblical, theological, and historical sources.
2. How do you interpret the statement, "Jesus Christ is Lord"?

Practice of Ministry

1. Submit a manuscript or transcript of a sermon you have recently preached.

Call & Disciplined Life

1. Explain your understanding of the distinctive vocations of the Order of Elder and the Order of Deacons. How do you perceive yourself, your gifts, your motives, your role and your commitment as a Provisional member in The United Methodist Church?
2. Do you have any current or chronic health problems? If so, what steps are you taking to care for yourself?

Leadership

1. What leadership roles have you been involved with in the past year?

SECOND DCOM Meeting – Re-Certification

This meeting is for those seeking Re-Certification for the first time. These folks have spent an entire year as a Certified Candidate but are not ready for recommendation to the BOM for provisional interviews.

On file should be the credit report, the criminal background check, and the psychological evaluation. If a candidate had a credit report that was at or below the minimum the DCOM will require an updated report at each DCOM re-certification meeting. DCOM should also be checking academic progress of candidates.

Theology & Doctrine

1. What is your conception of the activity of the Holy Spirit in personal faith, in the community of believers, and in responsible living in the world?
2. What is your understanding of the Kingdom of God, the Resurrection, and eternal life?

Practice of Ministry

1. Submit a manuscript or transcript of a sermon you have recently preached.
2. What are three ministry practices you have seen or experience from clergy? These can be positive or negatives, but things that have been learning experiences for you and your own ministry practices.

Call & Disciplined Life

1. What is your understanding of the expectations and obligations of the itinerant system? (for elder candidates)
2. What is your understanding of your call to servant ministry as expressed in the Order of Deacons? (for deacon candidates)
3. Do you have any current or chronic health problems? If so, what steps are you taking to care for yourself?

Leadership

1. Share a leadership role you held this year and how it succeeded or failed.

THIRD DCOM Meeting – Re-Certification

This meeting is for those seeking Re-Certification for the second time. These folks have been certified and have met with DCOM for a second re-certification meeting. This third meeting is for Candidates who are not ready for recommendation to the BOM for provisional interviews but need to be re-certified again. If their credit score was at or below the minimum at the previous certification meeting the DCOM will require a new credit report.

Theology & Doctrine

1. Describe the nature and mission of the Church. What are its primary tasks today?
2. Discuss your understanding of the primary characteristics of United Methodist polity.
3. Explain the theological role and significance of the sacraments in the ministry to which you have been called.

Practice of Ministry

1. Submit a manuscript or transcript of a sermon you have recently preached.
2. What was this sermon intended to accomplish?
3. How much preaching experience have you had and in what ministry settings?
4. State your personal view of the importance of preaching in your role as a minister.

Call & Disciplined Life

1. Are you presently convinced that the ordained ministry is the best way to respond to God's call and claim upon your life? Why do you feel this way?
2. Describe your participation, attendance, and leadership in a local United Methodist church during the past two years.

Leadership

1. Share a leadership role you held this year and how it succeeded or failed.
2. Who have you been coached by, mentored by in the area of leadership and what have you learned?

DCOM Meeting – Recommendation to The Board of Ordained Ministry

All candidates must be certified for an entire year prior to the Board of Ordained Ministry interviews. Candidates may meet with dCOM for recommendation prior to the completion of a year, but the year must be fulfilled by March 1st to be eligible for provisional March interviews.

To prepare candidates for BOM the following questions are listed in the provisional packet and will be required, plus there are additional questions and documents that are required. Board of Ordained Ministry highly suggests you focus on the information below verse having candidates submit all the materials required for completion of the packet.

Theology and Doctrine

1. Describe your personal experience of God and the understanding of God you derive from Biblical, theological, and historical sources.
2. What is your understanding of evil as it exists in the world?
3. What is your understanding of the Kingdom of God, the Resurrection, and eternal life?
4. The United Methodist Church holds that the living core of the Christian faith was revealed in Scripture, illumined by tradition, vivified in personal experience, and confirmed by reason. What is your understanding of this theological position of the Church?
5. Explain the theological role and significance of the sacraments in the ministry to which you have been called.

Practice of Ministry

- Sermon (DCOM can decide if they want a video and if they want the sermon submitted to also be the same one that will be submitted to BOM. If it is the same then the lectionary options in the appropriate Provisional Packet should be consulted).
 1. Submit a manuscript or transcript of a sermon you have recently preached.
 - a. 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):
 - b. State in one sentence the message you sought to convey in this sermon.
 - c. What was this sermon intended to accomplish?

- Questions
 1. How has your experience of God changed/deepened during your preparation for ministry?
 2. What activities would you include in a confirmation class to help young people think about God and their experiences of God?
 3. How would you turn a guest into a repeat attender into a church member?

Called and Discipline

- Autobiographical Statement:
 - All candidates will provide the District Committee on Ordained Ministry information about your family background and present family situation, ministry experience, educational history, and call/response to ministry
- Questions
 1. What is your understanding of the expectations and obligations of the itinerant system?
 2. Are you presently convinced that ordained ministry is the best way to respond to God's call and claim upon your life? Why do you feel this way?
 3. Explain your understanding of the distinctive vocations of the Order of Elder and the Order of Deacon. How do you perceive yourself, your gifts, your motives, your role, and your commitment as a Provisional member in The United Methodist Church?
 4. Describe your understanding of diakonia, the servant ministry of the Church, and the ministry of the Provisional member.
 5. You have agreed as a candidate for the sake of the mission of Jesus Christ in the world and the most effective witness of the gospel, and in consideration of your influence as a minister, to make a complete dedication of yourself to the highest ideals of the Christian life as set forth in Paragraph 304.2, (2016 Book of Discipline) and to this end agree to exercise responsible self-control by personal habits conducive to bodily health, mental and emotional maturity, integrity in all personal relationships, fidelity in marriage and celibacy in singleness, social responsibility and growth in grace and the knowledge and love of God. What is your understanding of this agreement?

6. Describe your participation, attendance, and leadership in a local United Methodist church during the past two years.
 7. Management of personal finances is important, not only for personal and family reasons, but also for Christian witness. How skilled or disciplined are you in this area of your life? Are you presently in debt so as to interfere with your work and make it difficult for you to live on the salary you may receive?
 8. When was your last medical checkup? (You will be required to submit a medical form to the BOM for provisional interviews). How do you evaluate your overall physical health? What habits do you practice to keep yourself healthy: physically, mentally, and spiritually? Do you have any current or chronic health problems? If so, what steps are you taking to care for yourself?
- Credit Report – all candidates should submit a new credit report at this meeting to verify they have reached the 640 marker before recommendation. If a candidate is working with the Credit Advisory Taskforce, then you need to require a letter from the team member to verify the work they have been doing and the plan that was created to improve the score.
 - Check the date of the Psychological Assessment – it can be no older than four years at the time of the Board interviews. If the candidate’s assessment will be four years old on March 1 and the interviews are March 10th, the candidate would need to complete a new assessment for submission to the BOM.

Leadership

1. What do you think are the 3 most important virtues for ministry? Why did you choose these 3 virtues? What are you doing in your ministry to nourish and cultivate these 3 virtues? (Note: Examples of virtues would include love, compassion, patience, courage, etc.)
2. Describe a time when you have found yourself in conflict with someone. How did you contribute to the problem? To the solution? How do you manage when you cannot resolve a conflict?
3. What boundaries are important in working with parishioners and others whom you will serve?
4. What recent experiences have caused you stress? How did you manage that stress?