

SECTION E: OTHER MATERIALS

Deacon, Elder, and Associate Member Candidates

Official Transcripts

Please request that **official (sealed)** original transcripts from **all** college, seminary, and other graduate studies be sent to the Center for Clergy Excellence **no later than the January 1, 2019**. If the academic institution offers electronic transcripts via Parchment you can search for the North Georgia United Methodist Church – OMS and that will send the transcript directly to CCE. If they offer electronic transcripts through another vendor please have them sent to ministerialservices@ngumc.org.

Seminary Letters of Recommendation

1. Ask your Faculty Advisor or an appropriate Faculty member who knows you best at your seminary to fill out this form and return it to the Center for Clergy Excellence no later than December 1, 2018. Again your file must be complete by your appointment time, including the recommendation letters that are due December 1, 2018. (page 27-28)
2. If you have participated in a Field Education/Supervised Ministry/Contextual Education experience during seminary please give their office a copy of the seminary form and ask them to submit a copy of your evaluations. This is in addition to a faculty recommendation, and does not replace the individual faculty recommendation. (page 27-28)

Letters of Reference

Every candidate should have at least two letters of reference, one from the District Superintendent and the at least one from the list of other listed below. Ask your reference to mail your letter and form to the Center for Clergy Excellence. Reference should be received by your scheduled appointment date, so that your file will complete by your time appointment.

1. Please give the letter of Reference form for the DS (page 23) for completion:
 - *District Superintendent (required)*
2. At least one from the following list (letter of reference form page 25):
 - *Senior Pastor of local church: if you are appointed, serving on staff, or have attended over a period of time*
 - *Supervisor: if you working or serving in a site other than a local church*
 - *PPRC Chairperson: if you are appointed or on staff at a local church*
 - *If unemployed: someone other than family member who knows you well*

Additional Information

Ask persons writing letters to return their responses to the questions below no later than December 1, 2018, and send it to: Center for Clergy Excellence, 1700 Century Circle, NE, Suite 100, Atlanta, GA 30345, or via email to ministerialservices@ngumc.org.

Candidates do not have access to the content of these letters without prior consent of the writer.

Letters of reference can be written by anyone – **not family members** – who have worked with you or served with you at a local church. If you have any questions regarding the letter of reference please call the Center for Clergy Excellence.

Due to the Office of Ministerial Services by December 1, 2018

Letters of Reference Form – District Superintendent

This form must be signed and returned with letter of reference

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 Office of Ministerial Services.

District Superintendent: 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 of reference to Center for Clergy Excellence, 1700 Century Circle, NE Suite 100, Atlanta, GA 30345 or via email to ministerialservices@ngumce.org by December 1, 2018.

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?
3. Describe the candidate's work ethic as you have observed him/her in discharging his/her responsibilities.
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 attitude of the candidate to deadlines? How would you describe the candidate's ability to meet deadlines?
9. How does the candidate respond to criticism and the suggestions of others?
10. What strengths and skills will the candidate bring to ministry? What weaknesses will the candidate bring to ministry?
11. What is the largest challenge the candidate faced and how did he/she respond?
12. Does your experience with the candidate cause you to have any concern that this person can function effectively within the structure of the United Methodist Church? If your answer is yes, please explain.
13. 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?

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Due to the Office of Ministerial Services by December 1, 2018
Letters of Reference Form for SPRC Chairperson, Senior Pastor,
or Supervisor

This form must be signed and returned with letter of reference

Candidate's Name: _____

Candidate's Required Signature: _____ Date _____

The Candidate is responsible for requesting the PPRC Chairperson, Senior Pastor, Supervisor, or someone who knows you well to complete this form and submit it directly to the Office of Ministerial Services.

PPRC Chairperson, Senior Pastor, Supervisor, and/or Other Reference: 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 of reference to Center for Clergy Excellence, 1700 Century Circle, NE Suite 100, Atlanta, GA 30345 or via email to ministerialservices@ngumce.org by December 1, 2018.

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?
3. Describe the candidate's work ethic as you have observed him/her in discharging his/her responsibilities.
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 attitude of the candidate to deadlines? How would you describe the candidate's ability to meet deadlines?
9. How does the candidate respond to criticism and the suggestions of others?
10. What strengths and skills will the candidate bring to ministry? What weaknesses will the candidate bring to ministry?
11. What is the largest challenge the candidate faced and how did he/she respond?
12. Does your experience with the candidate cause you to have any concern that this person can function effectively within the structure of the United Methodist Church? If your answer is yes, please explain.

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Due to the Office of Ministerial Services by December 1, 2018
**The United Methodist Church Theological School Recommendation
form for Ordination & Conference Membership**

Candidate's Name: _____

Annual Conference: _____

Theological School: _____

1. Have the Theological School send your academic transcript directly to the Registrar of the Board of Ordained Ministry listed below.
2. Take a copy of this Recommendation Form to your faculty advisor or another faculty member of the theological school for completion, and have it sent directly to the Registrar of the Board of Ordained Ministry.
3. Give a **second copy** of this form to the Office of Field Education (*Supervised Ministry/Contextual Education*) if you have had a field education assignment and have it sent directly to the Registrar of the Board of Ordained Ministry.
4. Authorize the release of information by signing the release statement below.

Release Information

I hereby authorize release of the information requested to the Registrar of the Board of Ordained Ministry listed below. Recognizing the confidential nature of this recommendation,

I DO waive all rights of access to this report without the written consent of the person providing the information.

I DO NOT waive all rights of access to this report without the written consent of the person providing the information.

Required Signature

Signed: _____ Date _____

Signature of candidate requesting recommendation

Instructions to the Theological School Representative

1. The Board of Ordained Ministry is interested in any personal insights you can provide with regard to the candidate in the following areas:
 - a. Academic ability and performance
 - b. Personal qualities and character
 - c. Spiritual maturity and insight
 - d. Field education experience and effectiveness
2. Attach all comments or reports you believe will be helpful in the decision-making process.
3. Return this form **NO LATER THAN December 1, 2018** and any attachments directly to: BOM Registrar, Center for Clergy Excellence, 1700 Century Circle NE, Suite 100, Atlanta, GA 30345, or via email to ministerialservices@ngumc.org.

Note to Theological School Faculty Member or Administrator:

The Board of Ordained Ministry is interested in any personal insights you can provide with regard to the candidate in the areas of (1) academic ability and performance, (2) personal qualities and character, (3) spiritual maturity and insight, and (4) field education experience and effectiveness.

Please attach your recommendation letter.

Do you consider the candidate ready for ordination and conference membership in the United Methodist Church? Yes No

Recommendation Submitted By: _____
Signature *Date*

Printed Name

Theological School Position: _____

Email Address: _____

Mailing Address: _____
Street *City* *State* *Zip*

Telephone: _____