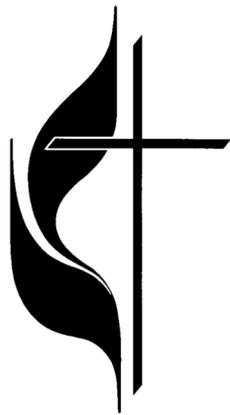


# **District Committee on Ordained Ministry Handbook**



**The South Georgia Conference  
The United Methodist Church  
December 2018**

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# Introduction

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

## ORGANIZATION AND MEMBERSHIP

### Amenability

The district committee on ordained ministry shall be amenable to the annual conference through the Board of Ordained Ministry (§666). All actions are *recommendations* to the Board of Ordained Ministry and shall be reported to the Office of Ministerial Services by the DCOM officer charged with that responsibility.

### Responsibilities

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

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

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

### Membership

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

## OVERVIEW: ROLE OF THE DCOM

- Candidacy Certification: All who seek ordination or licensing must go through a process of discernment and be examined in terms of their **fitness** for ministry. The goal is to become a certified candidate, after judging the candidate's spiritual fitness, psychological fitness, physical fitness, and potential for effectiveness. Interviews occur at these points: 1) Introductory Interview (optional) upon receipt of letter of application and biographical form, 2) Certification Interview following completion of all steps for certification, and 3) Annual renewal of certified candidacy.
- Licensed Local Pastor: Meets standards of **fitness** for ministry and has developed a **readiness** to serve under a license for pastoral ministry as clergy members of the annual conference as long as they are under appointment. Interviews occur at these points: 1) Initial recommendation for licensing (part-time, full-time), 2) Annual renewal of the license for pastoral ministry (based on **effectiveness**)
- Associate Membership: Associate Members are licensed pastors who have completed the necessary educational requirements, been examined first by the DCOM and then by the Board, and judged to have met the standard of **effectiveness** to receive guaranteed appointment and be enabled to remain clergy after retirement. To be considered at the DCOM level: areas of developing competency, academic background, **effectiveness** in ministry. Is the local pastor on track to complete paperwork for March interviews by the January deadline and do well in the examination by the BOM?
- Provisional Membership: Provisional Members are candidates or licensed clergy who have completed the necessary educational requirements, been examined first by the DCOM and then by the Board, and judged to have met standards of **readiness** to be commissioned and appointed for a provisional period of residency in preparation for ordination as elder or deacon. To be considered at the DCOM level: areas of developing competency, academic background, integration of theology and calling, and **readiness** for ministry. Is the candidate or licensed clergy on track to complete paperwork for March interviews by the January deadline and do well in the examination by the BOM?
- Reinstatement of Local Pastor License, Readmission to Conference Membership: from honorable location, administrative location, withdrawn from the ministerial office.
- Lay Supply Continuation and Certified Lay Ministry Recommendation  
DCOM reviews annually the ministry of persons serving as Lay Supply. The DCOM also examines those seeking recommendation as Certified Lay Ministers, who have completed the Basic Lay Servant Training, one Advanced Lay Servant Training, the four CLM modules, and been referred by the conference committee on Lay Servant Ministries, or equivalent structure.
- Mentors  
The DCOM is responsible for seeing that candidates receive candidacy mentors and licensed Local Pastors receive clergy mentors. They are mentored while they are in the Course of Study or seminary. Licensed Local Pastors who are pursuing Associate or Provisional Membership are to continue under a mentor beyond Course of Study or seminary in preparation for their change of status.

# DCOM LEADERSHIP JOB DESCRIPTIONS

## District Superintendent

- Receives letter from candidate with a statement of call and request for application to the candidacy program. (copy also goes to DCOM)
- Refers candidates to the conference website ([www.sgaumc.com](http://www.sgaumc.com)) the “Ministerial Services” section to explore information about Candidacy and the Orders of Ministry.
- Interviews exploring candidate and grants admission to the Candidacy process.
- Refers candidates to the appropriate DCOM and the Office of Ministerial Services which puts the candidates into the candidacy system so they have access to the checklist of steps and the documents they need.
- Presides at Charge Conference where candidates are voted on.
- Nominates District Committee on Ordained Ministry members and leaders.

## DCOM Chairperson

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

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

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

## DCOM INTERVIEW GUIDELINES

### Guidelines for preparing for an Interview

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

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

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

### Things to remember

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

## **Introductory Interview for Exploring Candidates (optional)**

Requirements prior to interview

1. Interview with the District Superintendent
2. Call Statement from the Candidate
3. Biographical form. (Documents to be copied and distributed to committee members)

Suggested Questions

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

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

Requirements prior to interview:

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

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

Documents to be copied and distributed to committee members:

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

### Suggested Questions

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

### Action Required

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

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

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

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

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

### Requirements prior to interview

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

1. Annual recommendation of the candidate's charge conference on file.
2. A written report from the candidacy mentor. (copy and distribute)
3. An official transcript from the school, college, or seminary.
4. A written report from the candidate on service and leadership in the church with reference to ¶313.3. (copy and distribute)

### Suggested Questions

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

### Action Required

Individual written ballot, simple majority vote (¶666.7) DCOM secretary/registrar sends action report to the Director of Ministerial Services.

## Interview for: Local Pastor Continuance (annually)

Requirements prior to interview:

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

FÈ Evidence of satisfactory progress in the required studies:

æÈ Local pastors preparing for proçã ã } æ membership shall complete the Local Pastors' Licensing School and then present annually to the district committee on ordained ministry an official transcript from college, seminary, or Course of Study.

àÈ All other local pastors shall complete the Local Pastors' Licensing School and present annually until completion an official transcript from the five-year Course of Study (must be completed within eight years for Full-Time Local Pastors (four courses a year) and in twelve years for Part-time Local pastors (two courses a year), see ¶319.3).

ÇÈ A written report on the service setting and progress in ministry. (to be copied and distributed)

HÈ Annual written report of the clergy mentor. (to be copied and distributed)

### Suggested Questions for Local Pastor Continuance

- Briefly share highlights, challenges, and points of growth over the past 12 months of ministry.
- Share some ways you equipped laity or initiated a new ministry in your church/community.
- Share your present understanding of your call to ministry as elder or licensed ministry.
- How has your understanding grown over the past year regarding the differences:
  - Between infant baptism as opposed to baby dedication?
  - Between our practice of reaffirmation of baptism and the practice of re-baptism?
  - Between our emphasis on Holy Communion as a sacramental means of grace consecrated by a licensed pastor or ordained elder and not just a symbolic meal anyone can take the lead in?
- Were you assigned a clergy mentor to work with you during the past year? If so, describe the relationship and what you worked on with your mentor. Was this a helpful relationship? If not, why not? Can this committee be of any help in providing a more helpful mentor relationship?
- What is the single most important thing you need at this point in time to become a better pastor?
- How do you integrate your personal and professional responsibilities? Do you experience tensions between family and church expectations of you?
- What are your future plans in terms of the next change of status and its timing?
- Describe your support systems.
- What was the focus of your Course of Study or seminary education last year? Did you find it helpful/useful? What changes or improvements to your practice of ministry can you identify as a result of your recent educational progress?
- If returning to the DCOM after being given previous recommendations, please provide a brief narrative of how you acted upon those recommendations.

### Action Required

Majority vote of the committee. DCOM secretary/registrar sends action report to the Director of Ministerial Services.

## **Interview for: Recommendation for Provisional Membership** (deacon or elder track)

Requirements prior to interview:

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

Documents to be copied and distributed to committee members:

Autobiographical Statement that will be presented to the Conference Board for March Interviews.

### Suggested Questions

- All of us are called by God. Share about your specific call to ordained ministry.
- [Ask questions requiring the candidate to integrate their theological education with their self-understanding as a person engaged in the practice of ministry. At this point, the Board is looking for readiness for ministry in preaching and teaching, theology and doctrine, and called and disciplined life.]
- How has your theology changed since you have been in seminary/Course of Study?
- What are your support systems?
- How far along are you in the preparation of your paperwork for March Interviews due in January?

### Criteria

- The DCOM is looking for readiness to go before the Conference Board of Ordained Ministry the following March.
- Areas of developing competencies.
- Academic background.
- Consider field education experiences, internships, other practice of ministry experiences.
- Review how theological understanding has evolved since certification.
- Review carefully educational requirements. Contact the Director of Ministerial Services with any questions.
- Readiness will be evaluated in preaching and teaching, theology and doctrine, and called and disciplined life.

### Action Required

Written ballot with three-fourths majority vote, action report submitted to the Director of Ministerial Services, with a written narrative by the chair of the DCOM attached to the form describing the candidate's areas of strength and areas of growth.

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

Requirements prior to interview:

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

Documents to be copied and distributed to committee members:

Autobiographical Statement that will be presented to the Conference Board for March Interviews.

Suggested Questions

- All of us are called by God. Share about your specific call to associate membership?
- Why are you seeking associate membership?
- [Ask questions that would integrate their theological education with their practice of ministry.]
- How has your theology changed since you have been in the Course of Study or M.Div. program?
- What are your support systems?
- How far along are you in the preparation of your paperwork for March Interviews due in January?

Criteria:

- The DCOM is looking for readiness to go before the Conference Board of Ordained Ministry the following March.
- Areas of competencies
- Academic background
- Consider current practice of ministry
- Review how theological understanding has evolved since licensing
- Effectiveness: For associate membership, the Board is looking for effectiveness in ministry. Effectiveness in ministry will be evaluated in preaching and teaching, theology and doctrine, and called and disciplined life.

Action Required

- Written ballot with three-fourths majority vote, action report submitted to the Director of Ministerial Services, with a written narrative by the chair of the DCOM attached to the form describing the candidate's areas of strength and areas of growth.

## **Interviews for Lay Supply review and Certified Lay Minister recommendation (§268.3e)**

There are two categories of lay persons that the DCOM typically interviews. One category is referred to as Lay Supply (§205.4) and the other is Certified Lay Minister (§268).

District Superintendents are routinely required to supply churches with lay persons, referred to as Lay Supply (§205.4) They are assigned, but not appointed. All six districts, with the sanctioning of the DSs, have adopted the practice of lay supply annual review by the respective DCOMs. Instructions for these interviews are detailed below.

Another category of lay person are those referred to the DCOM by the conference committee on Lay Servant Ministries after completing preparations for Certified Lay Ministry. The DCOM's role is to interview these persons and determine if they are ready to be recommended for certification as CLMs (§268.3e). Since Certified Lay Ministry is a *lay program*, questions about the process should be directed to the Office of Connectional Ministries which oversees the program. The DCOM should also keep in mind that only a portion of Certified Lay Ministers will choose to serve, or be asked to serve, as lay supply leading small membership congregations in the absence of a pastor. Other CLMs choose to serve in their local congregations in partnership with the clergy pastoral leadership, by providing a ministry of care to their congregation, or assisting in program leadership, or working in community outreach, all as part of their congregation's ministry team.

### **Interview for Lay Supply Annual Review**

Items to be included in Lay Supply district files:

- Biographical Form 102
- Completed Criminal Background and Credit Check issued from the Office of Ministerial Services (after receiving a notarized Disclosure Form and Background Check Consent Form)

Suggested Questions:

- Briefly share highlights, challenges, and points of growth over the past 12 months of ministry.
- Share your present understanding of your call to ministry as a lay person.
- According to §205 a lay person serving as lay supply for a congregation must either begin the candidacy process toward licensed or ordained ministry or begin the process to become a Certified Lay Minister. What direction do you sense God is leading you?
- If you have already begun one of the above processes, at what point in the process are you?
- If you are going through the learning modules for Certified Lay Ministry, what are you learning about yourself and your ministry?
- Were you assigned a clergy mentor to work with you during the past year? If so, describe the relationship and what you worked on with your mentor. Was this a helpful relationship? If not, why not? Can this committee be of any help in providing a more helpful mentor relationship?
- What is the single most important thing you need at this point in time to become a better pastor?
- Describe your support systems.

### **Action Required**

Record a written summary of the conversation, keep a copy for the lay supply's DCOM file, and send a copy to the DS and the Office of Ministerial Services.

## **Interview for those seeking recommendation for certification as Certified Lay Ministers (CLM)**

Requirements prior to interview:

1. Before the DCOM gets involved, the conference committee on lay servant ministries, in partnership with Congregational Development, has already taken care of the following:
  - a. Verification of Certification as a Lay Servant (Basic & Advanced Lay Servant Training)
  - b. Written recommendation from the pastor and church council or charge conference
  - c. Verification of completion of CLM training, including 1) development of a Mutual Ministry Team, which covenants and supports CLM throughout their ministry, 2) training in worship, discipleship, preaching, congregational care, leadership, Methodist connection & heritage, 3) creating a Spiritual rule of Life, which is a plan for personal growth & development, 4) shadowing a mentor, 5) selected reading, 6) preparing a message and receiving feedback, 7) other various projects and assignments.
  - d. Letter of Recommendation from the DS
2. The conference committee on Lay Ministries refers to the DCOM those who have completed the above steps and passes on the documents needed for the interviews with the candidates for CLM certification. (Refer questions regarding this documentation to Anne Bosarge.)
3. DCOM leadership furnishes copies of any of the aforementioned documents to DCOM members that will be helpful in conducting the interviews.

Suggested questions:

- Tell us about your faith journey and your understanding of the call of God upon your life.
- How have you experienced the presence of God in your ministry?
- Tell us about your leadership experiences in the local church.
- Tell us how your service in your local church has demonstrated your appreciation of the history, polity, doctrine, worship and liturgy of The United Methodist Church. (This is a required question from the Book of Discipline.)
- Share about your devotional life. How are you growing spiritually?
- Tell us about your personal strengths . . . your areas of growth.
- Share how the Certified Lay Ministry training has been helpful for you.
- Describe your interaction with your mutual ministry team.
- What is your vision for ministry in the local church as a CLM?

Action Required

- Majority vote of the district committee on ordained ministry. DCOM secretary/registrar sends action report to Anne Bosarge.

## **Interview for: Re-certification of Certified Lay Minister (needed every two years)**

Prior to Interview

- Charge Conference records confirm that the CLM has satisfied continuing education requirement (1 CEU) and has been recommended on the local level for recertification. (Jay Hanson/Anne Bosarge offer Cont. Ed. event for CLMs to help them satisfy their requirement.
- DS confirms verification of Charge Conference approval and his or her own recommendation for CLM recertification at the DCOM interview.

## Suggested Questions

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

## Action Required

- DCOM conveys to Anne Bosarge the DS's & DCOM's recommendation for recertification and/or any contingencies that need to be met.

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

- Persons who are seeking to return to a former clergy relationship are to be interviewed by the DCOM of their home district at the time they were discontinued, located, or withdrawn.
  1. Reinstatement of Local Pastor Status after Discontinuance (§320.4)
  2. Readmission of Provisional Membership after Discontinuance (§364)
  3. Readmission after Honorable or Administrative Location (§365)
  4. Readmission after Leaving the Ministerial Office (§366)

## Requirements prior to interview:

- Immediately contact the Director of Ministerial Services for detailed instructions
- Contact Office of Ministerial Services for relevant information from the clergy personnel file
- In each of the four cases above, the DCOM will review the circumstances related to the withdrawal, discontinuance, or location, and seek to determine through documents and interviews if and how those circumstances have been addressed in order to return to active relationship in the annual conference.
- Documents needed depending on the situation (listed 1-4 above)
  - A written request by the candidate stating the circumstances related to discontinuance, withdrawal, or location, and reasons and qualifications for reinstatement or readmission. (all 4 of the above)
  - Satisfactory recommendation by charge conference where membership is held. (#1, #3)
  - Medical Report and Psychological Evaluation (#3)

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

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

## Suggested Questions

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

## Action Required

- Recommendation to the Board of Ordained Ministry and Cabinet.

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

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

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

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

- **Candidacy Checklist**
  - The Candidacy Process can be found by going to the Conference Website ([www.sgaumc.org](http://www.sgaumc.org)), clicking the heading “Ministerial Services,” and then clicking “Candidacy: Pursuing your Calling.”
- **Essential Forms for the Candidacy Process**
  - The following forms can be found under the “Ministerial Services” heading, and then clicking “Policies and Forms”:
    - Biographical Form
    - Medical Report
    - Declaration of Candidacy
    - Renewal of Candidacy
    - District Superintendent’s Report
- **Other Menu Items in the “Ministerial Services” section of the conference website.**
- **The current Book of Discipline**
  - The following paragraphs guide the work of the DCOM
    - The paragraphs in the “300’s” section deal with clergy candidacy and clergy relationships
    - Paragraph 666 defines and describes the work of the DCOM
- **www.gbhem.org**
  - The general board that your work relates to is the General Board of Higher Education and Ministry.
    - Click “Clergy,” Click “Boards of Ordained Ministry,” Click “BOM Library”



