

HANDBOOK OF COMMISSIONING AND PROVISIONAL MEMBERSHIP

*(FOR THOSE SEEKING COMMISSIONING IN THE OKLAHOMA
ANNUAL CONFERENCE)*



Oklahoma Conference

of The United Methodist Church

BOARD OF ORDAINED MINISTRY

*DESIGNED BY:
PROVISIONAL MEMBERSHIP COMMITTEE
EDUCATION COMMITTEE
REVISED JULY 15, 2018*

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Requirements and Submissions for Commissioning as an Elder/Deacon Candidate

Requirements for all candidate documents/submissions:

1. All documents should utilize a basic MLA formatting style. There are many resources on the internet to assist with this task for those unfamiliar with MLA.
2. Documents must be in either a Microsoft Word or Adobe PDF format.
3. Most importantly, label your files with the date and a clear heading for what the document is, and your name. We have developed a simple yet significant way of organizing our records electronically, and we ask that all documents be labeled as follows:

The name of the document file should be based on this:

(full year) underscore_(month in two digits)underscore_(day in two digits) space (Title) space (Name).doc

Example of a sermon manuscript dated for September 1, 2018, would be:

2018_09_01 Sermon Your Name.doc

4. E-mail should be utilized for everything possible, for anything else that you cannot either fill out electronically, or scan into a PDF, you can e-mail to the Board of Ordained Ministry bom@okumc.org .
5. All Videos must be submitted in electronic format.

If there are any problems, questions, comments, or suggestions, contact:

Chuck Nordean - cnordean@okumc.org (405) 530-2007

**For Candidates Desiring Entrance into the Oklahoma Annual Conference of
the United Methodist Church**

as a Provisional Member in the Order of Elders Materials Due October 1, 2018

The Oklahoma Annual Conference Board of Ordained Ministry will assess the following information in scheduled personal interviews in considering your request for provisional or associate membership in our Conference. The following must be submitted on time and in proper form as outlined below:

- ___ 1. The Personal Information Sheet
- ___ 2. Minister's Biographical Data
- ___ 3. Your sermon (written and in digital format) with bibliography, theology of worship, and worship bulletin
- ___ 4. Your plan and outline for teaching a book of the Bible from the list provided
- ___ 5. Your assessment for ministry from your local church Pastor (Staff) Parish Relation Committee and your assessment for ministry from you Senior Pastor (only if serving on a multi-clergy staff)
- ___ 6. Your assessment for ministry from your District Superintendent
- ___ 7. Your completed Medical Exam Form and results of psychological testing and assessment
- ___ 8. Official transcripts (no copies) from college and seminary
- ___ 9. Theological School Recommendation Form 109
- ___ 10. Complete one copy of Form #114, unless previously provided to the Board
- ___ 11. Doctrinal Statements

- In addition to these, the Board may seek and/or use other information or ask other questions during the interview process. If you have questions contact your Registrar. Contact information can be found at bottom of the Board of Ordained Ministry Web site.

Submission of Materials and Format: All submissions shall be distributed through bom@okumc.org

1. **PERSONAL INFORMATION SHEET** Found on the conference website: www.okumc.org/bomforms

2. MINISTER'S BIOGRAPHICAL DATA

Form 102 - Found on the conference website – www.okumc.org/bomforms

Please submit this form to: bom@okumc.org

3. SERMON

Submit your order of worship/bulletin; please state how the order relates to your understanding of the theology of worship (even if you did not order the worship) and preaching. Attach a bibliography. Be sure ***your name is on each page along with the page number.***

Choose one of the following sermon texts: John 20: 1-8; Matthew 7: 21-29; Genesis 3; Romans 12:1-12; I Corinthians 11:17-35, or Mark 1:1-11. Submit a manuscript of the sermon with attached bibliography, one DVD of the worship service where this sermon was actually preached (See instructions for DVD submissions in Appendix F page 83). Do not read the manuscript (unless that is your style). We are interested in hearing you preach! We realize that the spoken and the written sermons may differ somewhat.

4. **TEACHING MINISTRY**

Develop an original Bible study from the list below. This is to be your original work using resources that must be cited. Your Bible study and its outline must be double-spaced and should be between 5 to 10 pages in length. It should include a bibliography. Your Bible study must also include the following:

- Course Outline: How many sessions, length of sessions and topics for discussion and a timeline for each segment.
- Target Audience: Age, gender and number of people in the target group
- Objectives: What are the learning objectives? Please list the learning objectives at the beginning of the study.

Please provide detailed lesson plans for at least 3 sessions including time plan, teaching technique, resources used and needed (bibliography) and class setting. Each applicant for Provisional Membership will submit this work by October 1.

Bible study options: Genesis 1-9; Exodus 1-20; Contrast Psalms of Lament with Psalms of Praise; Daniel 1-6; Matthew 1-2 and 21-28; I and II Timothy or Revelation 2-3.

5. **ASSESSMENT FOR MINISTRY FROM PPRC (SPRC) & SENIOR PASTOR (IF APPLICABLE)**

These forms are on the conference website: www.okumc.org/bomforms. It is your responsibility to be sure your (S)PPRC completes this form and returns it to: bom@okumc.org

6. **ASSESSMENT FOR MINISTRY FROM DISTRICT SUPERINTENDENT**

This form is on the conference website, www.okumc.org/bomforms. It is your responsibility to be sure your District Superintendent completes this form and returns it to: bom@okumc.org

7. **YOUR COMPLETED MEDICAL EXAM FORM AND RESULTS OF YOUR PSYCHOLOGICAL TESTING AND ASSESSMENT**

It is your responsibility to be sure your Medical Exam Form and your Psychological Tests (done during candidacy) are completed by the appropriate people, secured and returned to: bom@okumc.org. EKG's are only needed if ordered by your physician.

8. **OFFICIAL TRANSCRIPTS** (no copies)

9. **THEOLOGICAL SCHOOL RECOMMENDATION FORM 109** Found on the conference website, www.okumc.org/bomforms.

10. **CANDIDATE'S DISCLOSURE FORM**, Form 114

Found on the conference website – www.okumc.org/bomforms.

Complete one copy (unless provided previously to the Board. Remember, it must be notarized)

11. DOCTRINAL QUESTIONS (Pg. 10)

Place your name and page number on the upper right-hand corner of EVERY page you submit! Type each question and give your answer. Each answer should be long enough to give us an understanding of your theology and tell us you have dealt seriously with the question. While we are not looking for textbook answers we are looking for a complete understanding including where your theology developed. All citations should be footnoted; citations should not represent more than forty percent of your answers. Your paper should be no longer than 28 pages in length, not counting your bibliography. Any pages beyond 28 will not be considered for assessment. Your paper is to follow MLA Format, 12pt font, New Times Roman, double-spaced. Include a formal bibliography to your doctrinal statement. Your doctrinal questions are below:

Mendeley (<https://www.mendeley.com/reference-management/reference-manager>) is a free reference management software program that integrates with Microsoft Word and Internet Explorer to seamlessly cite references according to your chosen (MLA) format. Candidates are encouraged to make use of Mendeley to appropriately cite references according to the MLA 7th edition standard. Video tutorials are available at: <https://www.mendeley.com/guides/videos>.

DOCTRINAL QUESTIONS for Ministerial Candidates seeking Elders Orders, Deacon Orders and Desiring Entrance into the Oklahoma Conference of The United Methodist Church as PROVISIONAL MEMBERS

Each candidate shall respond to a written and oral doctrinal examination administered by the conference Board of Ordained Ministry. The examination shall cover the following:

- 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 humanity and the human need for divine grace?
- 4) How do you interpret the statement Jesus Christ is Lord?
- 5) 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?
- 6) What is your understanding of the kingdom of God; the resurrection; eternal life?
- 7) How do you intend to affirm, teach and apply Part III of the Discipline (Doctrinal Standards and Our Theological Task) in your work in the ministry to which you have been called?
- 8) 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?
- 9) Describe the nature and mission of the Church. What are its primary tasks today?
- 10) Discuss your understanding of the primary characteristics of United Methodist polity.

- 11) How do you perceive yourself, your gifts, your motives, your role, and your commitment as a provisional member and commissioned minister in The United Methodist Church?
- 12) Describe your understanding of diakonia, the servant ministry of the church, and the servant ministry of the provisional member.
- 13) What is the meaning of ordination in the context of the general ministry of the Church?
- 14) Describe your understanding of an inclusive church and ministry.
- 15) 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 their influence as ministers, to make a complete dedication of yourself to the highest ideals of the Christian life 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?
- 16) Explain your understanding of the sacraments and the role and significance of the sacraments in the ministry to which you have been called.
- 17) Indicate in some detail how your close personal relationships affect your ministry.

For Candidates Desiring Entrance into the Oklahoma Annual Conference of the United Methodist Church as a Provisional Member in the Order of Deacons

The Oklahoma Board of Ordained Ministry will assess the following information in scheduled personal interviews in considering your request for provisional or associate membership in our Conference. The following must be submitted on time and in proper form as outlined below:

- ___ 1. Personal Information Sheet
 - ___ 2. Minister's Biographical Data
 - ___ 3. Your Theological Reflection
 - ___ 4. Your Sermon
 - ___ 5. Your plan and outline for teaching a book of the Bible from the list provided
 - ___ 6. Position Description of your Ministry Appointment(s)
 - ___ 7. Your assessment for ministry from your local (Staff) Pastor Parish Relation Committee and your assessment for ministry from your Senior Pastor (only if serving on a multi-clergy staff)
 - ___ 8. Your assessment for ministry from your District Superintendent
 - ___ 9. Your completed Medical Exam Form and results of your psychological testing and assessments
 - ___ 10. Official transcripts (no copies) from college and seminary
 - ___ 11. Theological School Recommendation Form 109
 - ___ 12. Candidates Disclosure Form 114
 - ___ 13. Doctrinal Questions
- In addition to these, the Board may seek and/or use other information or ask other questions during the interview process. If you have questions contact your Registrar. Contact information can be found at bottom of the Board of Ordained Ministry Web site.

1. PERSONAL INFORMATION SHEET

See Appendix E in the Provisional Handbook on the conference website

2. MINISTER'S BIOGRAPHICAL DATA

Form 102 – Found on the conference website – www.okumc.org/bomforms

Please submit this form to: bom@okumc.org

3. THEOLOGICAL REFLECTION

In detail describe an experience in your ministry that gave evidence of your call to the specialized ministry of a deacon through word and service. If you are in extension ministry include how you are related to a local church; how you connect the church with the world; how you connect the world to the church; and how you provide leadership in the local church. This theological reflection should be not less than 8 pages and not more than 12 pages. All pages should be double-spaced.

4. SERMON

Submit your order of worship/bulletin; please state how the order relates to your understanding of the theology of worship (even if you did not order the worship) and preaching. Attach a bibliography. Be sure ***your name is on each page along with the page number*** Choose one of the following sermon texts: John 20: 1-8; Matthew 7: 21-29; Genesis 3; Romans 12:1-12; I Corinthians 11:17-35, or Mark 1:1-11. Submit a manuscript of the sermon with attached bibliography, a digital version of the worship service where this sermon was actually preached. Do not read the manuscript (unless that is your style). We are interested in hearing you preach! We realize that the spoken and the written sermons may differ somewhat.

5. TEACHING MINISTRY

Develop an original Bible study from the list below. This is to be your original work using resources that must be cited. Your Bible study and its outline must be double-spaced and should be between 5 to 10 pages in length. It should include a bibliography. Your Bible study must also include the following:

Course Outline: How many sessions, length of sessions and topics for discussion and a timeline for each segment

Target Audience: Age, gender and number of people in the target group

Objectives: What are the learning objectives? Please list the learning objectives at the beginning of the study. Please provide detailed lesson plans for at least 3 sessions including time plan, teaching technique, resources used and needed (bibliography) and class setting. Each applicant for Provisional Membership will submit this work by October 1.

Bible study options: Genesis 1-9; Exodus 1-20; Contrast Psalms of Lament with Psalms of Praise; Daniel 1-6; Matthew 1-2 and 21-28; I and II Timothy or Revelation 2-3.

6. CURRENT APPOINTMENT DESCRIPTION

Provide a written position description of your specialized ministry appointment and your secondary appointment if applicable.

7. ASSESSMENT FOR MINISTRY FROM PPRC (SPRC) & SENIOR PASTOR (IF APPLICABLE)

This form is online at www.okumc.org/bomforms. It is your responsibility to be sure your PPRC (SPRC) completes this form and returns it to: bom@okumc.org

8. ASSESSMENT FOR MINISTRY FROM DISTRICT SUPERINTENDENT

Appendix E: This form is online. It is your responsibility to be sure your District Superintendent completes this form and returns it to: www.okumc.org/bomforms

9. YOUR COMPLETED MEDICAL EXAM FORM AND RESULTS OF YOUR PSYCHOLOGICAL TESTING AND ASSESSMENT.

It is your responsibility to be sure that your Medical Exam Form and your Psychological Tests are completed by the appropriate people and returned to: bom@okumc.org. EKG's are only needed if ordered by your physician.

10. OFFICIAL TRANSCRIPTS (no copies)

Please submit this form to: Chuck Nordean, 1501 NW 24th St, Oklahoma City, OK 73106-3635

11. THEOLOGICAL SCHOOL RECOMMENDATION FORM

Form 109. Found on the conference website www.okumc.org/bomforms

12. CANDIDATE'S DISCLOSURE FORM, Form 114 Found on the conference website—

www.okumc.org/bomforms. Complete one copy if not previously provided to the board.

13. DOCTRINAL QUESTIONS

Place your name and page number on the upper right-hand corner of EVERY page you submit! Type each question and give your answer. Each answer should be long enough to give us an understanding of your theology and tell us you have dealt seriously with the question. While we are not looking for textbook answers we are looking for a complete understanding including where your theology developed. All citations should be footnoted; citations should not represent more than forty percent of your answers. Your paper should be no longer than 28 pages in length, not counting your bibliography. Any pages beyond 28 will not be considered for assessment. Your paper is to follow MLA Format, 12pt font, New Times Roman, double-spaced. Include a formal bibliography to your doctrinal statement. Your doctrinal questions are below:

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www.okumc.org/bomforms

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Revised July 15, 2018

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