

# HANDBOOK OF RESIDENCY AND PROVISIONAL MEMBERSHIP



## **Oklahoma Conference**

of The United Methodist Church

**BOARD OF ORDAINED MINISTRY**

*DESIGNED BY:  
THE PROVISIONAL COMMITTEE  
AUGUST 15, 2018*

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# Introduction to Provisional Membership

## Provisional Membership in Oklahoma Conference of the United Methodist Church

The Division on Ministry of the United Methodist Church has stated that *three primary needs are tended to the residency program for provisional members*:

1. Growth in effectiveness for ministry
2. Assessment of the growth
3. Weaving the fabric of covenantal relationship within the conference.

*(BOM Handbook; Chapter 15: Provisional Membership, p. 4)*

The 2016 *Book of Discipline* ¶326 presents four components for the residency curriculum:

1. Continuing Theological Development
2. Covenant Groups
3. Mentoring
4. Supervision

The Oklahoma Conference Board of Ordained Ministry has designed its residency program according to requirements of the *Book of Discipline* as outlined in the following three regulated processes: Supervision, Mentoring, and Residency Groups. The fourth required component of continued theological development is woven throughout the regulated processes. In addition, provisional clergy members in the Oklahoma Conference complete a Residency Education curriculum over a period of two years, as outlined in the *Provisional Process Residency Group, beginning pp 23*.

This handbook provides many resources for provisional clergy, district superintendents, PPR/SPRC chairpersons, supervising senior pastors, clergy mentors, residency group coaches and members of the Board of Ordained Ministry.

The Board is available to any persons, including provisional clergy, as guides through this process. While certain disciplinary requirements direct the Board in relationship with provisional members, Board members wish to assist in whatever ways possible. Please call on members of the Board for clarification and support as needed.

Our guiding documents in the development of these processes have included:

**BOM Handbook.**

Chapter 15: *Provisional Membership: Commissioned to Servant Leadership*

**Readiness to Effectiveness: Preparation for Professional Ministry in The United**

*Methodist Church. GBHEM, 2006 Part 1: The Probationary Process for Commissioned Minister*

We are extremely grateful for the members of the Provisional Membership and Education Committees for their devoted work in the development of these processes.

Provisional Process:

Supervision Ministry  
District Superintendents

Presented by the Provisional Subcommittee on District Superintendent Supervision

## The District Superintendent and the Provisional Process

### I. The Role of the District Superintendent

*The 2016 Book of Discipline*, paragraphs ¶327.4, charges the District Superintendent with responsibility for supervision and evaluation of provisional members. *The 2016 Book of Discipline* ¶326, charges the Board of Ordained Ministry (BOM) with making arrangements for all provisional members to be involved in a process that offers continued growth and learning during the provisional period and working with the District Superintendent in evaluation of the provisional member. To this end, the Oklahoma Conference Board of Ordained Ministry has designed a process (three year minimum) to engage each provisional member in reflecting on and practicing servant ministry.

### II. Responsibilities of the District Superintendent

#### Supervision Ministry

The BOM has designed a system of on-site visits and individual consultation between the District Superintendent and the provisional member. An on-site visit and one-on-one meetings are made each year of provisional membership, initiated by the provisional member with the District Superintendent. The focus of the on-site visits and the one-on-one conversations and guidelines for evaluation are outlined in the Supervision Section. Annually, the District Superintendent writes an evaluation for each provisional member in his/her district. Reports should be received at [bom@okumc.org](mailto:bom@okumc.org) March 1<sup>st</sup>.

# Supervision Ministry

## I. Purpose of Supervision

The role and mission of the supervision phase of provisional membership by the BOM will be to fulfill the five purposes identified in the *BOM Ministry Handbook*: a) to develop vocational identity; b) to build effective ministry; c) to enhance faith and theological understanding; d) to experience support and accountability; e) to receive feedback for identifying and addressing growing edges.

## II. Model

To help achieve these goals, the following schedule and evaluation tools for the local church, extension ministry, District Superintendent, and BOM will be used for provisional members seeking Elder's or Deacon's Orders. **For all aspects of the Supervision Ministry, the provisional member must take the initiative to schedule the on site visits and supervision meetings with the district superintendent.**

These are the components of the Supervision Ministry:

1. Each year of provisional membership, an on-site visit to the ministry setting by the District Superintendent to observe the provisional member in ministry. The specific purposes of the visits and evaluation guidelines are outlined in the Addendum integrating education curriculum.
2. An annual individual consultation with the District Superintendent to discuss an aspect of leadership in ministry. The specific focus of this conversation is outlined in the Addendum integrating the education curriculum.
3. The District Superintendent submits an annual evaluation report (Addendum DS) to be placed in each candidate's file for review by the BOM before the interview process. (Reports are due March 1<sup>st</sup> as needed for spring interviews).

## Year 1

- On-site visit by the District Superintendent
  1. Preaching, Worship or Teaching leadership for provisional members (Addendum 1)
- One-on-one meeting with the District Superintendent
  1. For all provisional members, discussion of observations from on-site visit, using Addendum 1 to facilitate discussion.
  2. Submit Addendum 1 and Addendum DS to the Director of Clergy Development at the Conference office.

## Year 2

- On-site visit by the District Superintendent
  1. Preaching, Worship or Teaching leadership for provisional members paying attention to use of Theological language (Addendum 3).
- One-on-one meeting with the District Superintendent
  1. For all provisional members, focusing on theological dialogue and questions (Addendum 3)
  2. For those applying for full membership and ordination, final evaluation submit Addendum DS. **For this final year, the District Superintendent submits one report to the Director of Clergy Development at the Conference office that includes the final evaluation for ordination and full membership.**

### III. The Role of the District Superintendent

- A written report is requested annually from the District Superintendent on each provisional member. The report is due no later than March 1<sup>st</sup> as needed for provisional members' Spring Interviews. The report will be placed in the provisional member's BOM file. The written report should be narrative in style. Included in the report should be feedback on the areas of strength and areas for growth observed during the on-site visit. The District Superintendent shares this report with the provisional member.



# Provisional Process: Mentoring

## I. Description of Relationship

*“Mentoring occurs within a relationship where the **mentor takes responsibility** for creating a **safe place** for **reflection and growth**. An **effective** mentor has a **mature faith**, models **effective ministry**, and possesses the necessary **skills** to help individuals **discern their call** in ministry. Mentoring is **part of the preparation and growth** for... **provisional members** of an annual conference. Mentoring is **distinct from the evaluative and supervisory** process that is part of the preparation for ministry.” (2016 Book of Discipline ¶348 - **emphasis added** for sake a clarity on the role of clergy mentors)*

Everything set forth in this descriptive document should be seen as an expansion upon the remainder of ¶348 and as enabling the Oklahoma Conference Board of Ordained Ministry (BOM) to fulfill this area of its obligations as set forth in the 2016 *Book of Discipline*. Also, the *BOM Handbook* (produced by the General Board of Higher Education & Ministry) should be consulted regularly for more in-depth description and as a source of ideas for the mentoring relationship.

This relationship is one of covenant—both parties are willing participants in the process and agree to engage it fully for the sake of mutual enrichment. At the same time, both clergy mentor and provisional clergy see themselves and their relationship as set within the larger connection of the annual conference and the general church.

While mentoring also is required for ministry candidates, local pastors, and elsewhere is connected to “residency groups,” this document is focused on mentoring of Provisional Members of the annual conference: those who have been commissioned as deacons or elders. Hereafter, these mentors will be referred to as “Provisional Clergy Mentors” (PCMs).

*While the BOM tries to connect each provisional member with a mentor it is ultimately the responsibility of the provisional to make sure they have a mentor. This can be done by contacting the chair of the Provisional Committee by July 1<sup>st</sup>.*

## II. Guidelines for Provisional Clergy Mentoring

- Quarterly face-to-face meetings during each year of provisional membership.
- PCM and Provisional Member will complete “Covenant Form” at first face-to-face meeting [[Appendix B pp. 60](#)].
- PCMs must access and complete the on-line Mentor Training provided by the BOM.
- PCMs agree to be available to the Provisional Member for other times of guidance and reflection, as needed (emails, phone calls, or brief “touching base” opportunities in other contexts).
- PCMs must be ordained deacons, ordained elders or associate members or full-time local pastors who have completed the Course of Study.
- PCMs can be in retired relationship with the annual conference.
- PCMs shall not be members of the BOM.
- PCMs shall mentor no more than two Provisional Members at one time.
- PCMs shall not be the Residency Group Coach for the same Provisional Members for whom they serve as mentors.
- PCMs will make annual report to the BOM [see below] .
- Either party has the right to petition the BOM for a change [[Appendix B p. 61](#)].

### III. Goals of Mentoring

- Foster a lifelong habit of seeking out accountability partners to help insure greater effectiveness in ministry.
- Provide a source of ongoing theological reflection upon the work of ministry.
- Develop professional friendships within the United Methodist connection.
- Enhance the virtue of the Provisional period.

### IV. Questions for Discussion

The following questions are provided for use during meetings between PCM and Provisional Members. PCMs will indicate on the Annual Report which questions were addressed during the year with the Provisional Member.

#### YEAR 1

Describe and discuss:

An experience of leading in worship; in an educational setting.

An experience in which the Provisional Member was engaged in evangelism; in a justice ministry.

#### YEAR 2

Describe and discuss:

An experience of working with others in a ministry setting, either as leader or in cooperation with other church staff or members of the congregation:

An experience of providing pastoral care to someone in grief; to someone in the hospital.

### V. Selection and Assignment of Mentors

Each year, District Superintendents will supply a list [*Appendix B pp.63*] of those in their districts (including retired deacons and elders) whom they foresee as qualified mentors (based upon previous description found in ¶1348 of the 2016 *Book of Discipline*). The BOM will then present the list (which will include geographic references—district and ministry setting) to each Provisional Member, giving them the opportunity to choose three possible mentors [*Appendix D*]. Some thought should be given by each Provisional Member to geographic reality in order facilitate the face-to-face meetings. The BOM will then assign the PCMs to each Provisional Member, giving consideration to their preferences. However, the BOM may exercise its own discretion in the assignment of PCMs.

### VI. Training & Resourcing Mentors

- The BOM will arrange for annual Mentor Training (although PCMs are required to attend only once per quadrennium).
- Each PCM will be provided a copy of Chapter 11 on Clergy Mentoring of the *BOM Handbook* (produced by the General Board of Higher Education and Ministry) and the "Provisional Process Mentoring" section of the Provisional Members Handbook.

## VII. Mentor Report to Board of Ordained Ministry

In keeping with disciplinary requirements, PCMs will report to the BOM during each year they mentor a Provisional Member. The report reflects the attendance and participation requirement. Nothing of a confidential or personal nature should be shared in this report. Provision is made for the PCM to point out areas for growth. Both PCM and Provisional Member must sign this report before it is submitted to the BOM.

*[Appendix B p. 64]*

# Provisional Process: Residency Peer Groups

## Service of Provisional Members

*“During the provisional period, arrangements shall be offered by the Board of Ordained Ministry for all provisional members to be involved in a residency curriculum that extends theological education by using covenant groups and mentoring to support the practice and work of their ministry as servant leaders, to contemplate the grounding of ordained ministry, and to understand covenant ministry in the life of the conference.” 2016 Book of Discipline pp. 326*

This statement from the Book of Discipline gives the rationale for residency groups in the Oklahoma Annual Conference. Participation in residency groups is mandatory for all commissioned members who have completed educational requirements.

## Organization of Groups

Groups shall be organized according to Residency Year. All members of Year 1 shall meet as a peer group. All members of Year 2 shall meet as a peer group. All meetings will be held in Oklahoma City unless otherwise directed.

## Residency Group Participation

Groups shall meet quarterly (4 times/year); attendance is required. One absence per year may be allowed to address pastoral or personal emergencies. More than one absence per year or a pattern of absences during the provisional period may lead to the Board of Ordained Ministry lengthening the provisional period of provisional members. In the event of an absence, the provisional member is still responsible to complete any assignment that was due.

## Goals of Residency Groups

The primary goal of residency groups is to meet the disciplinary requirements for those moving toward ordination and full membership in the Oklahoma Annual Conference. This will be accomplished through developing relationships with other provisional members and residency group coaches, thus strengthening our shared covenant. It will also move residents toward greater effectiveness in ministry. Soul care (watching over one another in love) is another secondary goal. The final goal is to focus on practical ministry skills and practical theology.

## Residency Group Coaches

Each residency group will be led by 2 coaches. The Board of Ordained Ministry will select coaches for each area. It is the responsibility of coaches to schedule meetings for each residency group. In keeping with the idea of covenant discipleship, coaches should create an environment that allows provisional members to feel safe in expressing theological perspectives without forcing them into a specific theological position. Coaches cannot be members of the Board of Ordained Ministry. They will not report the specific conversations of the group, but will report to the Board of Ordained Ministry on attendance, participation, in the group, and completion of assignments. Coaches will also lead the group through the assigned curriculum.

## Residency Peer Group Curriculum

## Year 1

**Licensing School:** All Commissioned/Provisional Elders and Deacons are required to have attended Local Pastor's Licensing School prior to BEGINNING THE TWO-YEAR RESIDENCY. Transfers from other Annual Conferences should check with the appropriate registrar to determine if attendance is required.

**Exegete Your Ministry Context:** Using MissionInsite (see Annual Conference Website at [www.okumc.org](http://www.okumc.org)) write a 10-15 page paper (MLA format, double-spaced with bibliography) that engages a contextual analysis of the demographic information in your report. Make use of multiple sources in exegeting your ministry context. In your paper, provide a snapshot of the demographics of you ministry context, your personal discoveries, the people's passion and the needs of the church and community. Analyze other churches in your region and the demographics served by those churches. Where are the needs? What needs exist that are not being met? What are people passionate about in your church? This paper will provide a foundation for your provisional project and should be referenced in your project proposal.

**Provisional Project Proposal:** Each candidate must prepare a written proposal for 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)). The paper should reflect how this connects with your specific context for ministry and must include all steps necessary to implement the project. The proposal should be in outline form, be of sufficient length to offer a detailed plan of action, and must contain a timeline for implementation. As much as possible, the project design should be the result of fruitful conversation with the leadership of your charge. Gain insights from the residency group to "fine tune" the project.

**Spiritual Formation/Prayer Life:** Each member should be prepared to discuss personal spiritual disciplines that strengthen them as a disciple. The group may choose to read a book together centered on prayer, Sabbath, journaling, etc. Write a 1-2 page reflection paper (MLA format, double spaced with bibliography) answering the following questions: How do these opportunities strengthen you as a disciple? How do they strengthen you for greater effectiveness as a leader?



## Year 2

**Provisional Project Analysis:** Write a 10-15 page paper (MLA format, double-spaced with bibliography) explaining your project. Offer an analysis of the project according to the following areas:

- A. The theology of the project.
- B. The elements that comprised the project.
- C. How the effectiveness of the project was measured.
- D. How your project resulted from your contextual analysis.
- E. What was helpful and productive about the project?
- F. What was not helpful or unproductive about the project?
- G. What would you do differently next time?

**The Personal DISCernment® Inventory :** (Cost: \$24.50, paid by the resident/provisional member) The DISCernment Inventory is the basic instrument in the DISC Profile System, and offers an opportunity for you to identify your unique temperament. It not only provides a detailed description of your particular behavioral style, but also assists you in developing a comprehensive list of both strengths and weaknesses that help or hinder your effectiveness in various ministry settings. Each member should complete the DISC, and then be prepared to share results in the group by submitting a 2-3 page reflection paper (MLA format, double spaced with bibliography). In your paper, describe the style that your inventory revealed. How will you build on strengths and weaknesses? How will the results affect your ministry? The following link will take you to the DISC inventory:

<http://www.triaxiapartners.com/catalog/disc/personal-discernment-inventory>

**Self Care:** Write a 1-2 page reflection paper (MLA format, double spaced with bibliography) in response to this question: How do you experience Sabbath? Remember that Sabbath is a time of rest and worship for you as a ministry. Sabbath needs to be experienced outside of the context of leading worship in your congregation. Be prepared to discuss with your residency group.

# Residency Education and the Provisional Process

## Residency Education of Provisional Members Oklahoma Conference

Our hope and prayer for your two-year provisional period is that it will be a time of growth, spiritual development and encouragement. We desire your success and put ourselves at your service to support you in every way that we can. Please ask for help, prayer and support when you need it.

-- The Board of Ordained Ministry Provisional Committee

All submissions shall be distributed through [bom@okumc.org](mailto:bom@okumc.org)

### 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:

### **Example:**

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 October 1, 2017 would be:

**2017\_10\_01 Sermon Your Name.doc**

4. All Videos must be submitted either in electronic format. Our ultimate goal is to have it uploaded into our online database.

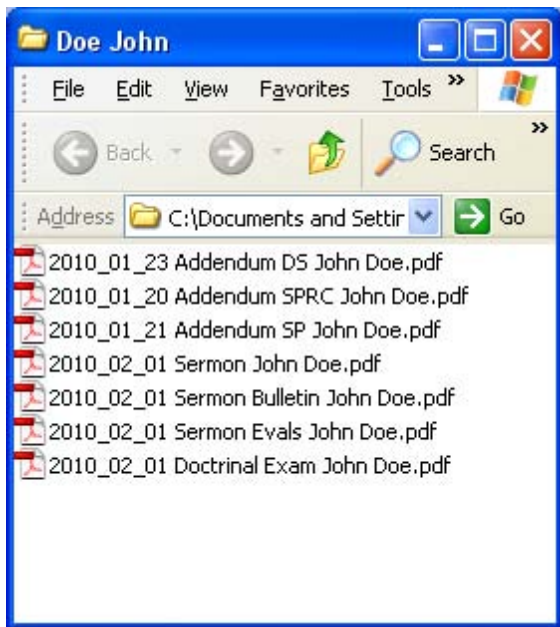
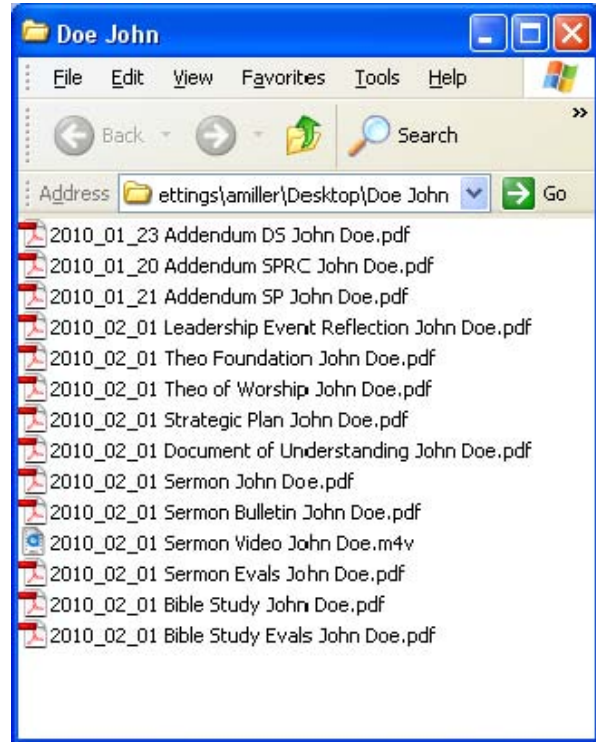
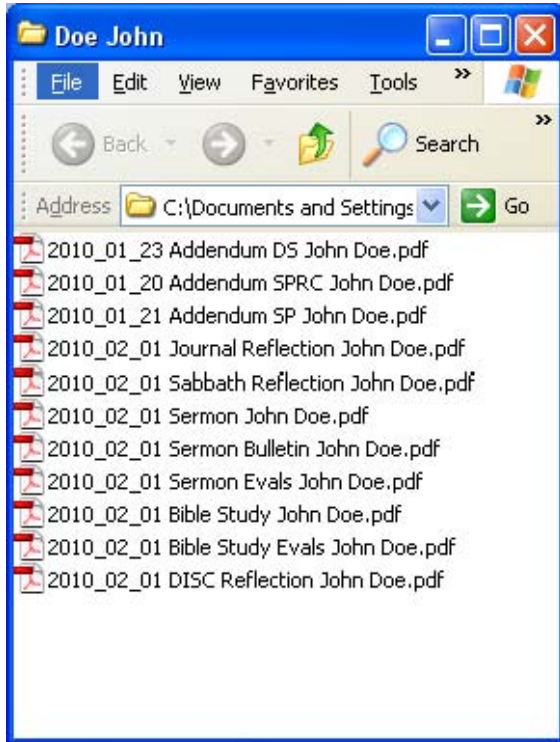
**(Remember that your name and page number shall be at the upper right hand corner of each page of every document.)**

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

Chuck Nordean (405) 530-2007, [cnordean@okumc.org](mailto:cnordean@okumc.org)

File Name Examples:

Year  
One



## DEACON

### Requirements for Ordination as DEACON and Admission to Full Connection

*Provisional members who are applying for admission into full connection and who have been provisional members for at least two years following the completion the educational requirements for ordination as a deacon specified in ¶330.3 may be admitted into membership in full connection in the Oklahoma Annual Conference IAW the procedures outlined in ¶330 of the 2016 Book of Discipline.*

#### Assessment Requirements – Year 1

**Licensing School:** All Commissioned/Provisional Deacons are required to have attended Local Pastor's Licensing School prior to receiving a License for Pastoral Ministry. Individuals transferring in to the Oklahoma Annual Conference from other Annual Conferences should check with the BoM registrar to determine if attendance is required.

**Sermon and Theology of Worship (¶330.4(2)):** Preach a sermon exegeting a biblical passage of your choice that is appropriate to your ministry setting. Write an academic paper that accomplishes the following:

- In the first page, write an academic statement regarding your theology of worship. Be sure to cite appropriate historical, theological, and biblical sources.
- In subsequent pages, give a theological explanation for each element in the worship service.
- Comment on the order. Are there elements that you would have changed in your current order of worship, were you free to do so? If you could make changes, what would you change and why?

If you do not regularly preach in your ministry setting, it is acceptable to assemble a group of at least 20 persons and develop a full worship service that includes your delivered sermon.

The standards for this requirement are:

#### A. Sermon

- a. Video the presentation of the sermon and submit the video per the guidelines for submissions in the Provisional Handbook.
- b. Submit a full manuscript of the sermon (double-spaced, MLA format with bibliography) (*It is not necessary to preach from the manuscript*).
- c. Submit at least 6 evaluations of the sermon, completed by individuals who are present when the sermon is delivered. (*Evaluation forms can be found in the Provisional Handbook*).

#### B. Theology of Worship

- a. Submit a complete bulletin from the worship service in which the sermon has been preached.
- b. Write and submit an academic paper explaining the theological foundations of the placement of each element in the worship service, as represented in the bulletin (10-12

pages, double-spaced, MLA format with bibliography). Be sure to cite appropriate historical, theological, and biblical sources.

**Bible Study (§1330.4(3)):** Present a detailed lesson plan for teaching an original bible study on a topic that is related to your area of ministry. Be sure to make use of the denominational resources approved for teaching in the United Methodist Church.

The standards for this requirement are:

- A. Present a detailed lesson plan for teaching an original bible study on one of the following topics:
  - a. A passage/book from the Old Testament
  - b. A passage/book from the New Testament
  - c. United Methodist Sacramental Theology
  - d. John Wesley's *ordo salutis* (Wesleyan Grace)
  - e. Spiritual Formation
- B. Personally, teach six separate lessons to a group of not fewer than 3 people.
- C. Submit 3-6 evaluations, completed by participants who were present for the study.
- D. Develop and submit a detailed lesson plan for all six lessons (MLA format with bibliography). Your lesson plan should include all content that will be taught throughout the course of the entire 6-session study.
- E. Video one lesson and submit the video per the guidelines for submissions in the Provisional Handbook.

\_\_\_ On-site visit by District Superintendent and submission of Addendum DS – Year 1

\_\_\_ (S)PPRC Assessment for Ministry

\_\_\_ Senior Pastor Assessment for Ministry (if applicable)

\_\_\_ Mentor's Report to the Conference Board of Ministry-Year 1

\_\_\_ Residency Group Annual Review of Provisional Member-Year 1

## DEACON

### Assessment Requirements – Year 2 (Ordination and Full Membership)

#### Written responses to Doctrinal Examination Questions

The candidate shall respond to a written doctrinal examination administered by the Board of Ordained Ministry (§330.4(5)). The candidate shall demonstrate the ability to communicate clearly in both oral and written form.

Type out each question and provide your answer. Each answer that you provide should be long enough to offer a comprehensive understanding of your basic theology and illustrate clearly that you have dealt seriously with each question. Make sure to answer every part of each question. Citations are necessary, however refrain from offering “textbook” answers or lengthy quotations. The intent of this doctrinal examination is to give you opportunity to illustrate clearly the manner in which you have been able to synthesize the analysis of academic theology offered in the doctrinal examination that you submitted for provisional membership with your practical theology that is the result of your experience of the practice of ministry. All citations should be footnoted. Citations should not represent more than forty percent of your total answer for any question. Papers should be no longer than 28 pages in length and no shorter than 23 pages in length, not including the bibliography. Any pages after the 28<sup>th</sup> page will not be considered for assessment. Your paper is to follow the MLA format, using a 12 pt, Times New Roman font and should be double-spaced with 1 inch margins. Be sure to include a formal MLA-formatted bibliography at the conclusion of your paper.

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 7<sup>th</sup> edition standard. Video tutorials are available at: <https://www.mendeley.com/guides/videos>.

#### Doctrinal Examination Questions – Deacon (§330.5)

##### Theology

1. Give examples of how the practice of ministry has affected you experience and understanding of:
  - a. God
  - b. Humanity
  - c. The need for divine grace
  - d. The Lordship of Jesus Christ
  - e. The work of the Holy Spirit
  - f. The meaning and significance of the Sacraments
  - g. The kingdom of God
  - h. Resurrection and eternal life
2. How do you understand the following traditional evangelical doctrines?

- a. Repentance
  - b. Justification
  - c. Regeneration
  - d. Sanctification
  - e. What are the marks of the Christian life?
3. How has the practice of ministry informed your understanding of the nature and mission of the Church? What are its primary challenges today?
  4. 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?

### Vocation

1. How has the experience of ministry shaped your understanding of your vocation as an Ordained Deacon?

### The Practice of Ministry

1. Do you offer yourself to be appointed by the bishop to a service ministry?
2. 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?
3. For the sake of the mission of Jesus Christ in the world, and the most effective witness to the Christian gospel, 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 relationship, social responsibility and growth in grace and he knowledge and the love of God?
4. Provide evidence of your willingness to relate yourself in ministry to all persons without regard to race, color, ethnicity, nation origin, social status, gender, sexual orientation, age, economic condition or disability.
5. Will you regard all pastoral conversations of confessional nature as a trust between the person concerned and God?
6. Provide evidence of experience in peace and justice ministries.

- \_\_\_ On-site visit by District Superintendent and submission of Addendum DS – Year 2
- \_\_\_ (S)PPRC Assessment for Ministry
- \_\_\_ Senior Pastor Assessment for Ministry (if applicable)
- \_\_\_ Mentor’s Report to the Conference Board of Ordained Ministry-Year 2
- \_\_\_ Residency Group Annual Review of Provisional Member-Year 2



## ELDER

### Requirements for Ordination as an ELDER and Admission to Full Connection

*Provisional members who are applying for admission into full connection and who have been provisional members for at least two years following the completion the educational requirements for ordination as a deacon specified in ¶330.3 may be admitted into membership in full connection in the Oklahoma Annual Conference IAW the procedures outlined in ¶330 of the 2016 Book of Discipline*

#### **Assessment Requirements – Year 1**

**Licensing School:** All Commissioned/Provisional Elders are required to have attended Local Pastor’s Licensing School prior to receiving a License for Pastoral Ministry. Individuals transferring in to the Oklahoma Annual Conference from other Annual Conferences should check with the BoM registrar to determine if attendance is required.

**Sermon and Theology of Worship (¶335):** Preach a sermon exegeting a biblical passage of your choice that is appropriate to your ministry setting. Write an academic paper that accomplishes the following:

- In the first page, write an academic statement regarding your theology of worship. Be sure to cite appropriate historical, theological, and biblical sources.
- In subsequent pages, give a theological explanation for each element in the worship service.
- Comment on the order. Are there elements that you would have changed in your current order of worship, were you free to do so? If you could make changes, what would you change and why?

If you do not regularly preach in your ministry setting, it is acceptable to assemble a group of at least 20 persons and develop a full worship service that includes your delivered sermon.

The standards for this requirement are:

#### **A. Sermon**

- a. Video the presentation of the sermon and submit the video per the guidelines for submissions in the Provisional Handbook.
- b. Submit a full manuscript of the sermon (double-spaced, MLA format with bibliography) (*It is not necessary to preach from the manuscript*).
- c. Submit at least 6 evaluations of the sermon, completed by individuals who are present when the sermon is delivered. (*Evaluation forms can be found in the Provisional Handbook*).

#### **B. Theology of Worship**

- a. Submit a complete bulletin from the worship service in which the sermon has been preached.
- b. Write and submit an academic paper explaining the theological foundations of the placement of each element in the worship service, as represented in the bulletin (10-12 pages, double-spaced, MLA format with bibliography). Be sure to cite appropriate historical, theological, and biblical sources.

**Bible Study (¶335):** Present a detailed lesson plan for teaching an original bible study on a topic that is related to your area of ministry. Be sure to make use of the denominational resources approved for teaching in the United Methodist Church.

The standards for this requirement are:

- F. Present a detailed lesson plan for teaching an original bible study on one of the following topics:
  - a. A passage/book from the Old Testament
  - b. A passage/book from the New Testament
  - c. United Methodist Sacramental Theology
  - d. John Wesley's *ordo salutis* (Wesleyan Grace)
  - e. Spiritual Formation
- G. Personally, teach six separate lessons to a group of not fewer than 3 people.
- H. Submit 3-6 evaluations, completed by participants who were present for the study.
- I. Develop and submit a detailed lesson plan for all six lessons (MLA format with bibliography). Your lesson plan should include all content that will be taught throughout the course of the entire 6-session study.
- J. Video one lesson and submit the video per the guidelines for submissions in the Provisional Handbook.

- \_\_\_ On-site visit by District Superintendent and submission of Addendum DS – Year 1
- \_\_\_ (S)PPRS Assessment for Ministry
- \_\_\_ Senior Pastor Assessment for Ministry (if applicable).
- \_\_\_ Mentor's Report to the Conference Board of Ministry-Year 1
- \_\_\_ Residency Group Annual Review of Provisional Member-Year 1

## ELDER

### Educational Requirements –Year 2 (Ordination)

#### Written responses to Doctrinal Examination Questions

The candidate shall respond to a written doctrinal examination administered by the Board of Ordained Ministry (§330.4(5)). The candidate shall demonstrate the ability to communicate clearly in both oral and written form.

Type out each question and provide your answer. Each answer that you provide should be long enough to offer a comprehensive understanding of your basic theology and illustrate clearly that you have dealt seriously with each question. Make sure to answer every part of each question. Citations are necessary, however refrain from offering “textbook” answers or lengthy quotations. The intent of this doctrinal examination is to give you opportunity to illustrate clearly the manner in which you have been able to synthesize the analysis of academic theology offered in the doctrinal examination that you submitted for provisional membership with your practical theology that is the result of your experience of the practice of ministry. All citations should be footnoted. Citations should not represent more than forty percent of your total answer for any question. Papers should be no longer than 28 pages in length and no shorter than 23 pages in length, not including the bibliography. Any pages after the 28<sup>th</sup> page will not be considered for assessment. Your paper is to follow the MLA format, using a 12 pt, Times New Roman font and should be double-spaced with 1 inch margins. Be sure to include a formal MLA-formatted bibliography at the conclusion of your paper.

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 7<sup>th</sup> edition standard. Video tutorials are available at: <https://www.mendeley.com/guides/videos>.

#### Doctrinal Examination Questions – Elder (§335.8)

##### Theology

1. Give examples of how the practice of ministry has affected your experience and understanding of:
  - a. God
  - b. Humanity
  - c. The need for divine grace
  - d. The Lordship of Jesus Christ
  - e. The work of the Holy Spirit
  - f. The meaning and significance of the Sacraments
  - g. The kingdom of God
  - h. Resurrection and eternal life
  
2. How do you understand the following traditional evangelical doctrines?
  - a. Repentance
  - b. Justification

- c. Regeneration
  - d. Sanctification
  - e. What are the marks of the Christian life?
3. How has the practice of ministry informed your understanding of the nature and mission of the Church? What are its primary challenges today?
  4. 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?

### Vocation

1. How has the experience of ministry shaped your understanding of your vocation as an Ordained Elder?

### The Practice of Ministry

1. How has the practice of ministry affected your understanding of the expectations and obligations of the itinerant system? Do you offer yourself without reserve to be appointed and to serve as the appointive authority may determine?
2. 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?
3. For the sake of the mission of Jesus Christ in the world, and the most effective witness to the Christian gospel, 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 relationship, social responsibility and growth in grace and the knowledge and the love of God?
4. Provide evidence of your willingness to relate yourself in ministry to all persons without regard to race, color, ethnicity, nation origin, social status, gender, sexual orientation, age, economic condition or disability.
5. Will you regard all pastoral conversations of confessional nature as a trust between the person concerned and God?
6. Provide evidence of experience in peace and justice ministries.

- \_\_\_ On-site visit by District Superintendent and submission of Addendum DS – Year 2
- \_\_\_ (S)PPRC Assessment for Ministry
- \_\_\_ Senior Pastor Assessment for Ministry (if applicable)
- \_\_\_ Mentor’s Report to the Conference Board of Ordained Ministry-Year 2
- \_\_\_ Residency Group Annual Review of Provisional Member-Year 2

## Suggested Bibliography Resources

- o William Abraham, Waking from Doctrinal Amnesia
- o Gayle Carlton Felton, By Water and the Spirit
- o Gayle Carlton Felton, This Holy Mystery
- o Richard Foster, Streams of Living Water
- o George Hunter, Radical Outreach
- o George E. Koehler, The United Methodist Member's Handbook
- o Scott Jones, United Methodist Doctrine
- o Mildred Bangs Wynkoop, A Theology of Love
- o Erwin McManus, An Unstoppable Force
- o Erwin McManus, The Barbarian Way
- o Roger Olson, The Story of Christian Theology
- o Eugene Peterson, The Contemplative Pastor
- o Personal DISCernment Inventory, <http://triaxiapartners.com/store>

## Interview Schedule

- **Candidates for Provisional Membership (Pursuing Commissioning)**
  - Interviews will be in the Fall
  - All Documents to be Turned in no later than Oct 1
  - Commissioners will be interviewed by:
    - Doctrine and Polity
    - Call and Disciplined Life
    - Worship and Proclamation
- **Candidates for Full Membership (Pursuing Ordination)**
  - Interviews will be in the Spring
  - All Documents to be Turned in no later than Feb 1
  - Year 1 candidates meet with:
    - Call and Disciplined Life
    - Worship and Proclamation
  - Year 2 candidates meet with:
    - Call and Disciplined Life
    - Doctrine and Polity

## Video Requirements

## Concerning Video Requirements

1. You will need to practice using the camera prior to the Worship Service, or whatever activity it is that you will be filming. This is to prevent a last minute crisis with filming problems.
2. Confirm that the placement of the camera while recording captures the video properly. Improper lighting could cause a problem and so you may need to record the video from a different angle to ensure a quality recording.
3. Confirm that the camera is picking up the audio. If you are giving a sermon, then prepare the camera as you plan to use it, and record yourself speaking from the pulpit or stage. If the audio is too poor of quality or too low in volume to understand, then try moving the camera closer.
4. The video should be in a fixed and static position. This will ensure a good recording. If you have a tripod, that is preferable, but if not then the camera operator should be sure to hold the camera as steady as possible.
5. Sermon Video: Make sure that the camera operator knows that the recording is to be of you. There is no need to pan around the room or use the zoom feature of the camera.
6. Bible Study (Elder and/or Deacon) or other Proclamation of the Word activity (Deacon) Video: The recording is to be of the Bible Study group, or in the case of a Provisional Deacon it should reflect the activity relevant to their specialized ministry.
7. Please record only what is necessary and relevant. Limit the amount of time spent recording things such as before a sermon begins, or after it ends for this can make the video file larger than necessary. However, please consider that it is best to have a continuous video of the sermon.
8. Remember to make sure that the battery is fully charged before using it.
9. Please plan ahead! **When** working with such equipment, poor planning leads to crisis and stress.

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

[bom@okumc.org](mailto:bom@okumc.org), or one of the following:

Postal: Rev. Charles L. Nordean, Director of Clergy Development  
United Methodist Ministry Center, 1501 NW 24<sup>th</sup> St, Oklahoma City, OK 73106  
Fax: (405) 530-2049



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