

# IGRC BOARD OF ORDAINED MINISTRY POLICIES MANUAL

## Updated May, 2017

### PREAMBLE

“The Church’s **mission** is to make disciples of Jesus Christ for the transformation of the world.” (Matthew 28:19-20) (2016 Discipline, ¶ 120-121)

“The **purpose** of the annual conference is to make disciples of Jesus Christ for the transformation of the world by equipping its local churches for ministry and by providing a connection for ministry beyond the local church; all to the glory of God.” (¶ 601)

A key **strategy** for the Illinois Great Rivers Conference to fulfill its mission and vision is “**forming spiritual leaders** to live in Christian community of faith” which includes “working with God to identify, nurture, and call faithful servant leaders to equip resident and appointed spiritual leaders.” Another key **strategy** for IGRC is “**connecting the connection**” which includes “creating networks within the conference so that we are learning from each other about the forming of Christian community and the forming of faithful disciples” and spiritual leaders. (*IGRC Vision and Mission - an Ongoing Discernment*)

The **Conference Board of Ordained Ministry** is charged to connect the connection in order to coordinate much of the continuing formation of spiritual leaders who are licensed, consecrated, commissioned, or ordained for the ministry of making disciples of Jesus Christ. (¶ 635 and others.)

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## I. ORGANIZATION OF THE IGRC BOARD OF ORDAINED MINISTRY

### A. *Abbreviations, References, and Definitions.*

1. **IGRC** - Illinois Great Rivers Conference of the United Methodist Church
2. **BOM** - Conference Board of Ordained Ministry (usually for IGRC)
3. **GBHEM** - General Board of Higher Education and Ministry
4. **dCOM** - District Committee(s) on Ordained Ministry
5. **DS** - District Superintendent
6. **MEF** - Ministerial Education Fund
7. References in parentheses () - from 2016 *Book of Discipline, U.M. Church*
8. **BOM min, mm/dd/yy** - references to dated minutes for the IGRC BOM
9. **BOM Org. Plan** - IGRC BOM's plan of reorganization, adopted 8/20/99
10. **\*\*** - Current policy that is under discussion
11. **Clergy members** of IGRC - deacons and elders in full connection, provisional members, associate members, affiliate members and local pastors under full-time and part-time appointment to a pastoral charge (§369.1)

### B. *Membership of the Board of Ordained Ministry (BOM)*

The Board of Ordained Ministry is composed of **at least the following**: two persons from each district, a Cabinet Representative, Chairs of the Orders/Fellowship, at least 6 full members of the Conference, (with voice & vote) at least 2 associate members or local pastors who have completed COS, one-fifth to one-third lay members, at least one ordained clergy in extension ministry, (when possible) at least one full member less than 36 years old, women and ethnic persons, at least one retired ordained clergy, an ex-officio Vocational Discernment Coordinator and the ex-officio BOM Administrative Assistant) nominated by the Bishop and elected by IGRC following the Discipline's requirements. The Bishop shall fill vacancies after consulting with the BOM chair. (§635)

As membership is a privilege coupled with responsibility, it is understood that difficult decisions and great commitments of time will often be required.

### C. *Duties of the Board of Ordained Ministry*

1. **Organize** in such a manner to care for its **responsibilities**. (§635.1c)
2. Maintain an active program of **enlistment and recruitment** of ordained clergy. (§635.2a).
3. To renew a culture of call in the church by giving strategic leadership to the annual conference, districts, congregations, campus ministries, camps, and other appropriate ministries, especially among youth and young adults. (§635.2b)
4. Request **information from a school of theology** about personal and professional qualities of candidates for Provisional Membership and Provisional Members. The applicant or member shall give consent to the provision of such information. (§635.2c)
5. **Examine** and make full inquiry as to **fitness** of candidates for **annual election** as a local pastor, annual recommendation of clergy from another denomination, and election to associate, provisional or full membership (§635.2h, 346-348).

6. Develop a system for building and maintaining a **mentoring ministry** for provisional members and local pastors and train sufficient number of candidacy and clergy mentors in each district) ¶ (349, 635.2f)
7. Through dCOMs, guide the **candidate** for ordained ministry who is not enrolled in a theological school and who is pursuing the **Course of Study** as adopted by the General Board of Higher Education and Ministry (GBHEM). (¶635.2g)
8. Provide all candidates with a **written statement of Disciplinary and annual conference requirements** for the local pastor, provisional membership, and full membership. (¶635.2i) (See **Appendix I**.)
9. **Interview** and recommend candidates for **ordination** as deacons or elders. Through dCOMs, interview and recommend concerning **student local pastors**. (¶635.2j, 315.2)
10. Fulfill governance responsibilities for **diaconal ministers** (interviews, recommendation, and continuation) (¶635.2u)
11. Interview and recommend applicants for **professional certification** in specialized ministry careers under the guidelines of GBHEM. (¶1421.3a, e, 635.1c, 635.2u)
12. Maintain one BOM member as a **liaison to retired clergy** of the annual conference. (¶635.2k)
13. Interview applicants and make recommendations concerning **changes in conference relationships**, keeping a record of these changes and reasons behind them. A copy of these changes is to be placed in the permanent records of the annual conference. (¶635.2l, 635.3d, 363, 327.6, 320)
14. Provide support services for ordained **ministers' career development** and continuing formation. (¶635.2o; 334.2d )
15. In cooperation with the cabinet, provide training and guidance to local church **Staff/Pastor-Parish Relations Committees**. (¶635.2o)
16. Offer financial and other **support** to the **order of deacon** and the order of **elder** including receiving reports, offering financial support, and coordinating the Order's activity with the continuing formation offerings of the board. BOM may delegate continuing formation responsibility to the Orders by mutual agreement, with final approval, evaluation, and budgeting remaining with the BOM. (¶635.2p, 307)
17. Work with and support the **Fellowship of Local Pastors and Associate Members** including receiving reports, offering financial support and coordinating their continuing formation. (¶635.2q, 323)
18. Offer financial and other support and coordination of continuing **formation** for **local pastors**, associate members, **diaconal ministers** and **persons certified** in specialized ministry careers under the guidelines of the General Board of Higher Education and Ministry. (¶635.2q, w; 635.1c)
19. In cooperation with the cabinet, develop **standards of effectiveness** for **clergy** and provide a means of evaluating the effectiveness of ministers in the annual conference. (¶635.2r, 604.4, 350)
20. Interpret the **high ethical standards** of ordained ministry set forth in the BOD and to study matters pertaining to character. (¶635.2s, 605.7)
21. Recommend for **validation special ministries** for which Conference members seek appointments. (¶635.2t)
22. Interview and recommend persons for appointments to **extension ministries** (¶344.1d) and work with the cabinet to provide an annual meeting. (¶344.2b)

23. **Administer** IGRC's portion of **Ministerial Education Funds** for programs of enlistment, basic professional educational aid, continuing formation, ethnic ministry and language training, and professional growth of ordained ministers, giving priority to scholarships for seminary students preparing for ordination. (§635.2v, x)
24. Interpret and promote the **Ministerial Education Fund**. (§635.2y[2])
25. Promote the observance of **Ministry Sunday**. (§635.2y[3])
26. Arrange for all **Provisional** Members to be involved in a residency **curriculum** that **extends theological education**, including use of mentors and covenant groups. (§326)
27. To communicate policy to and provide oversight and training of the **District Committees on Ministry** (dCOMs). The board shall select from its own membership an **official representative** to serve as a member of each dCOM. (§635.1g)

*D. Executive Team and Officers (See Section II)*

*E. Standing Teams*

The standing teams will be Resident in Ministry; Ministerial Effectiveness Review; Assessment of Ministerial Needs; Continuing Formation; Conference Relations; and Mentor Coordination and Training. Every Board member is to serve on a team.

*F. Meetings, Meeting Expenses, and Other Operating Costs*

1. Meetings of the Board will be held throughout the year to conduct Board business and to interview candidates.
2. Our custom has been to reimburse members who report **mileage** to the Treasurer. The BOM will provide meals, at BOM expense, that are served during scheduled meeting sessions. Members may be responsible for some meals when overnight stays or travel are required. During meetings requiring two days, BOM will provide **lodging**. A member requesting a private room will be reimbursed at the double occupancy rate. (BOM min, 7/21/05)
3. "Administrative costs of the BOM shall be a **claim** on the **conference** operating budget. The BOM shall have direct access to the conference council on finance and administration (CCFA) in support of its program." (§635.4)  
 "CCFA shall recommend adequate administrative funds for the BOM and its staff in light of its workload." (§635.1b)

*G. Mutual Covenant*

As elected members of the IGRC BOM, our Bishop, the clergy, and laity of our conference expect us to maintain the **highest standards** including:

1. Openness and **sensitivity** to the needs of our pastors, churches and candidates,
2. Strict **confidentiality** of all matters that come before the BOM. (§635.2m)
3. **Attendance** at all BOM meetings or contacting the chair, vice-chair, or secretary for an excused absence. IF BOM members are frequently absent, BOM officers may consult with them about resigning. When BOM officers consult with the Bishop about re-nominating persons to BOM, such persons' patterns of attendance will be included. (§635.1a, BOM min, 9/22/05)

*H. Policies and Procedures*

1. Similar to Annual Conference process, when **new policy** is passed, motion makers should immediately give a **written copy** to the BOM Secretary, the Vice Chair, and the BOM Assistant.
2. Under the guidance of the Executive Team, the BOM Vice Chair will serve as the editor of the BOM Manual, Policies, and Procedures.
3. All **teams** should promptly and regularly **give the BOM Vice Chair copies** of their working **documents**, check lists, brochures, etc. so Executive Team may examine such materials for policy implications and aid other teams' work.

*I. Miscellaneous Organizational Matters*

1. The BOM Chair shall prepare and submit to the Bishop a complete agenda for the clergy session of each annual conference, assisted by the BOM Assistant.

## II. Executive (Committee) Team and Officers (§635.1c)

A. *Membership* consists of the following **officers**: Chair; Vice-Chair; Secretary; Treasurer; Executive Advisor (immediate past BOM chair); Resident in Ministry Chair; Ministerial Effectiveness Review Chair; Assessment of Ministerial Needs Chair; Continuing Formation Chair; Conference Relations Chair; Mentor Coordination and Training Chair; Chair of the Fellowship of Local Pastors and Associate Members; Order of Elders Chair; Order of Deacons Chair; Lay Representative; and a DS to represent the Cabinet. For expertise and experience, this team may have one Member at Large. BOM Administrative Assistant and Vocational Discernment Coordinator serve as ex-officio members of this team (and BOM) without vote. (BOM min, 01/19/17)

BOM **officers / team chairs** will be **elected** as vacancies occur. The Executive Team will submit nominations to BOM. Each team should be assigned a Vice Chair who could function on the full BOM or Executive Team in the Team chair's absence. (BOM, 9/22/05) The BOM Chair normally serves a two-year term. They may serve a second term if re-nominated by the Executive Team & elected by BOM. (2/18/10)

### B. *Authority and Responsibilities Given by the Book of Discipline*

1. Between sessions of the annual conference, persons who have completed the listed conditions for licensing may be granted **interim license** as a local pastor upon recommendation of the cabinet, the dCOM, and **executive committee of the conference BOM**, and may be appointed by the bishop. (§317)
2. Between sessions of the annual conference, voluntary **leave of absence** (personal, family, or transitional leave) may be granted or terminated, with the approval of the bishop and cabinet, by the **executive committee** of the BOM. This interim action between sessions of the annual conference, by vote of the bishop, cabinet, and executive committee of the BOM, salary and / or benefits may be granted, if applicable. (§354.4,6)
3. Transitional Leave. On approval of the bishop and BOM's **Executive Committee**, transitional leave between appointments **for provisional, associate, or full members in good standing** may be granted for up to twelve months.  
During transitional leave, the clergyperson shall provide quarterly substantiation of efforts to obtain an appointable position to the bishop and BOM **Executive Committee**. (§353.2c)
4. The fair process for administrative hearings (§362.2) shall be followed in any involuntary leave. A clergy person has the right to a hearing before the bishop, cabinet, and BOM's executive committee prior to being placed on **involuntary leave** of absence. Between sessions of the annual conference, an **involuntary leave** of absence may be granted or terminated, with the approval of the bishop and cabinet, by the **executive committee** of the BOM. (§354.5)
5. When clergy members of an annual conference are unable to perform ministerial work between annual conference sessions on account of medical conditions, with the approval of a majority of the DSs, after consultation with the conference BOM **executive committee** and the executive committee of the conference board of pensions, the bishop may grant a **medical leave** for the remainder of the conference year. (§356.2)
6. Between sessions of annual conference, any member who attains the age and/or number of service years specified in § 357, at the member's request and with the approval of the bishop, cabinet, and BOM **executive committee**, be granted the

- retired** relation ad interim, with applicable annuity claim, subject to the approval of the clergy members in full connection at next annual conference session. (§357.2d)
7. When approved by BOM **executive committee**, a person on **honorable location** may be appointed ad interim by the bishop as a local pastor. (§358.2)
  8. When a **supervisory response** is initiated, the bishop shall notify BOM **chair** that a complaint has been filed, the clergy named, the complaint's general nature; and when concluded the complaint's disposition. (§362.1b)
  9. When deemed appropriate, to protect the well-being of the person making the complaint, the congregation, annual conference, other context for ministry, and/or clergy, the bishop, with the recommendation of BOM **executive committee**, may **suspend** the person **from all clergy responsibilities**, but not from an appointment, for a period not to exceed ninety days. (§362.1d)
  10. When there is a recommendation for an involuntary status change, the BOM shall take action in a timely manner. The recommendation shall be referred to the conference relations committee who shall conduct an administrative hearing following the fair process provisions of §361.2. The bishop or the BOM, as appropriate, shall designate the person to present the recommendation to the committee. The respondent shall be given an opportunity to address the recommendation in person, in writing, and with the assistance of a clergyperson who is a member in full connection of the respondent's annual conference, and who shall have voice. The BOM may affirm or reverse the decision of the committee. (§363.1)
  11. BOM shall notify the clergy member, chair of the administrative review committee, bishop, DS, and complainant of the recommendation to **administrative location** at least sixty days before the next annual conference opens. Notice to the clergy member shall also inform the member of the right to a hearing before the bishop, cabinet, and BOM **executive committee** prior to the recommendation being forwarded to the clergy session for consideration and action. (§363.3b2)
  12. **Provisional members** may be **discontinued** by the annual conference upon recommendation of the BOM. Prior to any final recommendation of discontinuance without consent, a provisional member will be advised of the right to a hearing before the BOM **conference relations committee**. (§361.2a, 327.6)
  13. Persons discontinued as provisional members under the provisions of § 327.6 [which includes a BOM **executive committee** hearing] from an annual conference of The United Methodist Church or one of its legal predecessors may be readmitted upon their request and recommendation by the dCOM, BOM, and the cabinet after review of their qualifications. (§364)
  14. The BOM shall be in consultation with the bishop through the chairperson or the **executive committee** regarding transfers. This consultation is to be at the bishop's initiative and, where possible, to take place prior to transfers into the annual conference. (§635.2n)
  15. The dCOM shall be amenable to the BOM. All members shall be nominated annually by the district superintendent in consultation with the chairperson or executive committee of the BOM and approved by the annual conference. Interim vacancies shall be filled by the district superintendent. The conference BOM shall provide orientation for new members, including education regarding the ministry and roles of all clergy and distribution of available written guidelines. (§666.1)



16. Maintain consistent policies and procedures throughout the dCOMs and BOM (635.1c). In practice this will include maintaining Policies and Procedures handbook (or manual) for BOM and dCOMs

### III. BASIC PHILOSOPHY

#### A. *Interrelationships*

The goal for the interrelationships of BOM members is not agreement on all opinions or unanimity on all decisions. The goal is to cultivate trust, acceptance, fairness, willingness to listen, value for the opinions of others, mutual care for one another, etc., which are understood as part of the Christian community. If injury seems to occur between BOM members, they should follow the principles of Matthew 18:15f.

#### B. *Confidentiality*

The principle of confidentiality (the protection of an individual's reputation and privacy) is of prime moral significance for the work of the Board. This principle should be exercised in relationship to the well being of the Church, to those served by its ordained ministers, and to the integrity of the professional ministry. (§635.2m)

#### C. *Candidates: Commitment and Attitude*

As the theological task of United Methodism is critical and constructive, individual and communal, contextual and incarnational, it is understood and healthy that candidates will interpret the central doctrines uniquely. The attitude of the candidate (i.e., openness, willingness to grow, ability to relate with people of differing understandings, and how the candidate would deal with such issues in a pastoral setting) is a factor in the discernment process of the Board. (§304.5)

#### D. *Candidates: Life-Style*

The **life-style** of United Methodist ministers is not merely a "private matter." The Board is vitally concerned about candidates or ministers who practice life-styles which violate the faith and moral commitments outlined in The Book of Discipline (§103-104, 160-166, and others). All candidates shall sign the **lifestyle statement** upon entering candidacy and when receiving approval for provisional membership. A separate **Itinerancy Form** shall be completed by all provisional track candidates and provisional elders at the same times. (BOM min, 5/16/13)

Anytime a candidate completes the lifestyle / itinerancy statement, they must also complete and send a current **notarized Disclosure Form 114** (accusations or convictions of felony, misdemeanor, sexual misconduct, or child abuse). (§310.3d (BOM min, 2/10/05)

A **criminal background and credit check** must be done for every candidate. The cost of this background check is the responsibility of the candidate. (§310.2b) (See Appendix V) (BOM min, 2/10/05)

All transfers, those individuals coming from other denominations and UM conferences, will be required to give a release to obtain a current background check and to pay all expenses related to obtaining this background check. (For U.M. transfers, a previous background check can be provided if it is less than one year old.) (BOM min, 2/10/05)

#### E. *Responsibility to the Churches*

The Board will consider with Christian concern the churches that a candidate may potentially serve. Spiritual well being of the church and its people are given priority.

#### F. *Maintaining Files*

1. A candidate's file is the property of the Annual Conference and is kept in accordance with The Book of Discipline (§606.9, 635.3).
2. All material on discontinued candidates is to be kept by the Registrar or BOM Adm. Assistant for a period of fifteen (15) years.

3. Persons who have completed the process toward associate membership, elder/full membership, permanent deacon/full membership or diaconal minister shall have their files purged and sent to the central filing system in the Area Office. The following material shall be kept: biographical statements, health forms, copies of official certificates, any psychological or career assessment beyond the normal requirements used for all candidates, and other material that may be significant for future evaluation of the practice of ministry. All other material is to be destroyed; sensitive material is to be shredded. (BOM, 9/22/05) \*\*
4. The files of clergy or candidates who withdraw or are discontinued under charges or complaints are to be placed in the secured filing system in the Area Office.

*G. Qualification on Board Member Participation*

Our custom is that a **BOM member** with a **family-type relationship** to **anyone coming** to BOM for **consideration or vote** will be excused from a BOM session or interview until discussion and action are completed. BOM members with other close personal relations to those under consideration should use discretion to determine if they will vote. If a BOM member's presence appears to be detrimental to fair and objective action, he/she may be requested to leave.

## IV. INTERVIEW PROCEDURES

- A. The Board of Ordained Ministry prior to Annual Conference must interview all candidates applying for any conference relationship. Interviews shall be done at Conference Sessions only as an emergency.

**Purpose of Interviewing:** The face-to-face interview is an opportunity to test assumptions about a candidate that the interview team brings to the interview based on the material that has been studied and reviewed prior to the interview. It is not an inquisition, nor therapeutic, nor a teaching moment. The interview seeks to identify issues in order that a recommendation and decision can be made.

### Structure of the Interview Teams

Each interview team will be composed of three to four members of the Board.

For provisional interviews, each candidate will be interviewed by four teams:

1. Bible Study
2. Doctrine
3. Preaching and Worship
4. General: psychological, references, biography, background checks, medical, transcripts, and disclosure statements

For full member interviews, each candidate will be interviewed by four teams:

1. Bible Study
2. Doctrine
3. Preaching and Worship and General matters
4. Fruitfulness Project

See appendix 2 for interview team responsibilities

### The interview process

The whole team will seek to maintain balance between the needs of the church and the personal needs of the candidate.

The candidate may not have anyone else present in the interview.

Interview sessions should follow this pattern:

1. Team members meet before candidate arrives. Determine if there are issues where the team wishes to focus and organize questions accordingly.
2. Bring the candidate to the interview room and open the interview with prayer.
3. Make time for the team to ask questions and give the candidate ample time for response.
4. Dismiss the candidate, fill out the evaluation form (appendix 2) listing how each team member voted.

5. Call the candidate back for a review, giving the candidate both words of encouragement and words of challenge, and telling the candidate the team's recommendation (without specifying how individual team members voted.)
6. The interview team shall do a self-evaluation at the end of the interview day. ( appendix 2)

### Decisions, Rewrites, Additional Requirements

(See appendix 2 for possible reasons for rewrites, remedial work, re-interviews, and delays)

The team will make one of the following recommendations about each candidate, then pass those on to the full board:

1. Recommend that the full board approve the candidate's application
2. Recommend that a candidate make editorial or adjustment changes or amendments to the work submitted, turning in the revisions in time for the full board to decide prior to Annual Conference
3. Recommend that a candidate make MAJOR changes to the work submitted, turning in the revisions in time for the full board to decide prior to Annual Conference
4. Recommend that the candidate see a consultant, take units of CPE, undergo counseling, obtain a spiritual director, complete further education, or take further medical or psychological tests. If these can be done effectively in time for the full board to consider the candidate prior to the coming Annual Conference, then it may do so. If the recommendation takes longer, then the candidate would be delayed and the board would not decide on her or his application until the time that such work was completed.
5. Recommend that a candidate be delayed and invited to reapply another year
6. Recommend "no" on the basis that a candidate's current relationship to the conference (e.g. local pastor) is more appropriate than the relationship the candidate is seeking
7. Recommend that a candidate find other ways to serve Christ than through ordained, commissioned, or licensed ministry

The Board should carefully consider whether a candidate who is required to do three or more **major** rewrites should be delayed.

The evaluation form for re-writes and re-interviews is found in appendix 2.

If additional work is required, the examining team and full board shall be explicit about what is expected and why. The expectations should be objective and measurable and in writing.

Any candidate asked to do a rewrite or a re-interview will continue to work with the original team, for that upcoming Annual Conference. If there is a delay beyond the session of Annual Conference, then a candidate may be assigned entirely new teams for subsequent years.

If the team rejects a rewrite, the candidate must be given a chance to meet with the team prior to a final team decision being passed on to the full board.

When BOM requires someone to go to Midwest Ministry Development Center or take further psychological tests the BOM will assist with the expense.

## Standards for Candidacy, Provisional Membership, Full Membership

Candidates interview at various stages of the candidacy and ordination process. The BOM evaluates for different standards at each stage along the way.

All required forms and instructions for evaluating these standards shall be professionally translated into any language requested by the candidate/provisional member. (BOM Minutes 2/17/17)

### **Candidacy: Fitness for Ministry**

Fitness and potential effectiveness are the focus of the dCOM's candidacy interview. Statements of call, statements of faith, recommendations, interest inventories, psychological assessments, and background checks are the material used in this interview. Explorations of the candidate's call to ministry, relationship with God, and the ability to relate to people are fundamental. At this stage, a candidate is not evaluated based on standards or readiness to serve or effectiveness in leadership, but on the potential he or she has for developing into an effective clergy leader. The substance of this interview provides a reference point in later interviews.

Chronic physical limitations are to be evaluated considering the disciplinary requirement that, "Disabilities are not to be construed as unfavorable health factors when a person with disability is capable of meeting the professional standards and is physically able to render effective service as a provisional member" (§ 324.8). When a candidate will not be able to render effective service due to physical disability, it is better to recognize and explore implications of this early in the candidacy process.

### **Provisional Membership: Readiness for Ministry**

Determination of readiness for provisional membership and service in appointive ministry is the focus of the interview following certified candidacy. Developing areas of competency are explored and discussed. Attention is given to the applicant's academic background, theological statement, and seminary reports, including field education internships. Although developing skills for full membership and ordained ministry is ongoing, those applying for provisional membership are evaluated on whether they are fit and ready to serve an appointment and are developing the needed skills for effectiveness.

### **Full Membership: Effectiveness in Ministry**

When a provisional member applies for full conference membership, the interview focuses on growth in effectiveness in ministry. Primary documentation is the DS's and S/P-PRC's (or other employer) reports and evaluations. The candidate's participation in the BOM's residency program for provisional membership is also evaluated.

An ordination requirement was added in 2012 for full membership applicants to submit "a project that demonstrates fruitfulness in carrying out the church's mission of 'Making Disciples of Jesus Christ for the Transformation of the World.' BOMs determine the standards for these projects and guide applicants in meeting this requirement.

Provisional deacons who serve appointments beyond the local church without a personnel committee should establish an advisory committee related to the appointment setting for the purpose of giving support and supervision. This committee's report should include observations of the applicant's ability to lead in servant ministry.

## V. REGISTRAR / BOARD OF ORDAINED MINISTRY ASSISTANT (§635.3)\*\*

BOM established an Assistant, employed up to 15 hrs per week (BOM min, 5/6/04, 7/22/04)

### A. *Responsibilities in the Book of Discipline*

Maintain accurate and confidential records related to the BOM's work (BOM org. plan) in accordance with The Book of Discipline (§606.9, 635.3)

### B. *Bible College Degree Approval*

Acceptability of Bible school degrees for educational requirements will be determined by the BOM Registrar / Assistant's inquiry to the Division of Ordained Ministry.

### C. *Psychological Assessment of Ministerial Candidates*

The Registrar/BOM Assistant will hold all results and reports from psychologists for psychological testing (BOM min, 3/4-5/98, p. 6).

Prior to a Candidate's **Interview** with the **dCOM** the District Registrar will request a copy of the Psychological Assessment from the BOM Administrative Assistant.

The BOM Assistant will mail the District Registrar a password protected computer disk containing the requested Psychological and will also e-mail a password to open the file. The District Registrar will make paper copies for the dCOM interview team.

Following interviews, **ALL PAPER copies** should be **shredded** (along with the password information) and the computer disk placed in the Candidate's file (an adhesive pocket will be provided with the computer disk with instructions about where/how to obtain password information). (BOM min, 3/31/05)

D. The BOM affirms the Assistant holding training for dCOMs (BOM min, 12/16/04)

### E. *Material Returned to District Committees*

When a candidate is continued, only materials originally received from the dCOMs shall be returned to them. (See XII.B.9-10 for more on continuation.)

F. *In contacts with GBHEM and other Conferences, BOM Adm. Assistant will watch for innovations that might help our work.*

## VI. MENTOR COORDINATION AND TRAINING (BOM Org. Plan)

### 1. Responsibilities in the Book of Discipline

- A. To recruit train and oversee persons as mentors for candidates during candidacy and as clergy mentors for local pastors and provisional members (§348).
- B. To track assignment of candidacy mentors / clergy mentors

### 2. IGRC BOM Policies

- A. Candidates must do their **candidacy studies** under the supervision of an IGRC mentor and relate to the dCOM where they will be certified. (BOM min, 5/6/04, 9/22/05)
- B. As of 1/1/07, candidacy mentors must be on a computerized list by way of current training (what's available in the current quadrennium). If mentors' training is not current, they are not to be considered for new mentor assignments. (BOM min, 9/21/06)
- C. Candidacy Mentors & Clergy Mentors of Local Pastors will provide annual report to the dCOM. Clergy Mentors of Provisional Members will provide an annual report to the BOM. Mentor reports are shared with candidates/ local pastors/ provisional members before being given to the dCOM or BOM. (BOM min, 9/11/01, 9/22/05, team reworted 10/22/09)
- D. Members of the RIM team are assigned by the chair of the RIM team to serve as Clergy Mentors to the Provisional Members who are in RIM. At the team's discretion they may accomplish this through either individual or group mentoring relationships. The chair of the RIM team will communicate the group or individual assignments to the chair of the Mentor Coordination and Training Team who will keep a record of conference mentor relationships and report this information to the Superintendents in the district offices. If new members of the RIM Team need Clergy Mentor training, it will be provided by either the chair of the Mentor Coordination and Training team or the chair of the RIM Team. (BOM min 9/21/17)



## VII. DISTRICT COMMITTEES ON MINISTRY (dCOM)

### A. *Relationship to the IGRC Board of Ordained Ministry*

Discipline: The dCOM shall be amenable to the annual conference through the board of ordained ministry. It shall be composed of at least three professing members of local churches, a **representative from the BOM**, the DS; and at least six other district clergy nominated annually by the DS in consultation with the chair or BOM executive committee and approved by the annual conference. (§666.1)

Philosophy: The BOM and dCOMs are all accountable to how the Discipline describes our relationship. At the same time, we seek to work with an understanding that we are all on the **same team** for continually forming spiritual leaders. So we need to foster healthy communication and networking among us that flows in all directions.

The BOM must **keep dCOMs informed** and trained on policies and procedures to do their portion of our common work. The BOM and dCOMs must keep each other informed on ministry candidates for which we share responsibility.

Thus the BOM will regularly **update** and **publish** this **manual** of policies and procedures.

The BOM representative and officers for each dCOM should stay familiar with General Church and Conference BOM policies and communicate them to their dCOM. For dCOM business, they should set an example of regularly consulting the Discipline, BOM's latest manual, and GBHEM's BOM Handbook, Chapter 2 and its related forms and action outlines ([www.gbhem.org/bomhandbook](http://www.gbhem.org/bomhandbook)).

dCOMs (through their BOM representatives or officers) should communicate to the BOM their concerns and innovations that might improve our work at district and conference levels. BOM representatives should be alert to bring this valuable information to the BOM.

BOM and dCOMs shall be careful (including care for confidentiality) to communicate candidates' information to each other: providing all information required to examine candidates, identifying candidates' gifts for ministry and their need for growth (especially areas that may harm the Church's ministry), arranging for pastoral or mentoring support of candidates as needed, and together celebrating candidates' significant milestones.

### B. *Responsibilities from the Book of Discipline*] (§666)

1. **Oversee "Candidacy** for Licensed and Ordained Ministries" according to the Discipline (§312, 313, 314) (See Appendix I, Steps into Ord. Ministry)
2. **Vote** on all matters of **candidacy** by individual **written ballot**, with a three-fourths majority vote of the committee present required for certification & a simple majority vote on all other candidacy matters. (§666.7) Especially at introductory & certification interviews, dCOMs should **inquire** how **candidates** (especially those on an ordination track) plan to **finance education requirements** & also (with help from BOM & DS) shall **help counsel** candidates on obtaining effective education at the least cost & the most financial help. (§666.5, BOM min, 10/23/08)
3. Maintain **support** for **local pastors** and oversee the process for the **annual election** of each (§315.2d; 315.5-6; 316-320; 323; 635.2h, p; 666.8). Note: Those appointed as local pastors are clergy members of the annual conference (§602.d) and are no longer listed (or continued) as certified candidates. They are to be assigned a clergy mentor, rather than a candidacy mentor. (§316)

4. Examine and recommend to the BOM candidates for Provisional Membership (in writing, based on a three-fourths majority vote of the committee) (§324.10, 665.8) If after discussion at the certification interview (see Appendix V.11), a candidate had more than 36% of available income committed to debt payments, then a new credit report (at the candidate's expense) & conversation is required for this dCOM interview (Appendix V) & the results shall be reported in the candidate's file. (When persons request this recommendation, the dCOM Registrar will check the summary cover letter on the credit report in candidate's file to see if a new credit report & its release form are required.) (BOM min, 10/23/08)
5. Examine and recommend to the BOM candidates for **Associate Membership** (§322.1.5, 665.8)
6. Annually examine all who apply to be or continued as certified lay ministers (CLM) See Appendix XIV. 665.10. The IGRC BOM recommends that each dCOM designate a person (with no other dCOM office) to track those in the CLM program. BOM, 5/14/09)
7. If the dCOM recommends a candidate to BOM for membership or ordination and the **BOM** does **not recommend** that **candidate**, the dCOM resumes responsibility for the candidate and the BOM will in writing inform the dCOM of where improvement is needed. \*\*

### C. *Candidacy Studies and Certification*

Those beginning to explore a call to license or ordained ministry are required to use *The Christian as Minister* (or the current equivalent GBHEM resource) (§311) (BOM min, 2/19/09)

**Ministry Inquiry** process may be done outside the certifying district. (BOM min, 5/6/04)

Candidates will participate in a candidacy retreat and group mentoring meetings. These retreats will cover the process into ministry, spiritual formation, initial meetings with group mentors, and psychological testing. Candidates must attend all meetings; it is permissible for candidates to attend via teleconferencing if necessary.

Each mentor group will have two mentors, who are recommended by the cabinet.

Candidates will not necessarily have mentors from their own districts in order to ensure that mentoring groups have 6-10 members. Mentor training will be provided before the start of each retreat. Mentor groups will work through the candidacy guidebook as provided by GBHEM.

The dCOM shall **certify** candidacy and send the candidate's Annual Action Report to the BOM Registrar / Assistant by **April 1** prior to the following annual conference session. (BOM min, 5/2/03, 7/21/05)

### D. *Psychological Assessment of Ministerial Candidates (See Appendix IV)*

### E. *Required Tests of Basic Education Skills (TABE)*

Prior to being certified for Candidacy each candidate will be required to complete McGraw-Hill Tests of Adult Basic Education (TABE). At the discretion of the dCOM or the District Superintendent this requirement may be waived (but this exemption must be noted clearly in the candidate's file).

There is no cost for this test (it is supplied by the GBHEM and scored by the BOM Administrative Assistant). Mentors, when requesting the psychological assessment packet from Care and Counseling, will also request from the BOM office a Adult Basic Skills Testing Packet. In this packet will be the TABE examination materials and the two forms to be completed for the candidate background checks.

TABE tests in reading, mathematics, and language are used to assess a Candidate's achievement level in basic language skills required for pastoral ministry and its educational preparation; to identify where remedial assistance may be needed; and to assist teachers in preparing instruction to meet the student's individual needs.

Where deficiencies are found in basic education skills, the student shall be encouraged to seek remedial help through the adult education program of a local high school or community college; licensing school instructors shall be made aware of the student's reading and language needs; and the mentor, dCOM, and BOM shall be given a report on the basic skills measurements. The measurements should also be sent to the director of the Course of Study school attended by a licensed local pastor.

Though deficiencies in basic educational skills do not automatically disqualify a person for candidacy or licensing as a local pastor, they do indicate that a review is necessary to determine whether or not the student can meet the expectations of the Course of Study, dCOM, BOM, cabinet, and local church. Deficiencies normally indicate that persons (with their dCOMs and mentors' help) should seek remedial instruction for improving indicated skill weaknesses. In some cases, students may be required to make progress in remedial work before being allowed to take a full load of courses in a Course of Study school. Deficiencies may also be the basis of a cabinet decision not to appoint persons until basic educational skills improve significantly. (GBHEM's BOM Handbook, chapter 12; BOM Min, 10/27/05)

#### *F. Other Candidate Requirements*

All candidates should be advised to keep copies of all official documents related to their candidacy (so their file can be complete if materials are lost).

After candidates are interviewed and action is taken, all interview materials must be returned to the dCOM Registrar for filing or shredding.

The **life-style** of United Methodist ministers is not merely a "private matter." The BOM is vitally concerned about candidates or ministers who practice life-styles which violate the faith and moral commitments outlined in The Book of Discipline (103-104, 160-166, 310 and others). All candidates shall sign the **lifestyle statement** upon entering candidacy and when receiving approval for provisional membership. A separate **Itinerancy Form** shall be completed by all provisional track candidates and provisional elders at the same times. (BOM min, 5/16/13)

Any time a candidate completes the lifestyle / itinerancy statement, they must also complete a current **notarized Disclosure Form** 114 (accusations or convictions of felony, misdemeanor, sexual misconduct, or child abuse). (311.2b) (BOM min, 2/10/05)

A **criminal background and credit check** must be done for everyone requesting certification as a candidate. The cost is the responsibility of the person being checked. (311.2b) See Appendix V. (BOM min, 2/10/05, 9/22/05) A Background Check will be conducted on anyone meeting with the District Superintendent inquiring about ministry. The background information would be sent to the dCOM, via the Registrar, to be reviewed by the Candidate's interview team. A copy must be kept in the District Office and one placed in the inquiring person's Candidacy File. (BOM min, 5/18/06)

**April 1** is the **deadline** for the BOM Registrar / Assistant to receive candidate **files, reports, and recommendations** from dCOMs. (BOM min, 5/2/03, 11/8/02, 10/12/00)

#### *G. Recommending Candidates for Provisional Membership*

The dCOM shall interview all candidates before recommending them for commissioning and Provisional Membership. (324.10, 665.8) Such candidates shall have completed at

least one half of the studies toward the equivalent of a Master's degree from an approved seminary or at least one half of the studies toward basic theological degree (ordained deacon track) (324.4-5).

Clinical Pastoral Education (CPE) is not required of candidates for ministry in the IGRC. Those seeking ordination as elder in the IGRC are strongly encouraged to take a basic unit of CPE while in seminary. Candidates for ordination who are under appointment may be directed by the BOM to take a basic unit of CPE at their own expense for the purpose of increasing ministry effectiveness. In all cases the CPE supervisor's evaluation shall be confidential and available only to designated BOM interviewers and the candidate's District Superintendent. (BOM Minutes 10/23/13)

#### **EDUCATIONAL REQUIREMENTS FOR PROVISIONAL MEMBERSHIP**

All Commissioned Ministers are required to participate fully in the Residence in Ministry program. Since such participation can be limited, if not impossible, for someone also attending school, it is required that all educational requirements be met prior to Commissioning. **All seminary course work and certification course work must be completed prior to Commissioning** and entrance into the Residents in Ministry program. During the Residents in Ministry program, Commissioned ministers may not participate in a full-time (Resident) Clinical Pastoral Education Program. (BOM min, 9/21/06)

*H. Bible College Degree Approval* Acceptability of Bible school degrees for educational requirements will be determined by the BOM Registrar / Assistant's inquiry to GBHEM.

## VIII. LOCAL PASTORS AND ASSOCIATE MEMBERS

1. All persons seeking **full-time local pastor** status must submit to their dCOM an acceptable **physical examination** (no more than 3 years old)\*\* prior to initial approval.
2. Local Pastors may seek **Associate Membership** only under the conditions stated in ¶ 322 of the 2008 Discipline. Thus they no longer receive deacon orders, (BOM min, 4/28/05) but in retirement, shall retain their license for pastoral ministry. (322.3)
3. Local Pastors and Associate Members may seek **Provisional Membership** under the conditions stated in ¶ 322.4 & ¶ 324.6 except their Advanced Course of Study must be connected to a seminary recognized by the University Senate.
4. Those appointed as local pastors are clergy members of the annual conference (602.1) & are no longer listed as certified candidates. They are to be assigned a clergy mentor, rather than a candidacy mentor. (314)
5. A retired local pastor may be appointed by the bishop to a charge and licensed upon recommendation by the dCOM. (320.5)
6. Retired local pastors who've completed Course of Study may annually request a license to perform sacraments in the local church where they hold membership, at the request of the appointed pastors. (316.8)
7. Retired Local Pastors, serving as appointed pastors must continue toward completing Course of Study if they have not previously done so. (BOM min, 7/26/02)

## IX. LICENSE FOR MINISTRY

### A. *Licensing School*

1. This school shall be a project administered solely by IGRC. Enrollment in the school is limited to a maximum of fifty (50) students.
2. The School's dean and faculty will be nominated by its Advisory Board and approved by the full BOM. (BOM, 9/22/05)
3. The School's Advisory Board sets tuition and fees for students from IGRC and other annual conferences. (BOM, 9/22/05)
4. One **must be a Certified** Candidate to attend License School. (BOM min, 2/10/05)
5. The IGRC BOM shall subsidize the costs for certified candidates attending the Licensing School. To do this, the IGRC BOM's budget will largely cover the School's administrative costs. All students will pay registration and tuition to roughly cover other costs, especially room and board. Non-IGRC students will pay more, including for administrative expenses. Financial assistance from Passvogel funds can be requested through the Continuing Formation team. (BOM, 1/17/08)
6. Persons from any other annual conference, who desire student charges in our conference, must attend our licensing school. Their school fees will be the same as IGRC students. (BOM, 9/22/05)
7. If a person comes to our conference with a Local Pastor's license, the Illinois Great Rivers Conference must issue a license of its own to replace it.
8. Persons coming from other denominations shall attend the IGRC Licensing School.

### B. *Persons providing services to churches prior to the successful completion of the next Licensing School and receiving the license. \*\**

1. Persons who begin to serve a church before receiving a license to preach may preach, lead worship, give pastoral care, and provide administration of the church.
2. They can receive salary and in certain situations live in a church owned parsonage while awaiting License School.
3. They are not included in the Conference Health Insurance Program.
4. They cannot administer the sacraments or conduct marriages.
5. They are not "appointed" to the Charge.
6. Such persons have no claim upon the church or the Annual Conference. They will not be able to continue to serve the Charge if they are not issued a License after the conclusion of the School.
7. If not issued a license, the person will be given up to 30 days to vacate the parsonage.

### C. ***Deacons** (both provisional and in full connection) shall **not be licensed** as local pastors, except when a deacon applies to transition to the elder's track. (BOM min, 9/21/98, 9/22/05)*

*D. Advisory Council for License School and Course of Study Extension School*

The IGRC BOM and Cabinet approved an Advisory Council to oversee policies and operations of the COS Extension School and School for License as a Local Pastor. This Council reports directly to the BOM.

1. Responsibilities:

- Secure faculty for both schools
- Liaison between Regional Course of Study School and Extension School
- Oversee policy, tuition, sites for the schools, faculty honorariums and all other matters pertaining to the general function of each school
- In consultation with GBHEM, set the curriculum for both schools
- Recommend to BOM person(s) to be COS Extension Director or School for License as a Local Pastor Dean when vacancies arise

2. Membership:

- Director of the COS Extension School
- Dean of the School for License as a Local Pastor
- A representative from BOM
- Cabinet representative to the BOM (or someone designated by Cabinet chair)
- At least one representative from the Fellowship of Local Pastors and Associate Members (recommended by Fellowship and affirmed by the Advisory Council)
- Chair of the BOM (or someone designated by the BOM chair)
- At least two at large members (to be secured by the Advisory Council)
- Representative from Garrett-Evangelical Theological Seminary serves as an advisory from Regional COS School
- Representative from the Conference Ministry Team

## X. Course of Study (COS)

### A. *In all approaches to accomplishing COS:*

1. One must be a certified candidate by the April 1 prior to attending. (BOM min, 9/11/01)
2. A Full Time Local Pastor shall **complete the educational requirements** within eight (8) years and a Part Time Local Pastor within twelve (12) years unless a family situation or other circumstance precludes the local pastor's opportunity to meet said requirements. The local pastor may be granted an annual **extension** beyond the prescribed limit upon a three-fourths vote of the dCOM, recommendation by the conference BOM, and the vote of the clergy members in full connection. For an extension to be granted, "substantial" reasons must prevent a local pastor from completing COS educational requirements. Also the dCOM in concert with the local pastor must complete an Action Plan outlining how educational responsibilities will be completed in the allowable time that remains. Both the local pastor and the dCOM Chair must sign and date this Action Plan. For a local pastor to exceed two years of extension on their COS time limits, the dCOM, on behalf of the local pastor, must request in writing from the BOM any additional year of extension, specifically detailing the reasons additional time is required. The request should be sent to the BOM Admin. Assistant by April 1. (BOM min, 1/18/07)
3. Course of Study students must apply for reimbursement grants from MEF funds within one year of when each class was taken. (BOM min, 4/28/05)
4. As of 1/15/2009, local pastors may take up to 6 (of 20 total) courses of basic Course of Study via **correspondence or online / distance** learning courses (322.1) Taking 6 "Foundational" courses (mostly content: COS 111, 112, 211, 212, 311, 312, 411, 412, 511, & 512) by such means needs no extra permission. Taking "Functional" courses (practical & communal: COS 113, 114, 213, 214, 313, 314, 413, 414, 513, & 514) by such means requires local pastors to document substantial reasons & gain permission from their dCOMs who will notify the BOM Admin. Assistant. After evaluating the resulting formation of local pastors AND viability of COS schools, the IGRC BOM may move toward 10 courses of permitted distance courses. (322.1) (BOM min, 2/19/09)

### B. *Regional Course of Study (COS) School*

1. Full-time local pastors from IGRC shall attend a Regional Course of Study School to complete their Course of Study requirements. All required coursework must be completed within 8 year.
2. IGRC local pastors enrolled in a regional Course of Study School approved by the BOM shall receive reimbursement grants at a rate of \$250 per class, \$500 per module, \$1,000 per year. To the BOM's registrar, they shall submit the financial statement from the seminary hosting the regional COS for reimbursement of COS tuition and fees. (BOM min, 11/6/03, 2/15/07)

### C. *IGRC Course of Study Extension School* (BOM min, 1/24/01, 9/22/05)

1. BOM established a GETS-associated **Course of Study Extension School** that meets within the bounds of our Annual Conference which **part-time local pastors** may attend.
2. The **deadline to register** for an IGRC Course of Study Extension School class will be two months prior to the first class. No registrations will be accepted after this deadline unless approved by the instructor AND the COS Extension School Director (This request, its approval and tuition payment must occur no later than 30 days prior to a class' first day). The Registration fee (minimum to register for a class) may be **transferred** to another class registration if the student **cancels** prior to 30 days before the first class session. After that



- date, the registration fee and the tuition are non-refundable and non-transferable so that the student must pay the entire tuition when they re-enroll for the class. (BOM min, 1/19/06)
3. See Section X.D for the Advisory Council that administers this School
  4. IGRC students in the Extension School shall receive grants of half the tuition cost. (BOM min, 7/19/01, current practice)
  5. The BOM may approve attending other Extension Schools at the request of the individual with the DS's recommendation. (BOM min, 7/21/05)
  6. Exemption for Full-time Local Pastor to attend COS Extension School: (1/27/05 min)
    - a. Request must originate at the dCOM level.
    - b. There must be "substantial" reasons preventing the candidate from pursuit of the normal Course of Study educational route.
    - c. Prior to making the request the candidate must have already completed the six allowable content courses by correspondence or online / distance learning (322.1) See XI.A.4. (BOM min, 2/19/09)
    - d. The dCOM request comes to the BOM AND to the Director of the COS Extension for review and acceptance. ***BOTH*** must give their approval.
    - e. The formal request is then sent to Nashville for final approval and acceptance. There is no guarantee of final approval. Nashville has complete jurisdiction here.
    - f. Once approved the exemption can only be for one academic year (four courses). If further exemption is required the candidate's status and ability to serve as a full-time Local Pastor must be examined.

***D. Advanced Course of Study***

1. Those from IGRC involved in Advanced Course of Study at a GBHEM approved site shall receive grants at a rate of \$250/module. (BOM min, 1/24/01)

## XI. MINISTERIAL EFFECTIVENESS REVIEW TEAM (MERT)

### A. Responsibilities from the Book of Discipline]

a. Assist the BOM in fulfilling the responsibilities of Par. 322, 324, 330, 335, 349, 604.4, 635.2.c,d,e,h,i,j, and q (2016 BOD)

1. To provide all candidates in ministry a written statement of disciplinary and annual conference requirements for the local pastor, associate membership, provisional membership, and full membership. (635.2.i). Revise and make these standards available annually through the Board of Ministry website.
2. To develop standards for clergy effectiveness in cooperation with the cabinet (635.2q) Make the standards available through the Board of Ministry website and annually plan ways of promoting the standards.
3. To work with the cabinet in establishing criteria for discerning whether a clergy member is failing to perform effectively and competently (604.4)
4. Work with the cabinet to develop criteria, processes, and training in order to annually help pastors, deacons, supervisors, and pastor parish relations committees evaluate the effectiveness of a pastor. (349.1)
5. Work with the cabinet to develop the six-month process (to occur every eight years) for personal and professional assessment and development. (349.3)
6. To establish criteria, written work requirements, and interview procedures for those seeking (1) Provisional Membership and Commissioning, (2) Full Membership and Ordination, and Associate Membership (322, 330, 335, 635.2.h, j).
7. To examine all applicants as to their fitness for the ministry and make full inquiry as to the fitness of the candidate for election to associate membership or provisional membership and commissioning or full membership & ordination. Make recommendations on each candidate examined and report to the full BOM. (322, 330, 335, 635.2.h, j).
8. Obtain and examine transcripts pertaining to all of a candidate's educational requirements, receive annual reports on the progress of each ministerial student, and seek from schools of theology information about the personal and professional qualities of applicants. (635.2.c,d,e)

### B. Miscellaneous

1. For educational requirements, the BOM shall recognize and accept University Senate approved courses, whether interactive on-line or in the "on campus / classroom setting" format.
2. The **deadline** to submit required **materials** for those seeking **full membership / ordination** to submit required materials is the second Friday in January prior to the Annual Conference they anticipate being elected / ordained. The deadline to submit required materials for those seeking Associate and **provisional membership / commissioning** is the second Friday in September prior to the Annual Conference they anticipate being elected / commissioned. Brief extensions may be granted by agreement of both the chair of MERT and the Board Registrar for such causes as personal emergencies, technical glitches, misinformation from agents acting on behalf of the BOM, or missional reasons. Longer extensions will need approval of the BOM executive committee.
3. The Ministerial Effectiveness Review Team shall coordinate all interviews of candidates seeking membership or ordination.

4. Interviewed candidates shall be given forms to evaluate their interviews, to be returned to MERT's Chair within two weeks of the interview.
5. After candidates are interviewed and BOM action taken, all interview materials must be returned to the MERT chair or Registrar / BOM Assistant for filing or shredding.
6. During or after a candidate's last year of completing graduate theological studies, the BOM may **examine** and **recommend** him/her for commissioning and **Provisional** Membership contingent on completing the Master of Divinity degree (elder track) or basic theological degree (deacon track)
7. **Educational Requirements** for Provisional Membership: **All seminary course work, and certification course work-must be completed** prior to Commissioning and entrance into the Residents in Ministry program.
8. The evening after interviews take place, the Registrar or chair of MERT shall notify (by phone or email) the candidate of the Board's decision. The Registrar shall follow up that initial announcement in writing. If the Board tables its decision until further work can be completed (rewrites, re-interview, tasks that might be completed in time for the board to act prior to the next Annual Conference) then those expectations will be clearly conveyed in writing.
9. If a candidate is rejected or delayed a year, then the Registrar shall make the reasons and expectations of the Board clear, in writing. The chair of MERT will also arrange for someone to offer the candidate support.
10. **Less-Than-Full-time Equivalency**: People seeking equivalency for less than full time service to be applied to their Provisional Membership may request such equivalency in writing to the Board of Ordained Ministry. The following guidelines will be used: four years at 25% time will be equivalent to 1 year full time or two years at 50% time will be equivalent to 1 year full time. There will be no partial year equivalents granted. Only full year equivalents will be calculated. A recommendation from the district superintendent stating effective service must be received and the BOM will conduct a review regarding years of service, quality of service, maturity of the applicant and other relevant factors before granting equivalency. (335)
11. No one shall be continued on provisional membership beyond the eighth regular session of the Annual Conference following their admission to provisional membership & commissioning. (327) A voluntary leave of absence shall be counted as part of the eight year limit, unless BOM recommends extension & the clergy session approves. (353.3)
12. A provisional member remaining on provisional status more than four years must submit a new health certificate.
13. Disciplinary time limits to complete provisional membership begin at commissioning.
14. Provisional membership for deacon's orders/full membership must be served in ministries of Word and Service and accountable to the DS and the BOM. Provisional deacons seeking ordination must have completed and documented 36 months of at least a half time appointment, salaried or unsalaried. Provisional deacons must serve their primary and secondary appointments (including any extension ministry) within IGRC's bounds. The IGRC Bishop must make or approve all such appointments.

15. Provisional membership for elder's orders/full membership must be served within IGRC's bounds in ministries of Word, Sacrament, Order, and Service and accountable to the DS and the BOM
16. Before being examined for full membership / ordination, all candidates will have a completed **psychological assessment** in their files. (See Appendix IV for the process.)
17. All provisional members who wish to apply for full membership (elder or deacon) are required to participate in the **Residents in Ministry (RIM) program** and attend five difference modules in the program over a two year period.

*C. Persons from Other Conferences and Other Denominations*

1. MERT, prior to Annual Conference must arrange for representatives of the Board to interview all candidates applying for any conference relationship. Interviews shall be done at Conference Sessions only as an emergency. A written report of the recommendations of the interview team should be sent to the BOM Adm. Asst. & the Cabinet Chair.
2. Ordained elders or ordained clergy from non-Methodist denominations shall serve as provisional members in IGRC for a minimum of two years and complete all the requirements of the Discipline (335), including courses in U.M. history, doctrine, and polity, before being admitted into full conference membership (347.3).
3. Ministers transferring into IGRC from other denominations and provisional members coming from another Conference of the United Methodist Church shall serve as provisional members for at least two full years before being eligible for membership in full connection in this Conference. Any recommendation for exception to this rule shall be made only by two-thirds (2/3) vote of the BOM.

*D. Commissioning and Ordination Services (325, 301-303)*

Ministerial Effectiveness Review and the BOM chair shall cooperate with the Bishop in developing and leading the worship service for the commissioning of those elected to provisional membership and the ordination of those elected to full membership. Such services shall be at the Annual Conference session.

*E.* Appendix I, "Steps into Ordained Ministry" is a summary of policies for the process guiding all parts of candidacy, membership, and ordination.

## XII. RESIDENTS IN MINISTRY TEAM(RIM)

Develop and implement curriculum and formation experiences for Provisional Members such as a Residents in Ministry program and a mission work trip (326).

All provisional members are required to participate in the **Residents in Ministry (RIM) program** offered by the Ministerial Effectiveness Development team. (326) (BOM min, 5/4/01, 9/11/03) This includes all on a provisional track toward full membership, some by way of being licensed local pastors or associate members (322.4, 324.6). It also includes those from another conference or another denomination who transfer to IGRC as provisional members. Failure to diligently participate in RIM is likely to prevent candidates from being recommended for full membership / ordination. The related **Mission Work Trip** is for final year probationers recommended for ordination / membership at the next Annual Conference session, but is not required.

### ATTENDANCE - RESIDENTS IN MINISTRY

In an effort to motivate commissioned residents in the urgency of their calling, to build collegiality among matriculating groups, *to facilitate mentor relationships*, and to better equip residents with tools towards greater fruitfulness/effectiveness residents are required to attend 5 of the 6 following modules:

*Fall 1 - Orientation / Bible Study Observation*

*Winter 1 - Fruitfulness Project Observation*

*Spring 1 - Doctrinal Questions Presentation*

*Fall 2 - Bible Study Presentation / Interview Preparation*

*Winter 2 - Worship / Exegetical Presentation*

*Spring 2 - Doctrinal Questions Observation*

All six modules will be offered over the course of 2 years. If a resident needs to make up a module, they will be able to do so at the next available offering of that missed module. Because 6 modules are made available within the course of 2 years, residents are able to have one excused absence from a module and still meet the requirements for residency participation over the course of 2 years from commissioning.

Residents in ministry are also required to participate in a Covenant Group and Mentoring relationship. Covenant Group should meet a minimum of once a month. (Weekly meetings are ideal.) Residents should meet with Mentors, face-to-face, a minimum of once per quarter. (Monthly, ideal.)

By July 1 of each Conference year the Residents are expected to submit a participation form from both their Covenant Group and their Mentor indicating completion of these requirements.

Failure to participate in the Covenant Group or Mentoring relationship, or failure to submit forms indicating participation, will result in an automatic one year continuance of the provisional period so these requirements can be met.

Annually, the Ministerial Effectiveness Development Committee of the Board of Ordained Ministry will review each Resident's participation to determine compliance. (BOM min, 9/21/06)

### EDUCATIONAL REQUIREMENTS FOR PROVISIONAL MEMBERSHIP

All Commissioned Ministers are required to participate fully in the Residence in Ministry program. Since such participation can be limited, if not impossible, for someone who is also attending school, it is required that all educational requirements be met prior to Commissioning. **All seminary course work and certification course work must be completed prior to Commissioning** and entrance into the Residents in Ministry program. During the Residents in Ministry program, Commissioned ministers may not participate in a full-time (Resident) Clinical Pastoral Education Program. (BOM min, 9/21/06)

### **XIII. CONFERENCE RELATIONS TEAM**

#### **A. Responsibilities in the Book of Discipline**

To maintain accountability and ethical standards with Conference members. (605.7, 635.2r) (BOM Org. Plan).

After examination, to make recommendations to BOM on special ministries for which members seek appointments. (635.2s)

To make recommendations to the BOM concerning changes in Conference Relationship, interviewing applicants at the discretion of the Team: The BOM shall keep a record of these changes and the reason behind them and place a copy in the permanent records of the annual conference maintained by the secretary of the conference. (352, 635.2l)

Note: The Discipline reserves to the Executive Team certain parts of the BOM's responsibility for Conference Relations. (See Section II.B.)

1. Changes from the effective relation to leave of absence or from leave of absence to effective relationship (353)

2. Return to effective relations from other relations

3. Maternity/Paternity Leave (355) (Voluntary) Personal Leave (353.2c)

4. (Voluntary) Family Leave (353.2b)

5. (Voluntary) Transitional Leave for provisional & associate members & full members in good standing who are between appointments (353.2c)

6. Involuntary Leave of Absence (354)

7. Incapacity Leave Resulting from Health Matters & Disabling Conditions (356)

8. Retirement (357)

9. Return to effective relationship after retirement (358.6-7)

10. Honorable Location (358)

11. Withdrawal (360)

12. Changes to or from less than full-time ministry (338)

13. Sabbatical Leave (351)

14. Appointed as a student (635.2j) to further one's education

15. Readmission to provisional membership after discontinuance (364)

16. Readmission after Honorable or Administrative Location (365)

17. Readmission after leaving ministerial office (366)

18. Readmission after Termination by Action of the Annual Conference (367)

19. Readmission after Involuntary Retirement (368)

## **B. Relations of Retiring Clergy (635.2k)**

1. The Chair of Conference Relations and Extension Ministries shall write a letter of appreciation to retiring clergy and enclose "The Retired Pastor - The Covenant Continues" (Appendix VI). He/she will further share the Board's continuing support of retired clergy and charge them to elect a torchbearer from their retiring class to serve at the next service of ordination at annual conference.
2. If deemed necessary, this team shall arrange for two BOM members and a DS selected by the Team chair to interview clergy who plan to retire and to reside in a community where he/she previously served.
3. Further, if necessary this same group will meet with the Committee on Staff-Parish Relations of the local church to interpret the relationship between the retiring clergy, the local church, and the pastor appointed to the local church.
4. All retiring clergy are to abide by the Covenant (Appendix VI).

## **C. Clergy in Appointment beyond the Local Church**

This team advises the BOM so it may recommend for validation special ministries for which Conference members seek appointments. (635.2s) This includes seeking a job description for the position, especially the need for ordination to Word and Sacrament. Those seeking appointment as a chaplain are encouraged to get GBHEM endorsement.

Correspondence shall be made by registered mail to all clergy in special appointments that do not respond to the first request for appointment status from the Office of the Bishop regarding the clergy's appropriate "use of ordination" in her/his ministry. If there is no reply to the second inquiry by registered mail, the clergy under special appointment shall be recommended to be "located" at the next clergy session of annual conference. The Conference Relations & Extension Ministries Team shall consult with the Bishop about each clergy being recommended for "location".

## **D. Guidelines for Clergy in Separation or Divorce (See Appendix VII).**

## **E. Clergy on Leave of Absence (BOM, 9/22/05)**

The Discipline (353.8-9) requires pastors on leave of absence to relate to a local charge conference and to report their exercise of ministry to the charge conference, the pastor in charge, and BOM. Our policy is that persons contacted by the BOM Team requesting this report have ninety (90) days in which to respond. An annual report provided by the BOM shall be filed with the Conference Relations Chair by the deadlines stated in the cover letter. Clergy not complying with this policy shall be contacted by registered mail by the BOM Chair and notified that "in case of failure to report to the BOM, the clergy session of the annual conference may locate or terminate the clergy member without further process."

## **F. Honorable Location (BOM, 9/22/05)**

The Discipline (358.1-2) requires pastors on honorable location to designate a local church in which they shall hold charge conference membership and to report their exercise of ministry to the charge conference, the pastor in charge, and BOM. Our policy is that they shall notify the Conference Relations Chair within ninety (90) days of starting this relationship. An annual report form provided by the BOM shall be filed with the Conference Relations Chair by the deadline stated in the cover letter. Clergy not complying with these requirements shall be

contacted by registered mail by the Chair and notified that “failure to submit the report for two consecutive years may result in termination of orders upon recommendation of the BOM and vote of the clergy session.”

## **G. Miscellaneous Ministerial Matters**

1. The Annual Conference or institutions employing a member in full connection shall have the same responsibilities to that member as a local church has to its pastor unless otherwise specified herein.
2. For suspensions (362.1d), the BOM will ask the Bishop for a clear written statement of rationale and will use that statement as a basis of discussion and decision. Note: Suspension is protective for both the local church and the clergy person. It is a neutral category that does not infer guilt or wrongdoing. (BOM min, 6/7/05)



#### **XIV. COVENANT CARE TEAM (Orders and Fellowship)**

##### *Responsibilities in the Book of Discipline*

To uphold the ministry of local pastors and associate members (323)

To uphold the ministry of a deacon (137, 305-309, 328).

To uphold the ministry of an elder (137, 305-309, 332-334).

The Covenant Care Team and the district representatives will be called “Care Guides.” They are to be in contact with all clergy in their district encouraging them to take part in covenant groups. (BOM min, 3/7/02)

## XV. CONTINUING FORMATION (PROFESSIONAL CERTIFICATION) TEAM

### A. *Responsibilities in the Book of Discipline*

1. Assess needs, develop, and promote continuing education and formation opportunities for ordained ministers, Associate Members, Local Pastors, and diaconal ministers (including budget for the Covenant Care Team). (635.2n-p,u 334.2d) (BOM Org. Plan) BOM, 9/22/05
2. Promote, implement, and supervise certification programs for lay and clergy (BOM Org. Plan) (635.1c, 634.2u, 351)  
See Guidelines for Renewal of Professional Certification, Appendix X)

### B. *Other Responsibilities*

1. Administer MEF Continuing Education Standards and Grants. (See Appendix XI)
2. Organize **annual New Pastor Orientation** whose date does not conflict with IGRC Licensing School.

**Attendance** of this Orientation is **mandatory** and failure to attend in a pastor's first two years of serving in IGRC will mean: A letter to the pastor noting the absence, emphasizing the Orientation's importance, and stating that copies of the letter will go to his or her DS, dCOM, and BOM file. (BOM min, 10/14/04, 9/22/05)

### C. *Eligibility Requirements for Funding of Diaconal Ministers*

1. A Diaconal Minister must be employed as such a minimum of thirty (30) hours per week as the sole source of income. Those persons working less than thirty (30) hours may, by a two-thirds (2/3) vote of the BOM Continuing Formation (Professional Certification) Team, be recommended for a Ministerial Education Fund grant. Retired Diaconal Ministers may also be eligible.
2. Application forms may be secured from the DS, Chair of the BOM Continuing Formation (Prof. Certification) Team, or BOM Assistant or IGRC / BOM website.
3. An applicant shall send the application form to the administrator of the Continuing Education Fund (Continuing Formation (Professional Certification)).
4. Each applicant *is eligible for up to \$300.00 per continuing education event or \$1200.00 every four years, dating from the first application and approval for funds. Doctor of Ministry candidates, who've been out of seminary for at least 5 years, are eligible for \$1200.00 every four years, but in two installments.* (BOM, 9/22/05)

### D. *Study Leave Program* (See Appendix XII).

### E. *Use of Pasvogel Funds*

1. Lay persons seeking professional certification or to become a Certified Lay Minister may receive up to \$2,000 per year (subject to availability) for tuition, room and board expenses incurred for approved certification courses. (BOM min, 7/21/05)
2. Pasvogel funds are available to certified lay persons at \$100 per person per event, with a \$500 limit over the quadrennium. (BOM min, 1/29/99)

## **XVI. ASSESSMENT OF MINISTERIAL NEEDS AND ENLISTMENT TEAM**

### *A. Responsibilities in the Book of Discipline*

To assume primary responsibility on behalf of the Board for the enlistment and recruitment of ordained clergy, working cooperatively with the Cabinet, GBHEM & local Pastor-Parish Committees (635.2a).

### *B. Active program of recruitment and enlistment for candidates of ordained ministry*

1. To maintain a recruiting presence at annual conference through displays, presentations, and brochures by assigning a team member to request space at annual conference, develop display, gather or create brochure material, and put up and maintain display at annual conference.
2. To encourage recruitment of youth through the camping program, YAR, and other gatherings.
  - a) Contact Conference Director of Camping to solicit support and cooperation in recruiting efforts.
  - b) Consider doing a retreat or summer camp exploring call to ministry.
  - c) Making display and brochures available at large gatherings (might include an interpreter)
3. To encourage and assist pastors and the Staff/Pastor-Parish Relations Committees in the local congregation to identify, encourage, and support persons who feel a call to ministry as a vocation. Ask all Conference staff and Cabinet to include a segment in any Staff-Parish Relations Committee training to identify, encourage, and support persons who feel a call to ministry. This team will provide resources and interpreters for this purpose.
4. To encourage pastors and local congregations to observe "Call to Ministry Sunday" by developing support packets of information and worship materials.
5. To arrange visits to seminaries in cooperation with the Cabinet in order to recruit persons from other conferences or denominations.
6. To encourage the call to ministry to be mentioned at events where persons might be sensitive to that call (E.G. lay speaker schools, Walk to Emmaus, Chrystalis)
7. To use the internet and other technology to encourage and assist persons to respond to a call to ministry.
8. To maintain a list of the names, addresses, age, gender, ethnic classification, and school classification of each prospect identified for reporting purposes only.

### *C. Visits and other contacts with seminary students from our IGRC*

To coordinate BOM members' contacts with all seminary students from IGRC, visit annually whenever possible.

### *D. Interpret and Promote the Ministerial Education Fund*

1. 1. Certified candidates for ministry in IGRC who are in seminary preparing for Deacon or Elder's Orders and Full Connection are eligible for **Ministerial Education Fund grants**. (See Appendix VIII.) (MOVED FROM MERT section)

## **Action Steps from Inquiring to Certified Candidate Illinois Great Rivers Conference**

This checklist below outlines the specific ACTION STEPS each of the following person/groups (Candidate, District Office/District Superintendent, Pastor/Campus Minister/Elder, Co-Mentors and dCOM/Registrar) much complete prior to Certified Candidacy. These ACTION STEPS are intended to be completed in order; moving from one step to the next.

The process usually takes about 6 months to complete

<b>Responsible Person</b>	<b>Action Step</b>
CANDIDATE	Candidate makes contact with the pastor in their local church.
PASTOR/CAMPUS MINISTER/ELDER	Pastor/Campus Minister/Elder discusses “the Christian as Minister” with the candidate.
CANDIDATE	Upon completion of the review and study of “The Christian as Minister” the Candidate contacts the District Office to schedule an appointment with the District Superintendent. Prior to this appointment the Candidate “MUST” send the District Office a one--- page summary of their call to ministry and how they have participated in the ministry of the local church/ campus ministry.
PASTOR/CAMPUS MINISTER	Prior to the Candidates scheduled Appointment with the District Superintendent the Pastor will correspond in writing to the District Office indicating the level of participation in the church/campus ministry, length of participation/ church membership/ campus ministry and personal insight about the authenticity of the candidate’s call and their future potential for fruitful ministry.
DISTRICT OFFICE	At scheduled appointment complete the Background Check release forms, pays the initial Background Check fee (\$40, could be more after full check has been completed), a brief biographical information form and receive information concerning the next Candidacy Retreat
DISTRICT SUPERINTENDENT	Enrolls the candidate into UMCARES.
CANDIDATE	Candidate awaits email from UMCARES and completes their enrollment (including paying \$75 fee).

CANDIDATE	Candidate awaits enrollment information about the next scheduled Candidacy Retreat and completes the necessary registration steps.
CANDIDATE	Candidate attends and completes the entire Candidacy Retreat
CANDIDATE	Candidate will be enrolled into Pathways and instructed how to access their Candidacy File. The Candidate will complete their Notarized Disclosure Form and upload it into Pathways as practice.
CANDIDATE	The Candidate will update the profile section, upload a Copy of their High School graduation documentation, and copies of any other educational transcripts where indicated.
CANDIDATE	Candidate will complete the written portion of the Psychological Assessment test (this will be done at the Candidacy Retreat).
CANDIDATE	Candidate is assigned to a mentor group and participates fully in all six sessions; completing the Candidacy Guidebook as instructed.
CANDIDATE	Candidate will meet (face to face or by phone call) with the Ministerial Assessment Specialist to go over the Psychological Assessment. The Candidate “MUST AGREE” to sign off on the final copy, which will be sent to the Board Registrar.
DCOM REGISTRAR	The dCOM Registrar will upload a copy of the Staff Parish Relations Team/Campus Ministry Board of Directors) minutes into the Candidate’s UMCares file.
CANDIDATE	Upon the guidance of their Co-Mentors, the Candidate Will prepare for and schedule an appointment with their Staff-Parish Relations Team (Campus Ministry Board of Director) to secure their approval for ministry.
PASTOR/CAMPUS MINISTER	The Pastor/Campus Minister should send to the dCOM Registrar a copy of the minutes indicating the official Action of the Staff Parish Relations Team concerning the Candidate’s request to enter the process towards ministry.
CANDIDATE	Upon the guidance of their Co-Mentors (and mentoring group), the Candidate will request of their Pastor/Campus Minister that a Charge/Church Conference (or a full campus ministry meeting) be call to approve their request to continue the process towards ministry.

PASTOR/CAMPUS MINISTER	The Pastor/Campus Minister will schedule and announce (remember there are Disciplinary Requirements for calling a Charge/Church Conference [or a full campus ministry meeting]). Communicate clearly that the purpose of the meeting is to discuss and consider the authenticity of the Candidate’s call and their future potential for fruitful ministry.
PASTOR/CAMPUS MINISTER	Pastor/Campus Minister and Candidate will complete and sign the Candidacy Approval Form (Form 104) and the Pastor/Campus Minister will send a copy to the dCOM Registrar.
CANDIDATE	In consultation with their Mentoring Group, the Candidate will prepare all required written materials for their upcoming Certification Approval Interview.
CO-MENTORS	The Co-mentors will prepare a written report of the Candidate’s participation in the Group Mentoring experience. This report concentrates on the Candidate’s participation level, willingness to complete assignments thoroughly and in a timely manner, and their punctuality.
DCOM	The dCOM or an assigned sub-group will thoroughly and prayerfully examine all written materials prior to a face to face interview with the Candidate.
CANDIDATE	Before leaving the Certification Interview the Candidate must sign the Lifestyle/Itinerary Form.
DCOM	The Interviewing Team will provide the whole dCOM an Overview report of the face- to- face interview with the Candidate, ending with their final recommendation. There are three possible recommendations–denial (reasons should be specific), delay (remedial work to be done prior to another interview, again be specific) or approval.
DCOM	The dCOM Secretary (or Registrar) will communicate within one week the District Committee on Ministry’s decision. If the decision is a denial or delay, the letter should specify the reasons why.
DCOM	The dCOM Registrar should upload a copy of the letter, The interview team report (scan the letter and interview team report together) and the Candidate’s signed Lifestyle/Itinerary Form into Pathways. If the letter is a denial or delay each condition should be listed in the Comment Section individually on the Interview Team Report page.
DISTRICT OFFICE	Upon Certification Approval the Candidate’s contact

Information should be forwarded to the Dean of the School for License as a Local Pastor.

CANDIDATE

Upon Certification Approval the Candidate should seek Information and register for the next scheduled School For License as a Local Pastor

## **B. Contact Numbers**

**District Superintendent:**

**Mail:**  
**E-Mail:**  
**Phone:**  
**Fax:**

**dCOM Chairperson:**

**Mail:**  
**E-Mail:**  
**Phone:**  
**Fax:**

**dCOM Registrar:**

**Mail:**  
**E-Mail:**  
**Phone:**  
**Fax:**

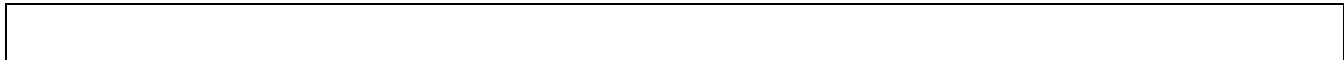
**dCOM Testing Proctors:**

**Mail:**  
**E-Mail:**  
**Phone:**  
**Fax:**

**Mail:**  
**E-Mail:**  
**Phone:**  
**Fax:**

**BOM Registrar/Administrative Asst:**

Dr. John L. Salzman  
**Mail:** 3392 Palmtree Drive  
Lake Havasu City, AZ 86404-1621  
**E-Mail:** [bomasst@hotmail.com](mailto:bomasst@hotmail.com)  
**Phone:** 928-566-4230  
**Cell:** 309-868-0522



## Candidate Evaluation Form

(use attachments if needed)

Candidate:

Applying for:

Interview Team (circle)

Preaching and Worship/ Doctrinal/ Bible Study/ Elder projects/ General

Team Leader:

Team Secretary:

Other team members:

Subjects Covered:

Affirmations:

Concerns:

Recommendation of the Team (circle)

Approve candidate's application

Recommend re-write (major rewrite or an editorial/amendment rewrite

(state which sections need to be re-written and specifically indicate what the problem is  
AND what is expected in the re-write)

Recommend remedial action

(articulate the specific problem and the specific expectation)

Recommend other:



# Interview Team Responsibilities

**The Leader:** The leader has special responsibility for the concerns of the Annual Conference and the Board of Ordained Ministry, is in charge of the interview, and hence will tend to symbolize authority for the candidate. Duties include:

1. Communicating with the interview team ahead of the interview to assure that the team is prepared with appropriate roles and responsibilities for the particular type of interview (candidacy, provisional, full membership) being conducted.
2. Clarifying the interview structure and purpose with candidate at the outset.
3. Adhering to the time schedule.

**The Secretary:** The secretary is responsible for recording and reporting the feedback of the interview team with the entire Board of Ordained Ministry. Duties include:

1. Communicating the team's recommendation to candidate and to the Board.
2. Providing evaluative materials to candidate and encourage candidate to return evaluation to the appropriate chair of the Board.
3. Completing the interview report form for return to the registrar, along with other file materials.
4. Providing feedback to the Ministerial Effectiveness Review chair regarding the interview process.

**Everyone:** Each member of the interview team is expected to perform the following functions:

1. Maintain balance between needs of the candidate and the concerns of the Annual Conference.
2. Know the Discipline, without needing to use it legalistically.
3. Review and be prepared to offer evaluation on the pertinent materials based on the type of interview your team is conducting (see below).
4. Keep balance between confrontation and support. At the end of the interview, offer one point of affirmative feedback and one point of constructively critical feedback.
5. Participate in feedback of candidate with the rest of the team to be shared with the board.
6. Maintain an awareness of the candidate's comfort by paying special attention to signs of conflict, tension, or distress.
7. Intercede on behalf of the candidate when the process appears to become antagonistic or negative. This is a last resort and should not be a first response to tension during an interview.

# Interview Team Self-Evaluation Form

To be completed by the interview team, summarizing all their interviews for the day:

Team Responsibility: \_\_\_\_\_

Candidates Interviewed: \_\_\_\_\_

\_\_\_\_\_

Interview Team Members: \_\_\_\_\_

\_\_\_\_\_

- 1) Who or what was most helpful in guiding the interview process toward its goals?  
Candidacy: Fitness for Ministry  
Provisional: Readiness for Ministry  
Full Membership: Effectiveness in Ministry
  
- 2) Are there any positive incidents or interactions that would be informative or encouraging to share with the board?
  
  
  
  
  
  
  
  
  
  
- 3) Did anything specific distract from the success of the interviews? Please Explain:  
Examples: Candidate or Interviewer lack of preparation, inability to focus, or preconceived notions, problems with the room/setting, or schedule.
  
  
  
  
  
  
  
  
  
  
- 4) Is there clarity among the interview team about the feedback offered to the candidate (especially if remedial work is required)? Please record any questions about the process you plan to bring to the full board.

# Reasons for Rewrites, Re-Interviews, Delays

## Possible Reasons for an adjustment rewrite or amended paper:

- Substandard writing (must be master's degree level writing)
- Did not address one or two questions properly
- Did not address some issues clearly

## Possible Reasons for a major rewrite:

- Did not follow directions
- Appears unfamiliar with the subject and needs remedial work
- Expressed views contrary to United Methodist theology or polity
- The work would be confusing or a waste of time if presented to a congregation
- The work as a whole lacks clarity or demonstrates a careless effort
- Has potential that calls for intensive supervision and encouragement

## Possible reasons for a re-interview:

- A committee rejects the re-write (automatically requires a re-interview)
- The candidate's appearance, conversation, or oral answers provoke uneasiness in the interview team
- A candidate has trouble articulating (or understanding) the issues raised in the oral interview
- Questions remain from background checks (psychologicals, medicals, transcripts, references, etc.)

## Possible reasons for a delay

- A candidate is asked to do three major rewrites
- The candidate has shown a flagrant disregard for board policies and procedures, including habitual lateness and unreliability
- The candidate opposes historic and fundamental United Methodist theology or polity
- There is significant evidence that a candidate needs time and a plan to work through psychological issues that would interfere with effective ministry
- A candidate is unwilling or unable to self-critique in conversation with board members

# Re-write and Re-interview Evaluation Form

(Please use attachments for more lengthy answers)

Name of Candidate:

Team Members:

Leader:

Others:

Subject: (preaching, worship, references etc., Bible Study, Doctrine, Fruitfulness)

Was the re-write acceptable?

Did all members of the team read the re-write carefully?

If the re-write was not acceptable, what specifically was the problem?

If the re-write was not acceptable, did the team interview the candidate and explain why?

If the re-write was not acceptable, did the candidate satisfy the team in the re-interview?

What does the team recommend regarding the disposition of the candidate's application:

Approve

Delay for one year

Delay (specify other length of time)

Discontinue candidate

Who was the candidate's mentor?

## **Appendix III Joint IGRC BOM and Cabinet Interviews of Prospective Candidates\*\***

### **A. For Initial Approval For Appointment In the IGRC**

1. There is a joint understanding between the Cabinet and the BOM that recruitment of U.M. clergy (Certified Candidates, Provisional Members, and Full Members) outside the IGRC will only be done in prior consultation between the Cabinet Chair and the BOM Chair.
2. Recruited persons must have equivalent ordination credentials from another denomination or at least a Certificate of Candidacy with education qualifications for License as a Local Pastor.
3. The Cabinet should check with the BOM Chair about the prospect's status before scheduling an interview. The appointment for joint interviews with the person being recruited is to be arranged between a DS and the BOM Chair at the initiative of the DS.
4. The Cabinet will be responsible for securing copies of resumes from the prospective recruit. Other possible documents such as a spiritual biography and a theological statement or credo should be requested from the prospect.
5. After the Board Interview Team (coordinated by MERT) and the Cabinet have reported on the interviews with the prospect to each other, a District Superintendent will tell the prospect the joint decision of the Board Team and the Cabinet.
6. The Board Interview Team approval of a U.M. recruit (Certified Candidate, Provisional Member, or a Full Member) will be contingent upon confirmation that the recruit is in good standing with his or her BOM or dCOM.
7. Clergy with ordination credentials in another denomination will serve under appointment as "Other Denomination" for a normal period of two full years before being considered for Provisional Membership in the IGRC by the BOM.
8. The following will be required of all candidates: IGRC medical form, IGRC requirement for psychological testing, criminal and financial background checks, transcripts, and recommendation letters from other clergy and supervisors and lay leaders. The IGRC disclosure form must also be signed and notarized.

### **B. For Full Elder Or Deacon Seeking to Transfer Full Membership:**

1. An initial interview of those transferring into our conference would follow above policy and procedure with a joint meeting of BOM and Cabinet members—we would require 2 years of Full time service in our conference before granting a second interview of Executive BOM members with the individual (having recommendations of DS, SPRC chair, and an IGRC conference clergy) before granting approval to progress **to clergy session approval. (BOM Executive Team 4/20/2017)**

## **Appendix 4 Procedures for Psychological Evaluations of Candidates for Ordained Ministry** (BOM min, 3/31/05)

1. The mentor is to contact the Care and Counseling Office and request a *Candidate Evaluation Packet* (§311.2b)
2. After receiving the packet, the mentor sends out the Peer Evaluation forms to those on the list of references furnished by the candidate, with instructions to return them to the mentor when completed (suggestion: give them a deadline).
3. The mentor may administer the assessment following the directions or may call a dCOM proctor (if available) to find out when dates are scheduled for administering the psychological assessment test.
4. After taking the written psychological assessment tests and completing the Personal Data Inventory the mentor/proctor will submit the test and all other materials (at least three Peer Evaluations), in one package, to Care and Counseling (12141 Ladue Road, St. Louis, MO 62141, 314-878-4340) for scoring. At the same time, to the assessment agency, the candidate MUST pay half (which by 1/1/2009, will be \$225) of the assessment's costs. IGRC BOM will pay the other half. (BOM min, 10/23/08)
5. Care and Counseling will call and schedule an interview with the candidate.
6. A final written report, following this face-to-face interview, will be mailed to the Candidate and the BOM Administrative Assistant.
7. The Candidate, upon receipt of the psychological report, must make a copy to give to his/her Mentor for study and review with the candidate.
8. Prior to the Candidate's Interview with the dCOM the District Registrar will request a copy of the Psychological Assessment from the BOM Administrative Assistant.
9. The BOM Assistant will mail the District Registrar a password protected computer disk containing the requested Psychological and will also e-mail a password to open the file. The District Registrar will make paper copies for the dCOM interview team.
10. Following interviews, ALL PAPER copies should be shredded (along with password info) and the computer disk placed in the Candidate's file (an adhesive pocket will be provided with the computer disk with instructions about where/how to obtain password information).
11. For one year, a new reporting device for psychological information (adding a candidate timeline and suggested interview questions for the candidate) will be tried. dCOMs will be briefed at fall 2006 meetings and begin using it 12/1/06. Fall 2007 dCOM training sessions will dialogue about the effectiveness of the new reporting device so BOM can re-affirm its use, modify it or return to the old reporting device by 12/1/07. (BOM, 9/21/06)

## Appendix 5 Criminal Background and Credit Checks (311.2b)

A criminal background and credit check must be done for every candidate. (311.2b)

1. We use BackgroundsUSA.com for all ministerial candidacy related background checks.
2. All background check requests will be submitted directly to the Sangamon River District. The requesting District MUST use the Authorization for Request of Background Check Information for the Illinois Great Rivers Conference of the United Methodist Church and the DCFS Authorization For Background Check release forms when making this request.
3. An initial payment must accompany the written request. All costs associated with these backgrounds checks are the responsibility of the candidate.
4. Any additional billing charges will be done through individual District Offices as directed by the Administrative Assistant of the Sangamon River District.
5. The Sangamon River District Administrative Assistant will send a copy of all final background information to the requesting District Office.

All transfers, those individuals coming from other denominations and UM conferences, will be required to give a release to obtain a current background check and to pay all expenses related to obtaining this background check. (For U.M. transfers, a previous background check can be provided if it is less than one year old.) (BOM min, 2/10/05)

6. Candidate interviews, especially at status changes, should address stewardship health with **questions** such as: Are you living within your means? (I.E., is your family income greater than your family expenses?) In what ways do personal finances, particularly debt, create stress for you? Are you able to tithe (10%) your income to ministry? If not, what steps are you taking to move toward a tithe and beyond? How does your financial health and lifestyle affect your ability to model, teach, and lead disciples in personal and congregational stewardship of finances?
7. When authorizing background checks, candidates will also report their own **income** on a provided form.
8. Calculated from the returned credit report, the provided form will report a) a candidate's total monthly debt payments, b) what percent monthly debt payments are of the candidate's income (item 8a divided by item 7)
9. If item 8b is greater than 36% (a financial rule of thumb), that is flagged for interview conversation.
10. Such information is to be kept **confidential** to and by authorized persons and bodies. **Only one** member of an **interview team** will get a copy of the credit report, will verbally summarize it to other members, & (after the interview is reported & acted on) will return the copy of the credit report to the dCOM registrar (who will keep the summary cover letter at the front of the credit report & put the report in the candidate's file). dCOMs and BOM will treat such credit information as important to candidates' assessment, but not the only important factor. When the need is discerned, interview teams may recommend action plans or delays for candidates.
11. When a candidate's credit report is flagged (item 9), interviewers will use that as a supportive conversation starter & ask the candidate for information that could lower the item 8b figure (E.G. the candidate's credit report includes debt accounts held jointly with a spouse, but spouse's income is not reported yet.)
12. If conversation does not sufficiently lower the item 8b figure, interviewers will help the candidate reflect on how they can address their financial health. Except for simple cases, the candidate shall be directed to consult resources such as a banker or financial planner (like the Ernst & Young service that's free for those in the pension program), etc, & yet cautioned to avoid the danger of quick fix agencies & approaches.
13. **dCOM training** shall regularly include sample credit reports (without identification) & how to use

related material effectively. **BOM** will review key points when candidates' credit reports raise concerns.

14. With others seeking clergy financial health (at **key points** like RIM, Seminary Visits, & New Pastor Orientation), IGRC BOM will help provide attention & resources that **address healthy financial stewardship**. (Items 6-14, BOM min, 10/23/08)



## **Appendix 6      The Retired Pastor: "The Covenant Continues"**

You have now reached or are soon to reach the status of "retired pastor." Our prayerful desire is that you will find this season of your life a fulfilling time.

A satisfying sense of ministry while retired, rests in part on the planning which you have done up to now. It further depends on your own ability to clearly affirm your status as a retired pastor, both to the local church and to the community where you worship and fellowship. This sense of your status and your covenant responsibility as a retired minister is essential in all situations, but requires a special degree of openness and firmness if you retire in a community where you have served or where you remain in a community through several ministerial changes.

You have the opportunity to build a new kind of relationship with the pastor, as a supportive friend. You have the potential to strengthen and enhance her/his ministry without being in charge. You have the privilege of being especially supportive during those times when difficult situations arise, as they do during the careers of all pastors. You have been through those valleys and know just how important this kind of support is and how devastating actions or words that appear divisive can be.

A part of being able to affirm your retired status is to say sensitively and clearly, a "NO" to those invitations to do pastoral functions such as funerals, weddings, and baptisms, unless invited by the pastor. You and the pastor need to talk openly and frankly about the conditions under which you will perform "pastor" functions. Do not allow church members and friends to put the local pastor, or pastors of other denominations, in the difficult situation of having to say "No" or even a reluctant "Yes." Work out your relationship with pastor(s) ahead of time. Do nothing that will create a "little flock" of your own. Furthermore, the Staff Parish Committee needs to be assured that you have clearly worked out the relationship you will have with the pastor.

All of this really points up the fact that the sacred and professional relationship of covenanted responsibility, which must exist between clergy, does not end at retirement. The retired relationship offers the possibility of "giving" supportive friendship and entry into a new community to another pastor. Such a gift can be your gift as a retired pastor to a colleague.

This is sent to you as you enter into retirement, because a few have forgotten their covenant relationship to other pastors. We want to remind everyone of our covenant of support for each other.

May retirement be a blessing to you,                      IGRC Board of Ordained Ministry

## Appendix 7 Guidelines for Clergy in Separation or Divorce

The following process guidelines are for use by our clergy/local pastors of the Illinois Great Rivers Conference. These guidelines are not intended to imply that the IGRC condones divorce or accepts the marriage covenant as being anything less than a lifetime commitment between a man and a woman and God. Rather, these guidelines help provide a responsible procedure to nurture clergy families through the turmoil of marriage separation and dissolution. Above all, there is the anticipation that the couple involved will exhibit Christian moral behavior that honors the fidelity of their marriage covenant.

The status of the clergy person's conference relationship is contingent upon the fulfillment of these guidelines and The Book of Discipline. The Review Team shall attempt to be sensitive to the needs of the marriage partners, their children and the local church. The BOM member shall convene the team upon the call of the Bishop or the DS.

The **Review Team** shall consist of:

1. The Pastor's District Superintendent,
2. The Bishop (or a DS selected by the Cabinet),
3. One member of the BOM's Conference Relations and Extension Ministries Team.
4. Each **marriage partner** may have a **support person** present who is permitted to speak.

### PROCESS WHEN SEPARATION / DIVORCE IS CHOSEN

1. A clergy person, including one in Appointment Beyond the Local Church, is expected to contact the District Superintendent or Bishop when a decision is made by either or both marriage partners to physically separate or divorce.
2. The District Superintendent will initiate contact with the clergy and spouse, emphasizing pastoral care and indicating the on-going support and counsel with the couple and the family involved.
3. The pastor and the District Superintendent will contact the Chairperson of the Committee on Pastor-Parish Relations and the Committee to discuss the pastor and spouse's impending separation/divorce, and strategy for announcing this to the local congregation, as well as implications and alternatives for future pastoral leadership in the local church.
4. There shall be a Review Committee to assess the circumstances related to the brokenness of the marriage and to make recommendations first to the clergy person and then to the Cabinet pertaining to appropriate Cabinet and/or Conference action.

The following procedure will be followed:

- a) District Superintendent will contact Conference Relations Team Chair who assigns a team member to act as a convener
- b) Dates will be established by District Superintendent
- c) Cover letter, questionnaire to clergy/spouse and related materials will be sent out by Team convener.

Recommendations the Review Committee can make concerning the clergy member:

- a) Required counseling around defined issues at the Area Pastoral Care and Counseling Center
- b) Recommend counseling around defined issues at a Area Pastoral Care and Counseling Center
- c) Career Development and Assessment

- d) No recommendations (Common Table, 2/8/06. BOM Exec Team, 11/19/09)
- 5. If a second divorce is contemplated, or in process, career assessment and development shall be required of the clergy person under the guidance of the BOM.
- 6. If a third divorce is contemplated, or in process, items 1-4 above apply, and the BOM will recommend to the Cabinet under usual circumstances that the clergy person be placed on Involuntary Leave of Absence for a minimum of twelve (12) months. (Please note: A person can only come off Involuntary Leave of Absence by the Cabinet's recommendation to the BOM, and it is limited to three years in succession (355.3).
- 7. A copy of the Clergy/Spouse Questions and Divorce Review Procedure will be placed in the Clergy Personnel File.

*Separation or Divorce Review Questionnaire*

(Each spouse will fill out a questionnaire)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

1. We've been married for \_\_\_\_\_ years, and have \_\_\_\_\_ children. (Ages: \_\_\_\_\_)

2. Please indicate number of marriages for:

Husband      1<sup>st</sup> \_\_\_\_\_      2<sup>nd</sup> \_\_\_\_\_      3<sup>rd</sup> \_\_\_\_\_

Wife            1<sup>st</sup> \_\_\_\_\_      2<sup>nd</sup> \_\_\_\_\_      3<sup>rd</sup> \_\_\_\_\_

3. We have participated in JOINT marital counseling with \_\_\_\_\_

\_\_\_\_\_

beginning on /\_\_\_\_/\_\_\_\_/\_\_\_\_/ and we have completed \_\_\_\_\_ sessions.

\_\_\_\_ We have terminated these sessions as of /\_\_\_\_/\_\_\_\_/\_\_\_\_/

\_\_\_\_ We plan to continue indefinitely.

4. I have been involved in personal counseling, related to our marriage problems with

\_\_\_\_\_

\_\_\_\_\_

beginning on /\_\_\_\_/\_\_\_\_/\_\_\_\_/ and continuing for sessions to date.

5. My spouse has been involved in personal counseling, related to our marriage problems with

\_\_\_\_\_

beginning /\_\_\_\_/\_\_\_\_/\_\_\_\_/ and continuing for \_\_\_\_\_ sessions to date.

6. My District Superintendent was informed of our situation on \_\_\_\_/\_\_\_\_/\_\_\_\_

and our Pastor-Parish Chairperson on \_\_\_\_/\_\_\_\_/\_\_\_\_

7. At this time we are seeking: \_\_\_\_\_ a legal separation. \_\_\_\_\_ an informal separation.  
\_\_\_\_\_ a divorce. (mark one choice)

8. The custody of our children (if any): \_\_\_\_\_ is yet to be determined.

\_\_\_\_\_ is agreed to be joint. \_\_\_\_\_ custody is as follows:

\_\_\_\_\_

9. Does either spouse still hold any hope of reconciliation?  
Explain: \_\_\_\_\_  
\_\_\_\_\_
10. Is (or has) any third party been involved in the breakdown of this marriage?  
Explain: \_\_\_\_\_  
\_\_\_\_\_
11. Does the husband have separate legal counsel? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Does the wife have separate legal counsel? \_\_\_\_\_ Yes \_\_\_\_\_ No
12. At the meeting, be prepared to discuss your interpretation of the cause of your marital breakdown.
13. Please be prepared to respond in detail to questions about personal and financial support for each member of the family.
14. The following housing arrangements will be in effect beginning / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ /  
Clergy Address and Phone  
\_\_\_\_\_  
\_\_\_\_\_  
e-mail: \_\_\_\_\_
- Spouse Address and Phone  
e-mail:  
Did both parties agree on this? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, explain how the decision was made:  
\_\_\_\_\_  
\_\_\_\_\_
15. Do you want a private conversation with the committee? \_\_\_\_\_ Yes No \_\_\_\_\_

From Conference Relations Team Member:

If you have any questions, you may call me at the phone number below

preferably: \_\_\_\_\_ Mornings \_\_\_\_\_ Afternoons \_\_\_\_\_ Evenings

My name is \_\_\_\_\_

My telephone number is (\_\_\_\_) \_\_\_\_\_

My address is \_\_\_\_\_

Date questionnaire returned \_\_\_\_\_ Date of meeting \_\_\_\_\_ (BOM, 9/14/05 & earlier)

**Appendix 8 Ministerial Education Fund Grant Policy**  
**For Persons Moving toward Ordination as a Deacon or Elder in Full Membership**  
**Board of Ordained Ministry, Illinois Great Rivers Conference**

**Purpose** The BOM of the Illinois Great Rivers Conference is allocating a part of the Ministerial Education Fund for Ministerial Education Fund grants. The purpose of the fund is to assist seminary students from our conference in their educational preparation for the ministry.

**To Qualify** A seminary student must meet ALL of the following requirements:

- be a certified candidate for ministry in our conference;
- be a full time seminary student seeking a Master of Divinity degree or equivalent or a part time seminary student whose academic workload is at least fifty per cent (50%) of the minimum needed to be considered full time (grant will be figured using that percentage) or are participating in a seminary supervised intern program; and
- is attending a seminary approved by the University Senate of the United Methodist Church.

**Other stipulations** Candidates seeking ordination as a deacon in full connection may receive funds at a rate of \$125 per academic hour. Deacon candidates may take 3 credit hours through an internet course at a university senate approved school offering 24 hours of basic theological studies." BOM, 9/22/05

**To Apply** A student must complete and return to the MEF Officer each of the following:

- Request and Recommendation Form for Ministerial Education Funds for the current academic year including the student's signature and that of his/her District Superintendent;
- Application Form for Ministerial Education Funds complete with the verification of the student's seminary registrar of enrollment in the current term for which the grant is sought;
- and an updated academic transcript.

**Deadlines to Apply** All materials listed above are to be returned to the MEF Officer within the calendar year in which they attend school, by November 15 of the fall term and by April 15 of the spring term in order to receive a grant for that term. (BOM min, 4/28/05)

**Financial Aid Grants (MEF)** Each seminary student is allowed a maximum grant of \$3,750.00 per semester and \$7,500.00 per year for course work the seminary defines as full time. Grants will be prorated for less than full time. (BOM Min, 11/6/03, 9/22/05, 7/15/10) Grant checks will be made out jointly to the student and the seminary. If applicable, a first-time applicant may also receive one semester's funding for a prior semester.

**Administration of Grants** The Board shall appoint a MEF Officer to handle grant applications and to maintain records of grants to seminary students.

**MEF grants to each seminarian supplemented from the Waverly C. Workman Trust:** One third of the trust earnings to the IGRC of the UMC, for its Conf. BOM, which shall distribute said funds as scholarships or grants for ministerial students to attend seminaries which are in keeping with the traditional Methodist/Wesleyan Theology. In selecting recipients for such scholarships or grants, preference shall be given to students from Illinois who have expressed a desire to become a pastor & serve churches within the IGRC of the UMC. A subcommittee of Assessment of Ministerial Needs & Enlistment will annually review the trust income & recommend a scholarship amount for students. (BOM 9/16/10)

**Appendix 9 Grants to Reduce Debts on Graduate Education\*\***  
**Completed as Required for Full Membership / Ordination in IGRC**  
**BOM, Illinois Great Rivers Conference**

To **reduce debts on graduate education** that is **completed as required** for full membership/deacons or elders orders, grants have been customarily awarded (when funds allow) within two years after candidates become full members / elders in IGRC. Eligible persons are sent instructions and an application. Qualified applicants have typically received two years of awards. Payment goes directly to the institution which holds the debt. Historically, the Fellheimer Trust (Macomb Wesley UMC) or Ministerial Education Funds have provided the funds to award. Grant applications will include the income of prospective recipients. (BOM, 9/22/05, 5/15/08)

**Appendix 10**  
**GUIDELINES FOR RENEWAL OF PROFESSIONAL CERTIFICATION**  
BOM, ILLINOIS GREAT RIVERS CONFERENCE

The following shall be the minimum **requirements** for renewal of professional certification (which must be done **biannually**). (635.2t)

- A. Application for re-certification must be in the hands of the BOM Registrar / Adm. Assistant no later than March 1 every other year. (BOM, 9/11/05)
- B. The Continuing Formation (Professional Certification) team will use the following criteria in evaluating the biannual review for re-certification:
  1. To what professional groups do you belong? Include national, conference, community, and local church organizations. List positions held, if any.
  2. What professional books and periodicals have you read? List the periodicals. Read a minimum of three (3) books, one from each of the following areas: a. your specialization; b. Bible/theology; and c. interpersonal relationships (particularly leadership, staff, and/or multicultural relationships). For each book, write the title, author, copyright date, and a short synopsis. State briefly how the book impacted your ministry. Keep it short.
  3. What professional conferences, workshops, or courses have you attended in the past two years? List. We recommend a minimum of 2 CEUs or 20 contact hours every two years for those in full time service. Those working part-time are urged to get a proportional amount of CEUs in the same period (1 CEUs or 10 contact hours for half time, etc.) These may include workshops, seminars, laboratory experiences, independent study, days of enrichment, IWC Church Music Conferences, Jurisdictional or National Conferences, curriculum workshops, etc. that update the minister or professional in his/her field of specialization.
  4. Supervisor's evaluation and signature are required for all those currently employed.
- C. Persons on leave of absence will be encouraged to continue participation in professional training events and required to meet minimum reading standards as listed above. Persons in the retired relationship are asked to return the forms, but are not bound to meet minimum standards. They may simply write "retired" on the forms.

Revised, January, 1997, 9/22/05



## **Appendix 11 Continuing Education Standards for Clergy**

### **Board of Ordained Ministry, Illinois Great Rivers Conference**

#### **Continuing Education Standards:**

1. A "Unit" of continuing education credit is no less than ten (10) hours of supervised study.
2. Each minister shall have at least eight (8) units of continuing education per quadrennium.
3. The continuing education experience, to qualify for funding or credit, must fall within one or more of the following three areas: Scholarship (Disciplined Study), Methods of Ministry (Skill Development), and Personal Growth and Development (Self Enrichment).
4. The District Superintendents, Bishop and Committees on Pastor-Parish Relations will encourage ministers to meet these recommendations for Continuing Education Standards and, hopefully, exceed them.

#### **Eligibility Requirements for Funding:**

1. An applicant must be a minister with an IGRC appointment *and serving within IGRC's bounds* at the time of applying for continuing education funds. (BOM, 9/22/05)
2. The proposed education program must be approved by the Continuing Education Fund Officer and should not be duplicated by an existing program in the area.
3. Financial assistance must be needed.
4. An applicant must be willing to help meet his/her education expenses.
5. Approval of the proposed program as well as supplementary financial assistance must be sought from the local church or institution being served by the applicant. (IGRC Standing Rule V.B.7)
6. Continuing education funds will be provided for up to one-third (1/3) of the cost of books, tuition, and room and board of the particular program. Transportation costs are not included.
7. The applicant's charge is expected to fulfill its Ministerial Education Fund apportionment responsibility. Cont. Formation Team will verify this with the IGRC Treasurer. BOM, 9/22/05
8. Application for funds must be submitted to the Continuing Education Fund Officer two months before the date on which the particular program begins. Obtain application forms from the DS, the Continuing Form. Team Chair, or the IGRC\BOM website. (BOM 9/22/05)
9. Each applicant is eligible for up to \$2000 every four years dating from the first application and approval for funds and no more than \$500 per CE event. Doctor of Ministry candidates may receive up to \$2000, in two installments. Full Members under appointment less than full time can apply for funds on a prorated basis. (BOM 1/29/98, 9/8/00, 1/27/05, 9/16/10)
10. The applicant shall state on his/her application how this project aids his/her long-range continuing formation plans for ministry.
11. On the form provided by the Continuing Formation Team, a written evaluation of the workshop / conference or semester shall be submitted within thirty (30) days of completing the continuing education. Continuing Formation Team must receive this completed evaluation before the applicant will receive reimbursement. (BOM, 9/22/05)
12. Funding for the Study Leave Program is outlined in "Study Leave Program" (Appendix XII).

## **Appendix 12 Study Leave Program**

### **Board of Ordained Ministry, Illinois Great Rivers Conference**

**Purpose** The purpose of the Study Leave Program is to enrich and better equip a minister for continued pastoral service. Graduate study, mission visitation and work projects are some things that might be considered.

**Eligibility** All ministers who have been serving in a full-time appointment for six consecutive years from the time of their reception into full membership, or for eight consecutive years from the time of their reception into associate membership are eligible to apply for a Study Leave. To be eligible for an additional Study Leave, ministers shall have served six consecutive years under full-time appointment following the previous Study Leave.

Each applicant must file an application form at least nine months before the Study Leave is to begin. This form requires a description of plans for the Study Leave. Two to six months shall be considered the normal length of a Study Leave, but variations in time will be considered.

**Administration** This program shall be administered by the Conference Board of Ordained Ministry through the Continuing Education Fund Officer. Each applicant must receive written approval from his/her District Superintendent and from his/her Pastor-Parish Relations Committee. Forms may be obtained from the District Superintendent and are to be submitted to the Continuing Education Fund Officer with copies to the Bishop and District Superintendent.

**Financial Support** Each minister is to receive his/her regular financial support from the local church or employing institution during the Study Leave period.

The minister shall make some financial contribution of his/her own.

The church shall give moral support and encouragement to the pastor and aid in providing pulpit and pastoral supply in his/her absence.

The BOM Continuing Formation Team (CFT) will grant up to \$1000 per leave to an IGRC pastor for Study Leave expenses. CFT will grant \$35 per week (maximum of \$500) support to the applicant's charge for pulpit and pastoral services. (BOM, 9/22/05)

***Appendix 13 Guidelines for Outside Groups Seeking BOM Funds***  
**Board of Ordained Ministry, Illinois Great Rivers Conference**

The BOM does not invite or encourage financial requests from outside groups. The below guidelines are for ministries that tightly match BOM responsibilities and have exhausted other funding possibilities. Ministry groups are encouraged to interface with the normal funding avenues of our annual conference structure before approaching the BOM for funding.

Any groups or individuals outside the Board of Ordained Ministry requesting BOM Funds should first consult with the BOM chair. Following that conversation, they should submit the following in writing to all BOM members at least a week in advance of the meeting at which they would like their request considered:

- ✓ The specific purpose and amount of the requested funds.
- ✓ A statement concerning what other funding sources have been sought and a listing of the other possible financial participants.
- ✓ A rationale for how the expenditure fits within the BOM's realm of responsibilities within the mission and vision of the IGRC.
- ✓ A statement of how the requesting parties will be accountable to IGRC BOM for how the monies are spent.

It is especially important that the above information get to the BOM treasurer in a timely manner so that the treasure can explore the financial implications of the request on BOM accounts and be ready to advise the BOM.

The requesting parties, in consultation with the BOM chair, should be available to appear before the board to make their request and answer any questions. The requesting parties should not necessarily expect an immediate response to their request.

This policy shall not apply to requests made to the BOM by the annual conference session.

(BOM min, 1/19/06)

## **Appendix 14 Certified Lay Minister (CLM), Certification & Re-Certification**

Description: A certified lay minister is a certified lay servant, certified lay missionary, or equivalent as defined by his or her central conference, who is called and equipped to conduct public worship, care for the congregation, assist in program leadership, develop new and existing faith communities, preach the Word, lead small groups, or establish community outreach ministries as part of a ministry team with the supervision and support of a clergyperson. A certified lay minister is assigned by a district superintendent in accordance with ¶419.2.

The certified lay minister serves to enhance the quality of ministry much like a class leader did in early Methodism through service in the local church, circuit or cooperative parish, or by expanding team ministry in other churches and charges. As with lay ministry in early Methodism, the certified lay minister uses his or her spiritual gifts as evidence of God's grace. (*The Book of Discipline, 2016, ¶268*)

### Requirements prior to DCOM interview

1. Must be a Certified Lay Servant (if not a Certified Lay Servant, contact the IGR Conference Center), Certified Lay Missioner or a person with equivalent training (successfully completing Local Pastors' Licensing School or successfully completing one year of University Senate approved seminary).
2. Obtained written recommendation from the Pastor and the Church Council or Charge Conference of the local church in which he or she holds membership.
3. Completed a track of study for Certified Lay Ministers relevant to the candidate's assignment as defined by the General Board of Discipleship/Discipleship Ministries, or the National Plan for Hispanic/Latino Ministry in collaboration with the General Board of Discipleship/Discipleship Ministries, and the Conference Committee on Lay Servant Ministries or equivalent structure.
4. Received a letter of recommendation from his/her district superintendent.
5. Had all requirements for certification, including appropriate screening and assessment as defined by the Annual Conference, reviewed by the Conference Committee on Lay Servant Ministries, or equivalent structure, for referral to the District Committee on Ordained Ministry for examination of persons who have applied in writing to be Certified Lay Ministers and to make recommendation for certification (see ¶666.10).
6. Form 102 in file, biographical form. (Disregard parts that do not apply)
7. Criminal background and credit check in file and reviewed by member of DCoM interview team.
8. Vote of the Church Council or Charge Conference (included in recommendation by the Pastor).
9. Written recommendation by the Pastor of the local church where he/she holds membership.
10. The Supervising Clergy & Church Council of the Charge where the CLM will serve shall specify in writing how the CLM will be used to help accomplish the local Charge's mission (such as ministry plan & job description)
11. Documentation of completing Safe Sanctuary & the (presently four) CLM training modules provided by GBOD/DM & implemented by the IGRC CLM training team. (Costs for each training module will come from fees paid jointly by participants and the Charges where they hold membership or will serve. Some help may be available through Pasvogel Funds administered by the IGRC BOOM. See XVI.E)
12. Written recommendation of the district superintendent after completion of appropriate screening.
13. After the District Committee on Ordained Ministry interviews the candidate, the District Committee on Ordained Ministry will make a recommendation to the Conference Committee on Lay Servant Ministries for final certification by the Conference Committee on Lay Servant Ministries.

Documents to be copied and distributed to DCOM interview team

#2 from above: Pastor's recommendation      #6 from above: Form 102, biographical form  
#10 from above: the CLM's part in Charge's mission

Suggested DCOM Interview Questions

- Tell us about your journey of faith.
- Tell us about your leadership experiences in the local church.
- What tells you and others that you're called to be a CLM and not an otherwise active lay servant?
- Share about your devotional life. How are you growing spiritually?
- Tell us about your personal strengths...your areas of growth.
- What have you read that has been helpful in your spiritual life?
- What 2-3 characters in the Bible illuminate your own spiritual life/journey?
- 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.
- At your assigned church(es), how will you handle offering the sacraments?

Action Required--Majority vote of the DCOM members who are present.

**The certified lay minister under assignment as pastoral supply is to annually apply in writing to be interviewed by the DCOM and re-certified** by the Conference Committee on Lay Servant Ministries based on the requirements of the Discipline (§268.3-4).

**The certified lay minister under assignment to other areas of ministry is to bi-annually apply in writing to be interviewed by the DCOM and re-certified** by the Conference Committee on Lay Servant Ministries based on the requirements of the Discipline (§268.3-4).