

## Documentation and Interview Deadlines for Ordination

Trinity Annual Conference

Global Methodist Church

Board of Ordained Ministry

Congratulations on reaching this point in your journey toward Ordained Ministry in The Global Methodist Church. This letter and the rest of the packet outline the documents that must be completed before interviewing with the Trinity Annual Conference Board of Ministry for Ordination.

### **Important Information to Note:**

All required information must be sent to the assigned BOM representative in electronic form; it must be submitted per the instructions and received no later than the deadlines listed below. The deadline is not flexible and will not be extended.

After your paperwork is submitted an invitation to interview will be sent to you. At this time, we are planning to hold in-person interviews at the Conference office in The Woodlands, Texas.

Prior to the paperwork being turned into the Conference, candidates should already have a completed psychological report and background check.

### **DEACON**

Deacon paperwork is due November 30, including:

- Ordination Candidate Form (See Addendum 1)
- Autobiographical Statement (1 page, single-spaced)
  - This statement should give the board a picture of who you are and your calling into ministry.
- Written work
  - Responses to Historic Questions in ¶408
    - (1) Do they know God as pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation?
    - (2) Have they gifts, as well as evidence of God's grace, for the work? Have they a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly?
    - (3) Have they fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their service?
  - Responses to questions in ¶409
  - Responses to the following health questions relevant to ¶405.2
    - Describe your overall physical, mental, and emotional health.
    - Describe your personal habits to maintain and/or improve your physical, mental, and emotional health.
  - For all written work, please present your answers in the following format:
    - One-inch margins, 12-point font, double line spacing
    - Type *TBDD* paragraph number, the disciplinary question, and your answer for each question.
    - Your answers to all of these questions should be 20-25 pages in length and should include a page number and your name on every page (last name, first).
    - Pay close attention to grammar and spelling.
- Letters of recommendation:
  - If appointed to a church, a letter of recommendation from your Senior Pastor, or if serving as a Senior Pastor then a letter from your SPR chair

- If not appointed to a church, a letter of recommendation from the pastor of the church of which you are a member.
- Original written sermon manuscript and recording
  - You must provide a full written manuscript (not just an outline), a worship bulletin, and a link to a recording of you preaching the sermon in a congregational setting through video sharing media, such as YouTube. Do not send your recordings as a video file; submit the link.

**Transcripts are due to the Registrar by December 31 and are to include:**

- Introduction to the Old Testament (COS 121 or equivalent)
  - Christian Leadership/Conflict Resolution (COS 124 or equivalent)
  - Denomination History and Polity
  - Introduction to the New Testament (COS 321 or equivalent)
  - Methodist Theology (COS 422 or equivalent)
  - Basics of Preaching, if going on to Elder (COS 324 or equivalent)
- Students taking courses can apply for ordination. Submit your transcripts of completed classes at the end of the Fall semester, submit a list of the classes you expect to complete before ordination and submit transcripts at the end of the Spring semester.*

**Deacon interviews will be scheduled for last week of January**

**ELDER**

**Elder paperwork is due January 31**

- Ordination Candidate Form (See Addendum 1) This is the same form submitted when applying for Deacon Ordination. It should be updated and submitted as a new form.
- Autobiographical Statement
  - As previously submitted for Deacon ordination, this statement should give the board a picture of your personal life, your background and your calling into ministry, with any updates from the previously submitted statement.
- Written responses to the historic questions in ¶408
  - (1) Have you faith in Christ?
  - (2) Are you going on to perfection?
  - (3) Do you expect to be made perfect in love in this life?
  - (4) Are you earnestly striving after perfection in love?
  - (5) Are you resolved to devote yourself wholly to God and to God's work?
  - (6) Do you know the General Rules of our Church?
  - (7) Will you keep the General Rules of our Church?
  - (8) Have you studied the doctrines of the Global Methodist Church?
  - (9) After full consideration do you believe that our doctrines are in harmony with the Holy Scriptures?
  - (10) Have you studied our form of church discipline and polity?
  - (11) Do you approve our church government and polity?
  - (12) Will you support and maintain them?
  - (13) Will you exercise the ministry of compassion?
  - (14) Will you diligently instruct the children in every place?
  - (15) Will you visit from house to house?
  - (16) Will you recommend fasting or abstinence, both by precept and example?
  - (17) Are you determined to employ all your time in the work of God?
  - (18) Are you in debt so as to embarrass you in your work?
  - (19) Will you observe the following directions?
- Updated written responses to the following questions relevant to ¶405.2.
  - Describe your overall physical, mental, and emotional health.

- Describe your personal habits to maintain and/or improve your physical, mental, and emotional health.
- For all written work, please present your answers in the following format:
  - One-inch margins, 12-point font, double line spacing
  - Type *TBDD* paragraph number, the disciplinary question, and your answer for each question.
  - Your answers to all of these questions should be 20-25 pages in length and should include a page number and your name on every page (last name, first).
- Copy of previously submitted responses to questions in ¶409, including changes/refinements
- Effectiveness Evaluation form completed by the SPR of the church you serve. (See addendum 2)
- Letters of recommendation:
  - If appointed to a church, a letter of recommendation from your Senior Pastor, or if serving as a Senior Pastor then a letter from your SPR chair
  - If not appointed to a church, a letter of recommendation from the pastor of the church of which you are member

*Transcripts are due to the Registrar by December 31 and are to include:*

- History of Christianity through the Reformation (COS 322 or equivalent)
- History of Christianity, Reformation to the present
- Church Finance and Administration, *if not already taken* (COS 224 or equivalent)
- Systematic Theology (COS 522 or equivalent)
- One elective course in Old Testament (COS 221 or equivalent)
- One elective course in New Testament (COS 521 or equivalent)

*Students taking courses can apply for ordination. Submit your transcripts of completed classes at the end of the Fall semester, submit a list of the classes you expect to complete before ordination and submit transcripts at the end of the Spring semester.*

**Elder interviews will be scheduled beginning mid-April**

**General Packet Submission**

- You must submit all required documents to BOM Ordination Candidate Coordinator, Leigh-Anne Williams via email at BOMordination@gmail.com. You will receive a response to confirm that your packet was received and is complete. It is your responsibility to verify that your packet has been received.
  - All electronic files should be formatted as Microsoft Word documents or as individual .pdf documents.
  - Do not submit documents in .jpeg, .gif, or other compressed image file types.
    - If documents are submitted as a .pdf, the file should be the entire document, rather than individual pages. Do not include multiple documents in a single file.(One document per scanned file).
    - Make sure you name any electronic documents with your name (Last Name, First) and the title of the document included.
- If you feel that you need to submit your work in a language other than English, please contact the Board as soon as possible so that arrangements for translation can be made.
- If you have any questions, concerns or issues, or if anything is unclear, please ask before submitting.

May God's peace be with you,

Registrar: Rev. John Newsome, revjnn91@gmail.com, 713-516-1090

Ordination Candidate Coordinator: Rev. Leigh-Anne Williams, BOMordination@gmail.com,

281-832-9261

Ordination Candidate Form  
Trinity Annual Conference BOM  
Global Methodist Church

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Personal Information**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I am applying for ordination as Deacon or Elder.

**Current Appointment**

Check the area in which you currently serve:

Arkansas      Brazos      Coastal      Lakes      Pelican  
Piney      River      Sabine      Sam Houston

Church: \_\_\_\_\_

Current Position (Senior Pastor, Associate Pastor, Worship pastor, etc.):

\_\_\_\_\_

Date of appointment: \_\_\_\_/\_\_\_\_/\_\_\_\_

Appointment Status: Full-time      Part-time      3/4 Time

**Education**

School	Location	Degree	Completion Date

**Previous Appointments**

Church: \_\_\_\_\_

Dates: \_\_\_\_\_

Church: \_\_\_\_\_

Dates: \_\_\_\_\_

Church: \_\_\_\_\_

Dates: \_\_\_\_\_

**Family Information**

Marital Status:

Married       Single       Divorced       Widowed

Name of Spouse: \_\_\_\_\_ Age: \_\_\_\_\_

Spouse Occupation: \_\_\_\_\_

Date of Marriage \_\_\_\_/\_\_\_\_/\_\_\_\_

Children (List Name and Age):

\_\_\_\_\_

\_\_\_\_\_

**Effectiveness Evaluation**

Date Completed \_\_\_\_\_ Name of Clergy Person \_\_\_\_\_

Name of Church \_\_\_\_\_

**Instructions to the Staff Parish Relations Committee:**

Effective assessment systems focus on both the positive areas of ministry and upon the aspects of ministerial effectiveness that may need improvement. This assessment will be used to guide the Board of Ministry as a clergy person moves from Deacon to Elder. The SPRC should work together to produce one completed form. Attach additional pages if needed for comments.

**Reflect on the questions and descriptions following each of the 8 categories of assessment listed below. Rate the clergy person 1 to 5 or NA (1 being the lowest; 5 being highest) according to the following rating system:**

- 5 Exceptional Performance, extremely effective and fruitful
- 4 Consistently Exceeds Expectations
- 3 Fully and Consistently Meets Expectations and Goals
- 2 Improvement needed in some areas
- 1 Underperforming, well below Expectations

**NA Not applicable/Not known/Insufficient information to score.** If the pastor does not engage in a certain task because it falls under the responsibility of another person (eg in a church with **multiple pastors or staff or active laity**), or if the pastor is **part time** and is not responsible for all of these tasks, or if you are not sufficiently familiar with the pastor’s work in this area, please write **NA (Not Applicable)** in the box by that task area.

**1. Spiritual Formation & Self-Care**

**Rating [    ]**

*Reflect on the following as you rate the clergy person 1 to 5 or NA (1 = low, 5 = high), comment as needed:*

**Spiritual formation** refers to what you know of your pastor's devotional life and spiritual disciplines and how these practices guide their ministry. **Self-care** includes your pastor's physical, spiritual, mental and emotional health and the balance they maintain between personal/family time and ministry demands. Share your knowledge of any peer or covenant groups in which your pastor is a participant and its value to their ministry.

**Comments:**

**2. Preaching & Teaching**

**Rating [    ]**

*Reflect on the following as you rate the clergy person 1 to 5 or NA (1 = low, 5 = high), comment as needed:*

Reflect on whether the pastor's sermons make Christian teaching relevant to people’s daily lives and demonstrate thorough preparation. Are the sermons prophetic and challenging? How well does the pastor create worship that focuses on and leads people to God? Does the pastor demonstrate commitment to the spiritual development of: Children, Youth, Younger Adults (18-39), Adults (ages 40 plus), and Older Adults? Does the pastor provide active leadership in the teaching ministry of the church? Does the pastor communicate effectively in written and verbal form?

**Comments:**

**3. Worship**

Rating [   ]

*Reflect on the following as you rate the clergy person 1 to 5 or NA (1 = low, 5 = high), comment as needed:*

Does the pastor regularly study worship attendance compared to previous years, and share this data with leaders and the congregation? Does the pastor evaluate and plan worship services with a worship planning team and effectively plan for new weekly or occasional worship services? How does the pastor lead the congregation in follow up with visitors? Reflect on how well the pastor leads the congregation in making changes to worship that will glorify God and help reach new people for Christ.

**Comments:**

**4. Leadership**

Rating [   ]

*Reflect on the following as you rate the clergy person 1 to 5 or NA (1 = low, 5 = high), comment as needed:*

Reflect on how well the pastor shares leadership, decision making, responsibility and accountability for ministry with the laity. In what ways does the pastor assist laity in discovering their spiritual gifts and how to live them out? In what ways does the pastor encourage service and outreach in the local, national and global community? How does the pastor intentionally involve laity in mission and ministry? In what ways is the clergy person connected in the community?

**Comments:**

**5. Outreach**

Rating [   ]

*Reflect on the following as you rate the clergy person 1 to 5 or NA (1 = low, 5 = high), comment as needed:*

In what ways does the pastor intentionally reach out to unchurched people in the community and invite them to worship. Does the pastor teach Confirmation, New Member, or Catechism classes? Does the pastor talk and pray with people making a first-time commitment to Christ or a recommitment of their faith? Does the pastor, in worship and teaching, challenge the congregation to form relationships with unchurched people and to invite them to visit the church? Reflect on how well the pastor assists the congregation in providing a welcoming environment for people who are new to the faith.

**Comments:**

**6. Discipleship**

Rating [   ]

*Reflect on the following as you rate the clergy person 1 to 5 or NA (1 = low, 5 = high), comment as needed:*

In what ways does the pastor hold up intentional discipleship and spiritual formation as a priority for every Christian? Is the pastor intentional about deepening their personal theology, developing practical skills for ministry, and strengthening their leadership skills? Does the pastor work to ensure that the congregation has an intentional and well-articulated discipleship and spiritual formation process? In what ways does the pastor invite newcomers to church to connect with small groups, classes, bands, or other means of discipleship formation?

**Comments:**

**7. Administration**

**Rating [    ]**

*Reflect on the following as you rate the clergy person 1 to 5 or NA (1 = low, 5 = high), comment as needed:*

Reflect on how the pastor develops a shared vision with the congregation and helps them stay focused on that vision. Is the pastor effective in team building and leading people through change? Does the pastor help the congregation evaluate ministries and assess the need for new ones? Does the pastor help the congregation, and specific ministry teams, achieve their goals? Does the pastor clearly state the expectations of each staff member and the lay leadership and encourage them to meet these expectations? How effectively does the pastor deal with conflict within the staff and lay leadership when it occurs? How available is the pastor to the staff and lay leadership? Do they have regular meetings with them?

**Comments:**

**8. Interpersonal Skills**

**Rating [    ]**

*Reflect on the following as you rate the clergy person 1 to 5 or NA (1 = low, 5 = high), comment as needed:*

Does the pastor form relationships with people that are caring and compassionate? How well does the pastor relate to people on a one-to-one basis or in a group setting? Is the pastor willing to listen to different points of view? Does the pastor use grace and good judgment in working with people? Does the pastor care for the personal needs of the congregation through calls, visits or the delegation of such ministries to an equipped lay team?

**Comments:**

**Comments:**

**III. Considering the 8 assessment factors listed above, identify 3 strengths you believe are the most characteristic of your pastor and the 3 areas where there is room for growth.**

**Top 3 strengths most characteristic of your pastor:    Top 3 areas of growth for your pastor:**

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

Clergy person's Signature \_\_\_\_\_ Date \_\_\_\_\_

SPRC Chairperson Signature \_\_\_\_\_ Date \_\_\_\_\_