

# APPLICATION FOR ORDINATION



A FAMILY OF CHURCHES IN TEXAS, LOUISIANA, AND ARKANSAS

## TRINITY ANNUAL CONFERENCE BOARD OF ORDAINED MINISTRY GLOBAL METHODIST CHURCH

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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. Please pay close attention to instructions for submission.

The following information applies to all individuals seeking ordination. Educational requirements vary depending on whether a candidate entered the candidacy process under the Transitional Book of Doctrines and Discipline (TBDD) or the Book of Doctrines and Discipline (BDD). If you have questions about course work, please consult the registrar of the Trinity Annual Conference.

### IMPORTANT INFORMATION TO NOTE:

- All required information must be sent to the assigned BOM representative in electronic form. **All files must be submitted per the instructions** and received no later than the deadlines listed below.
- Prior to the paperwork being turned into the Conference, candidates should already have a completed psychological report and background check.
- After your paperwork is submitted, you will receive an invitation to interview. Interviews will be held at various locations.
- This paperwork allows the Board of Ordained Ministry to become familiar with you and your ministry experience. Your answers must reflect your personal understanding. Be thorough and do not copy and paste from the BDD or other sources.
- Your answers should express both a personal and corporate understanding of each question. The answer may quote references from Scripture, the Book of Doctrines and Disciplines, or other sources, but must include your personal understanding of any sources cited. This is an opportunity to share how you understand both the theological concepts and the practice of ministry within the Wesleyan/Methodist heritage.
- *We strongly recommend you ask an elder you trust to review your papers before submission.*

## DEACON

Only those who are Transitional Local Pastors, Valid Deacons, Valid Elders, or Certified Candidates are eligible to apply for ordination as a Deacon.

*Deacon paperwork is due **November 30**. A complete packet will include the following:*

- Ordination Candidate Form
- Academic transcripts showing completed coursework.
  - » It is the responsibility of the candidate to consult with the Registrar of the Trinity Conference Board of Ordained Ministry to confirm that all necessary course transcripts have been submitted and received prior to submitting your paperwork.
- Written work
  - » Written Autobiographical Statement totaling 1-2 pages in length
    - This statement should give the board a picture of who you are and should give a detailed description of your calling into ministry.
  - » Written Responses to these 3 Historic Questions from BDD ¶508 (¶TBDD 408) totaling 3-5 pages in length. Please note candidates seeking ordination as Deacon should not write answers to the questions labeled a-t in BDD ¶508.2 (¶TBDD 408.2)
    - (a) 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?
    - (b) 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?
    - (c) Have they fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their service?
  - » Written Responses to these questions from BDD ¶509 (¶TBDD 409) totaling 12-15 pages in length.
    - (a) What is your personal experience of God?
    - (b) What is your understanding of evil?
    - (c) What is your understanding of grace?
    - (d) How do you understand the work of the Holy Spirit in the lives of believers and in the Church?
    - (e) What is your understanding of the Kingdom of God?
    - (f) What significance do you believe that the resurrection holds?
    - (g) What is your understanding of the nature and authority of Scripture?
    - (h) What is your understanding of the nature and mission of the Church?
    - (i) What gifts and graces do you bring to the work of ministry?
    - (j) What is the meaning of ordination?
    - (k) What is the role and significance of the sacraments?

- (l) Have you studied our form of church discipline and polity and will you support and maintain it?
- (m) For the sake of the church's witness, are you willing to dedicate yourself to the highest ideals of the Christian life, exercising self-control in your personal habits, integrity in all of your relationships and if married, fidelity in your covenant with your spouse, or if single, chastity in your personal conduct?
- » Written Responses to the following health questions relevant to BDD ¶505.2 (TBDD ¶405.2) totaling 1 page in length
  - 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.
  - Each document should include a page number and your name on every page (last name, first).
  - Proper grammar and spelling is expected in all work submitted.
  - Save each file you will submit as "Last name\_content" (ex: Smith\_405; Smith\_Autobiography; Smith\_409; etc)
- Letters of recommendation:
  - » If serving in a church include a letter of recommendation from your Senior Pastor. If serving as a Senior or solo pastor, then a letter from your SPR chair.
  - » If not serving a church, a letter of recommendation from the pastor of the church of which you are a member.
  - » These letters of recommendation may be given to you and included in your packet OR emailed directly to bomordination@gmail.com.
- Original written sermon manuscript and recording
  - » You must provide a full written manuscript (not just an outline) 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.

## ELDER

Only those who have served as ordained Deacons for 2 years are eligible to apply for ordination as an Elder. (BDD 510.1.a)

*Elder paperwork is due **January 31**. A complete packet will include the following:*

- Ordination Candidate Form - This is the same form submitted when applying for Deacon Ordination. It should be updated and submitted as a new form.
- Academic transcripts showing completed coursework.
  - » Regardless if a candidate is following the TBDD or BDD, all 10 deacon classes required for Deacon, as well as the required Elder classes must be completed.
  - » You may apply for ordination in January if required courses will be completed in the Spring Semester.
  - » It is the responsibility of the candidate to consult with the Registrar of the Trinity Conference Board of Ordained Ministry to confirm that all necessary course transcripts have been submitted and received prior to submitting your paperwork. The exception being final transcripts for Spring course work, which are required by May 20th.
- Written Work
  - » Written Autobiographical Statement totaling 1-2 pages in length
    - 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 these historic questions from BDD ¶508.2 (¶TBDD 408.2). Answers should elaborate beyond a simple yes or no.
    - (a) Have you faith in Christ?
    - (b) Are you going on to perfection?
    - (c) Do you expect to be made perfect in love in this life?
    - (d) Are you earnestly striving after perfection in love?
    - (e) Are you resolved to devote yourself wholly to God and to God's work?
    - (f) Do you know the General Rules of our Church?
    - (g) Will you keep the General Rules of our Church?
    - (h) Have you studied the doctrines of the Global Methodist Church?
    - (i) After full examination do you believe that our doctrines are in harmony with the Holy Scriptures?
    - (j) Will you preach and maintain them?
    - (k) Have you studied our form of church discipline and polity?
    - (l) Do you approve our church government and polity?
    - (m) Will you support and maintain them?
    - (n) Will you exercise the ministry of compassion?

- (o) Will you diligently instruct the children in every place?
- (p) Will you visit from house to house?
- (q) Will you recommend fasting or abstinence, both by precept and example?
- (r) Are you determined to employ all your time in the work of God?
- (s) Are you in debt so as to embarrass you in your work?
- (t) Will you observe the following directions?
  - (1) Be diligent. Never be unemployed. Never be triflingly employed. Never trifle away time; neither spend any more time at any one place than is strictly necessary.
  - (2) Be punctual. Do everything exactly at the time.
  - (3) And do not mend our rules, but keep them; not for wrath, but for conscience' sake." 24 [Rom. 13:5 NKJV].

» Updated written responses to the following questions relevant to BDD ¶505.2 (TBDD ¶405.2) totaling 1 page in length.

- 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.
- Each document should include a page number and your name on every page (last name, first).
- Pay close attention to grammar and spelling.
- Save each file you will submit as "Last name\_content " (ex: Smith\_405; Smith\_Autobiography; Smith\_409; etc)

- Copy of previously submitted responses to questions in BDD¶509 (TBDD ¶409), including changes/refinements
- Effectiveness Evaluation form completed by the SPR of the church you serve.
- Letters of recommendation (Different letters than submitted for Deacon ordination):
  - » If serving in a church include a letter of recommendation from your Senior Pastor. If serving as a Senior Pastor include a letter from your SPR chair.
  - » If not serving a church, a letter of recommendation from the pastor of the church of which you are a member.
  - » These letters of recommendation may be given to you and included in your packet OR emailed directly to bomordination@gmail.com.

## GENERAL PACKET SUBMISSION

- You must submit all required documents to BOM Ordination Candidate Coordinator, Leigh-Anne Williams via email at BOMordination@gmail.com. Please submit them according to these specific instructions.
  - » Each required document must be a separate file.
  - » Documents must be submitted as word documents or PDF. Image files, txt files, or notes files are not acceptable.
  - » Save each file you will submit as "Last name\_content " (ex: Smith\_505; Smith\_Autobiography; Smith\_509; etc)
- If you feel that you need to submit your work in a language other than English, please contact Rev. Leigh-Anne Williams by October 15th 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,

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

# ORDINATION CANDIDATE FORM



A FAMILY OF CHURCHES IN TEXAS, LOUISIANA, AND ARKANSAS

## TRINITY ANNUAL CONFERENCE BOARD OF ORDAINED MINISTRY GLOBAL METHODIST CHURCH

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

### PERSONAL INFORMATION

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

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

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

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

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

Applying for ordination as    Deacon or    Elder.

### CURRENT APPOINTMENT

Check the area in which you currently serve:

- |               |             |             |
|---------------|-------------|-------------|
| Arkansas West | Coastal     | River       |
| Arkansas East | Lakes       | Sabine      |
| Bayou         | Pelican     | Sam Houston |
| Brazos        | Piney Woods |             |

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

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

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

Appointment Status:    ¼ Time    ½ Time    ¾ Time    Full-time

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## 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):

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# EFFECTIVENESS EVALUATION



A FAMILY OF CHURCHES IN TEXAS, LOUISIANA, AND ARKANSAS

**THIS SHOULD ONLY BE COMPLETED  
FOR THOSE APPLYING FOR ELDER.**

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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:

1.

2.

3.

Top 3 areas of growth for your pastor:

1.

2.

3.

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

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