

Brethren Church Licensure & Ordination Candidate Tracking Form

Revised 05/05/2010

The candidate, the appropriate district board, and the presiding officer of the National Ordination Council should maintain a copy of this form.

The Candidate is ultimately responsible for the proper submission of all forms and materials.

PLEASE SUBMIT FORMS DIGITALLY IF POSSIBLE

District Responsible for Oversight: _____

Name of Candidate: _____

Street: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

E-Mail: _____

Church Where Membership Held: _____

Church Currently Serving (or Seminary Year): _____

Name of Supervising Elder: _____

Street: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

E-Mail: _____

The Following Must Be Included in Each Candidate File. Check when item completed
 Items in **BOLD ARE REQUIRED FOR ORDINATION**

Form A (Notice of Call to Ministry from Local Church) – Date: ___/___/___

Form B (Request Examination for Licensing from Local Church) –

Date: ___/___/___

First Renewal Date: ___/___/___

Second Renewal Date: ___/___/___

Third Renewal Date: ___/___/___

Fourth Renewal Date: ___/___/___

Form C (Examination for Licensing by District Board) Date: ___/___/___

First Renewal Date: ___/___/___

Second Renewal Date: ___/___/___

Third Renewal Date: ___/___/___

Fourth Renewal Date: ___/___/___

Form F (Request Examination for Ordination from Local Church) *Must be licensed for at least one year*

Date Received: ___/___/___

Form G (Request for National Ordination Council Examination by District Board) –

Date : ___/___/___

Sent by District after Licensure of at Least One Year, One Year in Active Ministry, and Completion of Entire Written and Oral Exam and All Required Classes and Readings

Form I, 3 references (Confidential Reference Form from candidate) Sent to Reference, who returns these directly to the District Board - Date: ___/___/___

Reference #1 Date: ___/___/___

Reference #2 Date: ___/___/___

Reference #3 Date: ___/___/___

MMPI Narrative Summary of Results during first year of licensure, CANDIDATE WILL NEED TO SIGN RELEASE OF INFORMATION SO THAT DISTRICT CAN RECEIVE NARRATIVE SUMMARY – Date : ___/___/___

Form K (Pastoral Profile) –

<i>Section</i>	<i>Date</i>
<input type="checkbox"/> Personal info	___/___/___
<input type="checkbox"/> Pastoral Ministry	___/___/___
<input type="checkbox"/> Christian Experience	___/___/___
<input type="checkbox"/> Doctrine	___/___/___
<input type="checkbox"/> Vision	___/___/___
<input type="checkbox"/> Core Values	___/___/___

<i>Section</i>	<i>Date</i>
<input type="checkbox"/> Role of Elder	___/___/___
<input type="checkbox"/> Pastoral Finances	___/___/___
<input type="checkbox"/> Pastoral Statements	___/___/___
<input type="checkbox"/> Pastoral Ethics	___/___/___
<input type="checkbox"/> Spiritual Gifts	___/___/___
<input type="checkbox"/> Style of Leadership	___/___/___
<input type="checkbox"/> Philosophy of Ministry	___/___/___

Professional Resume’ WITH CURRENT PICTURE – Date Received: ___/___/___

~CONTINUED on NEXT PAGE~

Two (2) Sermons, either audio or video (CD, DVD, or approved formats)

Written Examination

A. Social and Self Care Issues ___/___/_____

B. Cross Cultural Exp. ___/___/_____

C. Reading/Coursework ___/___/_____

DISTRICT ACTION TAKEN			
Date	Action	Forms Received	Forms Sent
Actions Leading to Licensure and/or Ordination			
	Initial Meeting		
	License Granted		
	MMPI Taken & Results Received		
	License Renewal		
	License Renewal		
	License Renewal		
	License Renewal		
	NOC Exam for Ordination Requested		
Actions Leading to Recognition of Ordination from Other Denomination or Reactivation of Ordination			
	Initial Meeting		
	License Granted		
	MMPI Taken & Results Received		
	License Renewal (if needed)		
	NOC Exam for Ordination Requested		
Actions Leading to Commissioning for Special Ministry			
	Initial Meeting		
	Commission Granted		
Other Actions			
	Licensure Suspended		
	Licensure Terminated		

EVERY CHURCH, CANDIDATE, AND MENTORING PASTOR SHOULD HAVE ALL OF THE FOLLWING MATERIALS

- ___ *Manual of Commissioning, Licensing, and Ordination Procedures (current edition)*
- ___ *Manual of Procedure of the Brethren Church (current edition)*
- ___ *Manual of Pastoral and Congregational Procedures of the Brethren Church (current*

edition)

___ *Brethren Beliefs*

___ *District Constitution/By-Laws (current edition)*

___ *Brethren Pastor's Handbook*

___ *Other Items Required by Specific District:*

___ *Item 1:* _____

___ *Item 2:* _____

___ *Item 3:* _____

___ *Item 4:* _____

___ *Item 5:* _____

BRETHREN CHURCH BOARDS OF OVERSIGHT/EXAMINING BOARDS
FORMS FOR COMMISSIONING, LICENSING AND ORDINATION

FORM A
NOTICE OF CALL TO MINISTRY

(Revised 4/15/2003)

Completed by Local Church Issuing Call

Date: _____

TO: The Board of Oversight/Examining Board of the _____ District:

_____ is a member in
good standing and full fellowship of the _____ Brethren
Church located in _____.

This candidate received a "call" to consider the Pastoral Ministry or a special Ministry by this
congregation in a business meeting on ____/____/____/ (mm/dd/yyyy).

The result of the secret ballot vote was _____ affirmative and _____ negative,
with _____ qualified voters present.

We believe this person has the potential of serving well the Lord and The Brethren Church in the
years ahead. We will continue to encourage, nurture, and pray for this potential servant of the
Lord.

Signed:

Pastor: _____

Moderator: _____

Secretary: _____

Deacon(ess): _____

Deacon(ess): _____

Instructions: Send one copy to the candidate, another to District Board, and another to The
Brethren Church, 524 College Ave., Ashland, OH 44805.

BRETHREN CHURCH BOARDS OF OVERSIGHT/EXAMINING BOARDS
FORMS FOR COMMISSIONING, LICENSING AND ORDINATION

FORM B
REQUEST EXAMINATION FOR INITIAL LICENSING OR RENEWAL

(Revised 5/5/2009 - Replaces Former Forms B and E)
Completed by Local Church Issuing Call and Candidate
FORM K AND A RESUME SHOULD ALSO BE COMPLETED (UPDATED)
AND SUBMITTED WITH THIS FORM

Date: _____

TO: The Board of Oversight/Examining Board of the _____ District:

_____ is a member in good standing

and full fellowship of the _____ Brethren Church

located in _____.

The church affirmed its "call" to this candidate and now requests the Board to examine for licensing (or renewal of licensing). This affirmation occurred at a congregational meeting on ____/____/____/ (mm/dd/yyyy). The result of the secret ballot vote was ___ affirmative and ___ negative, with ___ qualified voters present. We believe this candidate for licensing to be sound in the faith, having the qualifications set forth in I Timothy 3:2-7 and Titus 1:5-9.

Signed:

Pastor: _____

Moderator: _____

Secretary: _____

Deacon(ess): _____

Deacon(ess): _____

Candidate:

I hereby indicate my desire to be examined for licensing (or renewal) for the Gospel Ministry, anticipating future ordination in The Brethren Church

Signature of Candidate: _____ Date: _____

Instructions: Send one copy to Board, another copy to National Office.

RENEWALS: Date: _____ Yes (number): _____ No (number): _____ Total: _____

Date: _____ Yes (number): _____ No (number): _____ Total: _____

Date: _____ Yes (number): _____ No (number): _____ Total: _____

Date: _____ Yes (number): _____ No (number): _____ Total: _____

BRETHREN CHURCH BOARDS OF OVERSIGHT/EXAMINING BOARDS
FORMS FOR COMMISSIONING, LICENSING AND ORDINATION

FORM C
AUTHORIZING FOR INITIAL LICENSING OR RENEWAL

(Revised 4/15/2003 – Replaces Former Form C and D)

Completed by Board and Local Church Issuing Call

NOTE: THIS FORM SHOULD BE UPDATED EACH YEAR OF LICENSING

Date: _____

This is to certify that _____, a
member of the _____ Brethren Church located in

_____ was examined by the Board of
Oversight/Examining Board on the above date and approved for ministerial licensing for one
year, unless revoked for cause. We are satisfied with the candidate's faith, life, spiritual
attainment, and personal fitness for ministry.

Signed:

District: _____

Board Chairperson/President: _____

Board Member: _____

Mentor/Supervisor/Board Member: _____

RENEWALS: Date: _____
Board Chairperson/President: _____
Date: _____
Board Chairperson/President: _____
Date: _____
Board Chairperson/President: _____
Date: _____
Board Chairperson/President: _____
Date: _____
Board Chairperson/President: _____
Date: _____
Board Chairperson/President: _____

Instructions: Send one copy to Board, another to District Secretary to request Ministerial License Card, valid for one year.

BRETHREN CHURCH BOARDS OF OVERSIGHT/EXAMINING BOARDS
FORMS FOR COMMISSIONING, LICENSING AND ORDINATION

FORM F
REQUEST EXAMINATION FOR ORDINATION

(Revised 5/5/2009)

Completed by Local Church Issuing Call and Candidate

Date: _____

TO: The Board of Oversight/Examining Board of the _____ District:

_____ is a member in
good standing and full fellowship of the _____ Brethren

Church located in _____.

We request that the Board of Oversight/Examining Board recommend this licensed candidate's examination for ordination by the National Ordination Council, believing the candidate to be sound in faith, having the qualifications set forth in I Timothy 3:2 -7 and Titus 1:5 - 9.

This request was approved by the congregation in a business meeting on ___/___/___ .

The result of the secret ballot vote was _____ affirmative and _____ negative,
with _____ qualified voters present.

Signed:

Pastor: _____

Moderator: _____

Secretary: _____

Deacon(ess): _____

Deacon(ess): _____

Candidate:

I hereby indicate my desire to be examined for ordination for the Gospel Ministry in The Brethren Church by the National Ordination Council

Signature of Candidate: _____ Date: _____

Instructions: Send one copy to Board, another copy to Facilitator of NOC.

BRETHREN CHURCH BOARDS OF OVERSIGHT/EXAMINING BOARDS
FORMS FOR COMMISSIONING, LICENSING AND ORDINATION

FORM G
REQUEST FOR NATIONAL ORDINATION COUNCIL EXAMINATION

(Revised 5/5/2009)

Completed by Board and National Ordination Council

Date: _____

This is to certify that _____

of the _____ Brethren Church located in

_____ has been licensed

and supervised by the Board of Oversight/Examining Board, since _____ (mm/dd/yyyy)

under the mentoring/supervision of _____ (mentor/supervisor).

The Local Church has requested, and the Board of Oversight/Examining Board recommends,
that the National Ordination Council examine this candidate for ordination.

Signed:

District: _____

Board Chairperson/President: _____

Board Member: _____

Mentor/Supervisor/Board Member: _____

Instructions: Send one copy to candidate, another copy to Facilitator of NOC

A Formal Letter of the National Ordination Council's Decision will be included in the candidate's permanent file following examination.

If the approval was condition, the specifications of those conditions and evidence of their completion will be included.

BRETHREN CHURCH BOARDS OF OVERSIGHT/EXAMINING BOARDS
FORMS FOR COMMISSIONING, LICENSING AND ORDINATION

FORM I
CONFIDENTIAL REFERENCE FORM

(Revised 4/15/2003)

To Be Completed by References

TO THE CANDIDATE: Forward one of these questionnaires to the following -- your pastor, church moderator, and one other person who knows you well (none of whom is a family member).

INSTRUCTIONS FOR RESPONDENTS: Please complete all items of this evaluation with reference to the candidate named below, who has applied for either Ministerial licensing or Commissioning for a Special Ministry in the District. Your candid response will enable the Board of Oversight to give recognition in areas of strength and counsel in areas of weakness. Your prompt response will be appreciated. All evaluations are confidential.

Please return before _____(date) to the following:

The _____ District Board of Oversight/Examining Board

Address Line 1: _____

Address Line 2: _____

City, State, Zip Code: _____

Thanks in advance.

Candidate's full name: _____

Respondent's name and title: _____

Respondent's Address: _____

Respondent's City, State, Zip: _____

Respondent's Phone: _____

~ Questionnaire Begins on Next Page ~

1. How long and how well have you known the candidate?

2. How do you perceive the candidate's parental and family relationships?

3. How do you perceive the candidate's marital relationship (if married)?

4. What contribution has the candidate made to the ministry of the local church?

~ Questionnaire Continues on Next Page ~

Instructions: Place an "X" in the column which best describes the candidate. In the case of very high or very low marks, a supplemental comment, using the back of this form, would be helpful.

Characteristics	Very Good	Good	Average	Poor	Very Poor
Personal Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Financial Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability in New Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct and Character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation in the Church	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill in Verbal Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill in Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tolerance for Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Intelligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faith and Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harmony in Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Promise as a Christian Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Other comments or insights that might be helpful in evaluating this candidate's effectiveness in Christian Ministry (use other side if desired).

Thanks again for completing this questionnaire.
Please return to address on first page by due date.

BRETHREN CHURCH BOARDS OF OVERSIGHT/EXAMINING BOARDS
FORMS FOR COMMISSIONING, LICENSING AND ORDINATION

FORM K
(PASTORAL PROFILE)

(Revised 5/5/2009)

***NOTE: A COMPLETE RESUME' WITH PICTURE IS TO BE COMPLETED
IN ADDITION TO THIS FORM***

Date this profile was completed ____ - ____ - ____

Name _____ Date of Birth ____ - ____ - ____
Last first middle initial

Address (where to send correspondence)

(Street Address)

(city)

(state)

(zip code)

Telephone number: ____ - ____ - ____ (H) ____ - ____ - ____ (W)

Email: _____@_____

1. Pastoral Status District Congregation

Date of Licensing _____ _____

Date of Ordination _____ _____

Date of Commissioning _____ _____

If non-Brethren, please provide contact information for verification purposes.

Name:

Phone:

Email:

2. Current church membership _____

3. Current ministry position _____

4. Family Description: Single _____ Married _____ Divorced _____ Widowed _____

Spouse's name _____ Date Married ____/____/____

Child(ren)'s name(s) _____

5. Have you been married more than once? _____ (If yes, please explain circumstances using additional page)

6. Current or recent community Involvements

7. Current district or denominational involvements

EDUCATION

	School Name	Location	Degree	Date
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Post Graduate	_____	_____	_____	_____
Trade School	_____	_____	_____	_____

PROFESSIONAL EXPERIENCE

Ministry/Job	Title/Position	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of years of full-time ministry as a licensed or ordained pastor _____ yrs.
Part-time ministry will be prorated as one year of service for every two years of part-time work.

REFERENCES: List the names and addresses of four people who are familiar with your pastoral ministry.

Name	Phone (day-time)	(evening)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

CONTINUING EDUCATION

When	Where	What	CEUs
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GENERAL THOUGHTS ABOUT PASTORAL MINISTRY

1. What in your ministry has brought you the greatest level of satisfaction?

2. What in your ministry has brought you the most frustration or disappointment?

3. What do you hope to accomplish in your next ministry?

4. Preferred Type of Pastoral Ministry – check all that apply:

Full-time _____ Part-time _____ Bi-vocational _____ Yoked (Two-point charge) _____

Comments:

5. **Please provide two sermons on CD – audio is okay; video is preferred.**

CHRISTIAN EXPERIENCE and CALL

1. How long have you been a Christian? _____ years
 - a. Under what circumstances did you become a Christian?

 - b. When were you baptized? _____ - _____ - _____ (date)
in what church? _____
by what method? _____

 - c. How long have you been a member of The Brethren Church? _____ years

 - d. If married, is your spouse a member of The Brethren Church? Yes _____ or No _____

2. What experiences have you had in Christian work (non-pastoral in nature – Mission’s trips, retreats, conferences, church positions prior to pastoral ministry, etc.)?

3. Why do you believe you have been called by the Lord to Christian ministry?
4. When and under what circumstances did you decide to offer your life for Christian ministry?
5. If married, is your spouse in accord with your calling into Christian ministry? Yes or No
6. What is your present habit in devotional life, Bible study, prayer, and reading?
7. What experiences have you had in personal efforts to lead others to an acceptance of Jesus Christ as Lord and Savior?
8. What are your beliefs and practices about stewardship?
9. Do you give 10% of your income to the work of the Lord through the local church? What other ministries do you financially support?

DOCTRINE: The Message of Brethren Ministry

Indicate whether you agree completely, C, partially, P, or not at all, N, to the following statements. Please explain your answer to any statements marked P or N on a separate sheet. Or if completing electronically, type answers into this document.

- _____ 1. Our motto: The Bible, the whole Bible, and nothing but the Bible.
- _____ 2. The Authority and Integrity of the Holy Scriptures. The ministry of the Brethren Church, desires to bear testimony to the belief that God's supreme revelation has been made through Jesus Christ, a complete and authentic record of which revelation is the New Testament; and, to the belief that the Holy scriptures of the Old and New Testaments, as originally given, are the infallible record of the perfect, final and authoritative revelations of God's will, altogether sufficient in themselves as a rule of faith and practice.
3. We understand the Basic Content of Our Doctrinal Preaching and Teaching to be:
 - _____ (1) The pre-existence, deity, and incarnation by virgin birth of Jesus Christ, the Son of God;
 - _____ (2) The Fall of Man, his consequent spiritual death and utter sinfulness, and the necessity of his new birth;
 - _____ (3) The vicarious atonement of the Lord Jesus Christ through the shedding of His own blood;
 - _____ (4) The resurrection of the Lord Jesus Christ in the body in which He suffered and died and His subsequent glorification at the right hand of God;

- _____ (5) The justification by personal faith in the Lord Jesus Christ, of which obedience to the will of God and works of righteousness are the evidence and result; the resurrection of the dead, the judgment of the world, and the life everlasting of the just;
- _____ (6) The personality and deity of the Holy Spirit who indwells the Christian and is his Comforter and Guide;
- _____ (7) The personal and visible return of our Lord Jesus Christ from heaven as King of kings and Lord of lords; the glorious goal for which we are taught to watch, wait, and pray;
- _____ (8) The Christian should 'be not conformed to this world, but be transformed by the renewing of the mind,' should not engage in carnal strife and should 'swear not at all;'
- (9) The Christian should observe, as his duty and privilege, the ordinances of our Lord Jesus Christ, among which are:
 - _____ (a.) baptism of believers by Triune (Trine, ed.) Immersion;
 - _____ (b.) confirmation;
 - _____ (c.) the Lord's Supper;
 - _____ (d.) the Communion of the Bread and Cup;
 - _____ (e.) the washing of the feet; and
 - _____ (f.) the anointing of the sick with oil.

THE VISION OF THE BRETHREN CHURCH

is a guiding statement of our denomination. As an elder, How do you understand this statement, and what are your responsibilities as an elder to fulfill this vision? In other words, what does transformation look like in your life and ministry?

THE CORE VALUES OF THE BRETHREN CHURCH

express the foundational expressions of our identity. Please express what each value means to you:

RELATIONAL

MISSIONAL

SUSTAINABLE

REPRODUCING

GLOBAL

UNDERSTANDING THE ROLE OF THE ELDER

in the Brethren Church is vital for the future of the church, both locally and nationally. What do you believe is the role of the elder within the national church?

PASTORAL FINANCES

- 1. Do you have financial obligations and debts which may hinder your ministry? Yes or No
- 2. Do you make regular contributions to a retirement account? Yes or No
- 3. Do you have adequate life insurance to help cover your family's financial needs in the case of your death? Yes/No/Not sure
- 4. Do you have adequate medical insurance through your or your wife's current employer? Yes or No

PASTORAL AND CONGREGATIONAL ETHICS STATEMENTS

- 1. I have read the current pastoral ethics statement and affirm its content.
SEE REQUIRED READINGS ____ (initial if true)
- 2. I have read the current congregational ethics statements (1987 version) and affirm its content.
SEE REQUIRED READINGS _____ (initial if true)

PASTORAL ETHICS

- 1, Have you ever been convicted of a felony or misdemeanor, other than traffic offenses? Yes or No
If yes, please explain:
- 2. Has a formal complaint of ethical misconduct, ever been filed against you? Yes or No

If yes, please explain and how the case was resolved:

YOUR SPIRITUAL GIFTS:

Please list key areas of giftedness

Please list areas in which you do not feel gifted

MY STYLE OF LEADERSHIP IS:

1. What leadership inventories or personality assessment tools have you completed – Disc, Myers-Briggs? Please describe the basic results:

2. How have those instruments helped you understand your leadership, pastoral, counseling styles:

MY PHILOSOPHY OF MINISTRY

– If you have previously written a philosophy of ministry and it is appropriate to use as part of this application, please attach. Please consider whether the following areas have been addressed at least in part in that philosophy of ministry. Please limit this paper to 3 – 5 pages.

1. Describe your experience with and/or plan for developing vision and goals for ministry.
2. Describe your expectations of and desired relationship with each of the following, The Board, The Deacon Ministry, The Staff, Committee chairpersons. In other words, your understanding of local church polity.
3. Describe how you foster commitment and accountability.
4. Describe your experiences in, or plans for, discipling or mentoring.
5. Describe your prayer life – successes and challenges.
6. Describe your experience with, and/or plan for, developing prayer in the life of a congregation.
7. Describe your experience with, and/or plan for, developing outreach ministries.
8. Describe your experience with and/or plan for developing educational opportunities in the local church including ministry to children, youth, families, and adults.
9. Worship
 - a. My understanding of the purpose of worship is...
 - b. My preferred worship style is...(for instance - contemporary, blended, traditional, liturgical, formal or informal)
 - c. My preferred preaching style is (evangelistic, manuscript, topical, exegetical)...
 - d. Lay participation in worship services should include...

10. What ways would you use to get acquainted with the congregation?
11. Do you prefer working with any particular age group in the church? Do you have, or have you had, difficulty working with any particular age group in the church?
12. Describe the process you use for sermon preparation.
13. Your definition of the church, both local and denomination.
14. Your understanding of the Mission (Purpose) of the church, both local and denomination.
15. What are your core values (Biblical non-negotiable principals, such as worship, discipleship, etc.)
- 16: What are the roles of the pastor/leader and the laity?
17. What is the responsibility of the pastor's spouse in service to the congregation?

WRITTEN EXAMINATION FOR LICENSING AND ORDINATION

(Revised 5/05/2010)

Please return this completed form to the District Examining Board *Please give detailed answers, using either the electronic forms or additional paper.*

A. POSITIONS ON SOCIAL AND SELF CARE ISSUES

What are your personal attitudes, convictions, problems, and practices in relation to the following? Please include your reflections, appropriate scripture, and acknowledgement/agreement with stated Brethren positions where appropriate

Abortion

Alcohol

Anger/Hostility

Bio-Ethics (IVF, Stem Cells, etc.)

Cults

Depression

Environmental Stewardship

Exercise

Gambling, Lotteries

Gender Roles

Greed

Homosexuality/Gay Marriage

Honesty

Marital Fidelity, Divorce

Non-Conformity

Non-Resistance

Non-Swearing

Occult/Cults

Ordination of Persons of Divorce

Ordination of Women

Personal Discipline

Physical, Sexual, Mental, and Emotional Abuse

Politics / Church & State

Pornography

Poverty

Race / Ethnic Relations / Immigration

Rape/Incest/Sexual Promiscuity

Recreation

Substance Abuse

Tobacco

B. MULTI – DAY CROSS CULTURAL EXPERIENCE

All candidates are expected to have had a district examining board approved multi-day cross cultural experience. Examples include but are not limited to mission trips, US service trips, or inner-city mission experiences. Please describe your experience in this area, and share several of the insights that were gained.

C. READING AND COURSEWORK (REQUIRED OF ALL APPLICANTS)

This section of the written examination is not to be completed in the initial interview but is placed here for future assignments and evaluation.

The Board of Oversight requires competency of all applicants to licensure and ordination. Therefore, a study list has been prepared to outline requirements for this process.

1. COURSES IN BRETHERN PASTORAL MINISTRY

These are available as part of the studies for degree at Ashland Theological Seminary. They are also available as Summer Intensives at ATS, independent studies, video courses, and other venues. Please contact your appropriate District Board for more information. ***SEE REQUIRED READINGS FOR GUIDELINES FOR NON-ATS INTENSIVES***

COURSE	MONTH/YEAR TAKEN
_____ Brethren Polity and Ordinances:	_____
_____ Brethren History	_____
_____ Brethren Doctrine	_____

2. READ THROUGH THE BIBLE

I certify that I have read through the entire Bible, either chronologically or systematically

3. READING SINCE INITIAL LICENSURE

Please list the books you have read in the areas indicated since your initial licensure. Include, title, author, and year read for each item. **NOTE TO NON-DEGREE APPLICANTS ALSO COMPLETING PART TWO BELOW: If you are a non-degree applicant, these are works which you have read but were not required to write any report or paper for your district. Works which the district required or received a paper or reflective response should be included in part two below.**

- PREACHING AND WORSHIP
- COUNSELING
- CHURCH GROWTH AND MANAGEMENT
- BIBLICAL STUDIES
- CHRISTIAN EDUCATION & YOUTH
- CHRISTIAN CLASSICS
- CONTEMPORARY

D: BRETHREN READING PROGRAM GUIDELINES

Those applicants that have not received a degree in the area of pastoral ministry (BD, MDIV, MA Pastoral Studies, or other similar degrees approved by the appropriate district board), The following additional material must be submitted. For any unit texts and other media may be added by the appropriate district board.

The Brethren Reading Program is provided as an alternative pathway for individuals to complete the necessary training to prepare for ordination in the Brethren Church. These guidelines are designed to give guidance to candidates, districts, supervising elders, and mentor coaches as they supervise candidates going through the reading program.

With most units there are items that are required study, which can be found in the current edition of the Reading List in the Manual of Commissioning, Licensing and Ordination Procedures, which follows. These texts or courses will include an asterisk (*) before the title. Others will be assigned by the District Board. This will include any written assignment and specific instructions not limited to the following: outlining a book; writing an article of special interest; writing an appropriate service or sermon. The length of each document written by the candidate will be determined by the Board of Oversight. **It is expected that the non-degree candidate will have read and responded to several works in each unit indicated.**

1. Scope and Structure

The reading program may be completed in either a three year or a five year program. The three year program is designed for candidates that can commit significant time and energy to the study. In the three year cycle, each unit is completed in ten weeks, with five units completed per year.

This program only allows two breaks, one in December and one in the summer for one week each. While scheduling and unit order is flexible, this cycle demands high levels of discipline and accountability by the candidate and the mentor. In the five year cycle, the same fifteen units are covered, but only three each year, with each unit taking thirteen weeks. This pace is best suited for candidates that are in active full time ministry, since it gives significant time off between each unit, and allows a slightly slower pace for each unit covered.

No specific order of units is suggested to allow each candidate the flexibility necessary to complete the program while in active ministry. Each candidate and district should be intentional in developing a unit completion schedule **in advance**.

A. THREE YEAR CYCLE

Year One

Unit 1 (10 weeks): _____

Unit 2 (10 weeks): _____

Unit 3 (10 weeks): _____

One week break

Unit 4 (10 weeks): _____

Unit 5 (10 weeks): _____

One week break

Year Two

Unit 6 (10 weeks): _____

Unit 7 (10 weeks): _____

Unit 8 (10 weeks): _____

One week break

Unit 9 (10 weeks): _____

Unit 10 (10 weeks): _____

One week break

Year Three

Unit 11 (10 weeks): _____

Unit 12 (10 weeks): _____

Unit 13 (10 weeks): _____

One week break

Unit 14 (10 weeks): _____

Unit 15 (10 weeks): _____

B. FIVE YEAR CYCLE

Year One

Unit 1 (13 weeks): _____

Six week break

Unit 2 (13 weeks): _____
Seven week break
Unit 3 (13 weeks): _____
Six week Break

Year Two

Unit 4(13 weeks): _____
Six week break
Unit 5 (13 weeks): _____
Seven week break
Unit 6 (13 weeks): _____
Six week Break

Year Three

Unit 7 (13 weeks): _____
Six week break
Unit 8 (13 weeks): _____
Seven week break
Unit 9 (13 weeks): _____
Six week Break

Year Four

Unit 10 (13 weeks): _____
Six week break
Unit 11 (13 weeks): _____
Seven week break
Unit 12 (13 weeks): _____
Six week Break

Year Five

Unit 13 (13 weeks): _____
Six week break
Unit 14 (13 weeks): _____
Seven week break
Unit 15 (13 weeks): _____

2. Unit Administration, Accountability, and Setting

Each unit will require the following:

- A minimum of 20 hours of work, with at least 13 contact hours with a mentor/coach, either in a group training environment or an individual coaching/teaching setting
 - Three Year Cycle: an average of 1.5 contact hours a week during unit
 - Five Year Cycle: an average of 1.0 contact hours a week during unit
- A reflection/interaction paper of 3-5 pages written for each document/book studied
- A minimum of 3 books read and reviewed in each unit

- A written summary by the candidate of the discussions with the mentor/coach for each unit.
- Completion of all required readings in units where they are indicated
- A record of the hours spent on each unit.
 - Contact hours: Hours in a group training setting or with a coach/mentor
 - Unit hours: Hours spent reading, studying or writing.
 - Minimum of 20 Total hours per unit

These requirements for each unit can be fulfilled in any of the following settings:

- An intensive course offering at the seminary or its equivalent
- A group class setting with an instructor over a series of meetings
- An individually supervised study with the required contact hours by phone or other means
- Attendance at a conference/seminar in the unit area **provided that said activity is approved by the District Board IN ADVANCE and all other requirements of hours spent and written materials are met.**

It is the responsibility of the assigned supervising elder/mentor/coach to certify the completion of each unit, and the District Board to oversee the integrity of the process.

Brethren Reading Program Unit Completion Form

The candidate and the appropriate district board should maintain a copy of this form.

A separate form should be completed for each unit.

Attach to this form all written materials completed by the candidate for this unit.

PLEASE SUBMIT ALL MATERIALS DIGITALLY IF POSSIBLE

District Responsible for Oversight: _____

Name of Candidate: _____

Street: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

E-Mail: _____

Unit Completed: _____

Date Started: _____ Date Completed: _____

Total Hours Spent: _____ How many of these were contact hours? _____

List Books/Materials Read **AND** Written About for Unit, **OR** Intensive Attended **OR** Date and Title of Seminar(s) or Conference(s) Attended in Completion of Unit:

Unit Instructor/Supervisor: _____

Street: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

E-Mail: _____

I do hereby certify that the information above and items attached are accurate and represent adequate completion of this unit of study:

Signature of Candidate: _____

Signature of Supervisor: _____

3. The units (Required Readings Indicated by an “*”)

➤ BRETHREN DOCTRINE (in addition to intensive)

_____ **Brethren Pastor's Handbook*, J. Allen Miller, et al.

_____ **Manual of Procedure for The Brethren Church (latest revision)*

_____ **Brethren Beliefs*

_____ ** Concept of Membership in the Brethren Church*

_____ **Statement on Ordination of Divorced Persons*

_____ ** Recommendation on the Subject of the Ordination of Women*

_____ **Background and Development of Brethren Doctrines, 1650-1987*, Dr. Dale R. Stoffer

Please list other works read and written about below:

➤ BRETHREN HISTORY (In addition to intensive)

_____ *European Origins of The Brethren Church*, Donald Durnbaugh

_____ *The Brethren in Colonial America*, Donald Durnbaugh

_____ *The Brethren in the New Nation*, Roger Sappington

*(Choose one of the above three history titles)

_____ ** The Complete Writings of Alexander Mack*, William Eberly, ed.
ISBN: 0-936693-12-6

_____ *European Origins of The Brethren Church*, Donald Durnbaugh

_____ *The Brethren in Colonial America*, Donald Durnbaugh

_____ *The Brethren in the New Nation*, Roger Sappington

_____ *The History of The Brethren Church*, Albert T. Ronk

_____ *The Brethren Encyclopedia*, Donald Durnbaugh, ed.

_____ *Meet the Brethren*, Donald Durnbaugh, ed.

_____ *Counting the Cost*, William G. Willoughby

_____ *The Old Brethren*, James Lehman

_____ *Even Unto Death*, John Christian Wenger

Please list other works read and written about below:

➤ BRETHREN POLITY (In addition to intensive)

_____ **The Message of Faith*, Jerry Flora

Please list other works read and written about below:

➤ PREACHING AND WORSHIP

_____ **Living Waters for Thirsty Souls*, Marvin McMickle;

_____ **Worship Old and New*, Robert Weber

_____ **Biblical Preaching*, Haddon Robinson

_____ *The New Worship*, Barry Liech

_____ *Surrender to Love*, David Benner;

_____ *Between Two Worlds*, John R. W. Stott

_____ *Preaching*, Fred Craddock

_____ *Preaching the Gospel from the Gospel*, G. R. Beasley Murray

_____ *Quick and Easy Way to Public Speaking*, Dale Carnegie

_____ *Ministry of Music*, Vic Delamont

_____ *Quest for Better Preaching*, Edward Marquart

_____ *Worship Matters*, Bob Kauflin

_____ *Thinking in Story: Preaching in a Post-literate Age*, Richard A. Jensen

ISBN: 1-55673-573-1

Please list other works read and written about below:

➤ PASTORAL COUNSELING AND PASTORAL CARE

_____ **Practical Psychology for Pastors*, Miller and Jackson

_____ *Practical Psychology for Pastors*, Miller and Jackson

_____ *Christian Counseling*, Gary Collins

_____ *Pastoral Counseling*, Wayne Oates

_____ *Psychology of Religion*, Wayne Oates

_____ *Effective Biblical Counseling*, Larry Crabb

_____ *Personality Plus*, Florence Littauer

_____ *Marital Therapy*, Jacobsen and Margolin

_____ *Soul Care*, David Bemur

Please list other works read and written about below:

➤ CHURCH LEADERSHIP AND MANAGEMENT

_____ **A Work of the Heart*, Reggie McNeil

_____ *Church Unique*, Will Mancini

_____ *Five Dysfunctions of a Team*, Patrick Lencioni

_____ *Natural Church Development* Christian Schwarz

_____ *Surrender to Love*, David Benner

_____ *Developing the Leader within You*, John Maxwell

_____ *AND: The Gathered and Scattered Church*, Halter & Smay

_____ *Be a People Person*, John Maxwell

- _____ *Church 3.0*, Neil Cole
- _____ *Crucial Conversations* "Kerry Patterson, Joseph Grenny, Ron McMillan, et al
- _____ *The Elephant in the Boardroom*, Wesse & Crabtree
- _____ *Big Dreams in Small Places*, Tom Nebel
- _____ *Death By Meeting*, Patrick Lencioni
- _____ *Power of Vision*, George Barna
- _____ *Your Church Can Be Healthy*, C. Peter Wagner
- _____ *Antagonists in the Church*, Kenneth Haugh
- _____ *Preparing Your Church for the Future*, Carl George
- _____ *Dying for Change*, Leith Anderson
- _____ *Spiritual Disciplines for the Christian Life*, Donald Whitney
- _____ *Too Busy Not to Pray*, Bill Hybels
- _____ *Celebration of Discipline*, Richard Foster
- _____ *Prayer*, Richard Foster
- _____ *Living Proof*, Jim Peterson
- _____ *Out of the Salt Shaker*, Becky Pippert
- _____ *How to Manage Your Money*, Larry Burkett
- _____ *The Debt Squeeze*, Ron Blue
- _____ *Taming the Money Monster*, Ron Blue
- _____ *Church Growth: State of the Art*, C. Peter Wagner, ed.
- _____ *Church Growth: 'Strategies that Work*, Donald McGavran & George G. Hunter
- _____ *Looking in the Mirror*, Lyle E. Schaller
- _____ *Leadership*, Charles Swindoll

- _____ *Strengthening Your Grip*, Charles Swindoll
- _____ *How to Break Growth Barriers*, Carl George
- _____ *The Open Church*, James Rutz
- _____ *Unleashing Your Potential*, Frank Tillapaugh
- _____ *How to Win Friends and Influence People*, Dale Carnegie
- _____ *The Disciple Making Pastor*, Bill Hull
- _____ *Proclaim Good Tidings*, Vernard Eller
- _____ *War on the Saints*, Jessie Penn-Lewis
- _____ *Message and Mission*, Eugene Nida
- _____ *How to Be Born Again*, Billy Graham
- _____ *The Purpose Driven Church*, Rick Warren
ISBN: 0-310-20106-3
- _____ *From Followers to Leaders*, Bob Logan
- _____ *Full Disclosure*, Stephen Gray
- _____ *Taking Your Church to the Next Level*, Gary McIntosh
- _____ *The Unity Factor*, Larry Osborne
- _____ *Healing the Heart of Your Church*, Kenneth Quick
- _____ *Holy Discontent*, Bill Hybells
- _____ *Legacy Churches*, Stephen Gray
- _____ *Missional Map-Making*, Alan Roxburgh
- _____ *Organic Church*, Neil Cole
- _____ *Planting Fast Growing Churches*, Stephen Gray
- _____ *"Silos, Politics and Turf Wars"*, Patrick Lencioni
- _____ *Sticky Church*, Larry Osborne

_____ *Sticky Teams*, Larry Osborne

_____ *Values- Driven Leadership: Discovering and Developing Your Core Values for Ministry*, Aubrey Malphurs. ISBN: 0-8010-9015-6

_____ *Leading Congregational Change: A Practical Guide for the Transformational Journey*, Jim Herrington, et al. ISBN: 0-7879-4765-2

_____ *Natural Church Development*, Christian A Schwartz
ISBN: 1-889638-00-5

_____ *Implementation Guide to Natural Church development*, Christian A Schwartz and Christoph Schalk. ISBN: 1-889638-03-X

Please list other works read and written about below:

➤ THEOLOGY

_____ * *Christian Theology*, Millard Erickson

_____ **How to Think Theologically*, Stone and Duke

_____ *Elements of Biblical Exegesis*, Gormer

_____ *The Christ of the Covenants*, O Palmer Robertson

_____ *Theology of the New Testament*, (two volumes), Leonard Goppelt

_____ *The Structure of Biblical Authority*, Meredith G. Kline

_____ *Theology of the Old Testament*, Edmond Jacob

_____ *A Theology of the New Testament*, George E. Ladd

_____ *Protestant Biblical Interpretation*, Bernard Ramm

_____ *God, Man, and Salvation*, W. T. Purkiser, Richard S. Taylor, Willard H. Taylor

_____ *Two Testaments: One Bible*, D. L. Bakcr

_____ *Evangelical Dictionary of Theology*, Wayne Elwell, ed.

_____ *Historical Criticism of the Bible.*, Etta Linnerman

_____ *Jerusalem*, Joachim Jeramias

Please list other works read and written about below:

➤ NEW TESTAMENT SURVEY

_____ **New Testament Introduction*, Donald Guthrie

_____ *An Introduction to the New Testament*, David DeSilva

_____ *The Words and Works of Jesus Christ*, Alfred Edersheim

_____ *New Testament Times*, Merrill Tenney

_____ *New Testament Survey*, Merrill Tenney

Please list other works read and written about below:

➤ OLD TESTAMENT SURVERY

_____ *Old Testament Survey*, Lason, Hobson, and Bush

Please list other works read and written about below:

➤ \CHILDREN'S MINISTRY AND YOUTH MINISTRY

_____ *On Tablets of Human Hearts*, Mary Ellcn Drushal

_____ *Family Based Youth Ministry*, Mark Devries

_____ *Why Nobody Learns Much of Anything at Church and How to Fix It*, Thom & Joani Shultz

_____ *Childhood Education in the Church*, Robert Clark, ,Joanne Brubaker, Roy Zook

_____ *Sustainable Youth Ministry*, Mark Devries

_____ *Christian Education*, Larry Richards

Please list other works read and written about below:

➤ HERMANEUTICS, APOLOGETICS AND ETHICS

_____ *Readings in Christian Ethics*, Clack

_____ *Reviving Evangelically Ethics* Corbin

_____ *Can the Bible Be Trusted*, Uuras Saarnivaara

Please list other works read and written about below:

➤ **EVANGELISM AND MISSIONS**

_____ **When Helping Hurts*, Steven Corbett and Brian Fickart

_____ *Tangible Kingdom*, Smay & Halter

_____ *The Present Future*, Reggie McNeal

_____ *Missional Renaissance*, Reggie McNeal

_____ *Serving With Eyes Wide Open*, David Livermore Baker

Please list other works read and written about below:

➤ **ADULT CHRISTIAN FORMATION AND SMALL GROUP MINISTRIES**

Please list other works read and written about below:

➤ **TIME AND PERSONAL MANGEMENT**

Please list other works read and written about below:

➤ **COACHING AND MENTORING**

SUGGESTED READING LIST FOR NON-DEGREE APPLICANTS

➤ CHRISTIAN CLASSICS

_____ *Mere Christianity*, C. S. Lewis

_____ *Pilgrim's Progress*, Paul Bunyan

_____ *The Inferno*, Alighier Dante

_____ *In His Steps*, Charles Sheldon

_____ *Your God Is Too Small*, J. B. Phillips

_____ *The Confessions of St. Augustine*

_____ *The Cost of Discipleship*, Dietrich Bonhoeffer

_____ *Evidence That Demands a Verdict*, Josh McDowell

_____ *My Utmost for His Highest*, Oswald Chambers

_____ *The Practice of the Presence of God*, Brother Lawrence

_____ *Knowing God*, J. I. Packer

_____ *The Knowledge of the Holy*, A. W. Tozer

_____ *Basic Christianity*, John R. W. Stott

_____ *The Wounded Healer*, Henri J.M. Nouwen

➤ CONTEMPORARY READING