

Brethren Church Commissioning 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: _____

Form H (Request for Examination for Commissioning for Special Ministry by Local Church)

Date : ___/___/___

Only to be used by candidates not seeking licensure leading to ordination

Form J (Authorizing for Commissioning for Special Ministry by District Board)

Date : ___/___/___

Only to be used by candidates not seeking licensure leading to ordination

--continued on next page --

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: ___/___/___

Positions on Social and Self Care Issues ___/___/_____

EVERY CHURCH, CANDIDATE, AND MENTORING PASTOR SHOULD HAVE ALL OF THE FOLLOWING 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.

FORM H
REQUEST EXAMINATION FOR COMMISSIONING FOR SPECIAL
MINISTRY

(Revised 4/15/2003)

*Completed by Local Church Issuing Call and Candidate
FORM K AND 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 has called this candidate to the Special Ministry of

_____ and now
requests the Board to examine for commissioning to this ministry. This call was issued at a
congregational meeting on ____/____/____/ (mm/dd/yyyy). 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 Commissioning for the above ministry.

Signature of Candidate: _____ Date: _____

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

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 J
AUTHORIZING FOR COMMISSIONING FOR SPECIAL MINISTRY

(Revised 4/15/2003)

Completed by Board and Local Church Issuing Call

Date: _____

This is to certify that _____ was
examined by the Board of Oversight/Examining Board on the above date and approved for

Commissioning for the Special Ministry of _____
unless revoked for cause. We are satisfied with the candidate's faith, life, spiritual attainment,

and personal fitness for ministry and authorize the _____

Brethren Church located in _____ to
proceed with a public service of commissioning .

The candidate is commissioned for _____ (give term in years or "duration of service")

under the mentoring/supervision of _____

Signed:

District: _____

Board Chairperson/President: _____

Board Member: _____

Mentor/Supervisor/Board Member: _____

Completed By Local Church:

Upon the authorizing for commissioning by the Board of Oversight/Examining Board, our
church conducted a service of Commissioning for Special Ministry:

Date of Service : _____

Pastor: _____

Moderator: _____

Secretary: _____

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

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?

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