

## **Steps in the Calling of Persons into the Set-Apart Ministry**

1. Congregation submits name of person to the Calling & Credentialing Ministry Team through the district office.
2. Orientation letter, Discerner Information Form, and Steps in the Calling of Persons into the Set-Apart Ministry sent to the discerner with copies to the pastor. Discerner returns "Discerner Information Form" to the district office.
3. Candidate enters into the Discernment process. Puts together a Calling Cohort including a district approved minister.
4. Candidate and Cohort group meet at least 4 times during the year.
5. At the end of the discernment year, if continuing to discern a call to set-apart ministry, the candidate fills out a Pre-licensing Interview Guide and submits it to the Ministry Interviewing Task Team (MITT) through the district office.
6. The candidate does Readiness for Ministry (RfM). Cost for RfM is \$500, to be divided three ways: District pays \$166.66, Congregation to pay \$166.66, and Candidate pays \$166.68.
7. Candidate undergoes background check and reimburses the district for the cost.
8. Candidate fills out a Covenant of Accountability that outlines educational goals and activity in the life of the church.
9. Ministry Interviewing Task Team interviews the candidate.
10. MITT makes their recommendation to Calling & Credentialing Ministry Team (CCMT), and upon CCMT approval, the congregation votes on the candidate.
11. Licensing Service held in congregation.
12. During the licensing period, licensed minister continues to meet with Calling Cohort.

13. When the licensed minister is nearing completion of ministry training and formation the licensed minister fills out a Pre-Ordination/Pre-Commissioning Guide and submits it to MITT through the district office.

14. MITT interviews the licensed minister and makes a recommendation to CCMT. CCMT may interview the licensed minister or make a recommendation to the District Leadership Team based on the MITT recommendation. The District Leadership Team interviews the candidate. Recommendation always depends upon receiving a call to a position so the recommendation is “pending call.”

15. District Leadership Team notifies the congregation so that a vote will be taken by the congregation to affirm the call.

16. Commissioning or Ordination service is held once a call is received.

Non-Salaried Ministry congregations:

- Congregation “elects” persons to consider call and presents name to district
- Discerner is still expected to establish a calling cohort; however, the cohort may be drawn from within the ministerial body of the congregation. The district should still give consideration to the approved ordained mentor.
- The remainder of the steps are consistent to above.