

## **Instructions for 2024 Commissioning Written Work**

**Please review the following instructions:**

**Print each question on your paper and then respond to the question. Page limits are listed within each section. The total page number per section includes the prompts and should not exceed what is listed.**

- **Please email all your written work in a Microsoft Word format to: [registrar@nccumc.org](mailto:registrar@nccumc.org) by the deadline date above.**
  - **Submit all four sections in ONE document, with any additional submissions (bulletins, handouts, etc.) saved in the same file.**
  - **Please submit video links in a separate work document to [registrar@nccumc.org](mailto:registrar@nccumc.org) and us the following document title:**
    - **PMVideo2024\_ LastName,FirstName**
  - **You may use the following as the document title:**  
**PMWrittenWork2024\_ LastName, First Name.docx**
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## Section I

*Written work should be 10-15 pages in length using 12 point Times New Roman font with one inch margins, double-spaced. Your name, along with page number, should be at the bottom of each page.*

1. Where in your background can we find evidence of your leadership experience (this need not be church related)?
2. What have you learned about yourself from these leadership experiences? Include at least two or three leadership strengths, and two or three growing edges you see in yourself as a developing leader
3. Describe an experience when you were unable to accomplish the desired results. What did you learn from that experience?
4. Describe several leadership qualities that Jesus modeled.
5. Tell of a time when you, as part of a faith community, participated in the discerning of a vision for a new ministry endeavor. Explain the process whereby the vision was initially discerned as well as the steps toward implementing and establishing a new program, activity or experience. Reflect on your observations of the primary leader of this visioning process. What did you learn from your observations?

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## Section II

*Written work for this section should be 10-15 pages in length using 12 point Times New Roman font with one inch margins, double-spaced. Your name along with page number should be at the bottom of each page.*

1. How do you perceive yourself, your gifts, your motives, your role and your commitment as a provisional deacon or provisional elder in The United Methodist Church? How does Scripture explicate this role and commitment, using Romans 12, Ephesians 4, or 1 Corinthians 12 as supporting this statement?
2. You have agreed as a candidate for the sake of the mission of Jesus Christ in the world and the most effective witness of the gospel and in consideration of their influence as ministers, to make a complete dedication of yourself to the highest ideals of the Christian life, and to this end agree to exercise responsible self-control by personal habits conducive to bodily health, mental and emotional maturity, integrity in all personal relationships, fidelity in marriage and celibacy in singleness, social responsibility, and growth in grace and the knowledge and love of God. What is your understanding of this agreement? Specifically, clarify how you live into this statement?
3. Reflect on generosity and stewardship from a Biblical perspective and how you might engage in conversations (through preaching and teaching) that will encourage your congregations to grow in generosity.
4. Where are you in your commitment to an anti-racist ethic and way of life? What are you learning? How are you applying this learning in your daily life?
5. How do you understand your continued spiritual maturity and growth in grace and the knowledge and love of God? What spiritual disciplines, including Sabbath keeping, are contributing to this growth?
6. When are you at your most joyful in ministry? How is that joy evident?
7. What are your practices of a healthy lifestyle? How do these practices serve as a personal witness to your family, church and community? Where might improvements be made? How are you mindful of boundaries around screen time? Do you have any intentional practices to guard against too much time on devices?

### **Section III**

#### **Worship and Teaching**

*Written work for the worship portion should be no more than **34 pages** in length, including sermon manuscript and worship/sermon reflection questions, using 12 point Times New Roman font with one inch margins, double-spaced. Your name along with page number should be at the bottom of each page. Please submit a detailed order of worship or bulletin and include within the full document (NOT as a separate attachment).<sup>1</sup>*

There are 3 elements to this section:

1. Worship
2. Preaching; and
3. Teaching.

Please review all instruction pages within this section to ensure you have a clear understanding of expectations.

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<sup>1</sup> *For a FULL detailing of requirements and instructions, see the final page of Section III for clarifications on what is expected of this portion of the written work and recorded submissions of Worship + teaching.*

## (1) WORSHIP

**RECORD AND SUBMIT THE ENTIRETY OF A WORSHIP SERVICE.** Prepare and lead a service of worship that includes the celebration of the Lord's Supper. You should be the primary liturgist.

- **Elder track:** if you are licensed, you should preside at the Eucharistic table.
- If you are not licensed to preside over the Eucharist and/or on the Deacon track, you should still be the primary liturgist and assist with administering the Eucharist.
- Should you serve as an associate minister or in a setting where you do not regularly order or lead worship, you may choose a setting that you do, in fact, design and lead. For instance, you might record a worship service with a youth group, a retreat setting with a church group, a UMW program, etc. - a service you have prepared and led.

Respond in written form to these questions:

1. Detail the theological significance of each act of worship. Describe what is happening and why it occurs in the worship service. Please be authentic to the worship pattern used in your particular setting. (If you do not follow the Word and Table format, be prepared to articulate the basic pattern and understanding behind the movements.)
2. Explain the following
  - a. Why did you choose the music used in the context of the service?
  - b. What is the role and significance of lay leadership and their participation in the service?
3. Describe your theological understanding of:
  - a. Weddings
  - b. Funerals
  - c. The Christian Year
4. What is the purpose of worship?
5. Explain the role and significance of the sacraments in the ministry to which you have been called.

## (2) PREACHING

### 1. Submit a sermon you have preached.

a. Choose a text for the Sunday you will record your delivery of the sermon to be shared with the Board of Ordained Ministry. After choosing the passage you are to develop **YOUR OWN SERMON**. While the sermon does not have to be exegetical as opposed to thematic in format, it must reflect a clear understanding of the text and appropriate applications thereof. Your Discernment Team would like for you to preach a sermon that honors your worship context and your natural preaching style.

b. The sermon is to be of normal, full length (for your context) for delivery in a service of worship. The sermon is to be recorded and then uploaded.

c. If you serve in a context that is non-english speaking (example: a spanish-speaking congregation) and would prefer to preach in the language that is customary in your context, you may do so. Please include english subtitles in your recording. If you need financial assistance in paying for a subtitle service, please reach out to the Office of Clergy Life.

It is preferable that you record and upload the full service of worship, in which you preach **and** preside over the Eucharistic service. If your sermon is preached at a service other than the Eucharistic service, edit the file so that you only upload the reading of scripture and preaching. In this case, you would be uploading two files: one of your sermon; and one of you leading a worship service and presiding over the Eucharist.

Preview the file(s) you upload to verify that it is/they are visually and audibly clear and privacy submissions adequately adjusted. If you use a manuscript to preach, be sure to practice sufficiently such that the appearance of "reading the sermon" can be avoided. This sermon should be a typical example of the sermons you preach each week.

d. A sermon manuscript *or* outline is to be included in the submission of this section (typed, 12 pt. font, one inch margins, word format). Please number all pages and include your name at the bottom of each page.

e. Please include the Scripture text on the first page of the sermon manuscript or outline. A transcript is not required, but instead the supporting documentation you used to prepare for the sermon.

### 2. Reflect upon your sermon preparation and delivery: Respond in writing to the following questions concerning your sermons:

- a. What is the sermon title?
- b. What is the sermon text?
- c. When and where was the sermon preached?
- d. Write a one sentence purpose statement for this message.
- e. How did the sermon fulfill the purpose statement in your ministry/service setting?
- f. What do you want your hearers to do as a result of this message?

*(NOTE: The sermon cannot be on a text used for a sermon presented to the BOM on a prior occasion.)*

### **(3) TEACHING**

1. Prepare an **original** Bible study with 4 lessons on a topic or biblical book of your choosing.

The study must be taught in your ministry setting.

- a. Setting – Describe your teaching context
- b. Outline – Prepare a 4 session outline of each distinctive lesson and the overall flow of the study as a whole.
- c. Detailed Lesson Plans – Develop ***ONE detailed lesson plan***. It should be 4-6 pages in length – include learning goals, teaching strategies and aids.
- d. Annotated Bibliography – Include all resources used in the detailed lesson.
- e. Evaluation – In one page evaluate the lessons you taught. Strengths? Weaknesses? What could you have done to make this lesson clearer? Did you communicate to the people the key concepts of the text?

### **Further Instructions: Section III - Worship + Teaching**

1. Clarifications around what is expected: Both Elder AND Deacon candidates must write and record a sermon within Section III of this Provisional Membership Written work. Additionally, all candidates are to write and lead a Bible study in accordance with the specifications in this section. Recordings must be provided of the worship service as well as for the sermon. A recording of the Bible study is not required.
2. COVID-19 Note: Because of the nature of the pandemic time in which we are living, we recognize you may have particular questions you will want to run by your Discernment Team Chairperson. For any further questions beyond those fully clarified by the Chair of your Discernment Team, please contact the Office of Ministerial Relations.
3. Note on service recording and uploading: It is imperative that the uploaded videos are of high quality. It is important that the zoom is close enough to pick up facial expressions, yet far enough so that gestures can also be seen. Using a microphone at the pulpit is suggested – do not rely solely on the camera’s microphone for clear audio results. The camera should be steady. Using a tripod is strongly suggested. It is advisable to plan your work so that you have several videos from which to choose.
4. Videos must be recorded in MPEG4 or AV1 format ONLY in order to successfully upload your video(s) to YouTube or another online video service. Uploading to the Internet may take a significant amount of time, depending on internet speed. Please give yourself ample time to upload ahead of paperwork deadlines.



#### Section IV

Written work for this section should be **20-25** pages in length using 12 point Times New Roman font with one inch margins, double-spaced. Your name along with page number should be at the bottom of each page.

1. Describe:
  - a. Your personal experience with God;
  - b. The understanding of God you derive from biblical, theological, and historical sources.
2. What is your understanding of evil as it exists in the world?
3. What is your understanding of humanity, and the human need for divine grace?
4. How do you interpret the statement Jesus Christ is Lord?
5. How do you understand the following traditional evangelical doctrines:
  - a. Repentance;
  - b. Justification;
  - c. Regeneration;
  - d. Sanctification; and
  - e. The marks of the Christian life?
6. What is your conception of the activity of the Holy Spirit in personal faith, in the community of believers, and in responsible living in the world?
7. What is your understanding of:
  - a. The Kingdom of God;
  - b. The Resurrection; and
  - c. Eternal life?
8. How do you intend to affirm, teach and apply Part III of *The Discipline* (Doctrinal Standards and Our Theological Task) in your work in the *ministry setting* to which you have been called?
9. The United Methodist Church holds that the living core of the Christian faith was revealed in Scripture, illumined by tradition, vivified in personal experience, and confirmed by reason. What is your understanding of this theological position of the church?
10. Describe:
  - a. the nature and the mission of the Church.
  - b. What are its primary tasks today?
11. Discuss your understanding of the primary characteristics of United Methodist polity.
12. Discuss theologically the meaning of the servant ministry of the Church and ordination in the context of the general ministry of the Church.
13. Discuss theologically the meaning of an inclusive church and ministry.
14. In partnership with the Holy Spirit and the community of faith, how might you participate in drawing someone to faith in Jesus Christ?