

Instructions for Ordination 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 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 and us the following document title:**
 - **FCVideo2024_ LastName,FirstName**
- **You may use the following as the document title:**
 - **FCWrittenWork2024_ LastName, First Name.docx**

Section I

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

1. During your residency period, you were asked to partner with laity in planning, implementing, and evaluating a Collaborative Leadership ministry project¹ that demonstrates fruitfulness in carrying out the church's mission of *making disciples of Jesus Christ for the transformation of the world (BOD Para.)*. Please reflect on this experience by sharing:
 - a. 2-3 things you learned about yourself as a co-leader with laity
 - b. How was the vision discerned and how did the community come to embrace this vision?
 - c. Your process for measuring faithfulness and up to three (3) fruits that resulted from the ministry project
 - d. What would you do differently as you partner with laity in planning, implementing, and evaluating in the future?
 - e. Something that surprised you along the way
2. Discuss the most constructive criticism or feedback you have received from a mistake you have made. How did you address it? What did you learn from it?
3. Discuss a conflict you have been part of in church. Reflect on what you learned about yourself as a leader, what you learned about working with people, and what you learned about God.
4. Discuss an instance where you have helped the congregation to reflect theologically around a current event. Please include which biblical references you employed.
5. How are you engaging conversations and action around anti-racism, either within your own life, your ministry context, or within your community?
6. What book has recently shaped your understanding and practice of leadership and how?

¹ Previously titled "Fruitful Ministry Project"

Section II

Written work should be **15-20** pages in length using 12 point Times New Roman font with one inch margins, double-spaced. Your name, along with the page number, should be at the bottom of each page.

1. 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, are you willing to make a complete dedication of yourself to the highest ideals of the Christian life, and to this end will you 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? In which areas are you experiencing the most growth or struggle?
2. How has your experience of ministry shaped your understanding of your vocation as an ordained minister and clergy person?
3. [*Deacon Track*] - Describe how the servant ministry of a Deacon relates to the appointive system of The United Methodist Church. How do you understand your service ministry as being under episcopal appointment?

[*Elder Track*] - How has the practice of ordained ministry affected your understanding of the expectations and obligations of the itinerant system? Do you offer yourself without reserve to be appointed and to serve as the appointive authority may determine?

4. Describe and evaluate your personal gifts for ministry. What would be your areas of strength and areas in which you need to be strengthened?
5. Provide evidence of your willingness to relate yourself in ministry with all persons without regard to race, color, ethnicity, national origin, social status, gender, sexual orientation, age, economic condition, or disabilities?
6. As all pastoral conversations of a confessional nature are a trust between the person concerned and God, detail your role as pastor and as the one who holds the space for these sacred conversations.
7. What effect has the practice of ministry had on your Sabbath keeping? Please explain.

8. How are you practicing a healthy lifestyle in the context of your ministry assignment?
What have been some of your challenges in this area and how have you met them?

9. How are you practicing a healthy lifestyle in regard to the stewardship of your financial resources?

Section III

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).²

1. WORSHIP

Prepare and lead a service of worship that includes the celebration of the Lord's Supper. You should be the primary liturgist and assist in administering the Eucharist. Should you serve as an associate minister or in a setting where you do not regularly order or lead worship, then 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. How are worshipers shaped and formed by your worship service?
2. What is the meaning and significance of the sacraments? How have you taught and interpreted them for your congregation? Are there ways in which they have been transformative in the life of your congregation?
3. How are you able, within worship, to enable the congregation to consider its calling to ministry in the world? And how do you bring the needs of the world to the congregation?

2. PREACHING

1. Submit a sermon you have preached.

² *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.*

- 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 must be typed, with a 12 pt. font or equivalent, double-spaced, with 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. Videotape this lesson and upload to YouTube or an alternative streaming media platform.
- 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. Elders and Deacons are required to preach (recording and uploading their worship service and sermon) and teach (recording and uploading the detailed lesson of their Bible study). **PLEASE RECORD AND SUBMIT THE ENTIRE WORSHIP SERVICE.** *NOTE: For the worship and preaching portion of this ministry area, it would be preferable, if at all possible, for you to use a single service in which you both ordered and led the liturgy of the worship service as well as preached at the service. Please submit a bulletin or detailed order of worship.*
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 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. How has the practice of ministry affected your experience and understanding of God?
2. What effect has the practice of ministry had on your understanding of humanity and the need for divine grace?
3. How has the practice of ministry affected your experience and understanding of the following doctrines?
 - a. The Lordship of Jesus Christ;
 - b. The saving work of Christ;
 - c. The work of the Holy Spirit;
 - d. The Communion of the Saints?
4. The United Methodist Church holds that Scripture, tradition, experience, and reason are sources and norms for belief and practice, but Scripture is primary among them. How have you used the “Quadrilateral” to explain a theological position or church practice? (Examples: Ordination of women, social principles, ministry areas, stewardship, etc.)
5. Give an example of your experience in ministry in which you have seen the traditional evangelical doctrines lived out:
 - a. Repentance;
 - b. Justification;
 - c. Regeneration;
 - d. Sanctification; and
 - e. The marks of the Christian life?
6. How has your practice of ministry enlivened your understanding of:
 - a. the nature of the Church
 - b. and the mission of the Church
 - c. What are its primary tasks today?
 - d. How are you engaged in those tasks?

7. How has your practice of ministry enlivened your understanding of:
 - a. The Kingdom of God;
 - b. The Resurrection; and
 - c. Eternal life?
8. *The Book of Discipline* states: “*The Constitution of the United Methodist Church, in its Restrictive Rules, protects both the Articles of Religion and the Confession of Faith as doctrinal standards that shall not be revoked, altered, or changed.*” [*The United Methodist Church recognizes the need to interpret the Articles of Religion and the Confession of Faith in the light of their historical contexts and biases.*] Do you concur with the doctrinal standards of the Articles of Religion and the Confession of Faith, and also embrace the call to continued doctrinal reinvigoration? Discuss how you have affirmed, taught, and applied these in your ministry (See Paragraph 104, Section 4, “Our Theological Task”, *Book of Discipline 2012*).
9. Reflect upon the following events or issues as you have experienced them in your practice of ministry. Indicate how you might discern the activity of God in each and what Scriptures you would use:
 - a. The process of dying and the death of a member of your congregation;
 - b. Divorce and recovery of a couple within your congregation and the effect on the family;
 - c. Conflict and reconciliation within your congregation; and
 - d. Experience in peace and justice ministries.
10. In partnership with the Holy Spirit and the community of faith, how have you participated in drawing someone to faith in Jesus Christ?