

BOM Handbook
NC Conference
2023-2024

Responsibilities of Board Members:

Attendance:

Because of the important work of the Board of Ordained Ministry, it is imperative to have full participation. If a member is unable to attend a meeting, she/he should notify the chairperson or the Office of Clergy Life as far in advance as possible. In fairness to our candidates and colleagues on the Board, every effort should be made to prioritize BOM meetings.

Attire:

During meetings where the Board is interviewing candidates, the attire should be business casual. More casual attire may be worn at meetings comprised only of Board members.

Board Meetings, travel, and housing:

Round trip mileage will be paid for all meetings of the Board. When the Board meets overnight, each member, outside the 50-mile radius of the meeting, will be provided a single room at a nearby hotel. If you choose to stay at home, round-trip mileage will be paid each day if mileage does not exceed the cost of the room. Please keep all meal receipts and turn them into Becki Leeland in the envelope provided in your folder at the beginning of the week. In the interest of good stewardship of our funds, we ask that if the hotel provides breakfast (or you are commuting from home), please do not buy breakfast elsewhere. Lunch is provided when the Board meets. Dinner is on your own and can be reimbursed up to \$25.00 per day, this includes tax and tip. Alcoholic beverages **MUST** be purchased separately.

Discernment Teams:

Every member of the Board of Ordained Ministry, with the exception of the chairperson, is assigned to a Discernment Team. The chairs of those teams are chosen by the chairperson of the Board in consultation with the Director of Clergy Life. The make-up of the teams is determined through the Office of Clergy Life, with attention given to a balance of lay and clergy, male and female, deacon and elder, and ethnic diversity. Each candidate is assigned a discernment team at Days of Discernment. The candidate will relate to that team throughout the process toward ordination.

Files:

Candidate's files are shared through Google Drive. The files specific to your team will be emailed to your conference (nccumc.org) email address. *Please note access to these files will not forward to another email address.* A few weeks before the scheduled interview you will be granted access to the scanned files

of all candidates assigned to your discernment team. Please treat these files with confidentiality. You may make notes based on the files, but please DO NOT copy anything from a candidate's file. All written work, personal information, and anything else relevant to your candidates will be in their file. If you believe something is missing from a candidate's file, please email Becki Leeland (clergy@nccumc.org) immediately with your concern(s). Following the week of interviews, access to candidates' files will be withdrawn from the Board members until the candidates are scheduled for another interview.

Video Sermons:

For all videos submitted by candidates, the BOM must have a direct link to the video. Please contact Becki Leeland (clergy@nccumc.org) with any questions about videos.

Standing Committees:

To fulfill the responsibilities of the Board some members are asked to serve on standing committees or to represent the Board of Ordained Ministry on conference committees. If a Board member is asked to serve on a committee we hope that the member will agree to do so, and faithfully fulfill that responsibility.

Asking the Right Questions

The following reflective questions and comments are to remind us of our responsibility in this process:

1. HOSPITALITY - In whatever way we can - our greetings, our prayers, our attempts to invite comfort and reduce stress - creating a hospitable environment needs to be foremost in our minds and in our actions. Our first questions to those being interviewed, therefore, should be easy to answer.

2. THE SURROUNDINGS - The interview room needs to be comfortably arranged so that we might be as professional as possible. If the room assigned to your team is unacceptable, please see Becki to make other arrangements. Computer screens (unless looking at candidates' files), books, phones, etc. should be closed and off. Never answer a phone call or text while interviewing a candidate. We need to give each person our undivided attention, *Active listening is a profound act of love!*

3. AFFIRMATION - As we spend our designated time with the candidate, please affirm growth where we see it and use "I" language. "I thank you for sharing how you felt about doing that assignment. Now how have you grown in the process?"

4. ASKING QUESTIONS

a. We need to ask questions that elicit more than a 'yes' or 'no' answer. "Could you tell

us in what ways are you a better preacher after finishing the assignment we asked you to complete?" If the answer does not reflect an area in which the candidate has been asked to grow, we might ask one or two more questions.

b. We need to ask questions appropriate to the order (deacon or elder) in which the person is called. We must not overlook the differences in the calls of our candidates.

c. We need to ask questions related to candidates' effectiveness in leadership. These questions need to be based on the following leadership traits: visioning, learning, the building of relationships, risk-taking and integrity.

5. KNOWLEDGE AND SELF-AWARENESS - We need to ask only enough questions to tell us whether the person knows the information and only enough questions to tell us whether they are self-aware of their issues. We need not go on and on when we have enough data to tell us whether they "get it" or not. On the other hand, we should not just ask easy questions that avoid difficult issues.

6. THE KINDS OF QUESTIONS-TOO NICE/TOO TOUGH - The interviews are not about being too nice or too tough. It is about asking appropriate questions with kindness and respect so that we can know how far along the person is on his/her journey. We are there to ask what we do not know about their journeys, to know what might be missing and to affirm God's work going on in their lives.

7. CORRECTIONS/RESCUE - If the person does not answer the way we think they 'should' our job is NOT to correct or rescue them. Again, our job is to respond with helpful contingencies or assignments.

8. THAT DAZED LOOK - If the person looks 'dazed' when we ask a question, we can ask if they would like the question phrased another way. Our job is not to 'trick' them or set up a 'gotcha' moment where they are likely to fail.

9. THIS IS NOT ABOUT US! - The interview is about the candidate, it is not about us and our thoughts, feelings, or beliefs. This is not the time to prove to others how much we know, how deep we can be or how much we've accomplished. We've had our time. This is the candidate's time. We need to make our questions brief, to the point and then listen.

10. TO EVALUATE THE PROCESS - It will be helpful at times for each Discernment Team to do a self-evaluation. Are we asking the right questions? Are we allowing the candidates to express themselves? Are we being welcoming and affirming even when the interview is not going well? Are we being prayerful and thoughtful?

Key Words to Know

1. Associate Member: Conference relationship available to persons who have reached forty years of age, have served as full-time local pastors for at least four years, completed the five-year basic Course of Study, completed studies for license as a local pastor, completed a minimum of sixty semester hours toward the Bachelor of Arts or an equivalent degree in a college or university listed by the University Senate. They must also be recommended by the DCOM and the Conference Board of Ordained Ministry, declared their willingness to accept continuing full-time appointment and satisfied the conference

regarding their physical, mental, and emotional health. Associate members who meet all the provisions of ¶322.4 and ¶324.6 may apply to the conference Board for Full Membership.

2. Candidacy Mentor: A deacon or elder in full connection or local pastor who has completed the Course of Study assigned by the dCOM to an Exploring Candidate to support and guide them through the Fulfilling God's Call: Guidelines for Candidacy and candidacy process and until the candidate is approved for local pastor or elected to provisional membership.

3. Professional Certification (certified): The church's recognition that an individual has met the required standards for academic training, experience, and continuing study necessary to achieve and maintain professional excellence in a particular area of ministry such as Christian education, music, youth ministry, evangelism, camp/retreat ministry, spiritual formation, older adult ministry, or church business administrator. Information and details about this process and these careers can be found at the General Board of Higher Education and Ministry website: <http://www.gbhem.org/education/certification>. Information about the church business administrator process can be found at www.umacba.org.

4. Candidacy Certification (certified candidate ¶310- ¶314): The candidacy phase begins when requirements for Inquiring and Exploring Candidate have been met. This requires the approval of the local church P/SPRC, the charge conference and the district committee on ordained ministry (dCOM). The dCOM vote must be by written ballot with a 2/3 majority required for certification (as of 1/1/17, 5 vote is required).

5. Commissioning (commissioned minister ¶325): The credentialing of provisional deacons and elders. The act of the church that publicly acknowledges God's call and the response, talents, gifts, and training of the candidate. The church invokes the Holy Spirit as the candidate is commissioned to be a faithful servant leader among the people, to lead the church in service, to proclaim the Word of God and to equip others for ministry. Those who are seeking commissioning must be recommended by their dCOM and the Board of Ordained Ministry.

6. Conference Board of Ordained Ministry (BOM ¶635): The body responsible for credentialing provisional/commissioned ministers, licensed local pastors, and full connection deacons and elders.

7. Course of Study (¶324.6): The basic theological education program of the Division of Ordained Ministry, General Board of Higher Education and Ministry. It is provided for those who are licensed as local pastors who are unable to attend an approved seminary. Participants in the program should have completed candidacy for ordained ministry, the studies for license as a local pastor, and have been approved/recommended for license by the dCOM and conference Board of Ordained Ministry. To attend Course of Study, one must be under appointment. Part time local pastors may attend either the summer course of study held each July or the weekend course of study in the fall. It is the expectation that full-time local pastors would attend the summer course of study, although exceptions can be made.

8. Deacon (¶328- ¶331): Persons called by God, authorized by the Church, and ordained by a bishop to a lifetime ministry of Word, Service, Compassion and Justice to both the community and the congregation.

9. Diaconal Minister (¶602.2): Persons called to specialized ministries of service, justice, and love within local congregations and in the wider world. Their focus of service is through a variety of ministries, such as administration, education, evangelism, music, health ministries and community development - to the local congregation and the wider community, Diaconal Ministers are lay persons. No new candidates have been accepted since 1/1/97.

This category has been superseded by the ordained deacon.

10. District Committee on Ordained Ministry (DCOM ¶666): The body that oversees, cares for, and evaluates candidates for ministry through the Inquiry, Exploring and Certified Candidate phases, and is also responsible for maintaining a relationship with local pastors.

11. Elder (¶332 - ¶336): Persons who are ordained to a lifetime ministry of Service, Word, Sacrament, and Order; authorized to preach and teach the Word of God, to administer the sacraments of baptism and Holy Communion, and to order the life of the Church for mission and ministry.

12. Executive Committee (¶635.1c): The Executive Committee of the Board of Ordained Ministry, made up of representatives from the Board, acts on behalf of the Board (and in consultation with the bishop and cabinet) for ad interim decisions regarding the conference relations of clergy members (Leaves of Absence, suspensions, approvals for extension ministry settings, etc.). They shall assist the chairperson in determining policies and directions to be recommended to the board. Any change in or creation of a new policy shall be submitted to the full board for its consideration and adoption prior to implementation.

13. Exploring Candidate (¶310): In the second step or phase in the candidacy process for ordained deacon, elder, or local pastor, a mentor is assigned. The candidate and mentor work through the *Answering The Call: Candidacy Guidebook* (April 2016) and the candidate's continued discernment of her/his call to ministry.

14. Full Connection (¶328, ¶332): The relationship of ordained deacons and elders to the Annual Conference. They have completed the process for ordination, including educational requirements, and have been elected to full membership in the annual conference.

15. Inquiring Candidate: The first step in the candidacy process for ordained deacon, elder, or local pastor. The candidate's home church minister (or another elder or deacon) works with the candidate in reading and discussing *The Christian as Minister*.

16. Licensing School for Pastoral Ministry (¶315.2): The studies are the first exposure for most candidates to the practice of ministry. Public worship, pastoral care for spiritual formation, organization of a parish for nurture and mission, sexual ethics and educational ministries in the church are the major areas of concern covered in the eighty-hour school. This school is held each spring, hosted and coordinated by the Office for Clergy Life. The candidate must be approved by the dCOM for licensing as a local pastor before attending Licensing School. The candidate must attend the school before being approved by the clergy session of the annual conference and being appointed as a local pastor. In the North Carolina Conference, anyone serving a first-time appointment, including a seminary graduate, is required to attend licensing school.

17. Licensed Local Pastor (¶315): Persons who are licensed and appointed to preach, conduct divine worship, and perform the duties of a pastor but are not ordained as elders. Sacramental authority and the authority to officiate at weddings is restricted to the setting of their episcopal appointment. Licensed Local Pastors must first be approved as Certified Candidates and then recommended for Licensing, by their dCOM.

18. Ordination (ordained ¶303): The church affirms and continues the apostolic ministry through persons empowered by the Holy Spirit.

19. Provisional Membership (¶324 - ¶327): Conference relationship of commissioned ministers (deacons and elders) who are on trial in preparation for membership in full connection in the annual conference as deacons and elders. During that period (a minimum of two years of full-time service), they are Residents in Ministry under the care of the Conference Board of Ordained Ministry and participants in the RIOM program. Provisional members may vote at annual conference on all matters except constitutional amendments, election of General/Jurisdictional delegates, and matters of ordination, character, and conference relations of clergy.

21. Residents in Ministry (RIOM ¶326): The North Carolina Conference requires a minimum of two years of service as a provisional member before one can be ordained and received into full conference membership. Our RIOM ministry is led by the RIOM Committee of the BOM.