



Manual of Licensing and Ordination Procedures

2020 Edition

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Introduction to the 2003, 2004, 2008, 2009, 2010, 2012, 2013, 2018 2019, and 2020 Editions

This edition builds upon the hard work of many individuals. Several years ago the National Ordination Council recognized the need for a set of documents that would clearly define, standardize, and implement the guidelines of the National Association of Brethren Church Elders and the several districts to provide for a national ordination examination process.

The members of the National Ordination Council developed the original “Sequence of Events Leading to Licensure and Ordination,” and the accompanying written exam, oral exam, forms, and readings. NOC members later developed the original tracking Ordination: Call to Ministry and the checklist. When commissioning was added, the members of the National Ordination Council collaboratively added the necessary sections. The many members of the Council who over the years developed, edited, and updated these documents have made this edition possible, and their contribution is gratefully acknowledged.

In order to distribute these documents as efficiently as possible, it was decided to have them edited for content, abbreviated whenever possible, and translated into electronic formats that could be easily transmitted and distributed. In many cases the original editions were lost, and it was only through the efforts of pastors throughout the denomination that a complete set of documents in adequate condition to be translated electronically became available.

It is with deep appreciation for the work done by so many, and in the hope that these documents will continue to assist those who seek to serve in ministry for the Kingdom of God in The Brethren Church that this edition is presented.

The 2004 Edition contains mainly cosmetic changes, but already reflects the desire of the various constituencies that depend upon this material; that it remains a current guideline, able to be easily updated to reflect the changing needs of our district while upholding timeless values and standards.

The 2008 Edition makes significant changes to the written exam, with a complete re-write of the reading program requirements, updating the questions and materials to reflect the need for an easier to understand format.

The 2009 Edition has significant changes to the written exam, including changes to many forms which streamline the process.

The 2010 Edition separates Commissioning Procedures from the Licensing & Ordination Procedures, and has updated tracking, sequence, and other forms.

The 2012 Edition completes the separation of Commissioning, Licensure & Ordination, and the Brethren reading Program into three manuals, and a renumbering of all forms

The 2013 Edition recognizes the MAPT as an approved curriculum for ordination, and requires written evidence of the candidate’s interaction with the materials in the Brethren Intensives

The 2018 Edition revised all references to districts to refer to regions and the National Board of Oversight (NBO) instead of the now disbanded National Ordination Council (NOC)

The 2019 Edition reformatted the materials to make them easier to find and use, combined all portions of the Written Exam into one document, and incorporated the usage of the Brethren Positions on Social Issues Document.

The 2020 Edition adds simplification to the Doctrine and Social Issues Sections of the Written Exam

IMPORTANT INFORMATION

A. DIGITAL SUBMISSION GUIDELINES

- All documents will be submitted in either Word compatibility mode (.doc, .xls, .ppt, .pps) or Rich Text Format (.rtf) or adobe (.pdf)
- Tracking of candidates is easier if the following naming rules for files is used::
 - Last Name, dash (-), then First Name of Candidate
 - Title of Document
 - Four-digit year
 - Dash (-) then two-digit month
 - OPTIONAL – Dash (-) then two-digit day
 - EX: Smith-Edward Ordination: Call to Ministry 2009-05-12.doc
 - Date is NOT NEEDED if document is not a report, although the date format above is still recommended.
- It is difficult to send by email large documents to some servers. It is therefore advisable to send multiple small files instead of a single large one.
- All audio will be sent in either MP3, WAV, or WMF formats or on a CD.
- All Video will be sent in either AVI, MPEG, or WMV formats or on a DVD.

B. SUGGESTED REFERENCE DOUMENTS FOR CANDIDATES, ELDERS AND MENTORS

Manual of Commissioning Procedures

Manual of Licensing and Ordination Procedures

Manual of Procedure of the Brethren Church

Manual of Pastoral and Congregational Procedures of the Brethren Church

Brethren Positions on Social Issues

Required Readings for Ordination

Brethren Pastor's Handbook

Brethren Reading Program for Ordination

Brethren Beliefs:

NOTE: *These documents contain guidelines and procedures that inform elders and congregations regarding Brethren ordination, governance, organizational structure, and discipline. It is highly recommended that these be in every elder's library.*

C. EDUCATIONAL REQUIREMENTS FOR ORDINATION

Those applicants that have not received a degree in the area of pastoral ministry (MDIV, MA Pastoral Studies, MA Practical Theology), or other similar degrees approved by the National Board of Oversight will in addition to the requirements of this manual also need to complete the Reading Program Requirements, and other requirements as may be established by the appropriate Regional Leadership Team or the National Board of Oversight.

D. IMPORTANT DEADLINES IN THE ORDINATION PROCESS

- ✓ Notification from the RLT that a candidate is desiring to appear to be examined must be sent to Chair of NBO by **January 1st** of the year candidate seeks ordination.
- ✓ All parts of a candidates written exam, including references, completion of readings and classes taken, must be sent to the Chair of NBO **February 15th** of the year candidate seeks ordination.
- ✓ A recording of two (2) recent sermons by the candidate must be sent to the Chair of NBO by **February 15th** of the year candidate seeks ordination.
- ✓ The candidate will pay the fee to have all required assessment tests and a background check completed **prior to NBO examination**. Churches and/or regions may absorb this cost.
- ✓ The candidate will be examined by the National Board of Oversight in **May** of the year candidate seeks ordination or make special arrangements with the Chair of NBO. NBO meetings require the attendance of individuals from five regions, so special meetings require significant advance notice.

E. OTHER IMPORTANT INFORMATION

- ✓ All candidates for ordination are required to complete the courses of Brethren History, Brethren Doctrine, and Brethren Polity, and core Brethren materials distributed with the Examination packet.
- ✓ National Board of Oversight Examinations last about 1 ½ hours, with the spouse being interviewed with the candidate, if available, for the last thirty minutes. The examination is not a test of Brethren knowledge, but a careful assessment of the progress of the candidate though the ordination process, with special attention to areas of theology, polity, and personal spiritual formation that may present challenges to the candidate's ministry within the Brethren Church. The spouses are interviewed to assure that they are receiving the support and care they need as pastoral spouses, and to assure that each spouse is supportive of the candidate's ministry.
- ✓ Individuals seeking ordination shall first be licensed for a minimum of at least one year and be in an active Brethren context of significant ministry for at least one year prior to seeking ordination.
- ✓ The National Board of Oversight may respond to a candidate's examination in the following ways:
 - Approval for ordination
 - Approval with conditions to be supervised by the RLT prior to ordination
 - Approval with conditions to be supervised by NBO prior to ordination
 - Conditional approval with request for a future meeting with candidate prior to ordination
 - Delay of approval for period of one year with further examination the following year.
 - Denial of approval for ordination
- ✓ Each Region operates under its own unique system of oversight. The candidate should maintain regular contact with their respective Regional Leadership Team to determine any additional requirements or expectations that may need fulfilled.

Brethren Church Licensure & Ordination Candidate Tracking Form

Revised 04/30/2018

The candidate, the appropriate regional leadership team, and the presiding officer of the National Board of Oversight 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

Region 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: _____

*Items in **BOLD** ARE REQUIRED FOR ORDINATION*
Check when item completed

Ordination: Call to Ministry (Notice of Call to Ministry from Local Church) – Date: ___/___/___

Ordination: Examination for Licensure or Renewal (Local Church) –Date: ___/___/___
 First Renewal Date: ___/___/___
 Second Renewal Date: ___/___/___
 Third Renewal Date: ___/___/___
 Fourth Renewal Date: ___/___/___

Ordination: Authorization for Licensure or Renewal (by Regional Team) Date: ___/___/___
 First Renewal Date: ___/___/___
 Second Renewal Date: ___/___/___
 Third Renewal Date: ___/___/___
 Fourth Renewal Date: ___/___/___

Ordination: Examination for Ordination (Local Church) *Must be licensed for at least one year*
Date Received: ___/___/___

Ordination: National Ordination Council Examination (by Regional Team) – Date: ___/___/___
Sent by Region after Licensure of at Least One Year, One Year in Active Ministry, and Completion of Entire Written and Oral Exam and All Required Classes and Readings

Ordination: Confidential Reference Form, 3 references. Sent to Reference, who returns these directly to the Regional Team - Date: ___/___/___
 Reference #1 Date: ___/___/___
 Reference #2 Date: ___/___/___
 Reference #3 Date: ___/___/___

DISC and Myers Briggs Personality Inventory – Date: ___/___/___

Criminal Background Check – Date: ___/___/___

Professional Resume’ WITH CURRENT PICTURE – Date Received: ___/___/___

Two (2) Sermons, either audio or video (CD, DVD, or approved formats)

Ordination: Written Examination
 A: Personal Information
 B: General Thoughts on Pastoral Ministry
 C: Christian Experience and Call

- D. Doctrine: The Message of Brethren Ministry
- E. The Mission of the Brethren Church
- F. Vision of the National Brethren Church
- G. The Core Values of the Brethren Church
- H. The Role of the Elder
- I. Financial Health
- J. Pastoral and Congregational Ethics Statements
- K. Your Spiritual Profile
- L. My Philosophy of Ministry
- M. Positions on Social and Self Care Issues
- N. Multi Day Cross Cultural Experience
- O. Reading a and Coursework Required of All Candidates

REGIONAL ACTION TAKEN			
Date	Action	Forms Received	Forms Sent
Actions Leading to Licensure and/or Ordination			
	Initial Meeting		
	License Granted		
	License Renewal		
	License Renewal		
	License Renewal		
	License Renewal		
	NBO: Exam for Ordination Requested		
Actions Leading to Recognition of Ordination from Other Denomination or Reactivation of Ordination			
	Initial Meeting		
	License Granted		
	License Renewal (if needed)		
	NOC Exam for Ordination Requested		
Other Actions			
	Licensure Suspended		
	Licensure Terminated		

Candidate, Mentor and the Regional Leadership Team should maintain separate copies of this document for each candidate, marking when each item is completed.

SEQUENCE OF EVENTS FOR LICENSING, & ORDINATION

Revised 4/30/2019

**This document is used in cooperation with the
“Licensing & Ordination Candidate Tracking Form”**

PLEASE SUBMIT ALL DOCUMENTS DIGITALLY IF POSSIBLE

STEP 1 - INITIAL CALL (Optional)

1. At any time, the local church may call a person to consider the Pastoral Ministry or any Special Ministry. The candidate must hold membership in a recognized Brethren Church or under the authority of the United States Ministry Council for a period of not less than one year prior to issuance of call. **NOTE: *Each candidate & each local congregation is responsible for qualifications delineated by local constitutions.***
2. The local church notifies the Regional Leadership Team (Use Ordination: Call to Ministry)
3. Such a call is not necessarily a prerequisite for commissioning, licensing, or ordination
4. Candidate would, if desired, then proceed to Step 2 – Initial Licensing

STEP 2: INITIAL LICENSING

~ Also includes recognition of ordination and reinstatement of ordination ~

1. The local church votes to request examination for licensing & notifies the Regional Leadership Team (Use ORDINATION: REQUEST FOR EXAMINATION FOR LICENSURE OR RENEWAL BY LOCAL CHURCH).
2. The Regional Leadership Team sends the candidate three (3) copies of the Confidential Reference Form (Use Ordination: Confidential Reference Form), giving a date for return of the copies.
3. The date & place are set for examination. The candidate is notified by the Regional Leadership Team & given a basic outline of areas to be covered during the interview.
4. The Regional Leadership Team notifies the candidate & the local church about results of examination (Use ORDINATION: AUTHORIZATION FOR LICENSURE OR RENEWAL BY REGIONAL LEADERSHIP TEAM).
5. The local church conducts a public recognition of licensing.
6. The candidate arranges to take the DISC, Myers Briggs Personality Inventory, and have a Criminal Background Check completed and have the results sent to the Regional Leadership Team
7. The candidate should begin work on the written exam, and completing the Brethren Intensives, and begin the Reading Program if they do not meet the educational requirement.
8. Individuals will then proceed to either Step 3: Renewal of Licensing or Step 4: Ordination

STEP 3: RENEWAL OF LICENSING – UP TO FOUR (4) CYCLES
Only One Ordination Examination for Licensure or Renewal per Candidate,
updated annually

1. The local church votes to request examination for renewal of the licensing & notifies the Regional Leadership Team (Use Same form as initial). This is repeated each year while under licensure for accountability between candidate, local church & Regional Leadership Team.
2. The Regional Leadership Team interviews the candidate to update the Team's understanding of the candidate's training, beliefs, & experience.
3. DISC, Myers Briggs Personality Inventory and Criminal Background Check are reviewed with the candidate, with suggestions for responding to areas of concern. (Taken in first year, progress reviewed in following cycles)
4. If the candidate's licensing is renewed, the Regional Leadership Team notifies the church and the church publicly announces the renewal. This is repeated each year while under licensure for accountability between candidate, local church & Regional Leadership Team.
5. The candidate continues to work on the Written Exam, Brethren Intensives, and if needed Reading Program until all requirements for the Ordination Exam have been completed.
6. If the candidate is ready for ordination examination, proceed to Step 4: Ordination

STEP 4: ORDINATION

1. The local church votes to request that the Regional Leadership Team recommends the candidate's examination by the National Board of Oversight and informs the Regional Leadership Team of this action (Use **ORDINATION: REQUEST FOR EXAMINATION FOR ORDINATION BY LOCAL CHURCH**).
2. The Candidate has several requirements for examination, through the Regional Leadership Team, which must be completed prior to scheduling with NBO. They include:
 - Licensed either by a recognized region or by the Executive Board for a period of not less than one year prior to their examination.
 - A complete written application, with all sections, references, resume, sermons, and forms properly completed and turned into the Chair of the NBO by **February 15th of the year seeking NBO examination.**
 - Completion of all Brethren classes as an A.T.S. M. Div. graduate OR completion of intensive courses if following a reading program, or coming from another denomination, or doing a study program. All those who have not taken the Brethren classes are required to complete all three intensives prior to their Final approval for ordination & prior to their ordination service & national certification.
 - Special assignments given by the Regional Leadership Team.
 - Refer to Tracking Ordination: Examination for Ordination for more information
3. Upon completion of requirements, the Regional Leadership Team sends **ORDINATION: REQUEST FOR NATIONAL BOARD OF OVERSIGHT EXAMINATION BY REGIONAL LEADERSHIP TEAM** to the NBO requesting examination.
4. The Region will contact the candidate with regard to providing all necessary materials by the deadlines specified prior to meeting with the National Board of Oversight.

5. No licensed individual may be ordained until ALL requirements for ordination are completed & have been certified as completed by their respective Region and the NBO. The NBO may not require a future meeting to assure completion, but an ordination service cannot take place until all requirements are met. Please see checklist and other documentation for details.

**RECOGNITION OF PREVIOUS ORDINATION
FROM ANOTHER DENOMINATION
OR
REINSTATEMENT OF ORDINATION**

1. Should a licensed or ordained pastor of another denomination desire to become an elder in The Brethren Church, that individual will need to meet the requirements for membership in a local congregation.
2. In the case of the licensed pastor from another denomination, the local church may vote to request the Regional Leadership Team to consider licensure in the Brethren Church. Follow the outline as presented in Step 2: Initial Licensing.
3. In the case of the ordained pastor from another denomination, the local church may vote to request that the Regional Leadership Team approve that person as provisionally ordained for one year, during which a Brethren elder serves as an advisor. Again, follow the outline as presented in Step 2: Initial Licensing. An ordained elder from another denomination is expected to complete the Brethren Intensives, the written exam, and appear before NBO.
4. In the case of a Brethren elder in “retired Status” who seeks to once again serve in active status, the local church may vote to have the Regional Leadership Team restore the person to active status. Once the Regional Leadership Team has met with the person, they may notify the NBO that they are being returned to active status. If the period of retirement has been longer than five years, The RLT, at their discretion, can request the person complete the Written Exam requirements and appear before the NBO for review.
5. In the case of a Brethren elder whose ordination has lapsed for reasons of inactivity, a leave of absence or other circumstances, the local church may vote to request that the Regional Leadership Team approve that person as a licensed pastor for one year, during which a Brethren elder serves as an advisor. Again, follow the outline as presented in Step 2: Initial Licensing. After one year, the region may reinstate the ordination, or, at the region’s discretion, request NBO review before reinstatement. *The Manual of Pastoral and Congregational Procedures of the Brethren Church has suggested guidelines.*
6. In the case of a Brethren elder whose ordination has been removed (defrocked), the Regional Leadership Team may, after completion of a developed plan for repentance and reconciliation and restoration, license the individual for a period of one year, with a Brethren elder serving as advisor. After one year, the region should request NBO review of the process and approval for reinstatement of ordination, using the same forms for initial ordination, but with the word “REINSTATEMENT” printed prominently across the top of all forms submitted. *The Manual of Pastoral and Congregational Procedures of the Brethren Church has suggested guidelines.*

ORDINATION: CALL TO MINISTRY (OPTIONAL)

(Revised 4/30/2018)

Completed by Local Church Issuing Call

Date: _____

TO: The Regional Leadership Team of the _____ Region:

_____ 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 Regional Leadership Team, and
another to The Brethren Church, 524 College Ave., Ashland, OH 44805.

**ORDINATION: REQUEST FOR EXAMINATION FOR LICENSURE OR
RENEWAL BY LOCAL CHURCH**

(Revised 4/30/2018)

Completed by Local Church Issuing Call and Candidate

**ORDINATION: RESUME' AND PASTORAL PROFILE SHOULD ALSO BE COMPLETED (UPDATED)
AND SUBMITTED WITH THIS FORM**

Date: _____

TO: The Regional Leadership Team of the _____ Region:

_____ is a member in good standing

and full fellowship of the _____ Brethren Church

located in _____.

The church affirmed its "call" to this candidate and now requests the RLT to examine for licensing (or renewal of licensing). This affirmation occurred at a congregational meeting on ____ / ____ / ____ / (mm/dd/yyyy). The result of the secret ballot vote was ____ affirmative and ____ negative, with ____ qualified voters present. We believe this candidate for licensing to be sound in the faith, having the qualifications set forth in I Timothy 3:2-7 and Titus 1:5-9.

Signed:

Pastor: _____

Moderator: _____

Secretary: _____

Deacon(ess): _____

Deacon(ess): _____

Candidate:

I hereby indicate my desire to be examined for licensing (or renewal) for the Gospel Ministry, anticipating future ordination in The Brethren Church

Signature of Candidate: _____ Date: _____

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

RENEWALS: Date: _____ Yes (number): _____ No (number): _____ Total: _____
Date: _____ Yes (number): _____ No (number): _____ Total: _____
Date: _____ Yes (number): _____ No (number): _____ Total: _____
Date: _____ Yes (number): _____ No (number): _____ Total: _____

**ORDINATION: AUTHORIZATION FOR LICENSURE OR RENEWAL BY
REGIONAL LEADERSHIP TEAM**

(Revised 5/1/2012)

Completed by RLT and Local Church Issuing Call

NOTE: THIS FORM SHOULD BE UPDATED EACH YEAR OF LICENSING

Date: _____

This is to certify that _____, a
member of the _____ Brethren Church located in

_____ was examined by the Regional Leadership Team
on the above date and approved for ministerial licensing for one year, unless revoked for cause.
We are satisfied with the candidate's faith, life, spiritual attainment, and personal fitness for
ministry.

Signed:

Region: _____

RLT Chair: _____

RLT Member: _____

Mentor/Supervisor/RLT Member: _____

RENEWALS: Date: _____

RLT Chair: _____

Date: _____

RLT Chair: _____

Date: _____

RLT Chair: _____

Date: _____

RLT Chair: _____

Date: _____

RLT Chair: _____

Date: _____

RLT Chair: _____

Instructions: *Send one copy to RLT, another to NBO.*

**ORDINATION: REQUEST FOR EXAMINATION FOR ORDINATION BY
LOCAL CHURCH**

(Revised 4/30/2018 2012)

Completed by Local Church Issuing Call and Candidate

Date: _____

TO: The Regional Leadership Team of the _____ Region:

_____ is a member in
good standing and full fellowship of the _____ Brethren
Church located in _____.

We request that the Regional Leadership Team recommend this licensed candidate's
examination for ordination by the National Board of Oversight, believing the candidate to be
sound in faith, having the qualifications set forth in I Timothy 3:2 -7 and Titus 1:5 - 9.

This request was approved by the congregation in a business meeting on ___/___/___ .

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 ordination for the Gospel Ministry in The
Brethren Church by the National Ordination Council

Signature of Candidate: _____ Date: _____

Instructions: Send one copy to RLT, another copy to Chair of NBO.

ORDINATION: REQUEST FOR NATIONAL BOARD OF OVERSIGHT
EXAMINATION BY REGIONAL LEADERSHIP TEAM

(Revised 4/30/2018)

Completed by RLT and National Board of Oversight

Date: _____

This is to certify that _____

of the _____ Brethren Church located in

_____ has been licensed

and supervised by the Regional Leadership Team, since _____ (mm/dd/yyyy)

under the mentoring/supervision of _____ (mentor/supervisor).

The Local Church has requested, and the Regional Leadership Team recommends, that the National Board of Oversight examine this candidate for ordination.

Signed:

Region: _____

RLT Chair: _____

RLT Member: _____

Mentor/Supervisor/RLT Member: _____

Instructions: Send one copy to candidate, another copy to Chair of NBO

A Formal Letter of the National Board of Oversight's Decision will be included in the candidate's permanent file following examination.

If the approval was conditional, the specifications of those conditions and evidence of their completion will be included.

ORDINATION: CONFIDENTIAL REFERENCE FORM

(Revised 4/30/2018)

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 Region. Your candid response will enable the Regional Leadership Team 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 _____ Regional Leadership Team

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.

ORDINATION: WRITTEN EXAMINATION

(Revised 4/30/2019)

***NOTE: A COMPLETE RESUME' WITH PICTURE IS TO BE COMPLETED
IN ADDITION TO THIS FORM***

Date this profile was completed _____ - _____ - _____

A. PERSONAL INFORMATION

Name _____ Date of Birth _____
Last first middle initial MM DD YYYY

Address (where to send correspondence)

(Street Address)

(City) (State) (Zip Code)

Telephone number: _____ - _____ - _____ (H) _____ - _____ - _____ (W)

_____ - _____ - _____ (Mobile)

Email: _____ @ _____

1. Pastoral Status Region: _____

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 (please list with years served)
7. Current district or denominational involvements (please list with years served)

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. _____	_____	_____

B. 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.**

C. 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 you are 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 you are married, is your spouse in accord with your calling into ministry? Yes or No

6. What is your present habit in devotional life, Bible study, Bible memorization, prayer, and reading (please share your practices in each area)?

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?

D. DOCTRINE

What are your personal beliefs and struggles in relation to the following Statements? Indicate whether you agree completely, **C**, mostly **M**, or partially, **P**. Please explain your answer to any statements marked **M** or **P** on a separate sheet, including your reflections, appropriate scripture, and acknowledgement/agreement with stated Brethren positions where appropriate. You are also welcomed to comment on sections you mark **C** if you desire to comment or clarify your position

_____ 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. ***The pre-existence, deity, and incarnation by virgin birth of Jesus Christ, the Son of God; The fall of Man, his consequent spiritual death and utter sinfulness, and the necessity of his new birth; The vicarious atonement of the Lord Jesus Christ through the shedding of His own blood; 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;***

_____ 4. ***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;***

_____ 5. *The personality and deity of the Holy Spirit who indwells the Christian and is his Comforter and Guide; 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.*

_____ 6. *The Christian should 'be not conformed to this world, but be transformed by the renewing of the mind (non-conformity),' should not engage in carnal strife (non-resistance) and should 'swear not at all (non-swearing).*

_____ 7. *The Christian should observe, as his duty and privilege, the ordinances of our Lord Jesus Christ, among which are: baptism of believers by Triune (Trine, ed.) Immersion, confirmation (laying on of hands); the Lord's Supper (love feast); the Communion of the Bread and Cup; the washing of the feet; and the anointing of the sick with oil.*

E. The Mission of The Brethren Church:

The mission of The Brethren Church is to make disciples of Jesus Christ who, united in Christ, embrace and reflect God's love and live in the transforming presence and power of the Holy Spirit.

As an elder, how do you understand this statement, and what are your responsibilities as an elder to fulfill this mission?

F. Vision for The National Brethren Church: Est. 7/2017

We will be a movement of regionally organized vibrant congregations fulfilling our shared mission.

We will accomplish this vision by:

- 1. Establishing Healthy Regional Structures*
- 2. Improving Organizational Relationships*
- 3. Providing Equitable Care for Leaders and Congregations*
- 4. Developing Leaders at All Levels*
- 5. Establishing New, Sustainable, Healthy Congregations*

6. *Continuing to Nurture Our Global Partnerships*

What role as an elder do you believe you play in fulfilling this vision?

G. The Brethren Church's Six Core Values:

How do you as an elder see yourself living out each of these core values?

Contextual Brethren Life

Summary:

We are guided by traditions and values that shape our identity as The Brethren Church, but we seek to apply these traditions and values in ways that fit our context.

Incarnational Ministry

Summary:

Just as God's reign was ushered into the world by God becoming one of us (John 1:14-18), so we also practice ministry by immersing ourselves in the contexts to which God has called us. Such incarnational ministry is articulated in Paul's statement, "I have become all things to all, in order that by all means I might save some" (1 Cor. 9:22b).

Responsible Stewardship

Summary:

We recognize our responsibility to act as stewards of all that God has given us as The Brethren Church. The ultimate goal of our stewardship is to bear witness to God's Kingdom throughout creation. This commitment to stewardship extends to all areas of our shared life together.

Intentional Kingdom Witness

Summary:

We recognize that we are called to bear witness to the Kingdom of God to our neighbors and to the ends of the earth (Acts 1:7). We understand that we should be actively pursuing opportunities to advance the Kingdom in all the places we find ourselves: locally, regionally, nationally, and globally. As Brethren led by the Spirit, we join together to extend the Brethren witness through the multiplication of disciples, leaders, and churches.

Servant Leadership

Summary:

We understand leadership to be the ability of a person or group to influence others toward achieving shared goals. Following Jesus' example, leaders in The Brethren Church consider themselves servants of both God and the people around them. We identify and promote the development of leaders at all levels of the church, both lay and ministerial.

Biblical and Spiritual Formation

Summary:

We are committed to being transformed into the likeness of Jesus through submission and obedience to Scripture and through the transforming power of the Holy Spirit.

H. UNDERSTANDING THE ROLE OF THE ELDER

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?

I. FINANCIAL HEALTH

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 spouse's current employer? Yes or No

J. 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)
3. Have you ever been convicted of a felony or misdemeanor, other than traffic offenses? Yes or No
If yes, please explain:

4. PLEASE ATTACH CRIMINAL BACKGROUND CHECK

5. 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:

K. YOUR SPIRITUAL PROFILE:

Please list key areas of giftedness

Please list areas in which you do not feel gifted

1. What are the results of your DISC Assessment?
2. What are the results of your Myers Briggs Personality Inventory?

L. 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?

M. POSITIONS ON SOCIAL, SELF CARE and ORDINATION ISSUES

What are your personal beliefs and struggles in relation to the following Statements? Indicate whether you agree completely, **C**, mostly **M**, or partially, **P**. Please explain your answer to any statements marked **M** or **P** on a separate sheet, including your reflections, appropriate scripture, and acknowledgement/agreement with stated Brethren positions where appropriate. You are also welcomed to comment on sections you mark **C** if you desire to comment or clarify your position

***SEE REQUIRED READING FOR BRETHREN POSITIONS ON SOCIAL ISSUES,
ORDINATION OF PERSONS OF DIVORCE AND ORDINATION OF WOMEN.***

_____ Addictions (Drugs, Alcohol, Gambling, and Pornography)

_____ Consumption and Wealth

_____ Issues of Life and Death

_____ Immigration

_____ Poverty and Racial Inequality

_____ Sexuality

_____ Stewardship of Creation

_____ Peace and War

_____ Ordination of Persons of Divorce

_____ Ordination of Women

N. READING AND COURSEWORK (REQUIRED OF ALL APPLICANTS)

The Board of Oversight requires competency of all applicants to licensure and ordination. Therefore, a study list has been prepared to outline requirements for this process.

1. COURSES IN BRETHERN PASTORAL MINISTRY

These are available as part of the studies for degree at Ashland Theological Seminary. They are also available as Summer Intensives at ATS, independent studies, video courses, and other venues. Please contact your appropriate RLT for more information. ***SEE REQUIRED READINGS FOR GUIDELINES FOR NON-ATS INTENSIVES***

Questions for Writing Assignments for Brethren Courses

All of the following papers are to be typed in Times New Roman 12-point font, double spaced, and submitted electronically in Microsoft Word or pdf format. Page length refers to pages of text.

Brethren History

Prepare a 7-page notebook on Brethren history. Include the following:

- A list of notable Brethren. Make a list of 15 people representing different time periods and different Brethren groups. Include a brief paragraph describing the life and significance of each person. (2 pages total)
- A list of significant events. Identify the 10 events that you consider most significant to the development of the Brethren. **Do not** describe the event, but tell, in one paragraph, why you consider it so important for the Brethren movement. (3 pages total)
- A list of the main Brethren groups. Identify the main Brethren bodies and, for each one, describe in one paragraph the circumstances that gave birth to them, the key initial leaders, and some of their distinctive views (at the time of their origin or today). (2 pages total)

Brethren Doctrine

In a 5-7-page paper, respond to the following questions:

- What does it mean for the Brethren to be noncreedal?
- Brethren have distinctive views in the areas of salvation and the church. Describe the salvation process as Brethren understand it. Describe the Brethren understanding of the nature and practices of the church.
- To what extent are you in agreement with Brethren doctrine as it has been described in this course? Do you have any areas of concern? If you do, how will you address these concerns?

Brethren Polity

In a 5-7-page paper, respond to the following questions:

- Describe Brethren limited congregational polity. How does it differ from pure congregational polity, on the one hand, and Presbyterian or episcopal polity, on the other? What is needed for limited congregational polity to work effectively?
- Discuss a model for local church organization. How are Brethren principles and values expressed in the model you describe?
- Describe consensus decision making. Give an example of what a consensus process might look like in a local congregation.

COURSE

MONTH/YEAR TAKEN

_____ Brethren Polity and Ordinances:	_____
How Taken: _____	Date Paper Submitted: _____
_____ Brethren History	_____
How Taken: _____	Date Paper Submitted: _____
_____ Brethren Doctrine	_____
How Taken: _____	Date Paper Submitted: _____

2. READ THROUGH THE BIBLE

I certify that I have read through the entire Bible, either chronologically or systematically

Initial _____

3. READING SINCE INITIAL LICENSURE

Please list the books you have read in the areas indicated since your initial licensure. Include, title, author, and year read for each item. **NOTE TO NON-DEGREE APPLICANTS ALSO COMPLETING PART TWO BELOW: If you are a non-degree applicant, these are works which you have read but were not required to write any report or paper for your district. Works which the district required or received a paper or reflective response should be included in part two below.**

- PREACHING AND WORSHIP
- COUNSELING
- CHURCH GROWTH AND MANAGEMENT
- BIBLICAL STUDIES
- CHRISTIAN EDUCATION & YOUTH
- CHRISTIAN CLASSICS

➤ CONTEMPORARY

REGIONAL LEADSHIP TEAMS AND NATIONAL BOARD OF OVERSIGHT ORDINATION PROCEDURES:

A. REGIONAL ORAL EXAMINATION FOR APPLICATION TO LICENSING AND ORDINATION

(revised 4/30/2018)

The Oral Examination is designed for a group interview before the Regional Leadership Team. Any information that is requested by the Written Exam or Ordination: Personal Information and Pastoral Profile is considered appropriate areas of discussion. It is understood that not every area may be considered, but that the RLT has the freedom to select questions and to ask additional questions. This examination is also in preparation for examination by the National Board of Oversight. Additionally, the candidate may be asked questions in the following areas not covered in the Written Exam or Ordination: Personal Information and Pastoral Profile, so the candidate may wish to review these areas prior to any Oral Examination.

Those who are conducting the Oral Exam are encouraged to have available some time prior to the interview the candidate's Written Exam and Ordination: Personal Information and Pastoral Profile. The completion of the Written Exam is not required until examination for ordination, however, it is helpful for the candidate and the RLT to discuss regular progress in its completion, and to use the Written Exam as an important source for questions during the Oral Exam.

Additional Possible Areas of Discussion:

- 1) Childhood impacts on personal development
- 2) Spiritual condition of parents and their relationship to the church
- 3) Share your personal spiritual journey
- 4) Demonstrate the steps used to lead someone to Christ, including scriptures normally used.
- 5) Describe the most influential person in your life.
- 6) Describe your current spiritual disciplines.
- 7) Describe your current relationship with your local church.
- 8) State your personal and professional life goals.
- 9) Name the five (5) main objectives you have for your life.
- 10) State why you feel called to ministry in The Brethren Church instead some other group.

- 11) Please state your views in the areas of the field of Bibliology (Revelation, Inspiration, Canon, Authority, Infallibility and Inerrancy, The relationship between the Old Testament and the New Testament, Principles of Biblical Interpretation).
- 12) Please state your views in the areas of the field of Theology (Trinity, Attributes).
- 13) Please state your views in the areas of the field of Anthropology (Human Nature, Sin, relationship to God).
- 14) Please state your views in the areas of the field of Christology (Virgin Birth, Trinitarian Views, Humanity and Deity of Jesus Christ, Lordship).
- 15) Please state your views in the areas of the field of Pneumatology (Work of the Holy Spirit, Spiritual Gifts).
- 16) Please state your views in the areas of the field of Soteriology (Justification, Adoption, Regeneration, Eternal Security, Calling, Election, Predestination, and Foreknowledge).
- 17) Please state your views in the areas of the field of Ecclesiology (Nature of Church, Relationship of Church to Israel, Church Polity, Ordinances, Practices, Elders, Deacons,
- 18) Please state your views in the areas of the field of Brethren Distinctives (Communion, Feet-Washing, Baptism, Anointing, Confirmation, Nonconformity, Nonviolence, and Nonswearing).
- 19) Please state your views in the areas of the field of Eschatology (Rapture, Tribulation, Millennial Reign, and Prophecy).
- 20) Please state your views in the areas of the field of Demonology (Possession, Exorcism, Spiritual Warfare, Personhood, and Existence).
- 21) Share your views on issues of current social concern (Women's Rights, Abortion, War, other areas covered in the Written Application or Ordination: Resume' and Pastoral Profile).
- 22) Share your views on issues of current religious concern (Women in Ministry, Charismatic Movement, Church Growth Movement, Cults and the Occult, Church and State Issues).
- 23) Share your personal insights from any of the areas listed in the Written Exam dealing with your personal Philosophy of Ministry.

B. NATIONAL BOARD OF OVERSIGHT OUTLINE FOR ORAL INTERVIEW AND EXAMINATION

(Revised 4/30/2018)

The National Board of Oversight members will review the Written Exam, Ordination: Personal Information and Pastoral Profile, and all other documents submitted prior to the Oral Interview and Exam. This review by each member will be the foundation for the questions asked the candidate, although other questions may be asked by any member. The purpose of this interview and examination is to support and encourage the candidate in their ministry while affirming that all areas of study and potential future concern have been addressed.

Generally, the interview and exam of a candidate takes this format:

Personal History

Spiritual Journey

Current Ministry Context and Status

Current Personal and Family Status

Review of Questions raised by Written Exam

Review of questions raised by Philosophy of Ministry

Other questions from Council Members

Additionally, the spouse of the candidate is encouraged to come and meet the National Board of Oversight to be interviewed. **This is not a spousal examination: the spousal interview is not to determine the approval of the candidate, and the candidate will be present when their spouse is introduced.** The purpose of meeting the spouse is to assure that the spouse understands the support and encouragement that are available. Areas of discussion may include, but are not limited to:

Support of the candidate's call and ministry

Resources available to help with stresses of being a pastoral family

Questions about setting aside time for exercise, relaxation, and continued development of the marital relationship.

Possible areas where additional support can be offered.