

What is the District Board of Ministerial Development (DBMD)?

The Wisconsin DBMD is made up of pastors and laypersons responsible for the examination and recommendation to the district conference of all candidates for ordination, license, commission, ministerial study, and transfer from another denomination.

For more information on the DBMD process or to locate specific DBMD forms, see the Education and Clergy Development website: <http://wesleyan.org/813/education-and-clergy-development>

For more information on the Wisconsin District see <http://www.wisconsinidistrict.org/>

Education Information

- Courses can be completed in any combination of available delivery options; FLAME/FLAMA, correspondence, on-line, college enrollment, etc.
- If you are completing courses via any method other than enrollment at a Wesleyan-endorsed university/college you are responsible for submitting your coursework to the course instructor with sufficient time for them to review your coursework and submit your grade to the Education and Clergy Development division by April 15th. **A passing grade must be obtained and recorded on your transcript prior to the annual spring DBMD review meeting in order for the course to be considered "complete" for the fiscal year being reviewed.**
- The complete listing of required courses and other material is under Ministerial Preparation: <http://wesleyan.org/43/ministerial-preparation>

Reporting Form Information

- These forms are the primary method by which the DBMD communicates with each candidate on an annual basis. They are used in combination with reports from your DBMD mentor to review your progress for the year, answer questions you may have, etc.
- The Student Annual Service Report (ASR) form is located on the Education and Clergy Development ministerial student site. You will need to establish an account to access this site.
- The DBMD #3 form is located on the above ministerial student site and at <http://wesleyanfreesource.com/106/dbmd-forms>

Annual Education and Reporting Requirements for DBMD Candidates



This brochure summarizes the minimum education and reporting requirements to be completed every year by each candidate in the DBMD process.

The requirements are listed by current status in the process; Licensed Minister, Ministerial Student, or Licensed Special Worker.

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Licensed Minister

Annual Minimum Education Requirements

- A minimum of two (2) ministerial courses are to be successfully completed per year.
- You should be aware that if you just complete the minimum number of courses per year you will not complete the coursework required for ordination in the 7 years allowed by *The Discipline* (the 7 year clock begins as soon as you have received your ministerial license).

Annual Reporting Requirements

- An Annual Service Report (ASR) is required. It is to be submitted to the Wisconsin District Superintendent (Dan Bickel) and DBMD Chair (Ron Gormong) by May 15th of each year.
- A DBMD Form #3 is required. It is to be submitted to all of the members of the DBMD in early May of each year. DBMD submission instructions will be emailed to you each spring. If you fail to receive the submission instructions you are still responsible for submitting your DBMD #3 to the DBMD Chair (Ron Gormong) no later than May 10th.

Ministerial Student

Annual Minimum Education Requirements

- A minimum of two (2) ministerial courses are to be successfully completed per year.
- This is the Wisconsin DBMD's definition of *The Discipline* language that indicates the student must "show progress" and "diligence" towards completing the pre-ordination coursework.

Annual Reporting Requirements

- An Annual Service Report (ASR) is required. It is to be submitted to the Wisconsin District Superintendent (Dan Bickel) and DBMD Chair (Ron Gormong) by May 15th of each year.
- A DBMD Form #1 is required if this is your first year in the process, otherwise use DBMD Form #3. It is to be submitted to all of the members of the DBMD in early May of each year. DBMD submission instructions will be emailed to you each spring. If you fail to receive the submission instructions you are still responsible for submitting your DBMD #1 or #3 to the DBMD Chair (Ron Gormong) no later than May 10th.

Licensed Special Worker

Annual Minimum Education Requirements

- A minimum of two (2) ministerial courses are to be successfully completed per year until you have successfully completed your selected course of study unless a different arrangement has been approved by the DBMD.

Annual Reporting Requirements

- An Annual Service Report (ASR) is required. It is to be submitted to the Wisconsin District Superintendent (Dan Bickel) and DBMD Chair (Ron Gormong) by May 15th of each year.
- A DBMD Form #1 is required if this is your first year in the process, otherwise use DBMD Form #3. It is to be submitted to all of the members of the DBMD in early May of each year. DBMD submission instructions will be emailed to you each spring. If you fail to receive the submission instructions you are still responsible for submitting your DBMD #1 or #3 to the DBMD Chair (Ron Gormong) no later than May 10th.

What happens if you fail to complete either your Annual Minimum Education Requirements or your Annual Reporting Requirements?

Beginning with the 2012 fiscal year (May 2012 through April 2013), failure to meet the annual minimum education requirements or annual reporting requirements can result in the loss of your current DBMD status or license and your removal from the DBMD process until the issue is resolved.