

# Ordained Ministry Track Process Guidebook



Welcome to the Wisconsin District Board  
of Ministerial Development Ordained Ministry Track!

This booklet is designed to present an overview of  
the entire process from initial call to ordination and  
address commonly asked questions.

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## God called me to be ordained...now what?

The Wesleyan church has an established process for helping potential ministry candidates identify, clarify, and become equipped to fulfill, their individual call to ministry.

This guidebook defines the steps to becoming an ordained minister in the Wesleyan church under the guidance of the Wisconsin District Board of Ministerial Development (DBMD).

Your journey to ordination can be divided into 5 key phases; Initial Call, DBMD Application, Ministerial Student, Licensed Minister, and Ordination. Each phase is described in more detail in this guidebook. A Frequently Asked Questions (FAQs) section is located at the end of this booklet.

### Phase 1—Initial Call

This phase begins when you feel called by God into global, full-time pastoral ministry. The Wisconsin District defines full-time pastoral ministry as:

- Global means that you are of the mindset and willingness to go wherever the call might lead, not serve only in your local church.
- Full-time pastoral ministry means a minimum of twenty (20) hours per week in acceptable ministerial service (for a description of acceptable ministerial service activities see the Manual of Ministerial Preparation, Appendix A). This applies whether or not you are compensated financially for your service, and is the same definition used when determining whether or not you have successfully completed your years of service as a Licensed Minister before you may be recommended for ordination.

If you find that your call does not meet this definition, that doesn't necessarily mean you aren't called. You may have a more specialized ministry calling and may want to review the qualifications and requirements for Licensed/Commissioned Special Workers or Lay Ministers.

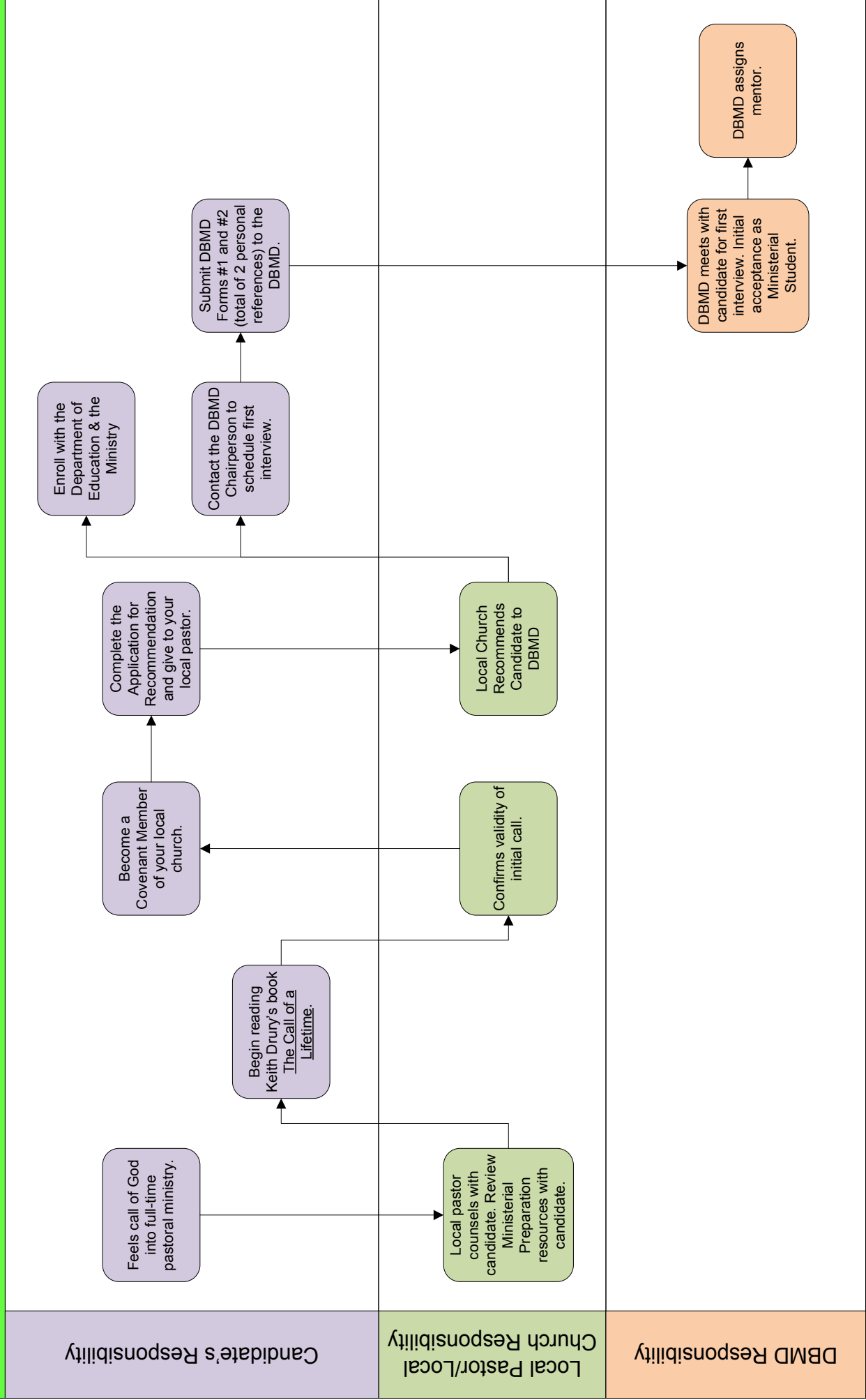
### Steps To Complete

When you begin to sense God is calling you to become ordained, you should take the following steps:

- Meet with your local pastor to discuss your call.
- Begin reading the book *The Call of a Lifetime* by Keith Drury. Discuss the questions at the end of each chapter with your local pastor.
- Review the Ministerial Preparation resources (see <http://www.wesleyan.org/813/education-and-clergy-development> and <http://www.wesleyan.org/43/ministerial-preparation>) with your local pastor. The Manual of Ministerial Preparation, Ministerial Preparation Information Packet, and *The Discipline* of the Wesleyan church all contain information to help confirm your call.

You still may have questions about the specific nature of your call, but, once you and your local pastor have determined that your call is genuine you are ready to begin the DBMD Application process.

# Ordained Ministry Path Process (From initial call to first DBMD Interview)



## Phase 2—DBMD Application

There are a few steps that must be completed before you can contact the DBMD to formally apply for acceptance as a ministerial student. Some of these steps require interaction with, and forms to be completed by, various individuals or boards within your local church.

- You must be a Covenant Member of your local church. Your local pastor can assist you with obtaining the membership materials and guiding you through the membership process.
- You must complete the Application for Recommendation (found in the Ministerial Preparation Information Packet) and give it to your local pastor. Your local pastor will arrange for the Local Board of Administration (LBA) of your local church to review your application and/or interview you. The LBA must approve your application.
- If the LBA approves your application they must complete and submit the LBA Recommendation Form (see <http://www.wesleyan.org/106/dbmd-forms>) to the DBMD Chairperson or District Superintendent.

Once the LBA has approved your application, the following items must be completed to finalize your application to the DBMD.

- You must enroll with the Education and Clergy Development Division to ensure that your coursework is accurately recorded. This enrollment can be completed via <https://secure.wesleyan.org/em/enroll>
- Contact the DBMD Chairperson or District Superintendent to schedule your initial interview. These interviews are typically done in May or October.

Once your initial interview has been scheduled you will need the following DBMD forms submitted to the members of the DBMD by the due date established when the interview is scheduled.

- You must complete and submit the DBMD #1 Personal Data Inventory form to the DBMD.
- You must have two references each complete a DBMD #2 form and submit it to the DBMD. It is preferred that one of these references be from a pastor of your local church and a layperson such as the chairperson of the LBA of your local church that are able to accurately assess your strengths, validity of your call, etc.

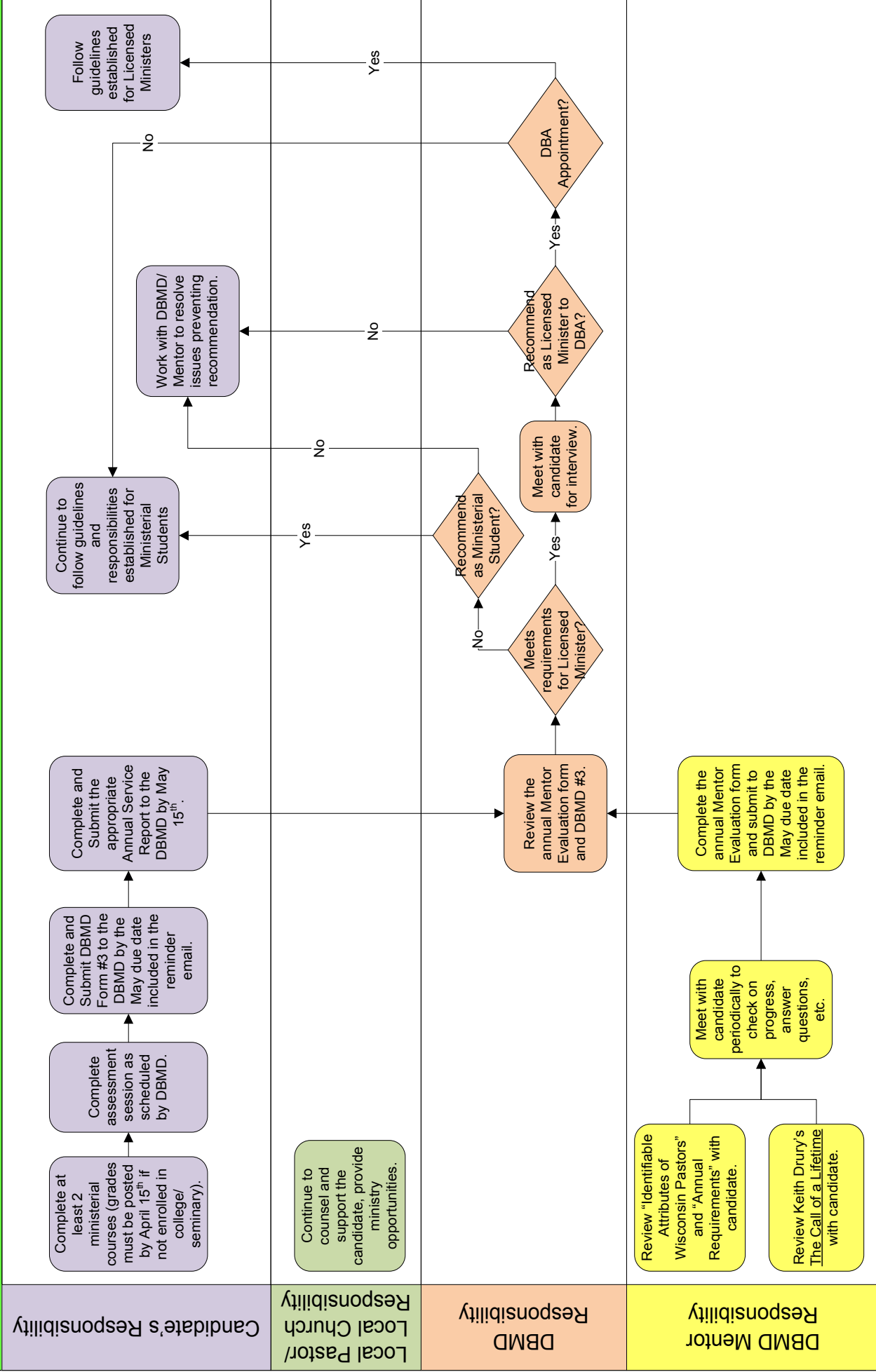
### DBMD Application Interview

This is the first face-to-face interview with the entire DBMD. The goal is introduce ourselves to you and vice-versa, help confirm and clarify your call, discuss expectations and requirements, and determine whether you meet the criteria for acceptance as a Ministerial Student. If you are married, your spouse is also expected to attend and participate in this interview.

If you are accepted as a Ministerial Student:

- You will be licensed by the District Board of Administration as a Ministerial Student and will be expected to abide by the education and reporting requirements established in *The Discipline* .
- You will be assigned a mentor. The mentor is responsible for helping you further clarify your call, work on the Identifiable Attributes of Wisconsin Pastors, be a local DBMD point of contact for you, and report annually to the DBMD on your progress, Your mentor is an extension of the DBMD since we cannot physically meet with you on a regular basis.

# Ordained Ministry Path Process (First Year as Ministerial Student)



## Phase 3—Ministerial Student

This phase begins when you are approved by the District Board of Administration (DBA) and receive your Ministerial Student license and continues until you complete the six (6) courses required to move into the Licensed Minister status AND have a DBA appointment as a Licensed Minister.

### First Year as Ministerial Student Tasks

During your first year as a Ministerial Student you will need to:

- Review the “Identifiable Attributes of Wisconsin Pastors” brochure with your mentor.
- Continue to work through the book *The Call of a Lifetime* by Keith Drury with your mentor.
- Complete at least two (2) courses from the listing of required courses presented in the Ministerial Preparation Information Packet.
- Participate in an assessment activity as scheduled by the DBMD.
- Complete your Annual Service Report (ASR) and DBMD #3 Subsequent Years form and submit as instructed (see <http://www.wesleyan.org/813/education-and-clergy-development>).

### First Year as Ministerial Student— License Renewal Requirements

Your Ministerial Student license must be renewed at the end of your first year. This renewal is contingent upon your meeting the following requirements:

- Completing the minimum of two (2) courses in this first fiscal year (May through April). You should work to complete the 6 courses required to become a Licensed Minister as soon as possible and prior to taking any of the other courses listed. This applies to all candidates working towards ordination regardless of their current employment or ministry status or method by which the coursework is being completed (on-line, correspondence, etc.)
- Submitting your completed Ministerial Student Annual Service Report to the District Superintendent and DBMD Chairperson by May 15th.
- Submitting your DBMD #3 Subsequent Years form to the entire DBMD membership in early May every year. A courtesy reminder email will be sent in the early spring to all of the candidates with the exact due date and list of DBMD member email addresses.
- You are responsible for submitting your ASR and DBMD #3 reports whether or not you receive the reminder emails. If you do not receive the reminder email you should at least send your reports to the District Superintendent and DBMD Chairperson with a note as to any changes in email address that may be hindering our communications with you.

It is possible for you to complete the six (6) courses required to move to Licensed Minister status in the first year, but, you will not be eligible to become a Licensed Minister if you do not have a DBA appointment to full-time pastoral ministry within the Wisconsin District.

## Subsequent Years as Ministerial Student Tasks

During your subsequent years as a Ministerial Student you will need to:

- Continue to review the “Identifiable Attributes of Wisconsin Pastors” brochure with your mentor.
- Continue to work through the book *The Call of a Lifetime* by Keith Drury with your mentor (if not already completed)
- Complete at least two (2) courses from the listing of required courses presented in the Ministerial Preparation Information Packet.
- Participate in an assessment activity as scheduled by the DBMD (if not already completed).
- Complete your Annual Service Report (ASR) and DBMD #3 Subsequent Years form and submit as instructed.

## Subsequent Years as Ministerial Student— License Renewal Requirements

Your Ministerial Student license must be renewed at the end of every fiscal year. This renewal is contingent upon your meeting the following requirements:

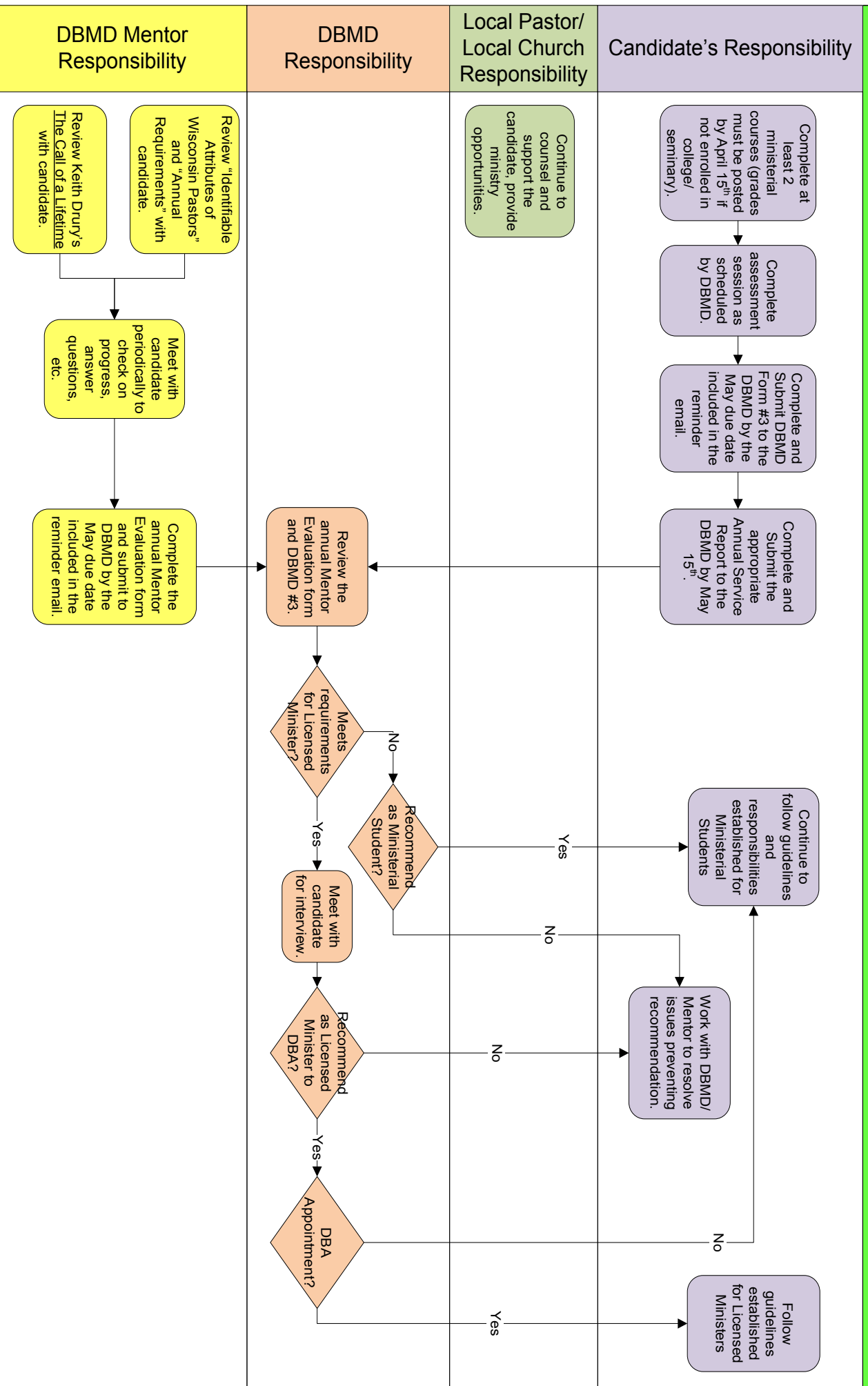
- Completing the minimum of two (2) courses each fiscal year (May through April). You should work to complete the 6 courses required to become a Licensed Minister as soon as possible and prior to taking any of the other courses listed. This applies to all candidates working towards ordination regardless of their current employment or ministry status or method by which the coursework is being completed (on-line, correspondence, etc.)
- Submitting your completed Ministerial Student Annual Service Report to the District Superintendent and DBMD Chairperson by May 15th.
- Submitting your DBMD #3 Subsequent Years form to the entire DBMD membership in early May every year. A courtesy reminder email will be sent in the early spring to all of the candidates with the exact due date and list of DBMD member email addresses.
- You are responsible for submitting your ASR and DBMD #3 reports whether or not you receive the reminder emails. If you do not receive the reminder email you should at least send your reports to the District Superintendent and DBMD Chairperson with a note as to any changes in email address that may be hindering our communications with you.

## Licensed Minister Interview

When you complete the six (6) courses required to move to Licensed Minister status you will be contacted by the DBMD Chairperson to schedule another face-to-face interview with the entire DBMD. If you are married, your spouse is also expected to attend and participate in this interview.

Please note that you may still not be eligible to be recommended to the DBA as a Licensed Minister if you do not have a DBA appointment to full-time pastoral ministry within the Wisconsin District even though you have completed the requisite courses.

# Ordained Ministry Path Process (Subsequent Years as Ministerial Student)





## Phase 4—Licensed Minister

This phase begins when you are approved and appointed to full-time pastoral ministry by the District Board of Administration (DBA) and receive your Licensed Minister license and continues until you complete the remainder of the courses required for ordination AND satisfactorily complete your applicable years of service (1 year minimum if Seminary graduate, 2 years if not).

### Licensed Minister Tasks

During your years as a Licensed Minister you will need to:

- Continue to have regular contact with your mentor and discuss your progress towards demonstrating the “Identifiable Attributes of Wisconsin Pastors”.
- Complete at least two (2) courses each year you are a Licensed Minister from the listing of required courses presented in the Ministerial Preparation Information Packet until you have completed the pre-ordination coursework. You should work to complete the pre-ordination courses as quickly as possible, but, *The Discipline* allows you seven (7) years from the date you received your Licensed Minister license to finish the complete course of study. You should note, however, that completing the minimum of two (2) courses per year will not allow you to complete all of the required courses in seven (7) years.
- Complete your Annual Service Report (ASR) and DBMD #3 Subsequent Years form and submit as instructed each year.

### Licensed Minister— License Renewal Requirements

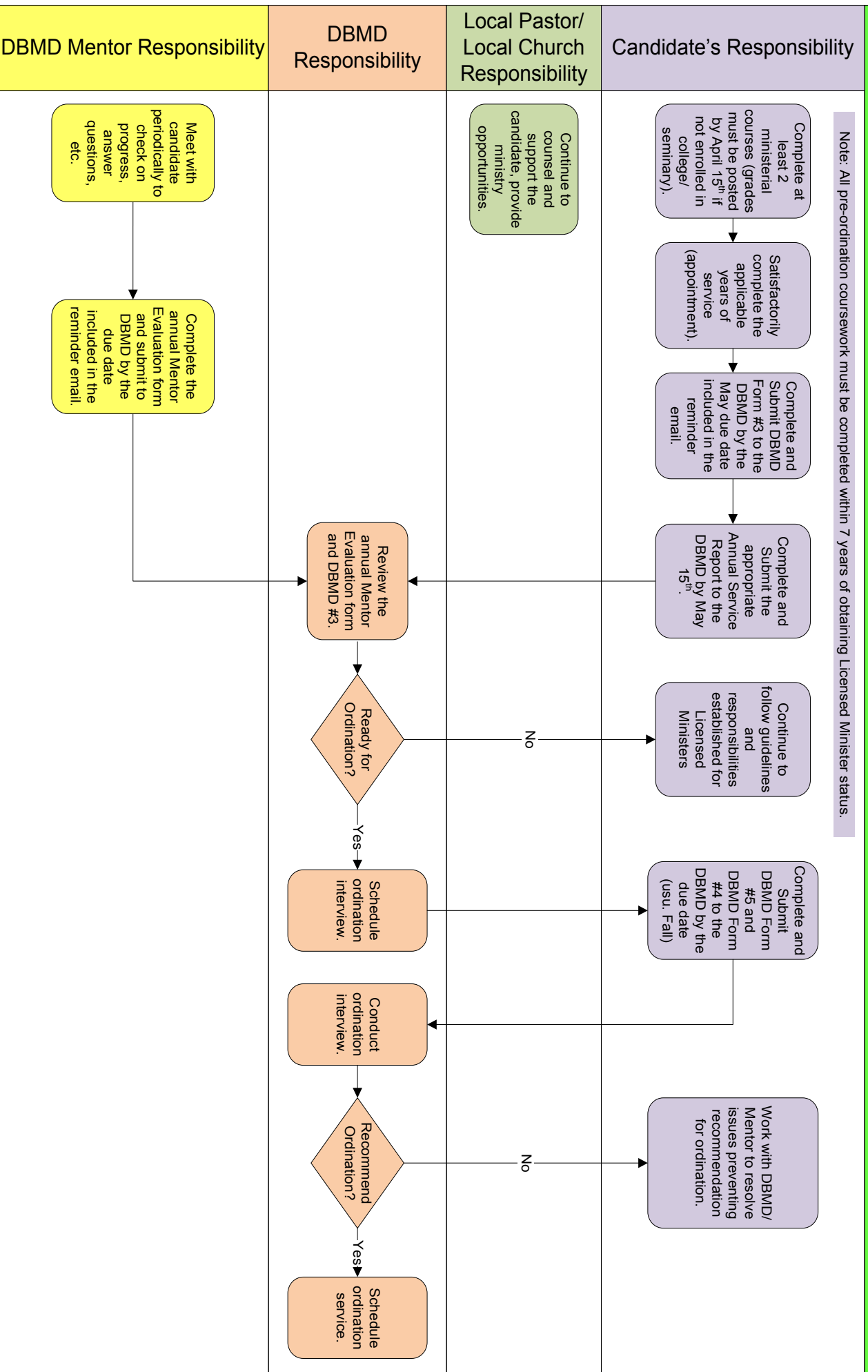
Your Licensed Minister license must be renewed at the end of each fiscal year. This renewal is contingent upon your meeting the following requirements:

- Completing the minimum of two (2) courses each fiscal year (May through April). *This* applies to all candidates working towards ordination regardless of their current employment or ministry status or method by which the coursework is being completed (on-line, correspondence, etc.)
- Submitting your completed Licensed Minister Annual Service Report to the District Superintendent and DBMD Chairperson by May 15th.
- Submitting your DBMD #3 Subsequent Years form to the entire DBMD membership in early May every year. A courtesy reminder email will be sent in the early spring to all of the candidates with the exact due date and list of DBMD member email addresses.
- You are responsible for submitting your ASR and DBMD #3 reports whether or not you receive the reminder emails. If you do not receive the reminder email you should at least send your reports to the District Superintendent and DBMD Chairperson with a note as to any changes in email address that may be hindering our communications with you.

### Ordination Interview

When you complete your pre-ordination coursework and your applicable years of service, you will be contacted by the DBMD Chairperson to schedule another face-to-face interview with the entire DBMD. If you are married, your spouse is also expected to attend and participate in this interview.

# Ordained Ministry Path Process (Subsequent Years as Licensed Minister up to Ordination)



## Phase 5—Ordination

This phase begins when you have completed all of your pre-ordination coursework AND your applicable years of service under the appointment of the Wisconsin District Board of Administration.

You will be contacted by the DBMD Chairperson to be scheduled for an Ordination Interview which will involve a face-to-face meeting with the entire DBMD. These interviews typically occur in October and are predominately designed to assess your grasp of Wesleyan Doctrine and Theology.

### Ordination Interview Preparation

Once your ordination interview has been scheduled you will need the following DBMD forms (see <http://www.wesleyan.org/106/dbmd-forms>) submitted to the members of the DBMD by the due date established when the interview is scheduled.

- You must complete and submit the DBMD #5 Ordination Application form to the DBMD.
- You must have several references each complete a DBMD #4 Reference for Ordination form and submit it to the DBMD. Follow the instructions of the DBMD #4 form to identify the references needed and distribute the forms to those references for completion.
- Review the sample theological questions provided in Appendix A of this guidebook. You need to be prepared to answer these types of questions with sound doctrinal and theological dialog.

### Ordination Interview Outcomes

If you successfully complete your ordination interview:

- You will be recommended to the DBA for ordination and included in the next Ordination Service.
- Ordination Services are held in conjunction with the District Conference which is typically held in June.

If you do not successfully complete your ordination interview:

- The DBMD will discuss options with you; typically this means you may be given some additional reading, coursework, or skill development items to work on for a defined amount of time. A second Ordination Interview would then be scheduled once those items have been successfully completed.

## **Frequently Asked Questions (FAQs)**

### **How will the DBMD communicate with me?**

The primary method of communication is via email so it is vitally important that you make sure we have your current email address. If you change your email address at any point in the process please inform the District Superintendent and the DBMD Chairperson of that change.

You should receive courtesy reminder emails in the spring for the submission of your ASR and DBMD forms. If you do not receive these reminders it is likely that we do not have your current email address.

### **How often will I meet with the entire DBMD?**

You can expect to meet with the entire DBMD at least three (3) times; upon your initial application to the DBMD, when you are ready to move from a Ministerial Student to Licensed Minister, and when you have completed all of the pre-ordination coursework and years of appointed service and are ready for your Ordination Interview. If you are married, your spouse is also expected to attend and participate in these interviews.

The mentor that is assigned to you by the DBMD when you begin this journey serves as a more accessible extension of the DBMD. Your mentor should be able to answer your questions about your call, the DBMD process, or help you find additional resources as needed. They are also responsible for submitting an evaluation of your progress to the DBMD on an annual basis.

If you have issues connecting with your DBMD mentor, please contact the DBMD Chairperson so we can address the issue.

### **What happens if I don't complete the minimum education requirements in a given year?**

Unless there are extenuating circumstances that are communicated to the DBMD and an exception is granted, failure to complete at least two (2) courses in a given year will result in the loss of your Ministerial Student or Licensed Minister license. This effectively removes you from the DBMD process until the issue is resolved. You can re-enter the process without losing any coursework already completed, but, loss of your license can impact your ability to perform the ministerial task to which you were appointed as well as have tax implications.

Completing your coursework in a timely fashion is just one way to demonstrate your commitment to be adequately equipped to fulfill the call God has set before you.

### **What happens if I don't submit my ASR in a given year?**

Failure to submit an Annual Service Report can result in the non-renewal of your ministerial license, especially if you are a Licensed Minister. If your report is not received, or was submitted incorrectly, an attempt will be made to give you the opportunity to resolve the issue.

## **What happens if I don't submit my DBMD #3 in a given year?**

Failure to submit a DBMD #3 Subsequent Years form to the DBMD can result in the non-renewal of your ministerial license. If we do not receive your DBMD #3 we will attempt to contact you to obtain the form from you in order to make a determination as to the renewal of your license.

Because the DBMD cannot physically meet with each candidate every year, the DBMD #3 Form (combined with the annual evaluation from your mentor) is the primary method of communicating your achievements, struggles, and questions to the DBMD. If we do not receive your report we will be unable to make a determination as to whether your ministerial license should be renewed and our only recourse is to recommend against renewing your license.

## **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.

Our goal is to see each one of you successfully navigate your selected ministry path.

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

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

## Appendix A - Sample Theological Questions

*As a candidate for ordained ministry you will be examined to determine your understanding of the rudiments of Christian theology in general and Wesleyan/Arminian theology in specific. Generally you should be able to articulate an understanding of the orthodox positions concerning the Trinity (theology), nature of Christ (Christology), hamartology (study of sin), soteriology (study of salvation), cosmology (study of creation), and eschatology (study of end times). The following questions are presented to help prepare you for future DBMD meetings. However, you should not consider this list to be exhaustive.*

1. Explain the difference between inerrancy and infallibility as they relate to the Bible.
2. Explain the different stages of grace that John Wesley taught were experience prior to and throughout the salvation experience of an individual.
3. Name and describe the specific actions of God extended to each person at the moment of salvation, i.e. adoption, justification, etc.
4. Explain the major differences in the views of salvation held by Wesleyan/Arminian and Calvinists theology. Be prepared to share where you personally stand in this tension.
5. Explain the Wesleyan/Arminian position of entire sanctification, including consideration for both the instantaneous and progressive experience.
6. Articulate your understanding of the sacraments (baptism and communion) including the participation of mankind and God within each.
7. What is the purpose of the Church in God's salvation plan?
8. What place do women have within the ministry of God's church? Be prepared to defend your position.
9. What is the meaning of ordination?
10. Define grace, its purpose and function between God and humankind.
11. Is it possible for a person to lose their salvation? If yes, how does this come about? If no, how is this possible? Explain how your position relates to the Wesleyan/Arminian view.
12. Distinguish between the concepts of "foreknowledge" and "predestination" in relationship to God's influence with mankind.
13. Explain the difference between the terms "imminent" and "immediate" as they relate to the return of Jesus Christ.



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