

Policies and Criteria for the Ordering Of Ministry In the Christian Church (Disciples of Christ) In Illinois and Wisconsin

(Adopted by the Regional Board, May 16, 1987)
(Revised by the Committee on Ministry, October 8, 2011)
(Revised policy by Committee on Ministry, Feb. 2012)
(Revised policy by RCOM and RCC, March 2018)
(Revised policy by RCOM and RCC, June 2019)

The Ministry Committee of the Christian Church (Disciples of Christ) in Illinois and Wisconsin has been formed in response to the Policies and Criteria for the Order of Ministry in the Christian Church (Disciples of Christ) in the United States and Canada (Indianapolis Assembly, July, 2009) Each Region has the responsibility to work out the procedures to implement that policy. The Ministry Committee expresses the judgment of, and acts on behalf of, the Christian Church (Disciples of Christ) in Illinois and Wisconsin in matters of the care and nurture of ministerial candidates and certification for ordination, commissioning, and ministerial standing.

I. Ministry in the Christian Church (Disciples of Christ)

(II. P & C. A. 1 & 2)

A. The Order of Ministry.

The Order of Ministry in the Christian Church (Disciples of Christ) comprises Commissioned Ministers and Ordained Ministers.

B. Personal Qualifications for the Order of Ministry.

The church expects to find within the women and men it receives into the order of ministry personal fitness sufficient to the demands of the office:

1. Faith in Jesus Christ, commitment to a life of Christian discipleship and nurturing spiritual practices;
2. A sense of call to the ministry affirmed by the church;
3. An understanding of pastoral identity;
4. Capacity to engage in theological reflection;
5. Strong moral character and personal integrity;
6. Commitment to spiritual, physical and emotional wellness sufficient for healthy ministry;
7. Care and compassion for all people with appropriate relational skills;
8. Responsible personal financial management;
9. Wise and generous stewardship in the use of God's gifts;
10. Skills and abilities necessary for the rigorous, pastoral tasks of ministry.

C. Preparation for Service in the Order of Ministry.

Persons to be inducted into the Order of Ministry are to prepare themselves for the work. That preparation shall include:

1. Participation in the life and work of a congregation of Christians;
2. Breadth of theological study so that the candidate shows an understanding of the Christian faith, the Bible, the church, the history and polity of the Christian Church (Disciples of Christ), the world in theological perspective, and the Christian mission;

3. Professional study and supervised experience in the work of ministry, with emphasis upon that form of ministry in which the candidate hopes to serve;
 4. Formation of responsible relations with and concern for the church, as both community of faith and institution;
 5. Growth in personal character, Christian insight, spiritual formation, and disciplined commitment to ministry;
 6. Formation of ethical principles to guide professional relationships and personal conduct.
- D. The Candidate must be a participating member in a Christian Church (Disciples of Christ) congregation.

II. The Commissioned Ministry

- A. **Description:** Commissioned ministry provides the Church opportunity for creativity and imagination in acknowledging the fresh work of the Holy Spirit. These ministries may include: pastors, evangelists, Christian educators, ministers of music, youth ministers, parish nurses, chaplains, bi-vocational ministers, recognized congregationally-based or non-congregationally-based community ministers, and others, where Regional nurture and authorization are deemed appropriate.

Commissioned Minister Standing authorizes one to perform ministry on behalf of the Christian Church (Disciples of Christ). A Ministerial commission may or may not meet all the legal requirements for the performance of marriages.

- B. A Ministerial commission is limited to the particular service and particular place for which the commission is given. The commission will be terminated when the person no longer performs that particular ministry.

C. Categories of Ministerial Commissions

1. Annual Commission. Every Commission granted on initial application will be for a period not to exceed one year.
2. Extended Commission. The extended commission may be given in special cases. It is granted at the discretion of the Ministry Committee, only after at least three annual commissions have been completed.
 - a. Need to create a two/three page paper evaluating the previous year's ministry and goals for the coming year to be submitted annually.
 - b. Every five years, the Candidate shall schedule a personal interview with the Committee (at least 90 days prior to the meeting).

D. Steps to be taken by the Candidate for commissioning

1. Must be willing to be under the supervision of the Committee.

2. Must acquire ministerial skills through study and growth in School for Ministry; participating in a Cohort group with an experienced Coach/Mentor.
3. Must participate in Cluster, Regional, and/or General Christian Church (Disciples of Christ) events.
4. The Candidate for initial commissioning shall submit the following documents to the Ministry Committee at least 30 days prior to the interview:
 - a. An Application for School for Ministry, or Commission Application if enrolled in seminary.
 - b. Spiritual Autobiography (3-5 pages)
 - c. A letter of recommendation from the official board of the congregation or church unit where the commissioned minister will serve.
 - d. Read CCIW Ethical policy and sign ethics card and Disclosure Form
 - e. Psychological/Vocational Assessment
 - f. Draft of Search and Call papers with background check
5. A representative from the Region can come to a service of recognition and presentation of the commission if requested.

E. Procedure for Annual Renewal of Ministerial Commission

1. The Commissioned Minister will meet with the Ministry Committee annually and shall request an interview for the renewal of the Commission. Failure to do so may result in a loss of the Commission and standing. (After missing two consecutive renewal meetings in one year, Commission will be revoked.)
2. The Commissioned Minister will provide an annual Renewal of Standing Form.
3. The Commissioned Minister will provide a three to five, double-spaced, typewritten paper on the following:
 - a. First visit with Ministry Committee – Spiritual Autobiography
 - a. Second visit with Ministry Committee – Concept of Ministry paper
 - b. Third visit with Ministry Committee – Concept of Church paper
 - c. Fourth visit with Ministry Committee – Reflections on Christian Church History and Polity
 - d. Guidelines for these papers will be provided in a separate document.
4. Annual Standing Renewal Form
5. Three evaluation report forms to be completed at least 30 days prior to the expiration of the Commission. These reports are to be completed by the Commissioned Minister, the Co-hort Leader, and a representative of the congregation or sponsoring body.
6. The Committee shall review the report forms and papers, meet with the Commissioned Minister at their scheduled time, and communicate its action to the Commissioned Minister, the Mentor, and the sponsoring body. If approval is given, a certificate shall be issued.

F. Procedure for Maintenance of Standing related to Extended Commission

1. Provide an annual Renewal of Standing form.

2. Every five years the Commissioned Minister shall schedule a personal interview with the Committee (at least 30 days prior to the meeting).
3. Provide the Committee, at least 30 days in advance of renewal appointment, the following documents:
 - a. Self-evaluation and an update on significant activities since last appointment
 - b. Congregational evaluation of the Commissioned Minister's ministry

G. Revocation of Commission and Standing

1. When a complaint is made that a Commissioned Minister has engaged in ethical misconduct:
 - a. If the matter is not disputed and no investigation is needed, the Ministry Committee handles the matter and takes appropriate action.
 - b. If the matter is disputed and/or an investigation is needed, the Committee on Ministerial Ethics handles the matter and takes appropriate action. This process is detailed in CCIW's Clergy Ethics Policy & Procedures.
2. The action taken by the Ministry Committee or by the Committee on Ministerial Ethics may include but not be limited to actions outlined in the Clergy Ethics Policy D.4. and D.5.
 - a. For a Commissioned Minister, if the complaint is sustained, action taken may include either immediate revocation of the Commission or not renewing the Commission for a succeeding year.
 - b. The Regional Minister (or designated staff) will communicate the action taken to the complainant, the Commissioned Minister, and the congregation/employer, in a formal letter sent by certified mail with return receipt requested.

H. Right of Appeal

1. Candidates/Commissioned Ministers may appeal any decision of the Committee concerning themselves for re-hearing before the Committee.
2. Further appeal of the decision of the Committee can be made to the Executive Committee of the Regional Board of the Christian Church (Disciples of Christ) in Illinois and Wisconsin for final decision.
3. Appeal of decisions by the Regional Church may be made to the General Board Committee on Ministerial Standing, as set forth in section K of Policies and Criteria for the Ordering of Ministry of the Christian Church (Disciples of Christ)
4. The regional Committee will not consider any appeal if legal proceedings are pending or in process.

III. The Ordained Ministry

- A. Description:** By Ordination the church recognizes the work of the Holy Spirit in calling particular persons to creative and imaginative servanthood in Christ; accepts their ministry in and for the Christian Church (Disciples of Christ) and for the whole body of Christ; covenants to undergird the ministry; and grants authority to perform that

ministry as a representative of the church. Ordained ministers are baptized members of a Disciples congregation.

In accepting Ordination, the minister covenants to obey God by caring for the church, offering gifts of mind, body and spirit to that service, agreeing to fulfill the functions of a minister, and adhering to the Ministerial Code of Ethics of the Christian Church (Disciples of Christ).

Ordained Minister Standing authorizes one to perform ministry on behalf of the Christian Church (Disciples of Christ). Ordination may or may not meet all the legal requirements for the performance of marriages.

Historically called a ministry of word and sacrament, among others, this ministry may include pastors, educators, ecumenical leaders, recognized congregationally based or non-congregationally based community ministers, chaplains, pastoral counselors, and ministers who serve in the General and Regional church.

B. Educational Requirements. There are two educational tracks in preparation for Ordination: an **apprentice track (AT)** and a **seminary track (ST)**.

1. Those in the apprentice track will demonstrate competency in the 16 areas of ministerial practice (see list in Section C below) by completing a program of study of at least 250 contact hours approved by the Region in which they are under care.
2. Those in the seminary track will demonstrate competency in the 16 areas of ministerial practice (see list in Section C below) by securing a Master of Divinity degree or its equivalent from a theological school accredited by the Association of Theological Schools in the United States and Canada or its equivalent.

C. Candidates for Ordination are expected to follow the seminary track, unless, in consultation with their Region, the Regional Committee on Ministry determines that their economic, linguistic, vocational, or familial circumstances make the apprentice track more appropriate. Regardless of the educational track chosen, the church expects the women and men it ordains to demonstrate competency in the following areas of ministerial practice, listed alphabetically:

1. **Biblical Knowledge:** Be rooted and grounded in scripture and able to interpret and apply the scriptures in ways that are appropriate to original and contemporary contexts.
2. **Church Administration and Planning:** Be able to practice the principles of good administration, planning and implementing short- and long-range goals to enhance Congregational life in collaboration with teams and committees.
3. **Communication:** Be an effective communicator and be able to facilitate effective communication within and on behalf of the church.
4. **Cross Cultural and Anti-Racism Experience:** Be sensitive to the different manifestations of racism and prejudice in the culture and be committed to confronting and overcoming them.

5. **Ecumenism:** Exhibit a commitment to working with other Christians and denominations and with other faiths in programs of common witness and service, and to articulating the vision of the ecumenical and global church as a starting place for mission.
6. **Education and Leader Development:** Know the foundations of Christian education and the principles of leader development. Show competency in teaching children, youth, and adults, including lay leaders and staff.
7. **Ethics:** Be able to help parishioners think critically about the relationship of their faith to issues of justice, ethics and morality
8. **Evangelism:** Be able to motivate Congregational members to share their faith through word and action.
9. **Mission of the Church in the World:** Be able to understand and articulate the centrality of the call to mission given by Jesus Christ and the prophets. Be able to empower congregations to engage in mission from our doorsteps to the ends of the earth.
10. **Pastoral Care:** Be able to engage other persons with empathy and assess situations and relationships with the compassion of Christ, with sensitivity to culture and context. Be able to convey the healing power of God to those who suffer.
11. **Proclamation of the Word:** Know the practice and theory of Christian preaching. Be able to proclaim the Word of God, share the Good News of Jesus Christ, and help Congregational members apply their faith to daily life.
12. **Spiritual Development:** Establish and maintain spiritual disciplines that lead to personal growth and help others develop a rich spiritual life.
13. **Stewardship:** Be able to develop and encourage healthy stewards who recognize and share generously God's abundant gifts for all creation.
14. **Theology:** Be able to articulate a coherent view of God's nature and activity in relation to the Christian tradition, to critically engage human situations from a perspective of faith, and to help persons recognize theological issues in their daily lives.
15. **Understanding of Heritage:** Have knowledge of and appreciation for the history and thought of Christianity and of the history, structure, practices, and ethos of the Christian Church (Disciples of Christ).
16. **Worship:** Know the purpose and elements of Christian worship. Have the ability to plan and lead meaningful worship by working with the worship team, musicians, and Congregational members.

D. Responsibilities Specifically Assigned to the Regions

1. Establish procedures to evaluate applicants for Ordination;
2. Evaluate the educational experience of candidates for an AT program (see Appendix 1) which would include a high school diploma or its equivalent and some post-secondary educational experience;
3. Consult with the appropriate National Pastor/Leader of Racial Ethnic communities whenever considering a racial/ethnic applicant;
4. Receive and nurture applicants "in care"

5. Be in relationship with the sponsoring congregation and the candidate's educational setting;
6. Authorize and supervise the act of Ordination; and
7. Facilitate continuing education including training in healthy boundaries and anti-racism.

E. Candidacy for Ordination

1. **Definition:** Candidacy is that period of time in which the individual is in care with the **Regional Commission on Ministry and involved in a specified program of study and formation** in preparation for Ordination. It is intended to be at a minimum a two- to three-year process which guides and discerns a candidate's preparation and readiness for ministry. This process preferably begins when a man or woman declares the intention to seek Ordination through the Christian Church (Disciples of Christ), and their congregation affirms that intention.
2. **The Procedures During Candidacy.** The candidate shall seek Ordination through a discernment process established by the Region in which the candidate is In-Care. That preparation may include authorization as a Commissioned Minister (Seeking Ordination). The candidate may complete the educational requirements for either track without serving as a Commissioned Minister.

Separate from candidacy, Commissioned Minister status authorizes one to perform ministry on behalf of the Christian Church (Disciples of Christ). The granting of candidacy may or may not meet all legal requirements for the performance of marriages.

3. **Preparation for Ordination.** A candidate for Ordination is to prepare himself or herself spiritually, intellectually, emotionally and physically for her/his ministry. The following areas support and enhance the performance of an applicant's chosen ministry:
 - a. Participation in the life and work of a congregation of Christians;
 - b. Breadth of theological study so that the candidate shows an understanding of the Christian faith, the Bible, the church universal, the history and polity of the Christian Church (Disciples of Christ), and the formation and function of Christian mission;
 - c. Professional and ecclesiological study plus supervised experience in the work of ministry, exhibiting competencies in that form of ministry in which the candidate hopes to serve;
 - d. Formation of responsible relations with and concern for the church, both as communities of faith and as institution;
 - e. Growth in personal character, Christian insight, spiritual formation, wellness and disciplined commitment to ministry;
 - f. Formation of and adherence to ethical principles to guide professional relationships and personal conduct as outlined in the Ministerial Code of Ethics of the Christian Church (Disciples of Christ).

4. **Requirements for Entering In-Care Status**

- a. The Committee will take In-Care as potential candidates for Ordained Ministry, persons who:
- b. Have formally requested an interview with the Ministry Committee;
- c. Have submitted to the Committee at least 30 days prior to the interview:
 - i. An Application for In-Care Status with basic biographical information;
 - ii. A letter of Endorsement from the applicant's church of membership stating its acceptance, approval, and support of the applicant, and the applicant's personal qualifications for ministry (see section I. B. above); and, if appropriate, an expression of the congregation's willingness to serve as the candidate's sponsoring congregation. See guidelines.
 - iii. A Letter of Support from the candidate's home Regional Minister;
 - iv. An Official Transcript from the Baccalaureate degree granting college or University, if earned;
 - v. A Spiritual Autobiography
 - vi. The Receipt of the Acknowledgement Card for Policies and Criteria and CCIW Guidelines for Sexual Misconduct documents;
 - vii. Psychological/Vocational Assessment
 - viii. Draft of Search and Call papers with background check

5. Requirements for Maintaining In-Care Status

- a. Annual interviews with the Ministry Committee;
- b. Submission to the Committee at least 30 days prior to interview:
 - i. A Concept of Ministry paper in the second year, a Concept of Church paper in the third year, and a paper on Disciples history and polity following conclusion of course work on history and polity;
 - ii. A written report from the candidate's participation in a Vocational Discernment and Assessment Program approved by the Region, normally at the second year interview;
 - iii. A Biographical Update; and
 - iv. A report indicating completion of one unit of Clinical Pastoral Education before the Ordination can be approved
 - v. The Candidate shall keep the Committee informed of his/her current residence as well as any changes in school or vocational plans.

6. **Conclusion of Candidacy.** Completion of a prescribed program of study (apprentice track) or the receipt of a Master of Divinity degree or its equivalent from an institution of higher education accredited by the Association of Theological Schools (seminary track) does not guarantee Ordination.

Candidacy is concluded by Ordination, voluntary withdrawal by the candidate, or decision of the Region to terminate candidacy. Completion of candidacy within seven years is recommended, but may be extended at the discretion of the Region.

F. Right of Appeal

1. Candidates may appeal any decision of the Committee concerning themselves for re-hearing before the Committee.
2. Further appeal of the decision of the Committee can be made to the Executive Committee of the Regional Board of the Christian Church (Disciples of Christ) in Illinois and Wisconsin for final decision.
3. Appeal of decisions by the Regional Church may be made to the General Board Committee on Ministerial Standing, as set forth in section K of Policies and Criteria for the Ordering of Ministry of the Christian Church (Disciples of Christ)
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Appendices

Apprentice Track

- 1) Candidate must serve as a Commissioned Minister for no less than two (2-3) years, satisfying Section II.D.1-5 and Section II.E.1-6
 - Annual meetings with committee; annual renewal of standing form; Annual papers
 - o Concept of ministry (2nd visit)
 - o Ecclesiology (3rd visit)
 - o Church history / polity (4th visit)
 - Disclosure and release form
 - Three (3) evaluations annually – candidate, mentor, congregational rep

- 2) At this point, the candidate then determines to pursue:
 - a. Staying with Commission
 - b. Pursuing Ordination

- 3) For Ordination
 - a. Look at 16 marks of the Apprentice Track (see (c.) below)
 - i. Establish an independent Supervisor/Coach
 1. *not* the on-site mentor
 2. *not necessarily* someone of the candidate's choosing
 - a. 3-4 working for the region
 - b. Possibly those who have gone through the coaching
 - ii. Committee tells the candidate which of the 16 are needed to work on and determine action plan for each
 - iii. Candidate works with Supervisor/Coach to satisfy them

 - b. One unit of CPE (Clinical Pastoral Education) with written report indicating completion, satisfying Section III.E.5.iv.

 - c. 16 Units of Competency
 - i. Candidate may take as much (or as little) time as necessary
 1. (1 - ?? years, depending on the candidate)
 2. One system that allows for both “go-getters” and those more slow and deliberate
 - ii. Continues to meet at least annually with Ministry Committee
 1. Required at those meetings is the requisite paperwork for any / all of the 16 units being undertaken
 - iii. What is required to show competency in each of the areas (Appendix I)

Required to show “Competency” in 16 Areas of Ministry

Note: The sub-committee believed if a candidate knows they will be pursuing ordination, they can begin working on their 16 areas of competency during the 2-3 years of commissioned ministry. The sub-committee furthermore believed that: (a) as much of this work as possible should be outsourced so that the ministry committee is not micro-managing the Apprentice Track process; (b) the ministry committee should point candidates, where possible, toward opportunities that would help them meet the criteria.

When reading the following:

(T) – Transcript

If the candidate has a formal degree in ministry (but not necessarily an MDiv), they may have enough documented coursework in one of the 16 areas to verify competency through the transcript

(D.R.F.) – Detailed Response Form (attached)

The sub-committee understood that competence in some areas (such as administration, evangelism, e.g.) might be able to be expressed through “on the job experience.” In such cases, a new form is envisioned. This form – to be turned in to the Ministry Committee – would ask for verified leadership in a special project (event, experience, etc...) in that particular area of ministry with a corresponding response by the ministry supervisor.

(C.E.U.) – Continuing Education Unit

This could in the form of:

- *Workshops, seminars approved by the Ministry Committee*
- *CCIW School for Ministry*
- *Missouri School of Religion*
- *Other*

(M.C.) – Ministry Committee

The sub-committee believed that in some cases (e.g. “Communication”) the Ministry Committee would verify competency (or lack thereof) simply by spending the years of commissioned ministry interviewing the candidate and reading their written submissions.

Area of Ministry

What is needed to verify competence?

1. Biblical knowledge

Formal coursework in OT and NT at the minimum

(T) or (CEU)

- | | |
|--|--|
| 2. Church Admin and Planning
<i>Formal coursework</i> | (T) |
| <i>OR...</i> | |
| <i>Special Project AND 1-2 CEUs</i> | (1-2 CEUs) + (DRF) |
| 3. Communication | |
| <i>Ministry committee papers and interview and/or</i> | |
| <i>Newsletter articles, church blogs, sermons</i> | |
| <i>(as requested by ministry committee)</i> | |
| <i>Form submitted on communication (see attached)</i> | |
| 4. Anti-Racism | |
| <i>CCIW course</i> | Certificate from Instructor |
| <i>And/or</i> | |
| <i>Book of committee's choosing</i> | One page paper addressing:
"How reading this book has
changed my ministry" |
| 5. Ecumenism | |
| <i>Participation in local groups</i> | (DRF) |
| <i>And/or</i> | |
| <i>Leading interfaith events</i> | (DRF) |
| <i>And/or</i> | |
| <i>Leading a Special Project</i> | (DRF) |
| <i>Note: the sub-committee recognizes that expressing ecumenism is not always easy, depending on the candidate and their ministry setting</i> | |
| 6. Education and Leader development | |
| <i>Formal coursework</i> | (T) |
| <i>And/or</i> | |

<i>(2) special projects (6-8 week classes taught)</i>	(DRF)
<i>And/or</i>	
<i>(2) seminars attended</i>	(Certificate from Instructor)
7. Ethics	
<i>Formal coursework</i>	(T)
<i>Or...</i>	
<i>(2) CEUs</i>	(Certificate from Instructor)
8. Evangelism	
<i>Formal coursework</i>	(T)
<i>Or...</i>	
<i>Special Project</i>	(DRF)
9. Mission of the Church in the World	
<i>Formal coursework</i>	(T)
<i>Or...</i>	
<i>Special project - (leadership in a mission experience)</i>	(DRF)
10. Pastoral Care	
<i>Clinical Pastoral Education (1 unit)</i>	(Certificate from Instructor)
11. Proclamation of the Word	
<i>1-2 books on preaching (Ministry Committee's choice)</i>	
<i>3 reflection papers on 3 sermons</i>	(Sermon Evaluation Form)
<i>(from different preachers)</i>	
<i>Evaluations of 3 of candidate's sermons</i>	(Sermon Evaluation Form)
<i>(at least <u>two people</u> from congregation for each sermon)</i>	
12. Spiritual Development	
<i>Leading an event (retreat, class, etc..)</i>	(DRF)
<i>And...</i>	
<i>Regular participation in a Spiritual Group</i>	(DRF)
<i>Or...</i>	
<i>Regular engagement with spiritual disciplines</i>	(DRF)

13. Stewardship
1-2 CEUs (Certificate from Instructor)
- Or...*
- Formal coursework* (T)
14. Theology
At least 2 formal courses (T) or (CEU – Certificate from Instructor)
15. Disciples History and Polity
CCIW History and Polity course (Certificate from Instructor)
16. Worship
Formal coursework (T)
Or...
Special Project (Worship Form)
Or...
1-2 CEUs (Certificate from Instructor)

Ministry Committee

Apprentice Track – Area 16 (Worship)

Worship Worksheet

Candidate copy

Name: _____

Area of Ministry: **Worship**

Plan one (1) of the following services:

Palm Sunday, Easter, a Sunday in Advent

- 1) Provide a copy of the bulletin
- 2) What roles did **you** play in the service (e.g. did you preach? Serve at the communion table? Etc...). What did you say in those roles (provide written samples, if possible)?
- 3) Where was communion served in the service? What was the theological reason behind place it there?
- 4) What scriptures were read? What was the theological reason behind having them read?
- 5) Give a one paragraph synopsis of the sermon delivered on that text.
- 6) Explain how the text **you** chose influenced the points made in the sermon.
- 7) Explain how communion was served? Explain the theological significance of communion being served in that way.

Ministry Committee

Apprentice Track – Area 16 (Worship)

Worship Worksheet

On-site supervisor copy

Name: _____

Area of Ministry: **Worship**

Plan one (1) of the following services:

Palm Sunday, Easter, a Sunday in Advent

- 1) Provide a copy of the bulletin
- 2) What roles did **the candidate** play in the service (e.g. did you preach? Serve at the communion table? Etc...). What did you say in those roles (provide written samples, if possible)?
- 3) Where was communion served in the service? What was the theological reason **the candidate** gave behind place it there?
- 4) What scriptures were read? What was the theological reason behind **the candidate** having them read?
- 5) Explain how communion was served? Explain the theological significance **the candidate gave** for communion being served in that way.

Ministry Committee
Detailed Response Form
Candidate's Copy

Detailed Response Form (DRF)

Some areas of ministry (Evangelism, Church Administration, Ecumenism, Education and Leadership Development, Ethics e.g.) might allow for competency to be expressed through on-the-job-experience. The intent of this form is to create a verifying document that reflects that competency

It is understood that for a candidate to show competency in each area, mere participation is not sufficient. Some level of leadership is involved (organizing, recruiting, implementing...)

Name: _____

Area of Ministry: _____

Describe the nature of the event (project, class, experience, trip etc...) in which you led in this area:

Describe the purpose (What were the goals?)

Describe in detail **your** role. What did you do? Whom did you involve? How did you involve them?...

What did **you** learn that you would want to continue and build upon regarding similar (or related) events in the future? (How will **you** use this in your ministry?)

What would **you** do differently in similar (or related) situations in the future?

What did **you** learn about **yourself** in the process?

**Ministry Committee
Detailed Response Form
Supervisor's Copy**

Detailed Response Form (DRF)

Some areas of ministry (Evangelism, Church Administration, Ecumenism, Education and Leadership Development, Ethics e.g.) might allow for competency to be expressed through on-the-job-experience. The intent of this form is to create a verifying document that reflects that competency

It is understood that for a candidate to show competency in each area, mere participation is not sufficient. Some level of leadership is involved (organizing, recruiting, implementing...)

Name: _____

Area of Ministry: _____

Describe the nature of the event (project, class, experience, trip etc...) in which you led in this area:

Describe the purpose (What were the goals?)

Describe in detail **the candidate's** role. What did they do? Whom did they involve? How did they involve them?...

What did **the candidate** learn that you would want them to continue and build upon regarding similar (or related) events in the future? (How is **the candidate** planning on using this in his/her ministry?)

What could **the candidate** do differently in similar (or related) situations in the future?

What did **the candidate** learn about **themselves** in the process?

SERMON EVALUATION FORM

Student's Name

Evaluator's Name

Position:

Sermon Text

Date Preached

Where Preached

CONTENT	Weak	Fair	Good	Very Good	Excellent
Introduction					
Commanded attention					
Introduced the theme					
Appropriate length					
Theme					
Timely					
Relevant					
Basis in Biblical text					
Outline					
Proper thought sequence					
Stayed with text and theme					
Discernible outline					
Development					
Adequate theme treatment					
Good analysis of text					
Smooth transitions					
Use of Biblical material					
Illustrations					
To the point					
Theme and text					
Helpful					
More than entertaining					
Conclusion					
Good summary					
Appropriate application					
Called for response					
Final Analysis					
On the whole, Sermon content was...					

DELIVERY	Weak	Fair	Good	Very Good	Excellent
Diction/Speech					
Correct use of grammar					
Good choice of words					
Clear enunciation					

	<i>Weak</i>	<i>Fair</i>	<i>Good</i>	<i>Very Good</i>	<i>Excellent</i>
<i>Voice</i>					
Well modulated					
Effective pauses					
“Ring of conviction”					

	<i>Weak</i>	<i>Fair</i>	<i>Good</i>	<i>Very Good</i>	<i>Excellent</i>
<i>Body</i>					
Good eye contact					
Good posture					
Appropriate gestures					
Relationship with audience					

	<i>Weak</i>	<i>Fair</i>	<i>Good</i>	<i>Very Good</i>	<i>Excellent</i>
<i>Final Analysis</i>					
On the whole, Sermon delivery was....					

SERMON EVALUATION

Evident Strengths:

Suggestions for Improvement:

Additional Comments:

Signature: _____ *Date:* _____

Sample #2

AN EVALUATION SHEET: WHAT TO LOOK FOR IN A SERMON

Purpose	What is the primary purpose of the sermon?
	In what ways does the preacher express the Bible message?
Setting	In what ways is the preaching fitting for the moment?
Awareness	In what ways does the preacher show sensitivity to the listeners?
Biblical Foundation	Is the sermon faithful to the "faith of scripture"? (with respect to expansion, biblical faith and contemporary relevance)
Faith of the Preacher	What is the faith of the preacher, expressed or implied?
Content	In what way is the substance of the sermon clear, fresh, and relevant to its purpose (with respect to general statements and concrete particulars)?
Communication Style	How does the preacher communicate with the hearers?
Delivery	Is the message delivered as direct personal speech of commanding importance?
General Comments	Did the sermon appeal to you? In what ways?

