



## READ ME FIRST—ELDER ORDINATION

Dear Elder Ordination Candidate,

Congratulations! Your journey to become an Elder in the Mountain Sky Conference has entered its final year! This document contains the instructions you need to complete your final assignments.

You know how it works. This time around, **all paperwork is due November 1**. If all of your work is not in on time, your ordination may be postponed for one year. I will let you know as I receive paperwork for your file, but it is up to you to “push” references, supervisors and your DS to get their documents turned in. I strongly urge you to get started today, because you know delays will arise.

Please note the following guidelines for sending in paperwork (which you should know by now):

1. Everything can be sent by email.
2. Be sure to save a copy of all your documents for your own records.
3. Many of the assigned documents are preformatted for fonts, margins, headers and footers. Therefore, **DON'T CHANGE THE FORMATTING!!!!**
4. All the documents have a title. Please rename them with your last name and the year of your ordination at the beginning of the title. For example, I would rename “App.doc” to “West 2021 App.doc.” **DO NOT CHANGE THE NAME IN ANY OTHER WAY!** This format helps me keep your paperwork together.
5. **DO NOT COMBINE DOCUMENTS;** otherwise I may not realize they are all there!
6. I will acknowledge every message I receive from you so you will know it got through.

Ten (10) forms are required, and can be downloaded at the Mountain Sky Conference website. They are:

1. Application for Clergy Relationship (App.doc). **Fill this in and return it to your registrar immediately.** Instructions are contained in the document.
2. Verification of Appointment (ApptVerify.doc). Instructions are contained in the document.
3. Bible Study Outline (BibleStudyElder.doc). Instructions are contained in the document.
4. Doctrinal Examination (ElderDoctrinalExamination.doc). Instructions are contained in the document.
5. Fruitfulness Project Report (FruitfulnessProjectElder.doc) (For those commissioned in 2013 and later)
6. Mentor Report Revised 2020 (MentorReport.doc). To be submitted jointly with your mentor to the Registrar and Mentor Coordinator.
7. Reference List (RefList.doc). **Fill this in and return it to your registrar immediately.** Instructions are contained in the document.

8. Residence in Ministry Report (RIM.doc). Instructions are contained in the document.
9. iRIM Content Event Form (Copies to the RIM co-chair and your Interview Team contact person) Instructions are in the document.
10. Sermon/service videos (ElderSermons.doc): Submit links to videos of one complete worship service, as well as a second sermon, with notes/transcript from which you preached the second sermon. **Please double-check the URLs** for both of these videos to ensure they work before submitting this document to the registrar.

In addition, please send me:

- A photo. This need not be professionally done, but it should be posed, taken from the waist up and not in direct sunlight. This must be a digital file in .JPG format. This photo will be used in the PowerPoint presentation during Clergy Session at Annual Conference.

After your paperwork is received, the following process begins:

### **On-Site Interview**

An **Interview Team** will be assigned to you at the fall meeting of the Board of Ordained Ministry. Then, in cooperation with your contact person from the Board of Ordained Ministry, you will need to arrange a meeting where your team may interview persons involved in your local ministry setting. Interviews will take place between November and February. Participants from your local church should include the following:

- Chairpersons of:
  - Administrative Board (or Council)
  - Pastor (Staff)-Parish Relations Committee
  - Board of Trustees
- Church Lay Leader
- Other persons may participate as they have particular knowledge about your work within the last year.

### **Personal Interview**

(This is usually done at the same time as the on-site interview.)

In addition to the on-site interview, the interview team will meet with you separately. This will be a time of reflecting on your paperwork, clarifying questions, touching base with your ministry and personal journey.

### **Board Process**

To make your planning easier, and the process more efficient, the full Board of Ordained Ministry will meet in March and make the final determination regarding your request for Deacon's Orders and Full Connection. You will be informed of the Board's decision before leaving the retreat, remembering that our decision is contingent upon an affirmative vote on your behalf in the Clergy Session of the Mountain Sky Conference.

It is critical that ALL paperwork (including references) be returned by November 1 so your interview team will have time to do the onsite visit and evaluate everything. Don't delay, get started today!

If you have any questions or concerns, contact me as soon as they come up.

Blessings!

Carrie West, Registrar for Elders and Deacons

[carrie.west1169@gmail.com](mailto:carrie.west1169@gmail.com)

(719) 740-6427.

(Please send all documents by email. However, should you need to send something by snail mail, for some reason, the address is 789 S Jasper Drive, Pueblo West, CO 81007.)