



READ ME FIRST—DEACON COMMISSION

Dear Candidate:

Greetings and welcome to the process that will ultimately, we hope, bring you to ordination as a Deacon in the Mountain Sky Conference of the United Methodist Church. Below is a list of the required paperwork for commissioning as a provisional member. Please note the following guidelines for completing your assignments:

1. The BOM Registrar must have your complete candidacy file from your District Committee on Ordained Ministry no later than November 15.
2. Almost everything can be sent in via email, so let's save our forests and use email. BE SURE to keep a copy of your work for your files!
3. Save all your documents in the format you received them (.doc). If you have questions or problems with this, contact the Registrar.
4. All the documents are preformatted for margins, fonts, page numbering, etc. So DON'T CHANGE THE FORMATTING!! Repeat: DON'T CHANGE THE FORMATTING!!
5. All the documents have a name. Please RENAME THEM with your last name and the year they are due at the beginning of the title. DO NOT CHANGE THE NAME IN ANY OTHER WAY! For example, I would rename "App.doc" to "Martin 2020 App.doc." This format helps me keep your paperwork together. DO NOT COMBINE DOCUMENTS; otherwise we may not realize they are all there!
6. The Registrar will acknowledge every document received from you so you'll be sure it got through.

In March of next year, you are invited (required, actually) to attend a two-day retreat with the Board of Ordained Ministry. You'll get the details in plenty of time, but don't schedule anything that might interfere. The Board will cover on-site expenses, and up to \$300 of your travel expenses. At this meeting you'll be interviewed about your paperwork by your assigned Reading Team (also known as your Interview Team), get your picture taken and have lunch with the Cabinet. Could there be a more exciting couple of days?

Your assignment is HUGE, and the time is short. **Everything is due to the Registrar no later than January 31.** We strongly encourage you to speak with your supervising pastor and/or SPRC chair so you can divert the necessary time toward completing this assignment.

If your work is not in on time, your commissioning will probably be postponed, so do not wait until January to start – start today. (In fact, you could easily complete and return a couple of these documents today.) Why? Because we *guarantee* that unexpected delays will occur; your family will spring a surprise visit on you, your computer will crash, you will get sick, etc. So start early! We will let you know as we receive paperwork for your file, but it is up to you to "push" references, supervisors, and your DS to get it in.

The required forms are listed below. They are available for download on the same page you downloaded this document.

1. Application for Clergy Relationship (App.doc) Fill this in and return it to the Registrar immediately!
2. Request for Appointment (ApptReq.doc)
3. Autobiographical Statement (AutoBio.doc)
4. Biographical Information (Bio.doc)
5. Case Study (Case.doc)
6. Doctrinal Examination (DoctrinalExam.doc)
7. Medical Report by Candidate (MedicalCandidate.doc)
8. Reference List (RefList.doc) Fill this in and return it to the Registrar immediately!
9. Theological School Information Release and Recommendation Form (SchoolRec.doc)
10. Confirmation of Required UM Courses (UMCourseConfirm.doc)

In addition to the above documents, Deacon candidates must complete the following:

- Sermon (DeaconComSermon.doc) Instructions are included in the document.
- Extended Study (ExtendStudy.doc) Instructions are included in the document.
- A seminary transcript immediately following graduation, sent to the Registrar.

After you have been commissioned, you will be contacted by the director of the Residence in Ministry program. Three RIM events are offered each year. Each candidate must attend the March event and one other, for the first two years of your provisional period.

CONTACT INFORMATION

If you have any questions or concerns about this process, contact the Registrar for Elders and Deacons, Carrie West, or Calob Rundell, the Chair of the Provisional Care Team.

Carrie West, Registrar for the Mountain Sky Conference Board of Ordained Ministry, carrie.west1169@gmail.com, (if you have to contact me by mail: 789 S Jasper Drive, Pueblo West, CO 81007), 719-740-6427.

Calob Rundell, Chair of the Provisional Care Team, calob@calobrundell.com

Welcome to the candidacy process! We look forward to working with you!