

### **Due September 1 to be commissioned at the upcoming Annual Conference**

**Autobiographical Statement** which reflects your faith, family, health and academic journey to your call to ministry, and your future for servant leadership - min. 3 pages, max. 6 pages (BOD ¶324.11)

#### **Proclaiming the Word**

The sermon video upload instructions can be found attached below.

Prepare and give an original sermon that includes a call to action, to move people to respond. ~~You choose the Scripture~~ **Please follow the special instructions in your candidacy invitation letter** and include the text on the front page of your transcript. Sermon needs to be videoed live before a congregation or ministry setting. Cite resources used.

#### **Doctrinal Questions**

Written responses to the doctrinal questions in BOD 2020.2024 ¶324.7 - Min. 15 pages, max. 20 pages including works cited page

#### **Psychological Assessment**

Call your provider and schedule an appointment so the report is received by September 1st.

#### **Background and Credit Check**

Contact the Conference Office for required forms.

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- All written materials must be double-spaced, 1" margins, and 12 pt. Times New Roman Font.
  - Make sure your reflections show depth of thought and are absent of grammatical syntax errors.
  - Candidates must communicate clearly in oral and written form (¶¶330, 335)
  - It is highly recommended that your work is proofed by a Full Elder or Deacon not currently on the Board of Ordained Ministry at least 3 weeks before the deadline. Contact the Leadership Development office for suggested clergy.
  - Submit materials as separate PDFs to [bea.stucke@dakotasumc.org](mailto:bea.stucke@dakotasumc.org)
  - Name files such as `Autobio_Bieber_2025`, `SermonTranscript_Bieber_2025`, etc.
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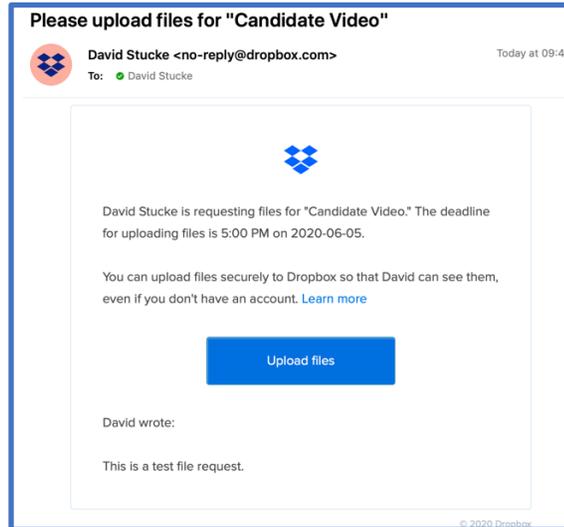
**Materials will be reviewed by the Board of Ordained Ministry before an interview is scheduled. If guidelines are not met, an interview will not be granted. Notification will be sent by September 30th.**

# Instructions for recording and uploading your sermon video to Dropbox

1. **Video:** Choose a location with a simple, non-distracting background. Be sure to have enough light on your face for a good exposure. Soft, indirect light is best. Record your video in horizontal format, (widescreen).
2. **Audio:** Avoid locations that echo; keep the microphone close to you. If that's not possible, use a lapel microphone.
3. To upload your video from your phone, skip to the next page. To upload from your computer, see the next steps.

## Upload from your Computer:

- a) Contact Bea Stucke at [bea.stucke@dakotasumc.org](mailto:bea.stucke@dakotasumc.org) to get the upload link to Dropbox. You do not need a Dropbox account to upload your video.



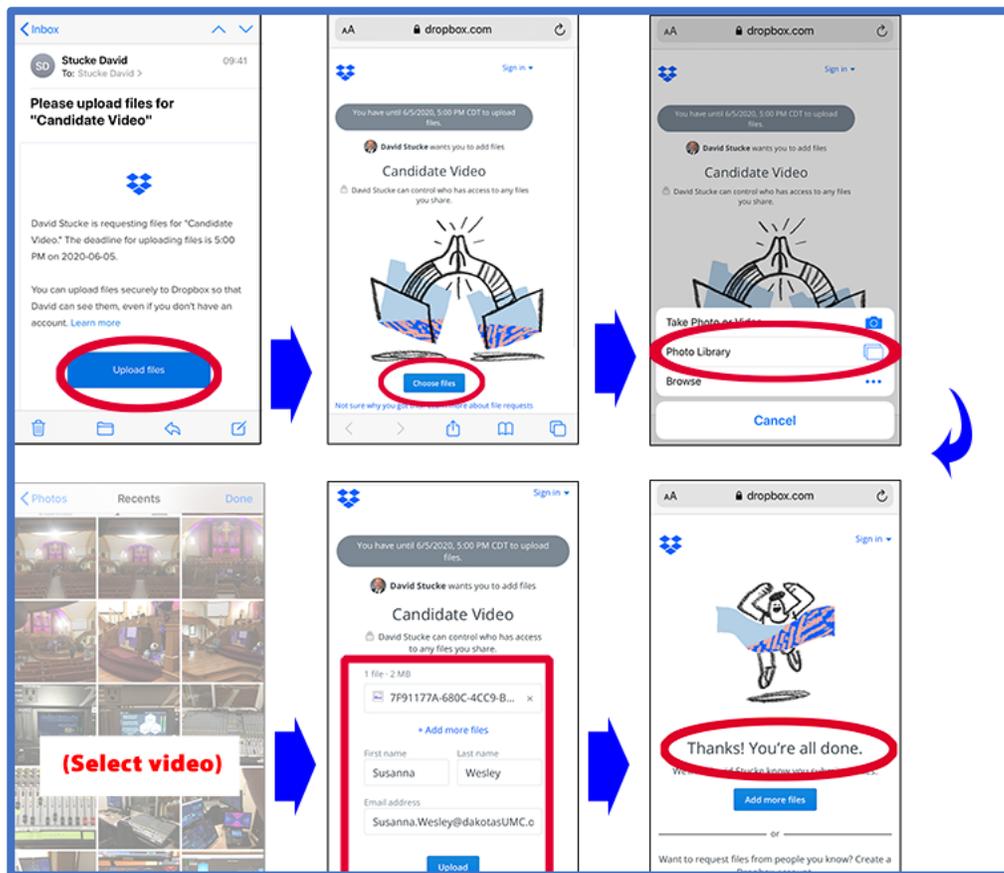
- b) Click on the **"Upload Files"** button in your e-mail and follow the on-screen instructions to complete your upload. You must keep the Dropbox browser upload window open until you see verification that your upload is finished: **"Upload Done!"**. Depending on the strength of your internet connection, it may take longer than expected (a 10-minute video contains approximately 18,000 individual frames, plus audio).

Thanks for sharing!

# Instructions for recording and uploading your sermon video to Dropbox

## Upload from your mobile device:

- Check your e-mail for a “Dropbox file request” from [name]@dropbox.com. It may look similar to the image below. You do not need a Dropbox account to upload your video.
- The images in this graphic approximate what you may see while using an iPhone to upload your video to Dropbox:



- Click on the **“Upload Files”** button in your e-mail and follow the on-screen instructions to complete your upload. You must keep the Dropbox browser upload window open until you see verification that your upload is finished: **“Upload Done!”**. Depending on the strength of your internet connection, it may take longer than you expect (a 10-minute video contains approximately 18,000 individual frames, plus audio).

Thanks for sharing!