

Requirements for Full Membership Elder or Deacon (Ordination)



Due September 1 to be Ordained at upcoming Annual Conference

Prerequisites:

When in doubt, see Book of Discipline Requirements and explanations. If you still have questions, contact your mentor or the Registrar of the BOM.

- Provisional Member as Elder or Deacon
- Clergy Leadership Academy Participation
 - Attend at least six retreats, plus the 2 Ordination and Commissioning Retreats with the Bishop.
 - Preach 1 time.
 - Participate in mentoring
- Complete any requirements given by BOM at your Commissioning.
- 3 Years Full-Time Ministry or equivalent
- Apply for Ordination by September 1st before your 8th Annual Conference as provisional or your provisional membership will be discontinued
- Submit application requirements to BOM. (Deacon ¶ 330; Elder ¶ 335 – Due Sept. 1st)
 - See the next page for full requirements*.

Once Paperwork is submitted:

- The BOM registrar will inform you if your paperwork meets the minimum requirements and you will be invited to an interview. The registrar will re-check commissioning requirements as well.
- Site Interview by BOM, in ministry location. This includes BOM conversation with site lay or clergy leadership.
- Be interviewed by BOM and recommended to clergy session of the Annual Conference by $\frac{3}{4}$ majority vote of BOM.
- Receive approval for full membership by a $\frac{3}{4}$ majority vote of the clergy session of Annual Conference.

*Full Requirements to be submitted to BOM:

- **Spiritual Journey Statement** which reflects personal life, family and ministry experiences to include how these experiences shape and impact your current and future leadership experience in the church - min. 3 pages, max. 6 pages
- **Proclaiming the Word - Sermon video upload instruction can be found attached below**
 - Elder - prepare and give an original sermon that includes a call to action, to move people to respond. You choose the Scripture 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.
 - Deacon - prepare a sermon described above OR prepare and give an original 4-week Bible study on a book of your own choosing. Cite resources used. Include teaching context & how people reacted.
- **Bible Study:** Written plan and outline for an original six-week Bible study you've taught in ministry context based upon a book in Scripture. Cite resources used to develop this study. Include a brief post-study evaluation including the teaching context, how it was received and what you learned in the process (BOD 2020.2024 ¶330.3/335.6). Deacons, this must be different than Proclaiming the Word above.
- **Doctrinal Questions**
 - Min. 15 pages, max. 20 pages including works cited page
 - Elder track: written responses to the doctrinal questions in BOD 2020.2024 ¶335.8 sections a,b,c.
 - Deacon track: written responses to the doctrinal questions in BOD 2020.2024 ¶330.5 a,b,c.
- **Making a Disciples Project (Update 2026) - instructions can be found attached below.**
- **Psychological Assessment Phase II** – Call your provider and schedule an appointment so the report is received by September 1st.
- **New Background and Credit Check** – contact Bea Stucke at the Conference Office for required forms.

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- All work must be new and original from commissioning material; no duplication is allowed
 - 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 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
 - 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 Sep. 30.

Making Disciples Project

(Ordination requirement-2020.2024 BOD ¶335.7) “...presented a project that demonstrates fruitfulness in carrying out the church’s mission of “Making Disciples of Jesus Christ for the Transformation of the World”.

To further this mission, as candidates for ordination in the Dakotas Conference you are being asked to report on a significant disciple making initiative you have led during your time as a Provisional Member of the Dakotas Conference. Please consider the questions you will be asked to respond to in your report prior to selecting a specific initiative, keeping in mind the assessed needs of those within the area of your unique ministry setting. This report should be no fewer than five (5) pages long double-spaced.

The following are suggested project possibilities, but you are free to choose any project that you have already initiated or will be initiated during your provisional residency period:

- Launching a new worship service.
- Starting a new church or satellite ministry.
- Launching a major outreach project to address a social justice issue.
- Beginning a small group ministry to reach un-churched people.
- Leading a mission trip.
- Leading a long-term Bible study, targeting a new population.
- Starting a new member class where people were intentionally led to a profession of their faith and were integrated into the life and work of the congregation.
- Leading a confirmation class from start to finish.
- Directing a major musical or theatrical production in which the public were invited to participate.
- Starting a new music ensemble for potential new Christians.
- **Leading a small group or team to deepen their spiritual development so as to nurture and grow others in their discipleship.**

The report should share responses to the following questions and statements:

- **What is your understanding of making disciples for Jesus Christ?** (Answer this question using Biblical references and personal reflection.)
- **Describe the specific initiative you led during your provisional residency in which you were intentional about making disciples.**
- **Why did you decide to initiate this ministry?** Keep in mind the following questions in your response: What was the vision for this initiative? How did you determine and communicate the vision? How does this ministry help make disciples of Jesus Christ?
- **What was your role in this ministry?** How did you engage new leaders in the initiative? How did you train and equip them? How did you celebrate the successes and debrief the mistakes? How did you and your leaders grow as disciples and in your ability to make disciples?
- **What was your budget for this initiative? How did you fund this ministry?**

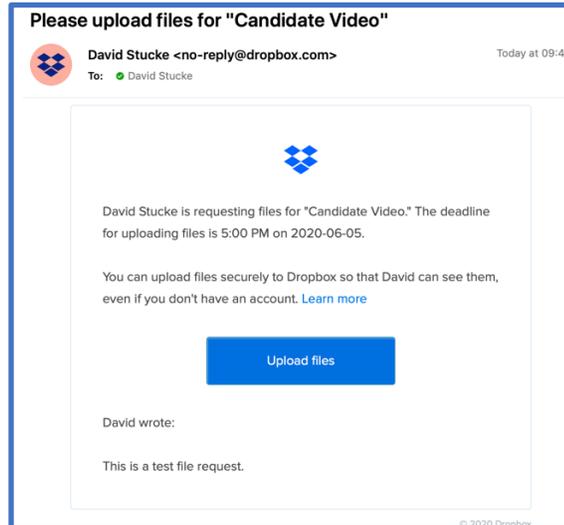
- **Describe how you reached out to the community, and especially to people not currently involved in a faith community.** What worked well and what did not? What would you do differently next time?
- **Provide specific examples of fruitfulness for this initiative, such as:** How many new disciples were made? How many professions of faith occurred because of this ministry? How is this ministry being sustained today? How did those participants grow in their discipleship?
- **What did you learn overall from this initiative about making disciples?** What specifically would you do differently if you were to teach or lead this again?
- **How did you care for yourself during the project?** How did you grow spiritually? How are you a different disciple now than you were before?
- **Include evaluations from the following persons on your leadership in this project and the impact it had on the church's ability to improve its mission of making disciples of Jesus Christ:**
 - Your supervisor.
 - An additional person, such as the chairperson of the Administrative Council or SPRC.
 - A participant in this Making Disciples Project.

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 to get the upload link to Dropbox. You do not need a Dropbox account to upload your video.



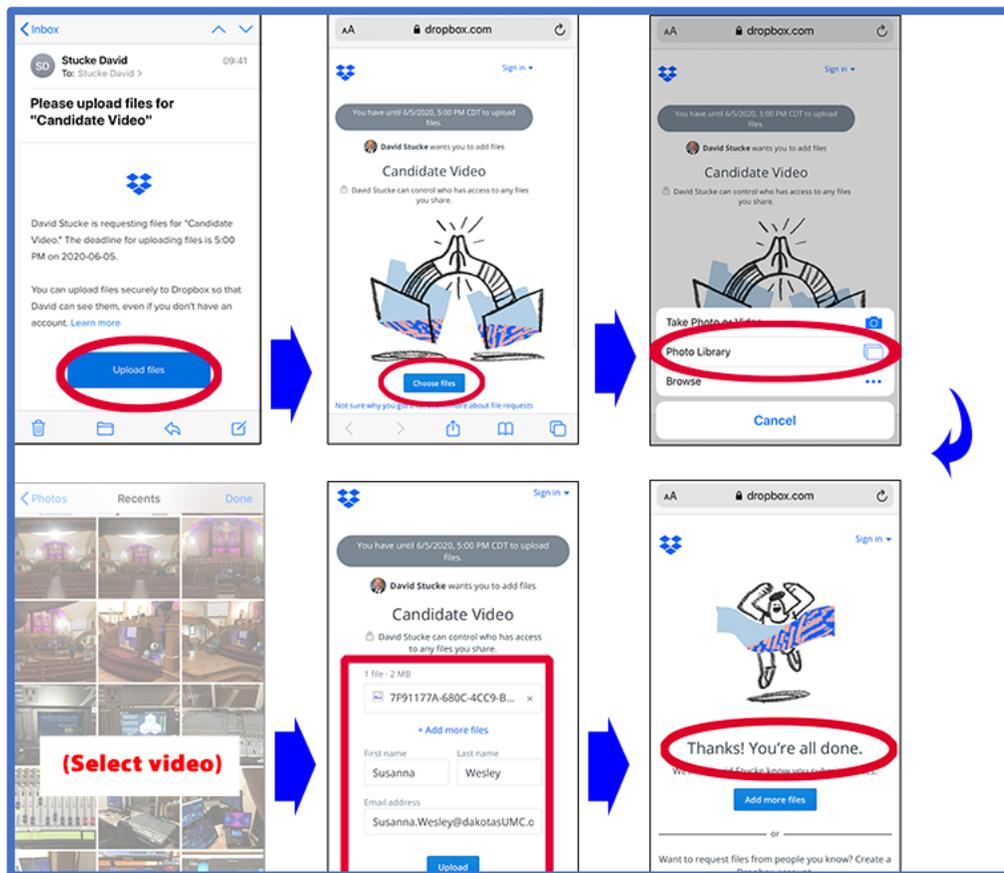
- b) Click on the **"Upload Files"** button in your e-mail and follow the on-screen instructions to complete your upload. You must keep the Dropbox browser upload window open until you see verification that your upload is finished: **"Upload Done!"**. Depending on the strength of your internet connection, 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!