

## Provisional Membership Requirements Elder or Deacon (Commissioning)



**Due September 1 to be commissioned at the 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.*

- Be a certified candidate for at least one year, and up to 12 years maximum.
- Complete a bachelor's degree.
- Complete 2/3 of Education requirements, including Basic Graduate Theological Studies. Education must be completed within four months of the Annual Conference. (Elder Track: ¶324.3- 324.4; 324.4A; Deacon Track ¶324.3 -324.4; 324.4B)
- Take an in-person or interactive preaching course.
- Demonstrate gifts for ministry of service and leadership to the DCOM's satisfaction.  DCOM Votes.
- Submit application requirements to BOM. ¶324.5,7-11 (Sept. 1st)
  - See the next page for full requirements\*

### Once Paperwork is submitted:

- BOM registrar will inform you if your paperwork meets the minimum requirements and you will be invited to interview.
- Site Interview by BOM, either ministry location or school. 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 provisional membership by a  $\frac{3}{4}$  majority vote of the clergy session of Annual Conference.

## \*Full Requirements to be submitted to BOM:

- **Transcripts:** BOM requires **official** transcripts of all relevant education (undergraduate, graduate etc.) These will be evaluated according to the requirements of ¶324.3-5.
- **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 - Sermon Video Upload Instructions can be found below**
  - *Elder* - 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. The 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.
- **Doctrinal Questions**
  - Min. 15 pages, max. 20 pages including works cited page
    - *Elder track:* written responses to the doctrinal questions in BOD 2020.2024 ¶324.7
    - *Deacon track:* written responses to the doctrinal questions in BOD 2020.2024 ¶324.7
- **Psychological Assessment** – call your provider and schedule an appointment so the report is received by September 1st.
- **Background and Credit Check** – contact Bea Stucke at 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.
  - 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](mailto:bea.stucke@dakotasumc.org)
  - Name files such as *Autobio\_Bieber\_2025*, *SermonTranscript\_Bieber\_2025*, etc.

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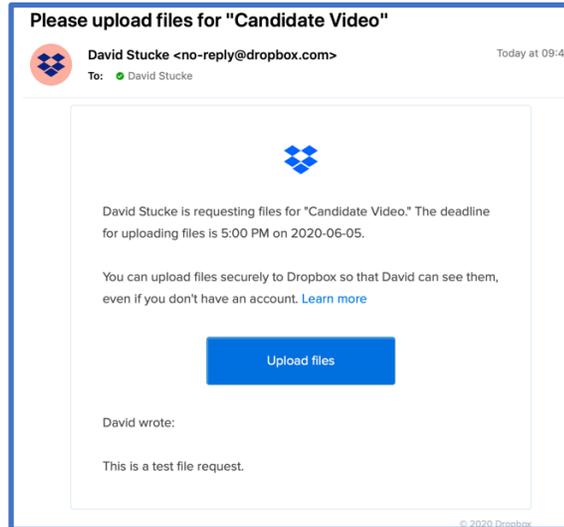
**→ Materials will be reviewed by the Board of Ordained Ministry before an interview is scheduled. If guidelines are not met, an interview will not be granted. Notification will be sent by September 30th.**

# 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.



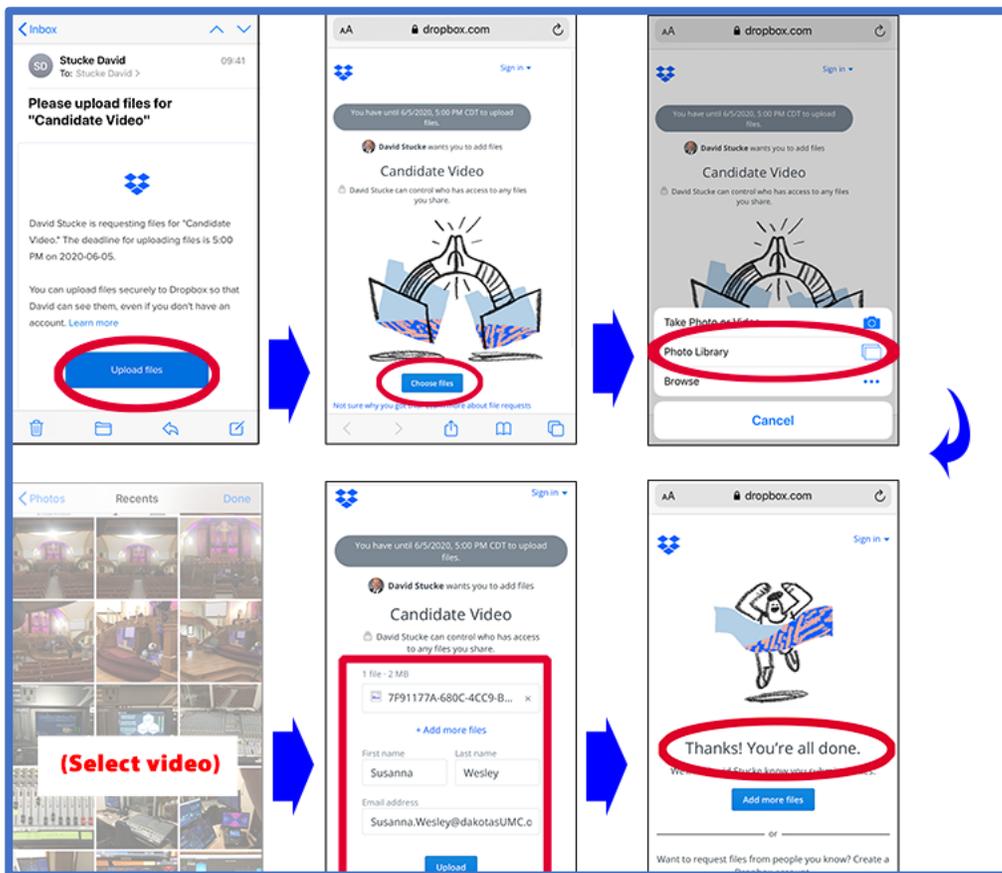
- b) Click on the **“Upload Files”** button in your e-mail and follow the on-screen instructions to complete your upload. You must keep the Dropbox browser upload window open until you see verification that your upload is finished: **“Upload Done!”**. Depending on the strength of your internet connection,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