

QUICK GUIDE FOR CREDENTIALING

*Steps toward credentialing for ministry in the Pacific Northwest Mennonite Conference**

Adopted by Pastoral Leadership Team 5/28/09

As soon as new pastor begins a term of service, congregations are encouraged to begin the process of credentialing which is initiated by the request of the congregation made to the Pastoral Leadership Team (PLT) for licensing. The following steps take place after the congregation, in consultation with the District Pastor (DP), decides that it wishes to credential a pastor.

1. Both the licensing and ordination interview are initiated by a **letter from the congregation requesting credentialing** sent to the Executive Conference Minister (ECM) and chairperson of the Pastoral Leadership Team (PLT) with a copy to the congregation's DP. The letter should briefly identify the pastor's job description and gifts for ministry. The credentialing process normally takes at least three months after the request for credentials is received.

2. Taking into consideration the time for the candidate to complete interview forms, the ECM will **arrange for an interview date** with PLT. This date will be confirmed upon **completion of all interview forms**. *Note:* It is expected that the PLT will have received completed forms 14 days prior to the interview (sent to the ECM and PLT chair) or the interview will need to be rescheduled to a later date.

3. Forms required for interviews:

(a. Ministerial Leadership Information (MLI) - For the **licensing** interview an MLI (if completed more than two years prior to the interview, it must be updated including statistical information and changes in convictions and theology). For the **ordination** interview an MLI needs to be updated identifying particular areas of growth and changes in conviction and theology.

(b. Interview Questionnaire - Complete the interview questionnaire (**licensing** candidates will prepare written responses to the questionnaire for "Candidate for Licensing" and **ordination** candidates will prepare written responses to the interview guide from the "Credentialing and Education Task Force Recommendations" document on "core competencies").

(c. You will also be asked to provide your SS # number and signature so that PNMC can do a confidential, safe background check if not done in the pastoral calling process.

Again, these documents must be received by the EMC at least 14 days prior to the scheduled interview date.

4. **Interview with the PLT.** Generally a 2 hour period is allotted for the interview. Candidates are requested to be joined by their spouse and one or two persons from their congregational leadership for the interview.

5. The PLT chair will orally report general **interview results** within a day of the interview (this may occur immediately after the PLT deliberation following the interview) followed by a written letter.

6. Following a positive interview the ECM and/or DP will work with the candidate and the local congregation to arrange for a **credentialing ceremony**.

*See "Guide and Forms for a Licensing and Ordination Interview in the Pacific Northwest Mennonite Conference" and "Guide for Granting and Maintaining Ministerial Credentials in the Pacific Northwest Mennonite Conference" for a more detailed outline of these procedures.