

Credentialing Process Checklist

Credentialing Packet

Introduction

By summarizing in a condensed checklist fashion, this document is designed to serve as an easy reference or reminder of the critical steps to be taken by those persons most involved in the process of credentialing a candidate for a ministry office within the Mennonite Church. It brings together ideas and intentions of all the materials included in this packet. For additional details it is important to refer to the other documents.

I. Licensing Toward Ordination

This covers the period of time from when a candidate applies for a ministry position, is interviewed and called by a congregation or another ministry-related position, through the licensing interview with the area conference ministerial leadership committee, the public service of licensing, and the subsequent time of two years (or four if extended) of serving in an initial ministry role.

Candidates

Complete MLI.

Consider a call to a new ministry position.

Complete licensing interview questionnaire and/or area conference materials.

Participate in the licensing interview at the invitation of the area conference ministerial leadership committee.

Following a positive licensing interview, be involved in arrangements for the service, working with the conference minister or representative and the congregational leader.

Participate in the licensing service.

Continue relationships throughout the licensing period: mentor, pastor-peer, continuing education, participating in

Conference Ministers

Provide Transition Packet to a potential ministry candidate.

Provide Credentialing Packet to person having been called to a new ministry position.

Receive expected materials for credentialing interview and distribute to committee members

Arrange the licensing interview for the candidate with the committee.

Licensing interview: Assign mentor, introduce growth/orientation and accountability plans, suggest continuing education goals.

Following a positive licensing interview, set a date and initiate plans for a licensing (and installation) service, working with the candidate and congregational leader.

Participate in the licensing service.

Give a Certificate of License for Ministerial Leadership to the newly licensed minister, along with any additional materials.

Congregational Leaders

When there has been a call to a new ministerial person, send a letter of request for licensing to the conference minister.

Set date and help arrange for and plan a licensing service, possibly combined with the formal Installation.

Participate in licensing service.

II. Ordination

After the first complete year of Licensing toward Ordination and certainly within six months prior to the end of the licensing period, the process of moving toward Ordination ought to begin.

Candidates

Counsel with conference minister and congregational leadership to discern a personal sense of readiness for ordination.

Prepare materials responding to the ordination interview questionnaire and/or materials expected by your area conference.

Submit your materials to your conference minister at least two weeks prior to the ordination interview.

Participate in the ordination interview.

Following a positive ordination interview, set a date and initiate planning for the ordination service. Identify special persons whom you would like to invite to attend and/or participate in this event.

Offer your suggestions and requests to the congregational and conference persons assisting in planning for this service.

Participate in the ordination service, receiving it as a gift of the church for blessing your ministry among and with the people of God .

Continue with annually completing the accountability document, but more than that continue to carry out competent and caring ministry for Christ and the church.

Conference Ministers

Counsel with the minister and the congregational leadership regarding their sense of the minister's readiness for ordination.

Help the congregational leadership to plan and implement a congregational discernment process.

Confirm that the ministerial candidate for ordination has the ordination interview questionnaire and/or materials from your area conference.

Keep in touch with the candidate for credentialing.

Receive congregational report and recommendation regarding ordination.

Arrange for an ordination interview with your area conference committee or its representatives. Distribute materials and responses of the candidate to committee members.

Participate in the ordination interview.

Following a positive ordination interview, set a date and initiate planning for the ordination service.

Give spouse of candidate the appropriate form to complete. Determine spouse involvement in ordination service.

Work with appropriate persons in planning the ordination event, especially inviting the minister's requests and suggestions.

Participate in the ordination service, leading in the ordination liturgy.

Give a Certificate of Ordination to the newly ordained minister, along with any other appropriate materials.

Congregational Leaders

Sensing a minister's readiness for ordination, be in contact with the conference minister to initiate the process.

Along with the deacon/elder board, plan and implement a congregational discernment process. Keep minister fully informed.

Following discernment process in the congregation, send a letter of request with the congregation's recommendation to ordain to the conference minister and the area conference ministerial leadership committee.

Select a congregational representative to attend the ordination interview.

Participate in the ordination interview.

Following a positive ordination interview, set a date and initiate planning for the ordination service. Involve a cross-section of the congregation. Coordinate planning with the conference minister.

Invite neighboring congregations and ministers to attend the ordination service.

Host the ordination service. Anticipate it not only as a special day in the life of your pastor, but also as a special blessing of the ministry of the church.

III. **Licensing/Commissioning for Specific Ministry**

This is a credential for ministry designed to be used for a designated time, place, or purpose. It is to be processed on its own, and without the expectation that it will lead to any additional credential such as ordination. When the designated time, place, or purpose ends, the credential ends also.

Candidates

Complete MLI.

Consider acceptance of a call to a specific ministry role and/or position, either within a congregation or in another ministry role in another setting.

Complete the materials requested by your conference minister/area conference ministerial leadership committee. (Note: these will have to be adapted from the materials for Licensing Toward Ordination and for Ordination.)

Submit your materials to your conference minister at least two weeks prior to the scheduled interview.

Participate in the licensing/commissioning interview.

Following a positive licensing/commissioning interview, participate in planning for a service of recognition of the ministry role and credential.

Participate in the service of recognition for licensing/commissioning for your specific ministry, receiving this as the blessing of the church for your ministry.

Continue with annually completing the accountability document, but more than that continue to carry out competent and caring ministry for Christ and the church.

Conference Ministers

Provide Credentialing Packet to person having been called to a new ministry position.

Determine what are appropriate and reasonable expectations of the candidate in regard to materials that should be submitted to the area conference ministerial committee for this credentialing process. (Note: these will have to be adapted from the materials for Licensing Toward Ordination and for Ordination.)

Receive both the congregational request for credentialing and the materials of the candidate.

Arrange for a licensing/commissioning interview of the candidate with the area conference ministerial leadership committee or its representatives.

Participate in the licensing/commissioning interview.

Following a positive licensing/commissioning interview, set a date and initiate planning for the service of recognition of this ministry credential. Work with both the candidate and the congregational leader.

Participate in the service of recognition for licensing/commissioning for specific ministry.

Give a Certificate of Licensing/Commission for Specific Ministry to the newly credentialed person, along with any other appropriate materials.

Congregational Leaders

If there has been a call to a member of your congregation to a new ministry position, either within the congregation or elsewhere, send a letter of request for credentialing to the conference minister.

Set a date for a service of recognition of this ministry credential and offer congregational assistance in planning and development.

Host the service of recognition for licensing/commissioning for specific ministry for the member of your congregation.