

CHURCH OF THE BRETHREN

PRE-LICENSING INTERVIEW GUIDE

Name _____ Date _____
Last First Middle

I. PRE-LICENSING

When a person becomes interested in the set-apart ministry in the Church of the Brethren, the congregation shall notify the District Ministry Commission. Arrangements are made for a joint meeting of representatives of the church board and the District Ministry Commission to examine the candidate. Such an examination should include the candidate's aims for the ministry; natural ability; moral and spiritual fitness; willingness to prepare for the duties of the ministry; the candidate's commitment to the history, beliefs, and practices of the Church of the Brethren; and the candidate's personal faith perspective.

II. THE INTERVIEW

- A. The District Ministry Commission is responsible for guiding the licensing process. This document and related papers may be reproduced only for deliberation by the commission and/or its interview committee.
- B. The candidate fills out the interview guide and returns it to the District Ministry Commission.
- C. In addition to reviewing the interview guide, the District Ministry Commission or its interview committee prepares questions emerging from it, as well as additional questions pertaining to the candidate's faith and life. With a candidate for licensing, it is important to look for potential as much as well-thought-out theology.
- D. The District Ministry Commission is free to ask for additional materials that will assist them in the interview process. These materials could include transcripts, a physical examination, Readiness for Ministry testing, etc.
- E. If the candidate is married, the spouse should be invited to join the interview.

III. FOLLOWING THE INTERVIEW

- A. A recommendation regarding the candidate must be processed by the District Ministry Commission and the congregation so that each body makes a decision regarding the person's readiness for licensing.

- B. The original document and related papers are to be retained in the licensed minister's permanent confidential file in the district office. All other copies are to be destroyed by the District Executive¹ at the conclusion of the pre-licensing process. The permanent confidential file is open only to the candidate and District Executive.

IV. TERM OF LICENSE

The term of the license shall be for the current year, with all expirations being on December 31

V. NOTE TO THE CANDIDATE

- A. The questions in this guide are asked so that you can provide written responses in preparation for the interview with the District Ministry Commission or its interview committee. If more space is needed for your responses, use the additional information sheets at the end of this guide.
- B. If you move your membership to another congregation within the district, that congregation and the District Ministry Commission must approve your continued licensed status.
- C. If you move your membership to a congregation in another district, you will need to be relicensed in that district.

VI. PLACEMENT OF LICENSED MINISTERS AS PASTORS

- A. The current "Ministerial Leadership" paper restricts the pastoral service of licensed ministers (see the Ministerial Leadership Manual, pages AC10.16 and AC10.3). A licensed minister may serve as a pastor under the supervision of his or her District Ministry Commission, while he or she is engaged in an approved ministerial training program. Therefore, it is understood that the denominational placement system is for the placement of ordained ministers and licensed ministers who have been approved for ordination by their district boards and congregations.
- B. Licensed ministers who are nearing the completion of ordination requirements and desiring their first call as a pastor are in a special situation. One cannot be ordained prior to receiving a call to serve, and a profile is placed in the system in order to obtain a call. This dilemma is resolved by following "The Process of Ordination," *Ministerial Leadership Manual*, page AC10.9.
- C. The District Ministry Commission should interview the licensed minister who is nearing the completion of ordination requirements, using the "Pre-Ordination Interview Guide" to determine the individual's readiness for ministry. If it appears that the licensed minister is making good progress and is ready to place a pastoral profile in the denominational placement system, the commission should recommend ordination to the

1. The term "District Executive" is used in this paper to refer to a variety of titles used by districts to identify their executive staff.

respective District Board. The District Board can approve an ordination pending the completion of the requirements of ordination, including a call to serve. The District Board's approval should be sent to the licensed minister's congregation for a vote, again pending the completion of ordination requirements, including a call to serve.

- D.** The District Executive, once the requirements of ordination have been met and the individual has received a call to serve, may move forward with a service of ordination.
- E.** District Executives and District Ministry Commissions need to be alert to the fact that the timing of the above is important. A student, for example, who is graduating in the spring of the year, should have a pastoral profile in the placement system by January of that year. Therefore, it is important for the interview and District Board/congregational actions to occur in the summer or fall of the previous year.

Approved by the Parish Ministries Commission in consultation with the Council of District Executives, 6/1997. Revised by the Office of Ministry 1/2000 and 9/2001 after consultation with the Council of District Executives.

Office of Ministry
Church of the Brethren General Board
1451 Dundee Avenue
Elgin, Illinois 60120-1694

PRE-LICENSING INTERVIEW GUIDE

Date _____

PERSONAL DATA

Name _____ U.S. citizen ___ Yes ___ No
Last First Middle
(If no, explain on an additional information sheet at the end of the guide.)

Address _____
Street, Box City/Town State Zip

Home phone(____) _____ Office phone (____) _____

E-mail _____ Fax(____) _____

Membership is in _____ Congregation _____ District

Date of birth: Month _____ Day _____ Year _____

Marital status: Single ___ Married ___ Widowed ___ Divorced ___

If married, spouse's name _____

Spouse's congregation _____

Names/ages of children _____

Your present school or occupation _____

Check level completed: 11 12 1 2 3 4 1 2 3 4
High school College Graduate school

Indicate degrees received and from where _____

Describe yourself as a student: ___ Above average ___ Average ___ Below average

List school, community, or other activities in which you have had a part:

<i>Activity</i>	<i>Your responsibility</i>	<i>One or two important learnings for you</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name, _____

What leadership responsibilities have you had? (List the organization and the position.)

List part-time or full-time employment (three most recent):

<i>Dates</i>	<i>Organization/Employer</i>	<i>Your position</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Health: ___ Average ___ Above average ___ Below average

Comment: _____

MINISTRY QUESTIONS/ISSUES

(If you need more space, use the additional information sheets at the end of the guide.)

1. What type of church occupation interests you?

- Pastor Christian Education Youth Ministry
 Overseas Ministry Teaching Administration
 Chaplaincy Service Ministry Ecumenical Ministry
 Special Ministry (please specify): _____

2. Why are you seeking to be licensed to the ministry?

3. Write a narrative about your call. How did you experience the call? What people and events were influential in your faith journey?

Name _____

4. What skills or talents do you have that you think could be effectively utilized as a licensed minister?

5. What experiences have you had that might benefit you as a licensed minister (volunteer, teaching, administration, speaking in public, etc.)?

6. Are you aware of anything that might hinder your development and involvement in the licensed ministry program (e.g., financial burden, family responsibilities, etc.)?

7. Plan for educational preparation (check appropriate items below):

Completed seminary

Name of institution _____ Degree received _____

Completed college

Name of institution _____ Degree received _____

Currently enrolled in a college or seminary

Name of institution _____ Year _____

Plan to enter a college or seminary (enclose a copy of your letter of acceptance)

Plan to enroll in Training in Ministry (TRIM)

Plan to enroll in Education for Shared Ministry (EFSM)

Plan to enroll in the Academy Certified Training Systems (ACTS)

Other _____

(must have the approval of the District Ministry Commission)

8. In one or two paragraphs, present detailed plans for preparation for ministry.

Name, _____

9. State your understanding of the following (document with biblical and/or other writings):

a. God _____

b. Jesus Christ _____

c. Holy Spirit _____

d. The church _____

e. Scripture _____

f. Church of the Brethren _____

10. What doctrines, beliefs, practices, or statements of the Church of the Brethren do you feel are most important? most relevant?

11. Which doctrines, beliefs, practices, or statements of the Church of the Brethren do you feel are difficult to support?

12. I have read the "Ethics in Ministry Relations—1996" paper and accept its requirements and procedures. Yes No

If no, please explain (if you need more space, use the additional information sheets at the end of the guide):

Name , _____

SPACES BELOW TO BE COMPLETED BY DISTRICT REPRESENTATIVES

Recommendation of interviewers (if other than the District Ministry Commission):

Interviewers: _____

Date: _____

Recommendation of District Ministry Commission (this section must be signed by the chairperson and secretary, or by two other commission members designated by the chair):

Signed: _____
Ministry Commission chair

Ministry Commission secretary

Date: _____

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