



Pacific Southwest District of the Church of the Brethren

Dr. Donald R. Booz, District Executive

To: *Candidate's Name*
Cc: *Candidate's church Pastor's Name*
Candidate's church Moderator or Board Chair
District Executive
From: *Name, Chair, Ministry Commission*
Re: Process of Ordination in the Pacific Southwest District
Date:

Dear Licensing Candidate,

Greetings! The Pacific Southwest District rejoices in your exploration of a call to the set-apart ministry through the process of Licensing. We want this process to be as friendly and transparent as possible. See the attached candidate's check list for more information. You are always welcome to call or email with any questions.

Outline of the Process:

Where to Start:

1. Begin your study of these four documents (1) Ministerial Leadership Paper 1999, (2) 2004 PSWD Addendum to Ministerial Leadership Paper, (3) Ethics in Ministry Relations 2008, (4) Ethics for Congregations 1996. They are available at: www.pswdcob.org/publications/ministerial-leadership-manual
2. Begin the paperwork on the attached candidate's check list.
3. Contact the district office and schedule your *Readiness for Ministry Assessment* (RfM). Both parts are usually done in a one-to-one setting with the District Executive at the district office in La Verne. The District Executive will contact you in the near future.

What's Next:

1. The *Nurturing & Credentialing Committee* (NACC) will contact you to arrange an interview.
2. The NACC will present their recommendation to the Ministry Commission for a final vote on Licensing.
3. If approved for Licensing, the Ministry Commission will work with you and your congregation to arrange for the Licensing Service, which is usually held as part of a Sunday morning worship.

If you have any questions about the licensing process, or the Readiness for Ministry Assessment, please feel free to contact the District Executive Minister.

In Christ,

The Ministry Commission

Candidate's Licensing Check List

All of these materials should be typed.
Hand written materials will be returned.

	Date Completed
<u>Your Responsibility</u>	
1) Congregation's Letter with the date of your congregation's action to support your call.	
2) Candidate Information Form	
3) Criminal Background Check (release form)	
4) Finished reading all the related documents	
5) Pre-Licensing Interview Guide with a paper copy of the signed page 9.	
6) Transcripts: All post high school transcripts. <i>These items must be mailed to the district office directly from the source (not through you, the candidate).</i>	
7) Optional: Letters of reference or recommendation.	
8) Readiness for Ministry (RfM) Evaluation completed (consult with District Executive)	
(A) Personal Style Assessment	
(B) Emotional Intelligence Inventory	
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<u>District Responsibility</u>	
1) The District Executive will be in touch with you to review the Licensing materials, RfM materials, and answer any questions you may have.	
2) When you send any materials to the District Office, we will confirm the receipt by email.	
3) The Nurturing and Credentialing Committee (NACC) schedules an interview, and reviews the Pre-Licensing Guide and other materials.	
4) If approved for Licensing by the NACC, a recommendation is given to the Ministry Commission for final approval.	
5) Ministry Commission notifies your Congregation of their recommendation, and requests a Congregational vote of affirmation.	
6) Ministry Commission schedules the Licensing Service with your pastor/congregation.	
7) The Mentor Overseer appoints a Mentor for you.	