



# Pacific Southwest District of the Church of the Brethren

Russ Matteson, District Executive Minister

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*  
*Name, Chair, Nurturing & Credentialing Committee*  
Re: Process of Ordination in the Pacific Southwest District  
Date:

Dear Ordination Candidate,

Greetings! The Pacific Southwest District rejoices in the progress you've made during your exploration of a call to the set-apart ministry. 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. Continue your study of these four documents
  - (1) 2014 Ministerial Leadership Polity, [www.brethren.org/ministryoffice/forms.html](http://www.brethren.org/ministryoffice/forms.html)
  - (2) PSWD Addendum to Ministerial Leadership Polity \*,
  - (3) Ethics in Ministry Relations 2008, [www.brethren.org/ministryoffice/forms.html](http://www.brethren.org/ministryoffice/forms.html)
  - (4) 2014 Congregational Ethics Polity. [www.brethren.org/discipleship/ethics.html](http://www.brethren.org/discipleship/ethics.html)

\* They are all available at: [www.pswdcob.org/publications/ministerial-leadership-manual](http://www.pswdcob.org/publications/ministerial-leadership-manual)
2. Begin the paperwork on the attached candidate's check list.

### **What's Next:**

1. Materials are due 3 weeks before the next *Nurturing & Credentialing Committee* (NACC) meeting, which is posted at: [www.pswdcob.org/nacc](http://www.pswdcob.org/nacc)
2. NACC will contact you to arrange an interview after all your paperwork has been received.
3. The NACC will present their recommendation to the Ministry Commission for a vote.
4. The Ministry Commission will present their recommendation to the district's Executive Board for a final vote on Ordination.
5. If approved, the Ministry Commission will work with your congregation to arrange for a Congregational vote of affirmation (observed by a district representative).
6. If approved for Ordination, the District Executive Minister will work with you and your congregation to arrange for the Ordination Service, which is usually held as part of a Sunday morning worship.

If you have any questions about the ordination process, please feel free to contact the District Executive Minister.

In Christ, The Ministry Commission

# Candidate's Ordination Check List

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

	Date Completed
<b>(A) <u>Your Responsibility</u></b>	
1) <b>Candidate Information Form</b> <i>This was probably done during licensing.</i>	
2) <b>Criminal Background Check</b> (release form) <i>This was probably done during licensing.</i>	
3) <b>Finished reading all the related documents</b>	
4) <b>Pre-Ordination Interview Guide</b> with 12 Ministerial Competencies & signature. Only available through the district office, call or email when you're ready to begin.	
5) <b>PSWD Pre-Commissioning &amp; Pre-Ordination Exam</b>	
6) <b>Transcripts and Letters of reference and/or recommendation:</b> <i>These items must be mailed to the district office directly from the source (not through you, the candidate).</i>	
6a) <b>All post high school transcripts.</b>	
6b) <b>One of the transcripts, or a separate class certificate should showing training in both Church of the Brethren Polity &amp; History.</b>	
6c) <b>Three letters of reference and/or recommendation.</b>	
7) <b>Ministerial Ethics Seminar</b>	
8) <b>Attend a Pacific Southwest District Conference</b>	
9) <b>Attend a national Annual Conference</b>	
<b>(B) <u>Church / District Responsibility</u></b>	
1) <b>Congregation's Letter</b> with the date of your congregation's action to support your call.	
2) Executive Board notifies your Congregation of their recommendation ( <i>C.4. below</i> ), and requests a <b>Congregational vote of affirmation</b> (observed by a district representative).	
3) District Executive Minister <b>schedules the Ordination Service with you and your pastor/congregation.</b>	
<b>(C) <u>District Responsibility</u></b>	
1) When you send materials to the District Office, we will confirm the receipt by email.	
2) The Nurturing and Credentialing Committee (NACC) schedules an interview, and reviews the Pre-Ordination Interview Guide and other materials.	
3) If approved for Ordination by the NACC, a recommendation is given to the Ministry Commission for approval.	
4) If approved for Ordination by the Ministry Commission, a recommendation is given to the District Executive Board for final approval ( <i>then (B.2.) above</i> ).	