



# Pacific Southwest District of the Church of the Brethren

Russ Matteson, District Executive Minister

## Memo

To: Active and Retired Ordained Ministers  
Re: Ordination Review for 2015  
From: Russ Matteson, District Executive Minister  
Date: January 23, 2015

Hello:

Tuesday, our office sent out all the ordination re-certification forms to congregational board chairs, church offices, and all ordained ministers. (Active and retired ordained ministers have different forms to fill out.)

By way of clarity, I wanted to be sure everyone understands the following information:

1. **Please return a paper copy with an inked signature.** We need to have a signed copy on file.
2. The church board or leadership team chair will also fill out a separate form for each ordained minister who holds membership in that congregation.
3. Under *Ministerial Ethics* (section IV.2 of the *Ordination Review* document), it states that (*a copy is included in this mailing*). Since this initial *Ordination Review* form was sent electronically, we missed this detail. See [www.brethren.org/ministryoffice/forms.html](http://www.brethren.org/ministryoffice/forms.html) for the pdf version of "*Guidelines: Ministerial Service and Membership in a Former Parish (2008)*."
4. Under VII. *Continuing Education* within the past five years, it states that *the (8) focus areas are listed below*. These areas were accidentally omitted in the original draft. Please see the attached 2 pages.
5. Regarding *Continuing Education* documentation, many of you have been sending in certificates to the District Office over the past five years. If this is true for you, please check the appropriate box - *I already have CEU's on file in the District Office* (optional for category © retired ordained).
6. Since our initial forms were electronically delivered, you may also request paper copies of your renewal form be mailed to you. Note that the emailed PDF form is not "fillable."
7. Since this is a lengthy process, gathering all the information and forms from congregations (26) and ordained ministers (82) within our district, please return the forms by March 31. The District Ministry Commission will be reading/reviewing all the submitted forms and report its actions to the Office of Ministry (Elgin) by November.
8. If you have any questions about this process, call the District Office at (909) 392-4049 and I or Joe Vecchio will be happy to respond.

Thank you for your faithful work as ordained ministers, serving the ministry of Christ in your respective communities.

**Church of the Brethren**  
**Continuing Education Annual Report Form for Ministerial Leaders**

(November, 2002)

Basic Information

Name \_\_\_\_\_ Date Report Submitted \_\_\_\_\_  
 Ministry Setting \_\_\_\_\_ District \_\_\_\_\_  
 Total Years of Ministerial Service \_\_\_\_\_ Years in Current Position \_\_\_\_\_ Ministerial Ethics Training: \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_  
 Sabbath Rest contracted with church/agency you are serving? \_\_\_ Yes \_\_\_ No If "yes," anticipated year of next Sabbath Rest \_\_\_\_\_

Continuing Education Information

List continuing education events singly, providing all information requested in the appropriate spaces:

Name of Event	Date/Place	Main Topic/Keynote Leader	Sponsoring Agency/Institution	# of CEU's Equivalent Hours	Focus Area

Total # of CEU's \_\_\_\_\_

**(IMPORTANT: Attach photocopies of C.E.U. Certificates AND copies of written reports. Submit all material to 1) Congregational Leadership and 2) District Office. Keep a copy for your records.)**

Pacific Southwest District of the Church of the Brethren, PO Box 219, La Verne CA 91750-0219

## Excerpts from Church of the Brethren Annual Conference “Guidelines: Continuing Education”

### Continuing Education Units (CEUs)

A CEU is equal to ten (10) contact hours of work with an accredited institution. That is to say, the institution is able to issue official CEU certificates. Bethany Theological Seminary, the Susquehanna Valley Satellite, and the Brethren Academy for Ministerial Leadership represent three excellent examples of qualified institutions. An accredited institution, however, does not necessarily guarantee quality education that is compatible with the values and heritage of the Church of the Brethren. Therefore, it is imperative that the pastor consult with the appropriate leaders of the congregation and district staff as continuing education plans are developed.

A pastoral leader is expected to complete work in at least five (5) of the eight (8) focus areas listed below. The course work should be planned in such a way that five focus areas are covered during the five-year interval between ordination reviews. This will give the pastoral leader a minimum of five (5) CEUs (50 contact hours) during the stated period. Continuing education for part-time and bi-vocational pastors will need to take into account the pastoral/congregational agreement and be pro-rated to satisfy the agreement.

### Continuing Education Focus Areas

- 1. Biblical Studies** The Scriptures are foundational in every aspect of the church's life. The need for biblical study does not end when one has graduated and has been ordained. Research and archeological discoveries are constantly shedding new light on old truths, and a well-informed pastoral leader is a blessing to the people of God who gather regularly for worship, fellowship, and service.
- 2. Spiritual Hardiness** Spiritual hardiness involves the whole person: physical, emotional, and spiritual health. A leader, if he/she is to function well, needs to be healthy. Good health for a pastoral leader includes nurturing from the Scriptures, devotions, prayer-life, and may well include working with a spiritual director. It also includes physical exercise, proper diet, adequate rest, and good stewardship of one's resources. The Creative Church Leadership (CCL) program provides excellent training in both spiritual hardiness and pastoral leadership. For further information about CCL, contact Brethren Academy or the Office of Ministry.
- 3. Pastoral Leadership** Pastoral leadership is more than administration. Excellent leadership requires self-differentiation, the desire and ability to envision the future, to develop long-range and short-range plans, to lead while walking with the congregation, the willingness to bring lay members into a leadership team. In this post-modern age, many members of the laity, who have no interest in being credentialled to the “set-apart” ministry, are interested in having significant “ministerial” involvements in the congregation. That involvement may take the form of care ministries, visitation in homes and hospitals, preaching, planning, grief ministries, and many others.
- 4. Preaching & Worship** Preaching and worship planning/leadership are among the most important aspects of a pastor's life. Preaching must be grounded in Scripture and relevant to today's issues; the preacher must believe and live what he/she proclaims, and be passionate about wanting others to receive Christ into their lives. Worship must focus on the awesome presence of God and Christ in the life of the gathered community. The worship planner and leader needs to be very sensitive to the needs of individuals and the “unchurched” community, seeking always to find new ways of proclaiming the Good News.
- 5. Evangelism & Church Growth** Evangelism is not a program to be developed and “sold” to a reluctant congregation. It is a commitment to Christ, and a deep desire to share the Good News with others. Therefore, evangelism and church growth are not separate things; they are one. A congregation will not grow unless it has an evangelistic fervor; an evangelistic fervor often leads to church growth.
- 6. Pastoral Care** Pastoral care is quite important. To use the biblical image, the pastor is a shepherd who loves, knows, and is committed to the parishioners. The good shepherd knows the unique identity of every sheep in the flock, and will risk his own life for the sheep. So, pastoral care involves visiting in homes, hospitals, nursing homes, crisis counseling, celebrating high moments in persons' lives, and weeping with those who weep. It is very important to note that the pastor should not be the only one providing the caring; the pastor needs to assist in calling and equipping lay people as care-givers.
- 7. Special Ministry Areas** Congregations are increasingly calling pastors to serve in specialized ministries. These include, but are not limited to, children's ministry, youth ministry, young adult ministry, single's ministry, older adult ministry, small group ministry, visitation ministry, counseling ministry, and Christian education ministry. Those who serve in specialized ministry areas may include studies related to their specific ministry description in this focus.
- 8. General Enrichment** Professional growth should lead the pastor into at least one area that is not directly related to pastoral ministry. The opportunities are unlimited, and could include things like health care, the arts, mechanical endeavors, development of skills in a sporting interest, a science project, etc.

**Electives** In addition to completing work leading to a CEU in at least 5 of the above focus areas over a five-year period, pastoral leaders are expected to engage in at least one elective study annually. Electives may be of a shorter duration and may not involve a CEU certificate. Electives might include course work or teaching experiences in leadership development, biblical studies, stewardship, conflict management, youth ministries, church administration, additional work in preaching and worship planning, pastoral counseling, district workshops, work camps, caring ministry conferences, state pastors' conferences, peace and justice, ethics, interpersonal relationships, and a variety of other topics of interest.