



Materials Required for Ordination Interview CCSW Regional Committee on Ministry

Name _____ Date _____

THIS INFORMATION SHOULD BE MAILED TO: **CCSW, P.O. Box 1689, FORT WORTH, TX 76101**

— OR —

SENT ELECTRONICALLY TO:

CCSW@CCSW.ORG

CONFIRM RECEIPT AT 817.926.4687

NOTICE: The Search and Call Packet (see back) typically takes three to four weeks for the process to be completed! DO NOT WAIT UNTIL THE LAST MINUTE!

- _____ 1. **Completed *Application for Ordination* (Form Enclosed)**
- _____ 2. **A Letter from your Sponsoring Congregation (listed on the *Application for Ordination*) highlighting your growth in ministry during candidacy, and affirming its willingness to sponsor your ordination.**
- _____ 3. **One of the following:**
 - A. **Completed Degree Transcript** from an ATS-accredited seminary demonstrating your achievement of Master of Divinity degree or equivalent, **OR**
 - B. **Up-to-date Transcript PLUS a Letter from the ATS-accredited seminary you attend** stating the anticipated date of graduation with a Master of Divinity degree or equivalent, **OR**
 - C. **Official documentation** of other education, approved by RCOM, that is completed. **Plus** Documentation of **Disciples History and Polity course** completed.
- _____ 4. **Documentation of completion of Healthy Boundaries for Clergy training.**
- _____ 5. **Documentation of mock interview.**
- _____ 6. **A Theological Reflection Paper (5 to 7 pages, double-spaced, with your name and date submitted on each page) demonstrating your knowledge of:**
 - * **The Christian Faith**
 - * **The nature and work of the church**
 - * **The representative ministry of Jesus Christ**
 - * **The office of ordained ministry**

Please note:
The **FIRST DRAFT** of this paper should be presented to your Congregational Care Committee and/or Ministry Shepherd for comments and critique.
The **SECOND DRAFT** should be presented to the Area Committee on Ministry for your Mock Ordination Interview with them.
The **FINAL DRAFT** should be the one submitted to the Regional Committee on Ministry for your **ORDINATION INTERVIEW** at least 60 days prior to your meeting with the committee.
- _____ 7. **A taped sermon. (Preferably a video link; contact the Regional office for other options.)**
- _____ 8. **A Completed Search and Call Packet - see instructions on the back.**

INSTRUCTIONS TO COMPLETE THE SEARCH AND CALL PACKET:

YOU MAY COMPLETE THE SEARCH AND CALL PACKET ONCE YOU:
1) HAVE BEEN APPROVED FOR AN ORDINATION INTERVIEW AND
2) HAVE COMPLETED YOUR EDUCATIONAL REQUIREMENTS, OR
ARE WITHIN SIX MONTHS PRIOR TO YOUR GRADUATION.

You will complete this packet whether you are seeking a new call or not. It is a process with which we want you to be familiar, and it serves as another way for the Regional Committee on Ministry to nurture your ministry.

This packet is processed by the Office of Search and Call in Indianapolis. This packet is completed entirely online. **The process can take up to 8 weeks or more** to have the information returned to the Regional office. It is highly recommended that you complete this information four months PRIOR to your ordination interview.

To begin this packet, please send an e-mail to the Regional office at ccsw@ccsw.org requesting to begin the SEARCH AND CALL PACKET and giving this information:

- A. Your full name,
- B. Your current mailing address,
- C. Your telephone numbers (home and cell),
- D. Your e-mail address.

The Regional Minister will then complete a "REGIONAL DIRECTIVE" so that you may have access to the Search and Call system. You will receive a password from the Office of Christian Vocation in an email, usually within 48 hours, that will enable you to begin the process online.

Online, you will complete:

- 1) A Release for a Criminal Background Check. This currently costs \$160, payable online by credit card, and can take 8 weeks or longer if any residency or work history in Oklahoma or Virginia.
- 2) A Request for four persons to provide references for you. One is your regional reference and MUST be your Area Minister or Interim Regional Connection Minister or Regional Minister.
- 3) A Ministerial Profile.
- 4) A Disclosure and Release Form.
- 5) Your Circulation Preferences. (This may be limited to the Southwest Region prior to ordination, but might offer options of particular Areas.)

Once you have completed the materials online, and all your references are in, you must click on the "Submit for Circulation" button at the bottom of the page so your profile will be sent electronically to the Office of Search and Call and circulated to the Southwest Region. Usually, if submitted for circulation by Wednesday evening, your profile should be circulated on Friday for receipt by the Southwest Region.

You can check on your information online to be sure your references have responded in a timely way, and make contact to offer a gentle reminder, if necessary, to request their completion.

Again, the process can take up to **8 weeks or more** to complete.

Please allow enough time to meet the paperwork deadline of 60 days prior to your meeting with the Regional Committee on Ministry.

If you have questions, contact ccsw@ccsw.org or call 817.926.4687 for assistance.



Application for Ordination

CHRISTIAN CHURCH
(DISCIPLES of CHRIST) in the
SOUTHWEST

P.O. Box 1689, Fort Worth, TX 76101-1689

Phone: 817.926.4687

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip _____

On the basis of information presented below and in related documents, I request that my application for ordination be authorized.

I. Personal Information:

A. Sponsoring congregation: (the congregation that has sponsored you through this process and will sponsor your ordination)

Name of Church City, State

B. Current service (office, etc.) in what congregation: _____

II. **Tentative** Ordination Details: Please let all involved know that these arrangements are tentative until the candidate has been approved for ordination by the Regional Committee on Ministry. Your ordination should be scheduled for a date after graduation and/or the completion all educational prerequisites.

A. When do you want to be ordained? _____
(to be scheduled with the Regional office) Approximate Date

B. Which Regional Staff would you like to represent the Region? _____

C. Who would you like serving as the host minister? _____

D. Who would you like the host minister to ask to preach? _____

Date _____ Signed _____

Applicant

Written suggestions for planning an ordination, including examples of services can be found online at
http://disciples.org/wp-content/uploads/2015/04/Ordination_Service_Guidelines.pdf
(See page 13-15 for Regional and local involvement.)