



Manual *of* Ministerial Preparation

2008 Edition

General Department of Education and the Ministry



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General Department of Education and the Ministry

The Wesleyan Church

**Manual
of
Ministerial
Preparation**

Eighth Edition

**Prepared by
General Department of
Education and the Ministry
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*Reviewed and approved for use by the
Board of General Superintendents
The Wesleyan Church*

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Preface

Regulations governing preparation for the various forms of ministry recognized by The Wesleyan Church have developed in a variety of sources over the years since the formation of The Wesleyan Church in 1968. The *Discipline* has always been the primary source of such regulations. But supplementary regulations have been formed in the *General Board Policy for Education and the Ministry*, in administrative procedures developed by the General Department of Education and the Ministry, and in connection with various forms approved by the General Board of Administration or implemented by the department. Students/candidates and district boards of ministerial development alike have needed to have these various regulations brought together into some systematic form to improve clarity and mutuality of understanding and to promote uniformity of application across the Church.

It is with this purpose in mind that the General Department of Education and the Ministry, in consultation with the Board of General Superintendents, has prepared this *Manual of Ministerial Preparation*.

Ministry in The Wesleyan Church

Meaning of Ministry

MMP-101. The term “ministry” as used in this Manual is clearly defined in *The Discipline* of The Wesleyan Church as follows:

3000. Ministry in the Christian context means service. It is a term which has been lifted out of the commonplace through the modeling of the Lord Jesus Christ, who is identified in both the Old and New Testaments as the Servant or Minister of God and humankind. His service involved His humiliation in the incarnation, His self-forgetful teaching and healing activity, and His shameful suffering and death on the cross for the redemption of the human race. Our Lord also chose this term to characterize the activity of His followers in obedience to His commands and mission. He called all members of His body to a general or corporate ministry which would glorify Him, edify the church, and evangelize the world. And He made such possible through imparting to each believer one or more gifts of the Spirit (1 Cor. 12:7-27) in order that members might participate in the work of the ministry and contribute their part to the growth and development of the whole body (Eph. 4:11-16).

MMP-103. This truth finds frequent expression in *The Discipline*. The doctrinal statement on “The Gifts of the Spirit” declares that the gifts are bestowed by the Spirit “upon individual members of the Church to enable them properly to fulfill their function as members of the body of Christ” (par. 238). Part VI, which

deals with "Ministry," follows up its opening definition quoted above by stating that "God through the ministry of the Holy Spirit, assigns to each believer a part in the general or corporate ministry of the church" (*Disc.* 3003). The "Mission of The Wesleyan Church" calls for discipling converts "to be witnesses for their Lord...training them to be good stewards of the talents, time, opportunities, and resources with which Christ has entrusted them...Equipping them for lives of dynamic service to God and man, so that the full potential God has designed for each of them may be realized" (*Disc.* 105:4,7,8).

Specialized Ministries

MMP-106. Ministry, in the theological context, also has a more limited application. While the New Testament teaches the general ministry in which all believers are involved, it also recognizes specialized ministries performed officially and publicly by persons with unique gifts who are regarded by their fellow-believers as having a special role, that of equipping and enabling other members for their ministry (Eph. 4:11-16). This specialized service was recognizable in the New Testament age through a distinguishing set of characteristics. It usually combined instruction, correction, responsibility for, and leadership of the members. There are indications that the specialized workers were initiated into their ministry by a special ritual involving the laying on of hands by other specialized ministers. And there was provision for economic support of the specialists so they could give their total time and energies to their service. The Wesleyan Church recognizes this provision for a specialized ministry within the general ministry of all members, balancing its statement that all are assigned a part in the general or corporate ministry by adding:

He also calls some to a specialized or representative type of ministry. As Christ called unto Him whom He would, chose and ordained His twelve apostles "that they should be with him, and that he might send them forth to preach" (Mark 3:14), so He still calls and sends forth His messengers to be servants of the servants who make up the whole church. (*Disc.* 3003).

MMP-108. Jesus made very clear to those to whom He gave the greater responsibility that their leadership role was to be different from all they had previously observed. In fact, it was to be characteristically known as "service" or "ministry," and the person exercising it was to be known as a "servant" or "minister." He declared that those who would be chief of all must become servants of all.

MMP-110. The early church followed its Lord's admonition and carefully avoided familiar religious and secular terms for leadership and leader. Both Paul and Peter gloried in referring to themselves as servants of Jesus Christ in the salutations at the beginning of their epistles. In fact, as time went on, the more prominent the persons with specialized service became, the more likely they were to be called "servants" or "ministers."

MMP-112. During the centuries that the church struggled to survive persecution from without and heresy from within, the specialized ministers were forced into and they also assumed an ever more prominent and dominating role. Instead of being servants among servants, they were gradually distinguished as "clergy" while other believers became known as "laity." As part of the corruption of the church's understanding of itself which took place in the Middle Ages, the clergy assumed virtually all of the work of ministry. The clergy became the performers and the laity the spectators. The terms "ministry" and "minister" lost touch with their lowly origin and were even carried into the political arena with cabinet members being called "ministers."

MMP-114. In the Protestant Reformation, there came a new emphasis on the universal priesthood of all believers. Later John Wesley shared many aspects of ministry with a multitude of lay persons, and this sharing was continued in the American holiness movement. In the twentieth century, there has come a strong effort to fully restore ministry to the whole church, while recognizing the importance of fully utilizing the equipping and enabling service of specialized ministers. With its long tradition of emphasizing the importance and rights of the laity, The Wesleyan Church has been a part of that effort, as indicated in the quotations above. The role of the specialized minister as a caring pastor-teacher, laboring to

equip and enable others for service, reflecting the nature of Christ as a servant-leader, is glimpsed repeatedly in the *Discipline* in guidelines to ministers, lists of ministerial duties, and the various rituals used to set the specialists apart.

Authority for Ministry

MMP-116. The authority for specialized ministry is twofold: it is God originated and church-recognized. The divine call is implied in the Spirit's distribution of gifts and in the prayer that the Lord of the harvest will *send* laborers into the harvest. It is exemplified almost uniformly throughout the Old and New Testaments in persons who served in specialized ministry where we have any significant biographical materials. Also the history of the church adds its testimony to the prevalence of a divine call. But a person's claim to be called of God is not to be accepted without verification. In both the Old Testament (Deut. 13:1-3; 18:21-22) and the New Testament (Matt. 7:15-23; Gal. 1:8-9; 1 John 4:1-8; 2 John 7-11), there are admonitions to test those who claim to be called and guidelines as to how to test them. It is interesting to note that in both Testaments the character of the messenger and the content of the message are the real tests rather than any apparently supernatural sign which accompanies the ministry.

MMP-118. The Wesleyan Church bases its entire structuring of specialized ministries on this twofold authority. It declares:

...as the Holy Spirit impresses this call upon the individual involved, He also confirms the call through the Church. It is the responsibility of the Church both to recognize and endorse God's call, providing for the training and employment of those He selects, and to respect the office of the specialized ministry by refusing its exercise to those not called of God. (*Disc.* 3003).

MMP-120. "The Wesleyan Church believes that four marks will concur in persons whom God has called: grace, gifts, fruit, and an abiding sense of a divine call" (*Disc.* 3006). The first three "marks" were identified by John Wesley. The fourth "mark" was added early

in the twentieth century by one of the predecessor bodies of The Wesleyan Church. "Grace" as used in the first mark refers to the "works of grace" or a "condition of grace"; have the persons been converted? entirely sanctified? do they have the fruit of the Spirit? do they live holy lives? "Gifts" in the second mark refers to the "gifts of the Spirit" or "talents" — abilities to understand, reason, speak, communicate, and provide loving care and leadership. "Fruit" in the third mark refers not to the "fruit of the Spirit" but to the effectiveness of their ministry in the lives of others—are sinners converted and are believers helped?

MMP-121. The Wesleyan Church does not limit specialized ministries to its male members, but traditionally recognizes the full and equal right of women to be licensed, commissioned, and ordained.

MMP-122. Even though the reference to a "call" has been added during the history of The Wesleyan Church, the concept is neither unique nor new. As indicated above, both in the Scriptures and throughout church history, those who have served in specialized ministry have been thought of as being selected by God and told by Him in some way what they are to do. Some have conceived of this as a threefold call: (1) The inner or personal call which comes to persons themselves (John Calvin termed this the "secret call"). (2) The providential call of an opportunity for ministry. (3) The call of the church to set oneself apart for ministry.

MMP-124. The call of God to specialized ministry may come in different ways. (1) There is the *instantaneous* call, in which in an identifiable and memorable experience God makes the call known to the persons involved; this call is sometimes accompanied by dramatic phenomena — Moses at the burning bush, Isaiah in the Temple, Paul on the Road to Damascus. (2) There is what might be termed the *call from birth*, in which as their consciousness dawns children are also aware that they are called to God's special service — no memory of a beginning point but a certainty of God's intervention (cf. Jer. 1:4-6; Luke 1:13-17, 76-80). (3) There is the *progressive call* in which God makes His will clear through a series of experiences or incidents, resulting in a gradually increasing certainty as to what is to be done. (4) There is the *open-door call* in which obedient believers follow the Spirit's leading through a

series of decisions and enter the specialized ministry without any awareness of an event or even a progression but with the conviction that this is where God wants them. It is important to observe that no one of these types is to be preferred to the others. The more dramatic instantaneous type is not the "standard" and is probably the least frequent. God simply fits the call to the personality and the circumstances. Certainty about His call comes because He calls, not because of how He calls. The certainty can be just as great whatever the method He uses.

MMP-126. In addition to the four marks which it expects will concur in persons God has called, The Wesleyan Church is concerned about marriage and family relationships. "Any person sustaining a marriage relation contrary to the Scriptures and the Membership Commitments (*Discipline* 265:10, 410:6; 3108; 3012) shall be ineligible for licensing, commissioning, or ordination in The Wesleyan Church" (*Disc.* 3012). This reflects a New Testament concern that the minister may have only one spouse (1 Tim. 3:2; Titus 1:5-6). The Wesleyan Church does recognize that persons who have divorced because of the sexual sin of their spouses have a right to remarry, even if they are ministers or potential ministers. Also *Discipline* 3012 cites the Membership Commitments as a governing factor relative to ministerial family relationships. The Membership Commitments provide only for the disciplining of *members* of the Church who divorce for reasons other than sexual sin and then remarry. Therefore there is no definitive statement in the *Discipline* that persons who prior to membership were divorced for reasons other than sexual sin and then remarried cannot find places in the ministry of The Wesleyan Church. However, *any* previous divorce and remarriage by potential ministers or their spouses will need to be reviewed carefully by the district board of ministerial development in consultation with the General Superintendent over their area in determining eligibility.

Credentialed Ministries

MMP-131. Against the background of the doctrine of a specialized ministry within the general ministry of the church, and on the basis of the twofold authority for this specialized

ministry — God's call and the church's recognition of the call, The Wesleyan Church issues credentials for specialized ministries. "The Church's endorsement may be limited to a probationary period, taking the form of a license, or it may be granted on a more permanent basis, taking the form of commissioning or ordination" (*Disc.* 3003). "Licensing" is done either by a local church or a district, and is done for one year at a time. "Commissioning" and "ordination" are done only by a district. Although commissioning provides continuing authorization for certain lay ministries as long as active ministry continues, commissioning and ordination for professional ministry normally continues for life. The various credentialed ministries will be mentioned briefly here and more thoroughly treated through the remainder of the *Manual*.

MMP-132. Ordination has been granted by the Church to those called to specialized ministry that equips and enables others for their ministries (MMP-106). The Wesleyan Church has recognized this equipping and enabling ministry to include ministries of proclamation (preaching and teaching), pastoral care, and church leadership. While our understandings of ministry have broadened in current church life, and the emergence of paid staff positions in larger churches has provided increased opportunities for the use of many different gifts in local church ministry, persons seeking ordination should be fully prepared for a proclamation-pastoral-leadership role and be available to fill that role should they be asked by the Church. District boards of ministerial development should be guided in their examination of candidates for ordination by the candidate's call to and/or willingness to be available for such appointments. Those not qualifying for this understanding of ordained ministry should be counseled toward credentialing under an appropriate category of lay ministry.

MMP-133. Potential ministers begin preparation for ordination as *ministerial students* licensed by the district. They must eventually become *licensed ministers*, being licensed by the district for the testing of their call in actual service. And once they have proved themselves, they may then become ordained ministers, fully invested with all the functions and rights of the Christian ministry as practiced by The Wesleyan Church. (See Chapter 2.)

MMP-135. Some licensed ministers, who have demonstrated calling, gifts, and usefulness, who have been called to ministry later in life, may find that because of age, aptitude, or other extenuating circumstances it is impossible or impractical for them to pursue ordination. Such persons may, by district action, become *commissioned ministers*, invested with certain ministerial functions and rights. (See Chapter 3.)

MMP-137. Persons who cannot be given regular appointments to particular churches may be given temporary credentials as *supply pastors*. (See MMP-421-425).

MMP-139. There are three categories of lay ministries credentialed by The Wesleyan Church. *Lay ministers* are lay members licensed by local churches to preach or serve under the pastor's direction and as opportunity affords. *Special workers* are persons committed to service in such capacities as directors of music, directors of Christian education, youth directors, song evangelists, chalk arts, children's workers, spouses in ministry, lay evangelists, or social workers, who may be licensed by a district and then commissioned by a district. Lay persons serving by appointment of the General Board of Administration under the General Department of World Missions or the General Department of Evangelism and Church Growth may through district action become *commissioned lay missionaries*. (See Chapter 5.)

Steps To Ordination

Ordination Requirements

MMP-201. The steps by which a member of The Wesleyan Church proceeds toward the ordained ministry are as follows:

- (1) Covenant membership in a local Wesleyan church within the district in which ordination is sought.
- (2) Reception of a license from the district as a ministerial student.
- (3) A minimum of one year of satisfactory service under a license as a ministerial student.
- (4) The completion of a minimum of the courses prescribed for district license as a licensed minister as attested by Education and the Ministry (see Figure 2).
- (5) Recommendation by the local church conference (or by the local board of administration, if so authorized) for district license as a licensed minister.
- (6) Examination by the district board of ministerial development and recommendation for district license.
- (7) Recommendation by the district board of administration for appointment to one of the recognized categories of ministerial service.
- (8) Approval by the district conference of the DBA's recommendation for appointment and the DBMD's recommendation for license, followed by the issuance and signing of the license by the district superintendent and the district secretary (see *Disc.* 6260; order Form 6260, "District License," from Wesleyan Publishing House).
- (9) Completion of all academic requirements, including the

pre-ordination course of study, as attested by Education and the Ministry.

- (10) Completion of service requirement (a minimum of one year for those graduating from a three-year divinity course from an approved seminary; a minimum of two years for all other candidates).
- (11) Final examination by the district board of ministerial development and recommendation to the district conference for ordination.
- (12) Approval by the district conference of the DBMD's recommendation for ordination, followed by a public service of ordination and the issuance and signing of a certificate of ordination by the general superintendent, district superintendent, and district secretary (see *Disc.* 6300; order Form 6300, "Certificate of Ordination," from Wesleyan Publishing House).

Relation to Local Church

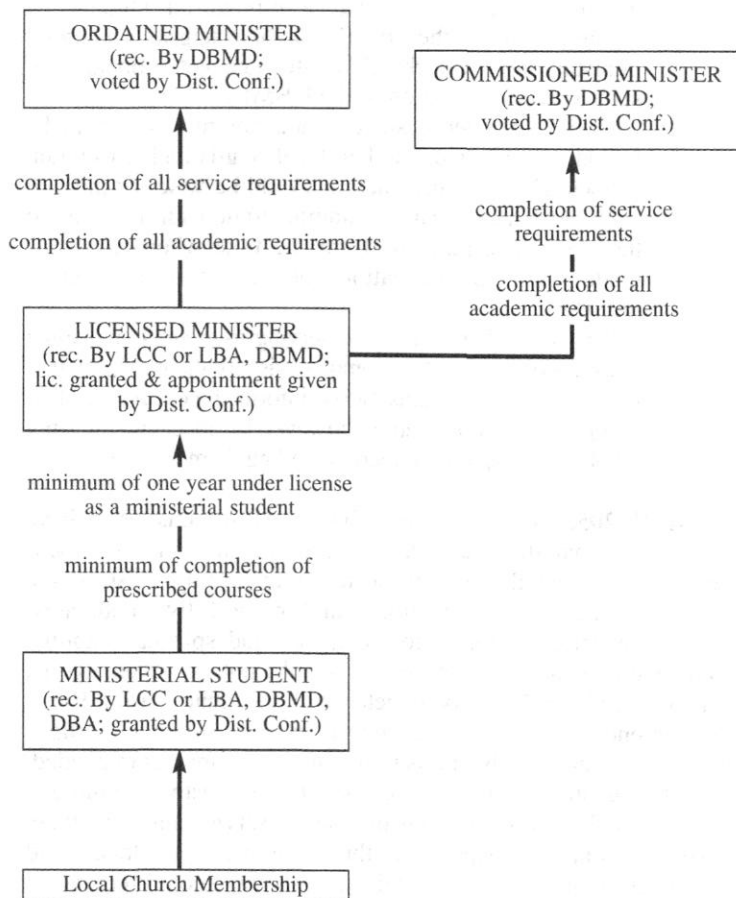
MMP-203. A person aspiring to be a minister shall progress toward ordination by moving from local church membership to status as a licensed minister by first being licensed as a ministerial student.

MMP-204. Both the local board of administration and the local church conference may be involved at various points in the recommending of a minister-in-preparation up to the time at which license is granted by the district as a licensed minister.

- (1) The local board of administration examines a minister-in-preparation in keeping with the *Discipline*, paragraph 3006, and related concerns, each time that it is called upon to consider recommending the person to the local church conference for recommendation to the district, unless the local church conference has authorized the local board of administration to care for these matters.
- (2) The local board of administration recommends to the local church conference (unless authorization has been granted to the LBA) that a person aspiring to be a minister be recommended to the district board of ministerial development

Figure 1

**Steps to Ordination and
Ministerial Commission**



for license as a ministerial student; the local church conference votes on making such a recommendation to the district board of ministerial development.

- (4) The local board of administration recommends to the local church conference (unless authorization has been granted to the LBA) that a ministerial student be recommended to the DBMD for licensing as a licensed minister; the local church conference votes on making such a recommendation to the DBMD.
- (5) Although ministerial students are not required to make periodic reports to either their local board of administration or local church conference, it would be wise for them to keep their local board of administration informed as to their progress, particularly at the time when request is made for recommendation for license as a licensed minister.
- (6) When licensed ministers are serving as pastors (including associate or assistant), it would be wise for them to keep their local board of administration informed concerning their progress toward ordination; however, the local church is not involved in any way in recommending them for ordination.

MMP-205. Pastors and local boards of administration have serious responsibility relative to recommending ministers-in-preparation to the district for licensing and study. Pastors and boards should evaluate carefully and prayerfully candidates' Christian experience, reputation, conduct, and spiritual stability. While recommendation for license should not be given lightly, neither should candidates be rejected without sound reason. Every possible encouragement should be given to persons who believe that they are called to the ministry. If candidates are recommended, and subsequently licensed by the district, their pastors should call them before their congregations in a public service, and give them a solemn charge respecting the meaning, privilege, and responsibility of their call and ministry. Pastors should then assist the licentiates in registering with Education and the Ministry and lend them every encouragement in the pursuit of their studies.

When they complete significant steps on the way to ordination, such as stages of academic work and more advanced forms of license, pastors should also recognize these in public services.

Relation to the General Department of Education and the Ministry

MMP-207. Ministerial students, at the time they first receive licensing (MMP-201:2), are responsible to register with the General Department of Education and the Ministry at the denominational Headquarters. If they currently are or previously have been enrolled at one of the colleges or universities of The Wesleyan Church, or at one of the seminaries approved through the Wesleyan Seminary Foundation, no fee shall be charged for registration with the Education and the Ministry. Otherwise, they shall pay the registration fee currently charged by Education and the Ministry.

MMP-209. Ministerial students shall provide Education and the Ministry with all necessary transcripts and other pertinent documents relative to their ministerial standing and academic preparation. They shall follow faithfully the instructions of Education and the Ministry as to courses required for completion of their academic preparation.

MMP-211. The General Department of Education and the Ministry administers certain denominational programs of financial aid for ministerial students. Ministerial students who are enrolled in a college or university of The Wesleyan Church or an approved theological seminary are responsible to apply for such aid in keeping with the timetable and other conditions prescribed by the department. The department shall make all forms and information readily available and shall appoint a person on each campus who shall be responsible to assist each student in securing the assistance which has been provided. Financial aid in the form of loan/grants provides students with the opportunity to cancel their repayment obligations through subsequent ministerial service within The Wesleyan Church. Reports on service rendered by former recipients of loan/grants shall be filed annually by the respective recipients with the General Department of Education and the Ministry so that cancellation can be recorded.

MMP-213. Education and the Ministry shall issue annual reports to all ministers-in-preparation as to their progress during the year and their current standing, with a copy of the report also going to the district board of ministerial development to which each candidate is amenable. Education and the Ministry shall also issue a certificate upon the satisfactory completion of the prerequisites for a district license as a licensed minister and another upon the satisfactory completion of the pre-ordination course of study.

MMP-215. While Education and the Ministry has no direct voice in a district's decision as to whether persons are qualified for ordination, other than to attest the satisfactory completion of their academic requirements, Education and the Ministry should report to the district board of ministerial development any observed points of concern as to the religious experience, doctrinal position, or ethical and moral conduct of persons aspiring to be ministers.

Relation to the District Board of Ministerial Development

MMP-221. The full duties of the DBMD will be covered in Chapter 7, but it is proper at this point to clarify the relationship of persons aspiring to be ministers to the DBMD. The DBMD is the district body charged with overseeing the development of such persons as they move toward commissioning or ordination. It is responsible to test the validity of their call, identify strengths and weaknesses, counsel them, encourage them, direct them in personal, social, spiritual, and leadership development, and to make recommendations relative to their readiness for and advancement in ministry. Except for attesting their readiness for service and for evaluating their service under district appointment as to its meeting service requirements for ordination, the DBMD has no direct involvement with their placement in positions of ministry.

MMP-223. Ministers-in-preparation relate to the DBMD in the following ways.

- (1) When ministers-in-preparation are recommended for licensing as ministerial students, their licensing is to be considered by the DBMD in a manner of the board's own

choosing and they are to cooperate fully. They are also to cooperate fully with the DBMD and Education and the Ministry in reporting annually on the progress of their studies. They are to be interviewed annually by the DBMD before the board recommends renewal of their license.

- (2) When ministers-in-preparation are recommended for license as licensed ministers, they are to be examined by the DBMD relative to their qualifications.
- (3) Licensed ministers are to cooperate fully with the DBMD and Education and the Ministry in reporting annually on their progress in their studies. Each is to file the proper annual service report with the DBMD. Each is to be interviewed annually by the DBMD. Each is to make such additional reports as the DBMD shall require.
- (4) All ministers-in-preparation are to counsel with their DBMD about their academic preparation. Licentiatees may substitute correspondence courses for institutional studies only when such is approved by their DBMD.

MMP-225. The DBMD is responsible for the personal and professional growth of ministers throughout their lifetime of service (*Disc.* 1390:11). Even after ministers have been commissioned or ordained, they need to continue to develop their skills for ministry, their understanding of themselves and their world, and their ability to provide effective leadership in the local church. The DBMD may assist ministers in achieving their full potential for ministry through individual or group interviews, assessments, growth contracts, seminars, or other appropriate means.

Relation to the District Board of Administration

MMP-226. While the DBMD recommends ministers-in-preparation for licensing, commissioning, or ordination, and makes reports on their readiness for actual appointment to service, it is the district conference which authorizes licensing, commissioning, or ordination, and the district board of administration recommends any specific appointment (including appointment as a ministerial

student) and the district conference approves such appointments. In the interim of district conference sessions, the district board of administration has full authority to authorize licensing, commissioning, or ordination, and to make all appointments. The district board of administration also has the power in the interim of district conference sessions, subject to proper judicial procedure, to revoke licenses, and to remove ministers-in-preparation from their appointments. Ministerial students and licensed ministers maintain contact with the DBA by making such reports to its chair, the district superintendent, as may be required.

Ministerial Student

MMP-231. As soon as persons aspiring to be ministers are convinced of a call which they expect to lead to ordination, and their local church approves to the extent of being ready to recommend that they begin their preparation, they should be placed under the care of their district board of ministerial development. The simplest form in which this is done is through the granting of a ministerial student's license by the district conference.

MMP-233. Licensing as a ministerial student requires the following steps:

- (1) Application by the aspirant or recommendation by the pastor to the local board of administration.
- (2) Examination by the local board of administration.
- (3) Recommendation by the local board of administration to the local church conference (unless authorization has been granted to the LBA) that the aspirant be recommended to the district conference for licensing as a student.
- (4) Vote by the local church conference (unless authorization has been granted to the LBA) to make the recommendation to the district conference.
- (5) Filing of the recommendation by the pastor and local church secretary with the district board of ministerial development (see *Disc.* 6430; order Form 6430, "Recommendation for District License," from Wesleyan Publishing House).

- (6) Consideration of the recommendation by the district board of ministerial development.
- (7) Recommendation by the DBMD to the district conference for the candidate to be licensed as a ministerial student.
- (8) Vote by the district conference to grant the license.
- (9) Issuance and signing of the license by the district superintendent and the district secretary (see *Disc.* 6260; order Form 6260, "District License," from Wesleyan Publishing House).

MMP-235. Ministerial students are to register immediately with Education and the Ministry at the Wesleyan Church Headquarters. If they are enrolled in a college or university ministerial program or in a seminary, they may take their courses in such order as the institution shall recommend. If they are enrolled in FLAME/correspondence courses administered by the Education and the Ministry, they should first seek to complete the prerequisites for district license as licensed ministers. In either case, they must continue to complete two courses per year, even after they receive certificates showing that they have completed the prerequisites for district license as licensed ministers, as long as their licenses are renewed, or until they receive certificates showing that the pre-ordination course of study has been completed. If they are enrolled in an educational institution in a degree program designed to prepare them for the ministry, courses required for the degree but not specifically required by The Wesleyan Church for ordination will nevertheless satisfy the two courses per year requirement.

MMP-237. Ministerial students are to cooperate fully with the DBMD and Education and the Ministry in reporting annually on the progress of their studies. They are to be interviewed annually by their DBMD before the board recommends renewal of their license. Their license may be renewed annually by recommendation of the DBMD and vote of their district conference, until they become licensed ministers, or until they complete the pre-ordination course of study. Such renewal requires no further recommendation by their local church conference.

MMP-247. As long as students qualify for and receive a ministerial student license, they shall have the right:

- (1) To have as their credentials a license, signed annually by the district superintendent and the district secretary, and an annual pocket certificate of standing, issued and signed by the district secretary.
- (2) To preach the gospel as opportunity affords, within the limits of proper respect for the appointments and rights of other Wesleyan ministers (*Disc.* 3114-3117) and the counsel and direction of the district superintendent.
- (3) To be nonvoting members of their district conference.
- (4) To transfer from one district to another as set forth below in MMP-403.
- (5) To have recourse, even if under discipline, to a proper court of jurisdiction in any matters involving complaint against their character or ministerial conduct and to appeal the decision of such court (see *Disc.* 5150, 5170-5180).

MMP-249. Ministers-in-preparation holding district ministerial student licenses shall be responsible to cooperate fully with the DBMD and Education and the Ministry in obtaining an annual report on their progress in study. They shall also report to the district superintendent and the DBMD in any other ways they shall require, and shall file the proper annual service report form with the DBMD. As long as all these reports are properly made and they maintain their status as students in preparation for ordination, their licenses may be renewed annually by the district conference. When academic requirements for ordination have been completed, district license as a ministerial student may be continued for up to one year while they are seeking placement. Ministerial students are amenable to the district which grants their license, and their license may be revoked between sessions of the district conference by judicial process (see *Disc.* 5170-5180).

Licensed Minister

MMP-251. Ministers-in-preparation may be granted district license as licensed ministers only subject to the following conditions:

- (1) They must have completed a minimum of one year under license as a ministerial student.
- (2) They must have completed the minimum of six courses required as prerequisites for district license as a licensed minister (see Figure 2). Even if they have a certificate showing completion of the pre-ordination course of study and therefore all academic requirements, if they have not completed service requirements for ordination they are still eligible only for status as a licensed minister. And even if they have completed all academic requirements and the service requirements, if the district board of ministerial development believes that they have not yet reached the proper level of spiritual and leadership maturity it may continue to recommend them for license as licensed ministers.
- (3) The district must plan to appoint them to actual ministry, as pastors or in some other recognized form of ministry.

MMP-253. District license as a licensed minister requires the following steps:

- (1) Membership in a local Wesleyan church within the district granting the license.
- (2) A minimum of one year of satisfactory service under a license as a ministerial student.
- (3) A minimum of completion of the six prerequisite courses or their equivalents as attested by a certificate from Education and the Ministry. (See Figure 2, courses marked with an *.)
- (4) Examination by the local board of administration.
- (5) Recommendation by the local board of administration to the local church conference (unless authorization has been granted to the LBA) that the candidate be recommended to the district conference for district license as a licensed minister.

- (6) Vote by the local church conference (unless authorization has been granted to the LBA) to make the recommendation to the district conference.
- (7) Filing of the recommendation by the pastor and local church secretary with the district board of ministerial development (see *Disc.* 6420; order Form 6420, "Recommendation for District License," from Wesleyan Publishing House).
- (8) Readiness to accept the district conference's appointment to active service in one of the recognized forms or categories of ministry, to pursue study with all diligence until completed, to prepare for ordination, and to be given wholly to the ministry.
- (9) Examination by the DBMD relative to qualifications for the ministry and for a district license, including personal religious experience, ministerial call and evidence thereof, matters of education, doctrine, and practice, and circumstances of personal, family, and business life which bear upon the ministry.
- (10) Recommendation by the DBMD to the district conference for the granting of the license.
- (11) Recommendation by the district board of administration for immediate appointment to a pastorate or one of the other recognized forms of ministry.
- (12) Adoption by vote by the district conference of both the reports of the DBMD and the DBA.
- (13) Issuance and signing of the license by the district superintendent and the district secretary (see *Disc.* 6260; order Form 6260, "District Ministerial License," from Wesleyan Publishing House).

MMP-255. As long as ministers-in-preparation qualify for and receive a district license as licensed ministers, they shall have the right:

- (1) To have as their credentials a license, signed annually by the district superintendent and the district secretary, and an annual pocket certificate of standing, issued and signed by the district secretary.

- (2) To preach the gospel, and, when appointed as a pastor or full-time associate or assistant pastor of a Wesleyan church, to administer baptism and the Lord's Supper, to perform all parts of divine worship, and to solemnize the rite of matrimony wherever local laws will permit.
- (3) To contract the pastoral relationship with local Wesleyan churches subject to the approval of the district conference and other regulations of the *Discipline*; and when appointed pastor to enjoy the use for religious meetings of the church building(s) of the pastoral charge to which they have been assigned, and to serve their assigned pastoral charge without interference by unauthorized activities of another minister of The Wesleyan Church.
- (4) To be voting members of the district conference if pastoring a Wesleyan church or serving it as a full-time associate or assistant pastor, or non-voting members of the district conference if appointed to some other recognized form of ministry.
- (5) To transfer from one district to another as set forth below in MMP-405.
- (6) To have recourse, even if under discipline, to a proper court of jurisdiction in any matters involving complaint against their character or ministerial conduct and to appeal the decision of such court (see *Disc.* 5150, 5170-5180).

MMP-257. If licensed ministers have not yet completed all academic requirements for ordination they are responsible to be enrolled in the pre-ordination course of study under Education and the Ministry and their district board of ministerial development, and to seek to complete requirements as quickly as possible, either in a Wesleyan college or approved seminary or through FLAME/correspondence courses. They must complete at least two courses a year toward their degree or the completion of the study course, and academic requirements for ordination must be completed within seven years of the first issuance of a license as a licensed minister.

MMP-259. Persons holding license as licensed ministers shall be responsible to cooperate fully with the DBMD and Education

and the Ministry in obtaining annual reports on their progress in study. They shall also report to the district superintendent and the DBMD in any other ways they shall require, and shall file proper annual service report forms with the DBMD. As long as their service under district appointment is satisfactory, all reports are properly made, they pursue study in keeping with MMP-257, and they are willing to accept appointment by the district conference, their license may be renewed annually by the district conference. (If licensed ministers fail to file their annual service report, unless such failure is due to illness, injury, or a similar emergency, their license shall not be renewed.) When academic requirements for ordination have been completed, district license as a licensed minister may be continued for up to one year without appointment while awaiting placement. Licensed ministers are amenable to the district which grants their license, and their license may be revoked between sessions of the district conference by judicial process (see *Disc.* 5170-5180).

Academic Requirements

MMP-261. The Wesleyan Church recognizes the need for multiple “tracks” of academic preparation for the ministry. Two thousand years of church history, as well as the history of the Wesleyan and holiness movements, indicate God’s choice of persons with varied abilities and aptitudes as His workers. Both the “lay fisherman” Peter and the “theological graduate” Paul were used in the New Testament era. And the university-graduate Wesley brothers used the assistance of lay preachers with little or no institutional preparation. The needs of local churches for various types of pastoral leadership vary widely, and pastors indigenous to their cultures are needed. This does not mean that some should study and some do not need to study. But it does mean that the form of study will vary considerably.

Track 1

Seminary Degree

MMP-263. The preferred program of academic preparation for ministry in The Wesleyan Church is four years of pre-ministerial or

ministerial preparation at one of the colleges or universities of The Wesleyan Church followed by graduation from the three-year Master of Divinity program at one of the seminaries approved by The Wesleyan Church. The Wesleyan Church maintains the Wesleyan Seminary Foundation to aid students pursuing this track. Loan/grants and other scholarships are administered through the General Department of Education and the Ministry. While those who pursue Track 1 will far exceed minimal academic requirements for ordination, they are required to cover the courses listed in Figure 2, "Academic Requirements for Ordination."

Track 2

College Professional Degree

MMP-265. The standard program of academic preparation for ministry in The Wesleyan Church, by which all other programs are measured, is that of graduation from a Wesleyan college or university with a degree calling for a major in professional preparation for the ministry. Such degrees are offered by all five Wesleyan colleges in the United States and Canada, including both the one Bible college and the four liberal arts institutions. The Bible college is a single-purpose institution, concentrating on church-related vocational instruction. The liberal arts institutions offer ministerial training as one of many professional, pre-professional, vocational, or general liberal arts programs. On all five campuses, loan/grants funded by The Wesleyan Church are administered by the General Department of Education and the Ministry through the proper representatives. While those who pursue Track 2 will exceed minimal academic requirements for ordination at some points, they are required to cover the courses listed in Figure 2, "Academic Requirements for Ordination."

Track 3

Wesleyan Adult Education Program

MMP-267. A special track of academic preparation for ministry in The Wesleyan Church has been provided through three Adult Education options administered by the General Department

of Education. The Adult Education program is designed for persons called to the ministry later in life who find it difficult to attend college due to family responsibilities or who have already attended college and are now making a career change. Normally it is expected that persons enrolling in this program will be at least 28 years of age, and under all circumstances their use of this program rather than attendance at a Wesleyan college or approved seminary must be approved by their district board of ministerial development due to age or other extenuating circumstances, and such approval must be attested by the DBMD to Education and the Ministry.

MMP-269. To register in the Adult Education program requires documentary proof of graduation from high school or the passing of the General Education Development (GED) test which is available through most high schools. The registration fee required by the Education and the Ministry must be paid unless the student has previously been enrolled at a Wesleyan college, university or approved seminary.

MMP-271. The Adult Education program does not provide the full equivalent of a four-year college program. Of necessity it concentrates on the specialized subjects needed for ministry. It is expected that students will secure more general educational requirements in English, history, literature, and speech through college or adult education courses, and district boards of ministerial development should encourage this, especially in any area in which the student exhibits weakness. Each Adult Education course is taught by a Wesleyan college, university or seminary professor, or someone academically and/or experientially qualified to be a professor. Adult Education courses are available in three formats: 1. FLAME (Fellowship of Leaders Acquiring Ministerial Education) is the preferred Adult Education method. These events which are held in several different locations in the North America include spiritual renewal times, emphasis on networking with others in ministry, relationship/team building, and 20 hours of live class time. Students may attend three days of FLAME to complete one ministerial preparation class or they may attend all five days and complete two classes. Students are required to complete twenty to forty hours of pre-course and post-course reading, papers and projects. 2. District or

college extension classes. These extension classes held by districts or Wesleyan Colleges/Universities are approved by the Department of Education and the Ministry and offer approved live classroom experiences for completing ministerial preparation classes. 3. Education and the Ministry's Correspondence Courses. Required courses are shown. For each course, students register with Education and the Ministry, paying a per-unit fee, and receive in return a study guide which gives them full instruction about the preparation of lessons, corresponding with their instructor, and the taking of their final examination. For each course there are also one or more textbooks which are to be purchased from Wesleyan Publishing House. Six months is the normal period allowed for the completion of each course, with a possible two month's extension granted by the instructor if circumstances warrant.

MMP-273. Under certain circumstances, Wesleyan colleges and universities may grant college credit by examination for work done through the FLAME/correspondence program. In such cases, when persons who have previously taken FLAME/correspondence courses enroll at a Wesleyan college, the Education and the Ministry will provide the school with a transcript of their work which will be evaluated in terms of the school's policies.

Track 4

Standardization of Non-Wesleyan Programs

MMP-276. It is recognized that some candidates for the ministry will have secured some or all of their college and/or seminary training outside the institutions and agencies of The Wesleyan Church. It is not at all desirable that this should be a track followed by those who from the beginning of their study are members of The Wesleyan Church. Rather it is what one would expect of persons transferring into The Wesleyan Church after much or all of their formal training has been completed. In such a case, transcripts and other records of study shall be forwarded to Education and the Ministry so that it can carefully evaluate the candidate's work in terms of its equivalence to the required academic courses, with special attention paid to the candidate's qualifications in Wesleyan doctrine, history, and polity. Normally any such candidate will be required to take the courses in

Wesleyan Church History and Wesleyan *Discipline*, plus any others needed to make up deficiencies. The Education and the Ministry Department will not be able to certify the candidate as having completed academic requirements until all deficiencies have been cared for. Except for ministers transferring in from other denominations, no correspondence work other than that provided by The Wesleyan Church is counted toward meeting academic requirements for ordination.

Service Requirements

MMP-286. In addition to the academic requirements for ordination or to the ministry in The Wesleyan Church, a minister-in-preparation must serve for two years in actual ministry under the appointment of the district conference. Since graduates of the approved seminaries who have earned a three-year Master of Divinity degree have already devoted seven years to their educational preparation, and in most cases will have been exposed to considerable ministry under supervision and to repeated opportunities for evaluation and correction, the service requirement is reduced to one year in their case. For college and seminary graduates, the service requirement will usually be cared for after completion of educational requirements, but it is possible for the service requirement to be cared for during the years spent completing the academic requirements if the student is under appointment by the district conference and supervision by the district board of ministerial development. The service must be full-time as determined by the district board of ministerial development.

MMP-287. If service credit is being earned through appointment as a staff minister with a fairly narrow job description, the district board of ministerial development should assist the senior pastor and the minister-in-preparation in assuring full exposure to the many responsibilities of pastoral ministry.

MMP-288. Service credit may be earned under district appointment as any of the following:

- (1) A pastor.
- (2) A district evangelist.

- (3) A missionary under appointment by the General Board of Administration to serve in a ministerial capacity under the General Department of World Missions or the General Department of Evangelism and Church Growth.
- (4) An employee serving in a ministerial capacity on the administrative staff or faculty of one of the colleges or universities of The Wesleyan Church or one of the approved seminaries.
- (5) An employee of a local church serving in a ministerial capacity in a special Christian education program such as a day care center or day school.
- (6) An employee of the general church or a district serving in a ministerial capacity.
- (7) An employee of a church-related organization serving The Wesleyan Church or of an educational institution, evangelistic or missionary organization not directly related to The Wesleyan Church, providing that such service is in a ministerial capacity; or an institutional chaplain.

(For a more detailed definition of "in a ministerial capacity," see Appendix A.)

MMP-290. At least one of the years of service credit must have been earned in The Wesleyan Church under appointment by the district in which ministers-in-preparation are to be ordained, except that if ordination is to be in a district other than the one in which the service requirement was met, the district conference which ordains them must have recommendations for ordination from not only its own district board of ministerial development but also from the district board of ministerial development of the district in which they previously served.

Final Steps to Ordination

MMP-296. Ordination to the ministry requires the following steps:

- (1) Membership in a local Wesleyan church within the district granting ordination.

- (2) Satisfactory completion of service requirements under appointment as a licensed minister.
- (3) Certificate from Education and the Ministry showing completion of the pre-ordination course of study or its equivalent.
- (4) Examination by the district board of ministerial development relative to qualifications for the ministry and for ordination, including personal religious experience, ministerial call and evidence thereof, matters of education, doctrine, and practice, particularly personal commitment without reservation to each of the Articles of Religion and the Membership Commitments and loyalty to The Wesleyan Church, and circumstances of personal, family, and business life which bear upon the ministry.
- (5) Recommendation by the DBMD to the district conference for ordination.
- (6) Adoption of the recommendation by vote of the district conference. In case of an emergency, a candidate who has been recommended by the district board of ministerial development may be elected to the ordained ministry by the district board of administration in the interim of district conference sessions.
- (7) Public service of ordination (see *Disc.* 5750-5772), in which candidates shall witness to their Christian experience, affirm their conviction of a divine call to the ministry, their commitment to the doctrines and principles of The Wesleyan Church, and their loyalty to The Wesleyan Church, after which they shall be separated to the Christian ministry by the Church through the laying on of hands in the person of the General Superintendent (or the representative appointed by the General Superintendent), the district superintendent, and a council of ordination.
- (8) Issuance and signing of a certificate of ordination by the General Superintendent, district superintendent, and district secretary (see *Disc.* 6300; order Form 6300, "Certificate of Ordination," from Wesleyan Publishing House). The responsibility for ordering the certificate rests with the district secretary.

Figure 2 Educational Requirements for Ordination

General Education

C21	Sociology/Cultural Anthropology
C22	Psychology
C31	Philosophy/Ethics

Bible

C03	*Old Testament Intro
OT1	Old Testament elective
C04	*New Testament Intro
NT1	New Testament elective
C14	Methods of Bible Study

Church History & Polity

C25	General Church History
C35	*Wesleyan Church History/Discipline Theology
C05	*Intro to Theology
C32	Advanced Theology
C42	Doctrine of Holiness

Practical Ministries

C23	Christian Education
C26	Spiritual Formation
C28	Evangelism/Church Health
C29	Global and Intercultural Ministries
C33	*Intro to Homiletics
C34	Pastoral Ministries
C36	Worship
C38	*Church Leadership/Management
C43	Expository Preaching
C44	Pastoral Counseling

Supervised Ministry

C55	Supervised Ministry
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Supervised Ministry is carried out through Internships, Practicums, District mentoring programs, pastor/staff mentoring or by completing the Supervised Ministry Course.

It may be completed concurrently with FLAME, district extension or correspondence courses or after their completion. It is not necessarily a part of the two years of service requirement but may involve one of those years as an intensified period of supervision.

Commissioned Minister

Function of a Commissioned Minister

MMP-301. The Wesleyan Church recognizes that God calls a rich variety of persons into the ministry. Among these are some who have responded to the call to ministry later in life, who have demonstrated calling, gifts, and usefulness, but who due to health or age, make it impossible for them to pursue ordination. Such persons, after counsel with and agreement by the district board of ministerial development, may choose instead to pursue commissioning as a commissioned minister. When all qualifications have been met and the candidates have been separated to the service of Christ by the vote of their district conference and by a commissioning service, they will have been invested with those functions of the Christian ministry essential to their level of service.

MMP-302. Licensed ministers who have failed to complete the academic requirements for ordination within a maximum of seven years (MMP-257) may be recommended for commissioning as commissioned ministers when they have met the requirements for commissioning. This recommendation is not to be given automatically, but rather only in those cases in which the DBA and DBMD believe that this is the proper course to follow in the light of this particular person's gifts and circumstances.

MMP-303. While the academic requirements are fewer for commissioning than for ordination, the ministry of commissioned ministers is also more narrowly focused than is that of ordained ministers. They share the functions and rights of ordained ministers in all respects except the following:

- (1) Their right to solemnize the rite of matrimony may be restricted by civil law in some localities.

- (2) They are not eligible for election to any office restricted to ordained ministers or lay persons. This means that they are not eligible for election as a district superintendent, assistant district superintendent, member-at-large on the district board of administration, member of the district board of ministerial development, or as a delegate to General Conference.
- (3) They are voting members of the district conference only if serving under appointment as the pastor of a Wesleyan church or as a full-time associate or assistant pastor of a Wesleyan church; they are non-voting members if assigned to some other category of service or if they are in the process of transfer.

Steps to Commissioning

MMP-305. Commissioning as a commissioned minister requires the following steps:

- (1) Membership in a local Wesleyan church within the district granting commissioning.
- (2) Satisfactory service as a licensed minister with appointment by the district for a minimum of two years.
- (3) Forty years of age or older at the time of receiving license as a ministerial student or approved by the DBMD for commissioned minister studies if their educational level is significantly deficient or if their abilities to complete the entire ordination due to age or health concerns make such an action necessary.
- (4) Certificate from the Education and the Ministry showing completion of the commissioned minister's course of study or its equivalent (see Figure 4). The commissioned minister course of study must be completed within six years of service under a ministerial license. The license as a licensed minister shall not be renewed beyond the sixth year. In the case of licensed ministers who have failed to complete the ordination course of study within the allotted time, the recommendation of the district board of ministerial development after

Figure 3 Academic Requirements for Commissioning as a Commissioned Minister

English Bible —

- C03 *Old Testament Introduction
- C04 *New Testament Introduction
- C14 Methods of Bible Study

Church History and Polity-

- C25 General Church History
- C35 *Wesleyan Church History/Wesleyan *Discipline*

Theology —

- C05 *Introduction to Theology
- C42 Doctrine of Holiness

Practical Ministries –

- C23 Christian Education
- C26 Spiritual Formation
- C28 Evangelism/Church Health
- C33 *Introduction to Homiletics
- C34 Pastoral Ministries
- C38 *Church Leadership/Management
- C44 Pastoral Counseling

Supervised Ministry –

Internships, Practicums, District mentoring programs, and pastor/staff mentoring.

(*These courses constitute the prerequisites for district license as a licensed minister and a person planning to pastor while pursuing the course of study should complete these first.)

consultation with the district board of administration is necessary. This recommendation is not to be given automatically, but only in those cases in which the DBA and DBMD believe that this is the proper course to follow in light of this particular person's gifts and circumstances.

- (5) Examination by the district board of ministerial development relative to qualifications for the ministry and for commissioning, including personal religious experience, ministerial call and evidence thereof, matters of education, doctrine, and practice, particularly personal commitment without reservation to each of the Articles of Religion and the Membership Commitments and loyalty to The Wesleyan Church, and circumstances of personal, family, and business life which bear upon the ministry.
- (6) Adoption of the recommendation by vote of the district conference. In case of an emergency, a candidate who has been recommended by the district board of ministerial development may be approved for commissioning as a commissioned minister by the district board of administration in the interim of district conference sessions.
- (7) Public service of commissioning (see *Disc.* 5800-5845), in which candidates shall witness to their Christian experience, affirm their conviction of a divine call to the ministry, their commitment to the doctrines and principles of The Wesleyan Church, after which they shall be separated to the Christian ministry by the Church through the laying on of hands in the person of the general superintendent (if present), the district superintendent, and a council of ordination.
- (8) Issuance and signing of a commission by the general superintendent, district superintendent, and the district secretary (see *Disc.* 6280; order Form 6280, "Commission Certificate for a Minister," from Wesleyan Publishing House Press).

Transfer and Supply

Transfers Between Districts

MMP-403. Ministerial students may be granted letters of transfer from one district to another by their district superintendent. It shall be sent directly to the district superintendent of the district to which they are transferring, and they shall continue to be considered members of the former district until a reply has been received from the latter district stating that they have been duly received as members of a local church within the district and have been duly enrolled as ministerial students by the district. (See *Disc.* 6440 and 6450; order Form 6440, "District Letter of Transfer," and Form 6450, "Acknowledgment of District Letter of Transfer," from Wesleyan Publishing House Press). The receiving district will want to consult with the Education and the Ministry about the academic standing of the candidate.

MMP-405. Licensed ministers who desire to accept pastoral calls from churches within the bounds of other districts, or if not expecting to pastor nevertheless desire to transfer ministerial membership to other districts, must first obtain the written permission of the general superintendent and the district superintendent over the district to which they desire to transfer. When permission has been secured, they shall ask their district superintendent for a letter of transfer to be sent directly to the district superintendent of the district to which they are transferring. They shall continue to be considered members of the former district until a reply has been received from the latter district stating that they have been duly enrolled as members of the district conference. (See MMP-403 above for forms.) Licensed ministers shall also be supplied by their former district superintendent and district board of ministerial development with a properly attested statement of

their standing with reference to academic requirements and their record of service under the appointment of the district conference.

Transfers from Other Denominations

MMP-411. The process of transfer for ministers from other denominations into The Wesleyan Church is the same for ordained ministers, commissioned ministers, and licensed ministers. The level into which they are received depends upon their status in their former denomination and their personal qualifications as well as their academic preparation as compared to the requirements of The Wesleyan Church.

MMP-413. Ordained ministers from other denominations, or ministers from other denominations who have been ordained to deacon's orders, or ministers who have been licensed or authorized in some manner equivalent to the commissioning or licensing of Wesleyan ministers by a district conference, may seek reception into The Wesleyan Church. They shall do so by presenting to the district superintendent their letter of standing or other credentials and transcripts or other records of ministerial training. They may qualify for reception as ordained ministers or commissioned or licensed ministers, as the case may justify, according to the following procedures:

- (1) The applicant shall present a letter of standing or photocopy of ministerial credentials and photocopies of transcripts or other records of ministerial training to the district superintendent. If the district superintendent is favorable to initiating steps which might lead to the applicant's transfer, the superintendent shall forward copies of these documents to Education and the Ministry along with the Transferring Ministers application form..
- (2) The district superintendent shall assist the applicant in applying for the approval of the area General Superintendent (Disc. 1935:16) for reception as a minister in process of transfer by using the Transferring Ministers application form.
- (3) They shall be examined by the district board of ministerial development relative to their Christian experience, call,

- and qualifications for the ministry (see *Disc.* 3000-3006), relative to the equivalence of their training to the Wesleyan academic requirements, and relative to the nature of the ordination, commission, or license which they have previously received.
- (4) A copy of their transcripts and other records of ministerial training shall be sent to Education and the Ministry for evaluation and indication as to what further training will be needed to standardize their academic preparation in terms of the requirements of The Wesleyan Church.
 - (5) If the district board of ministerial development so recommends, the district conference may appoint transferees as ordained ministers in process of transfer, commissioned ministers in process of transfer, or licensed ministers in process of transfer, as the case may justify. This relationship shall continue for one year unless the district conference by vote shall extend it.
 - (6) While serving under this relation, transferees are non-voting members of the district conference, may serve as supply pastors, and shall seek to correct any deficiencies in their ministerial training, particularly in Wesleyan doctrine, history, and polity. If at any time the district board of administration shall determine that it is not in the best interests of the district to continue the relation, they may by majority vote terminate the relation and any supply assignment, and thus dismiss them from all ministerial relations to The Wesleyan Church. Ordained ministers in the process of transfer shall have authority to administer the sacraments and perform marriages, while serving as supply pastors.
 - (7) If the transferee's year of service is satisfactory and all deficiencies in their ministerial training are corrected through Education and the Ministry, the district board of ministerial development may recommend to the district conference that they be recognized as ordained or commissioned or licensed ministers (as the case may justify) of The Wesleyan Church and they may be received as ministerial members of the district. If the transferring minister has not previously joined

a local Wesleyan church within the district, this must be done prior to the vote by the district conference receiving the applicant as a ministerial member of the district. If an ordained minister in process of transfer faces extensive additional academic requirements, and age or other extenuating circumstances make it doubtful to the applicant and the district board of ministerial development that such requirements can be met, the district board of ministerial development, after consultation with the district board of administration, may authorize the applicant to qualify for commissioned minister's status and proceed accordingly.

- (8) When an ordained or commissioned minister has been received into full standing by vote of the district conference, a proper certificate validating the ordination or commission shall be issued and signed by the General Superintendent, the district superintendent, and the district secretary (see *Disc.* 6320; order Form 6320, "Certificate of Validation for Minister Transferring from Another Denomination," from Wesleyan Publishing House). For the licensed minister, a license shall be issued (cf. MMP-253:13).

Supply Pastor

MMP-421. Normally Wesleyan churches will be pastored by Wesleyan ordained, commissioned or licensed ministers. But emergencies will arise in which the district will want to use someone in pastoral service who is not eligible for regular pastoral appointment to the church involved. A person appointed by the district conference or the district board of administration to serve under such irregular circumstances is called a supply pastor. Service as supply pastor by a person under preliminary license does not count as service requirement toward ordination.

MMP-423. The following persons may serve as supply pastors:

- (1) Wesleyan ordained, commissioned or licensed ministers serving under some other appointment. (One example would be an ordained minister whose regular appointment

was as a member of the faculty of a Wesleyan college or university, who agreed to serve as a supply pastor on a temporary basis. Another would be an ordained or licensed minister already appointed as pastor of one church, who would agree to serve concurrently another on a temporary basis, when it would not be advantageous to join the two churches as a circuit.)

- (2) Wesleyan ordained or commissioned ministers on loan from one district to another.
- (3) Commissioned or licensed special workers.
- (4) Ministers in process of transfer from other denominations.
- (5) Ministers who belong to other denominations.
- (6) Lay ministers or ministerial students. (In practice, the list of persons eligible for appointment as supply pastor given in *Discipline* 3260:1 is not considered to be exhaustive but is enlarged to include these.)

MMP-424. Ministerial students or licensed ministers, who are members of one district but who are enrolled at a Wesleyan college, university or approved seminary in another district, may be employed by a Wesleyan church outside of their home district and serve as supply pastors under the following conditions:

- (1) Such arrangements have the written approval of the superintendent of each district involved, and do not continue beyond the next session of the district conference in which they hold their membership without the consent of their district conference (cf. *Disc.* 1396:I:A:2b; 3100:2; 3260:1).
- (2) Such arrangements when given the consent of the district conference may be extended through the training period of the minister on a yearly basis subject only to the annual review of their district conference.
- (3) Such persons will be considered to be “on loan” and to be maintaining a “supply” relationship.
- (4) Such persons shall continue under the supervision of the board of administration and board of ministerial development of their home district relative to their district

membership and ministerial appointment and standing, and shall be subject to the supervision of the superintendent and board of administration of the district where they are employed relative to the responsibilities of their employment.

- (5) The extent to which such service in another district will count toward service requirements for ordination will be determined by the board of ministerial development of the home district in accord with the provisions of *Discipline* 3070:2 and MMP-286—290.

MMP-425. Supply pastors serve subject to the following regulations:

- (1) They are appointed temporarily to fill the pulpit and provide a spiritual ministry. They do not have authority to administer the sacraments, unless special authorization is granted by the district superintendent because the supply pastor is serving a congregation isolated from Wesleyan ministers, making it difficult to provide for administering the sacraments (*Disc.* 3260:2), or to perform marriages unless they have that right on some other basis. They shall not perform the administrative function of the pastor except in the filing of reports unless authorized to do so by the district superintendent.
- (2) Their church membership shall not be automatically transferred to the church they are serving.
- (3) They shall be granted a certificate of authorization to supply (see *Disc.* 6240; order Form 6240, "Certificate of Authorization as a Supply Pastor," from Wesley Publishing House).
- (4) They shall be nonvoting members of the district conference unless they are voting members by some other right.
- (5) They may be removed or replaced as supply pastors at any time by the district board of administration.

Special Lay Ministries

General Provisions

MMP-501. There are three types of lay ministry which are credentialed by The Wesleyan Church: lay minister, special worker, and lay missionary. For lay ministers, a course of study has been developed (see MMP-515). For special workers, a program has also been developed (see Figure 5). For lay missionaries, no special educational program is provided by the Church with the exception of requirements which may be made by the general department under which they serve. While Wesleyan colleges, universities and approved seminaries offer courses which would cover most of the requirements for licensing as a lay minister or commissioning as a special worker, no denominational programs of ministerial student aid are available to assist the student in institutional preparation.

Function of Lay Ministers

MMP-511. Lay ministers are lay members of The Wesleyan Church whom local church conferences have licensed to preach or serve, under their pastor's direction and as opportunity affords, thus providing for the employment and development of their gifts and usefulness. The lay minister's license and course of study are not intended as part of the district program of ministerial license, commissioning, or ordination. Normally lay ministers have no plans for ministry except in connection with their local churches.

Steps to Licensing as a Lay Minister

MMP-513. The steps by which Wesleyan lay persons proceed toward licensing as lay ministers are as follows:

- (1) Covenant membership in a local Wesleyan church.

- (2) Application through the pastor by the candidate for licensing as a lay minister, or recommendation by the pastor for licensing.
- (3) Examination by the local board of administration as to the candidate's gifts and graces, spiritual and personal qualifications for such a license.
- (4) Recommendation by the local board of administration to the local church conference (unless authorization has been granted to the LBA) that the candidate be licensed as a lay minister.
- (5) Approval voted by the local church conference (unless authorization has been granted to the LBA) for the issuance of the license.
- (6) Signing and issuance of the license by the pastor and local church secretary, using the proper form (see *Disc.* 6200; order Form 6200, "Lay Minister's License," from Wesleyan Publishing House).

Development and Service of a Lay Minister

MMP-515. Once Wesleyan lay persons have been licensed as lay ministers, they are to enroll immediately with Education and the Ministry at the International Center of The Wesleyan Church, and pursue the lay minister's course of study. This course of study requires a minimum of five courses:

Choose one bible elective from Old Testament Introduction, New Testament Introduction, and Methods of Bible Study.

Introduction to Theology
Wesleyan Church History and *Discipline*

Choose two from the practical ministries areas of Christian Education, Evangelism/Church Health, Intro to Homiletics, Pastoral Ministries, Worship, Church Leadership/Management, or Pastoral Counseling.

If at all possible, the courses should be taken at a Wesleyan college or university. If this is not possible, the courses may be taken by

FLAME, District Extension or correspondence through Education and the Ministry. A minimum of two courses must be completed each year until Education and the Ministry issues the licentiate a certificate showing that the program of study has been completed.

MMP-519. Lay ministers are to assist the pastor of their local church as the pastor shall direct, preaching as often as opportunity affords (including the holding of evangelistic services in neighboring churches with their pastor's approval), or serving in other ways befitting their gifts and local needs. They are to report on the progress of their studies and the nature and extent of their labors to their pastor and the local board of administration as they require. They are to make an annual report to their local church conference. They may be asked by the district to serve as a supply pastor. They have no authority to solemnize marriages or to administer the sacraments. They are not members of their local board of administration unless they are elected to membership on the board, and they are not members of their district conference unless they are elected as delegates to their conference. Their license may be revoked upon the recommendation of their local board of administration and a majority vote of their local church conference (unless authorization has been granted to the LBA). If they transfer their local church membership, they may also ask for a letter of standing as a lay minister and present it to the pastor of the church to which they are moving their membership for consideration there (see *Disc.* 6220; order Form 6200, "Lay Minister's Letter of Standing" from Wesleyan Publishing House).

MMP-521. Lay ministers' licenses are valid for only one year. They may be renewed indefinitely by their local church conference (or by the LBA if authorized by the LCC) for one year at a time if their holders have served satisfactorily under the pastor's direction, if there is promise of continued usefulness, and if they have completed in the preceding year at least two courses on the required program of study or if they have a certificate showing that the study program has been completed.

Function of Special Workers

MMP-526. Special Workers are lay persons who believe that they are divinely led to serve the Church as a director of music,

director of Christian education, youth director, song evangelist, chalk artist, children's worker, spouse in ministry, lay evangelist, social worker or in some other special capacity, and who have been authorized to carry on such work by a district conference.

Licensed Special Workers

MMP-531. Persons may be licensed by their district conference as licensed special workers through the following steps:

- (1) Covenant membership in a local Wesleyan Church within the district granting the license.
- (2) Examination by the local board of administration.
- (3) Recommendation by the local board of administration to the local church conference (unless authorization has been granted to the LBA) that the candidates be recommended to the district conference for district license as licensed special workers.
- (4) Vote by the local church conference (unless authorization has been granted to the LBA) to make the recommendation to the district conference.
- (5) Filing of the recommendation by the pastor and the local church secretary with the district board of ministerial development (see *Disc.* 6420; order Form 6420, "Recommendation for District License," from Wesleyan Publishing House).
- (6) Readiness on the part of the candidates to pursue the course of study for their particular field of service (see Figure 5).
- (7) Examination by the DBMD concerning their Christian experience, gifts, calling, and experience in their particular field of service.
- (8) Recommendation by the DBMD to the district conference for the granting of the license.
- (9) Adoption by vote of the district conference of the recommendation of the DBMD.
- (10) Issuance and signing of the license by the district superintendent and the district secretary (see *Disc.* 6360;

Figure 4

Academic Requirements for Special Workers

C03	Old Testament Introduction
C04	New Testament Introduction
C14	Methods of Bible Study
C05	Introduction to Theology
C42	Doctrine of Holiness
C35	Wesleyan Church History and <i>Discipline</i>
C23	Christian Education
C27	Evangelism/Missions
E1	Elective in Specialty
E2	Elective in Specialty

(The electives in the worker's specialty are to be arranged in consultation with the Director of Ministerial Preparation and call for such courses as may be most helpful for the special worker in their selected field of ministry.)

Academic Requirements for Lay Ministers

C05	Introduction to Theology
C35	Wesleyan History/Discipline

Choose one from

C03	Old Testament Introduction
C04	New Testament Introduction
C14	Methods of Biblestudy

Choose from two

Christian Education, Evangelism/Church Health
Introduction to Homiletics, Pastoral Ministries
Worship, Church Leadership/Management or Pastoral Counseling

order Form 6360, "Special Worker's License," from Wesleyan Publishing House).

MMP-532. Licensed special workers serve under the direction of their pastor, or upon the call of local churches, or under a district or general agency, as the case may be. They shall be nonvoting members of their district conference.

MMP-533. Licensed special workers shall be responsible to cooperate fully with their DBMD and Education and the Ministry in obtaining an annual report on their progress in their studies. They shall also report to the district superintendent and the DBMD in any other ways they shall require, shall file the proper annual service report form with the DBMD, and shall report annually to the district conference. As long as they continue to qualify, their service is satisfactory, all reports are properly made, and they complete at least two courses per year or hold a certificate from Education and the Ministry showing that they have completed the program of study; their license may be renewed annually. (If licensed special workers fail to file their annual service reports, unless such failure is due to illness, injury, or a similar emergency, their license shall not be renewed.) They are amenable to the district which grants their license, and their license may be revoked between sessions of the district conference by judicial process (see *Disc.* 5170-5180). Licensed special workers transferring from one district to another require only a letter of transfer from their district superintendent (*Disc.* 3480), but when transferring from another denomination are subject to the same regulations as ministers (MMP-411-413).

Commissioning of Special Workers

MMP-536. District commissioning of special workers requires the following steps:

- (1) Covenant membership in a local Wesleyan church within the district granting commissioning.
- (2) Satisfactory completion of at least two years of service as a licensed special worker.

- (3) Certificate from Education and the Ministry showing completion of the course of study for special workers or its equivalent.
- (4) Examination by the district board of ministerial development relative to their Christian experience, gifts, calling, and experience in their particular field of service.
- (5) Recommendation by the DBMD to the district conference for commissioning.
- (6) Adoption of the recommendation by vote of the district conference.
- (7) Public service of commissioning (see *Disc.* 5855).
- (8) Issuance and signing of a commission by the general superintendent over the district, the district superintendent, and the district secretary (see *Disc.* 6380; order Form 6380, "Special Worker's Commission," from Wesleyan Publishing House).

MMP-537. Special workers' commissions shall be continuous until such time as they cease to be active in their particular field of service and file their commission with the district superintendent, or unless they are deprived of their commission by judicial process (*Disc.* 5170-5180). Persons from other denominations holding commissions as special workers or its equivalent may be received into The Wesleyan Church subject to the regulations which govern the reception of ordained ministers (MMP-411, 413).

Spouses in Ministry

MMP-539. Wives or husbands of Wesleyan ministers have a choice of ways in which to co labor with those ministers. Spouses of ministers may also seek licensing, commissioning, or ordination as ministers. Or they may choose to serve in a strictly lay capacity, as any active lay member might do. Or they may choose to seek license and eventual commission as a "special worker—spouse in ministry." This is especially appropriate for those spouses who do not sense a call to the ministry in its full-orbed function, but do sense a call to a supportive team ministry.

MMP-540. If both husbands and wives are credentialed ministers, they may be appointed as pastors to the same local church with one of them designated as senior pastor. However, the local church conference may vote to call them as co-pastors (*Disc.* 738). In this case, only one shall be designated to serve as chair of the local board of administration, while the other may attend its meetings as a non-voting member (*Disc.* 752).

Lay Missionary

MMP-541. Lay persons who have been appointed by the General Board of Administration to serve under the General Department of World Missions, or under the General Department of Evangelism and Church Growth, may be commissioned by their district conference as lay missionaries after examination by their DBMD (MMP-735:3). No educational program is provided by the denomination except such as is required by the involved department. (The commissioning service is covered in *Disc.* 5855; for the commission itself, see *Disc.* 6400; order Form 6400, "Lay Missionary's Commission," from Wesleyan Publishing House)

Lifelong Learning

Upgrading of Basic Preparation

MMP-601. Since The Wesleyan Church is committed to excellence in terms of academic preparation for the ministry, it makes certain provisions for the upgrading of the basic preparation for ministry, even after the formal act of ordination has taken place. Student aid in the form of loan/grants is available to ordained ministers who return to college and/or seminary campuses to complete their degrees if these degrees are those normally used to complete the academic requirements in Track 1 (MMP-263) or Track 2 (MMP-265).

MMP-603. Ordained ministers without other appointments who enroll in a seminary or other graduate school for advanced training for church service shall be listed by their district conference as ordained ministers on educational leave. An ordained minister so appointed shall be a voting member of the district conference.

Continuing Education

MMP-611. The basic or preordination training of Wesleyan ministers is not looked upon as something complete in itself. It is looked upon rather as part of a pattern of lifelong learning in which Wesleyan ministers constantly seek to improve their gifts, abilities, and skills for service. The basic preparation lays the foundation upon which continuing education will build to help ministers meet their ongoing and changing needs.

MMP-615. Continuing education for Wesleyan ministers, spouses, and special workers is available in many forms:

- (1) Wesleyan colleges and the approved seminaries are developing programs of continuing education, involving

area ministerial conventions, ministerial refresher courses, special lecture series, and extension classes.

- (2) Districts are also developing programs of continuing education through district ministerial conventions, ministerial retreats, seminars, and workshops.
- (3) General departments are developing various forms of continuing education related to church planting, leadership, Christian education, and various facets of ministry.
- (4) Many communities have class offerings in community colleges, adult education courses, and the college and seminary programs of other denominations which are readily adaptable as continuing education for Wesleyan ministers, spouses, and special workers.

MMP-621. Continuing education is a matter which is largely self-motivated and self-disciplined. One of the best ways for ministers to assure their own personal spiritual and intellectual growth is to draw up, with the counsel of their district superintendents (or other persons to whom they may be accountable), a growth contract. The growth contract should determine a specific time frame, identify strengths and weaknesses, set goals, and specify steps which will be taken to capitalize on strengths, overcome weaknesses, and achieve goals. When the time period has been completed, evaluation needs to take place and a new growth contract needs to be drawn up. It would be well for district superintendents also to draw up personal growth contracts with the counsel of their area general superintendent.

District Board of Ministerial Development

Function

MMP-701. There shall be a district board of ministerial development which shall be responsible for the examination and recommendation to the district conference of all candidates for ordination, license, commission, ministerial study, reinstatement, restoration, or transfer from another denomination; to review the work of each person under appointment by the district as revealed through the annual service reports, and to report its findings to the district board of administration and the district conference; and to cooperate with the district superintendent and the district board of administration in the personal and professional development of ministers within the district.

Membership and Organization

MMP-706. The district board of ministerial development shall consist of the district superintendent, the assistant district superintendent (if the district conference chooses to elect a person to this office), and in addition, the district board of administration shall elect as many additional members as deemed sufficient. At least two members shall be from among the laity, and the ministerial members shall be ordained ministers. The term of office for the elected members shall be for three years, with the election so arranged that approximately one-third shall be elected each year.

MMP-708. District superintendents shall be the chairs unless they shall appoint another to serve in their place with such appointment subject to ratification by the district board of administration. The board shall annually elect a vice-chair and a secretary from among its members.

MMP-710. The board may divide into smaller groups and

apportion the work among them as deemed necessary, provided that all recommendations of the board to the district conference, or in the interim of its sessions to the district board of administration, shall be adopted at a meeting of the full board. Such a division and delegation of the workload will be especially helpful in the annual interviews of ministers-in-preparation, particularly if the district covers a large geographical area, and in the preliminary review of the annual service reports.

Sessions

MMP-716. The district board of ministerial development shall be convened by its chair in sufficient time before the opening of the district conference to enable the board to complete its work in a careful and thorough manner, and shall meet at other times as deemed necessary upon the call of the chair.

MMP-718. Since the vice-chair and secretary are elected annually, it would be well for the DBMD to hold an organizational session following the completion of elections by the district board of administration. Meeting dates for the entire year might be set at this time, and the division of the board into subcommittees and the delegation of responsibilities might also be cared for at this time.

MMP-720. Sessions of the DBMD may also be necessary during the year to consider interim recommendations for ordination, commissioning, licensing, or other such matters, to the district board of administration.

MMP-722. One or more sessions of the DBMD will be necessary prior to the annual session of the district conference to conduct interviews with all persons who are candidates for ordination, commission, reinstatement, restoration, or transfer from another denomination, and with all candidates for initial license of any type and candidates for renewal of license. The scheduling of such session(s), which is subject to the approval of the district board of administration, should be made and announced as early as possible after the date of the district conference has been fixed. At the same or other session(s) the DBMD will need to process the annual service reports. Sufficient time will need to be planned between these sessions and the convening of the district conference

to allow for interviews by the DBMD or a subcommittee with persons making unsatisfactory reports. And sufficient time will need to be allowed after the completion of all work and the filing of a report with the district board of administration relative to matters affecting district appointments (MMP-761:1) for the DBA to properly do its work and prepare its comprehensive report on pastoral relations and ministerial appointments (*Disc.* 1233:9abc).

MMP-724. Education and the Ministry needs a minimum of one month's time between the completion of course work by a student and the beginning of the conference session at which the DBMD will be making a report and recommendation concerning that student, in order to assure the accurate and orderly communication of grade reports and/or the issuance of certificates. Neither a DBMD nor a student should count on work being credited in time to affect licensing, commissioning, or ordination if the work is completed later than the date one month prior to the convening of the annual district conference session. If the DBMD needs more time than this to complete its work and allow sufficient time for the DBA to do its work, then the DBMD should set an earlier deadline for students to complete their work and communicate the same to them.

Duties of DBMD Chair

MMP-726. District superintendents or their appointees (see MMP-708) serve as the chairs of the district board of ministerial development. The duties of the chair include:

- (1) To become familiar with the *Discipline* regulations for ministers-in-preparation; the *Discipline* regulations for the DBMD; and with the *Manual of Ministerial Preparation*.
- (2) To preside over sessions of the DBMD and to authorize the DBMD secretary to call special sessions as needed.
- (3) To lead the DBMD in the conducting of interviews with all persons who appear before the board, unless the board shall adopt a plan for sharing or delegating such leadership.
- (4) To arrange with the district board of administration for a

- system of funding DBMD expenses.
- (5) To maintain liaison between the DBMD and the district board of administration.
 - (6) To see that each member of the DBMD has a copy of the *Manual of Ministerial Preparation* (available through Wesleyan Publishing House).
 - (7) To counsel those individuals who are responsible to the DBMD relative to matters which are under the jurisdiction of the DBMD.
 - (8) To work closely with the DBMD secretary in developing agendas, scheduling interviews, and in the preparation of reports to the district board of administration, the district conference, and Education and the Ministry.

Duties of DBMD Secretary

MMP-728. The district board of ministerial development shall elect a secretary from among its members annually. Duties of the secretary shall include:

- (1) To issue notices of all board meetings and notices to all persons who are to appear before the DBMD.
- (2) To keep suitable and permanent records which shall be the property of the district and shall be preserved as directed by the district superintendent and the district board of administration. If the district maintains a central office, the DBA may want to direct that the permanent records and files be maintained at the central office.
- (3) To maintain a correct and complete journal of the proceedings of DBMD meetings, an official copy of which shall be submitted to the district secretary for permanent filing.
- (4) To maintain a file on each licentiate or other person seeking certification from the district, including a record of ministerial studies and training carried on in a college, university, theological school, or by correspondence with Education and the Ministry. A record of all credits earned shall be recorded at least once each year in cooperation with

- Education and the Ministry, and shall be available to the DBMD in considering its recommendations to the district conference. The file should also incorporate a record of each candidate's service record under appointment by the district.
- (5) To maintain a personnel record of each ordained, licensed, or commissioned member of the district, on forms as authorized by the General Board of Administration, including: important personal and family information; educational qualifications; ministerial service including pastoral and other district appointments, offices held, and credentials issued by the district. Whenever a letter of transfer is granted, a transcript of the personnel record shall be provided, if requested, but the record shall remain in the permanent files of the district.
 - (6) To report each year to Education and the Ministry, following the annual district conference session, on forms provided by Education and the Ministry, the names of all persons recognized by the district as ministerial students, licensed ministers, ordained ministers in process of transfer, licensed ministers in process of transfer, and licensed special workers, so Education and the Ministry will be able to file with the DBMD an annual report on the progress of these persons in their academic requirements.
 - (7) To report each year to Education and the Ministry, at least 60 days prior to the district conference, on forms provided by Education and the Ministry, the names of those persons the district board of ministerial development intends to ordain, commission or issue verification of ordination so Education and the Ministry can be certain that candidates have completed the requirements for such credentials.
 - (8) To assist the district superintendent in providing for licensed ministers or licensed special workers transferring to other districts of The Wesleyan Church properly attested statements of their standing in the ministerial study course and of their record of service under the appointment of the district conference.
 - (9) To keep on hand sufficient copies of the various

questionnaires approved by the General Board for use in examining candidates aiming at ordination or commissioning and to distribute the same as needed (see Figure 6).

- (10) To assist the DBMD chair in developing agendas for DBMD sessions and in scheduling interviews with persons who are to appear before the DBMD.
- (11) To prepare, in consultation with the DBMD chair, the various reports to the district board of administration and the district conference (MMP-761).
- (12) To cooperate with the district secretary to insure appropriate certificates are ordered in preparation for commissioning and ordination services.

Responsibilities to Candidates

MMP-731. The district board of ministerial development is the district body charged with overseeing the development and progress of candidates up to and following ordination, commissioning, recognition of transfer with full standing, reinstatement, or restoration. It is responsible to test the validity of candidates' calls, identify strengths and weaknesses, counsel them, encourage them, direct their academic preparation in cooperation with Education and the Ministry, guide them in personal, social, spiritual, and leadership development, and to make recommendations relative to their readiness for and advancement in ministry.

MMP-733. The DBMD begins its work with candidates or changes phases of work with candidates when it receives:

- (1) Recommendations from the local churches of candidates for licensing as ministerial students, licensed ministers, or licensed special workers, or for reinstatement or restoration.
- (2) A report from the district superintendent, along with copies of credentials, transcripts, and other supporting documents, concerning unordained or uncommissioned persons seeking transfer from other denominations.
- (3) A report from the district superintendent relative to

Figure 5
Questionnaires for Use in Examining Candidates for the Ministry

<i>Form Number</i>	<i>Name</i>	<i>When Used</i>	<i>Number Needed Per Candidate</i>
DBMD No. 1	Personal Data Inventory Questionnaire	Initial Licensing as a ministerial student	1
DBMD No. 2	Initial Reference Form	At same time as DBMD No. 1	4
DBMD No. 3	Subsequent Years Questionnaire	At discretion of DBMD	1 (per year)
DBMD No. 4	Ordained Minister's Reference Form	Prior to ordination or commissioning	4
DBMD No. 5	Ordination Application Questionnaire	Prior to ordination or commissioning	1
DBMD No. 6	Ordained Minister in Process of Transfer	Prior to Validation of Ordination	1

(Forms may be obtained by using www.wesleyan.org/education or at Education and the Ministry, Box 50434, Indianapolis, IN 46250-0434 or by calling 317-774-3912.

licensed persons transferring from other districts, along with properly attested statements of their standing in the ministerial study course and of their record of service under appointment as supplied by their former district superintendent and former DBMD.

- (4) A report from the district superintendent, along with copies of credentials, transcripts, and other supporting documents, concerning ordained or commissioned persons seeking transfer from other denominations.
- (5) A report from the district superintendent that the DBA has recommended that certain licensed ministers called later in life be considered for commissioning as commissioned ministers.
- (6) A report from the General Department of World Missions or the General Department of Evangelism and Church Growth concerning the employment of lay members of churches within the district as missionaries.
- (7) A proposal from one of its own members that licensed ministers who have exhausted the seven years allowed under district appointment for the completion of academic requirements for ordination be considered for commissioning as commissioned ministers.

MMP-735. The DBMD is responsible to consider and/or examine candidates through personal interview, initially and also annually, with special types of examination at specific points of change in status. The General Board of Administration has approved various questionnaires for use in examining candidates aiming at ordination or commissioning which will be helpful to the DBMD in fulfilling this responsibility (see Figure 6, "Questionnaires for use in Examining Candidates for the Ministry"). The DBMD is responsible:

- (1) To examine candidates for license as ministerial students relative to their qualifications for the ministry including their personal religious experience, ministerial call, and evidence thereof. (The forms designated DBMD Numbers 1 and 2 may be used in connection with the initial

interview and Number 3 may be used in subsequent years depending upon the length of time spent in this category — see Figure 6.)

- (2) To examine candidates for the granting of license as licensed ministers or licensed special workers (initially, annually, and as they move on to become candidates for ordination or commissioning), and for commissioning as lay missionaries. Examinations should be conducted both through interviews and as otherwise needed. The interviews should deal with their personal experience of salvation and entire sanctification, their full commitment to the Articles of Religion, Membership Commitments, Elementary Principles, and polity of The Wesleyan Church and acceptance of its authority, and their evidence of having the qualifications for the ministry to which they feel called as set forth in the *Discipline*.
- (3) To examine candidates for the granting of license as licensed ministers in keeping with (3) above and relative to their personal religious experience, ministerial call and evidence thereof, matters of education, doctrine and practice, and circumstances of personal, family, and business life which bear upon the ministry. (The forms designated DBMD Numbers 1 and 2 should be used in connection with the initial interview, and Numbers 3, 4, and 5 should also be used in keeping with their intended purpose — see Figure 6.)
- (4) To examine candidates for licensing or commissioning as special workers in keeping with (3) above and relative to their Christian experience, gifts, calling, and experience in their particular field of service.
- (5) To examine candidates for election to the ordained ministry or for commissioning as commissioned ministers in keeping with (3) above and relative to their personal religious experience, ministerial call and evidence thereof, matters of education, doctrine, and practice, particularly their personal commitment without reservation to each of the Articles of Religion and the

Membership Commitments and their loyalty to The Wesleyan Church, and circumstances of personal, family, and business life which bear upon the ministry. (The forms designated DBMD Numbers 4 and 5 should be used at this point — see Figure 6.)

- (6) To examine candidates for transfer from other denominations under ordination or commission or license in keeping with (4), (5), or (6) above, whichever applies. The form designated DBMD number 6 should be used at this point
- (7) To consider and examine any person applying for reinstatement or restoration of ministerial credentials as directed by the restoration plan developed by the district under the direction of the area General Superintendent (cf. *Disc.* 3120-3148; 3490, last sentence).

MMP-737. The DBMD is responsible for helping candidates progress toward their goals as follows:

- (1) To encourage all who are completing academic requirements to enroll in one of the colleges or universities of The Wesleyan Church or in an approved seminary.
- (2) To grant approval for students to substitute FLAME, district extensions courses or correspondence courses for attendance at a Wesleyan institution only if the student's age or other extenuating circumstances make such attendance extremely difficult. Candidates who receive such permission are to be encouraged by the DBMD to secure training in such general education courses as grammar, literature, and history in a college near their residence, especially in any subject in which their deficiency is apparent.
- (3) To supervise and counsel all who are completing academic requirements, keeping a record of their ministerial studies, and cooperating with Education and the Ministry in all such matters.
- (4) To supervise the required year of supervised ministry for

those pursuing the correspondence program through a selected pastor-director (see C55 under Figure 3).

- (5) To consider providing extension classes for those pursuing the adult education program, within the guidelines established by Education and the Ministry and subject to the counsel and approval of the Director of Ministerial Preparation.
- (6) To refer all questions about the evaluation of transcripts and other records of academic work to Education and the Ministry for its decision as to further requirements.
- (7) To define "full-time service" as it relates to the earning of service requirements toward ordination or commissioning.
- (8) To evaluate the service of each candidate in terms of its meeting requirements for ordination or commissioning and as to the amount of credit earned through full-time or part-time service.
- (9) To issue through its secretary and in cooperation with the district superintendent properly attested statements of standing in the ministerial study course and of record of service under the appointment of the district conference for all licensed persons transferring to other districts.

MMP-739. The district board of ministerial development is responsible to recommend to the district conference only those candidates for ordination, license, commission, ministerial study, reinstatement, restoration, or transfer from other denominations which it believes to be fully qualified for the recognition it is recommending. It may recommend to the district conference that candidates be granted a lower level of recognition than that recommended by their local church conference (a candidate recommended by the local church conference for license as a licensed minister may be recommended by the DBMD for license as a ministerial student). Advancement is never to be thought of as automatic just because so many academic courses have been completed or so much service credit has been earned; the DBMD must also be ready to recommend candidates as completely qualified in every way. Recommendation for commissioning as a

commissioned minister is not to be given automatically at the expiration of six years of service under license and appointment or at the expiration of the maximum of seven years as a licensed minister. It is to be given only in those cases in which the DBMD after consultation with the DBA believes that this is the proper course for persons to follow in the light of their gifts and circumstances.

Responsibilities to All Ministries

MMP-751. The district board of ministerial development is to receive on behalf of the district conference a written annual service report from each ordained minister, commissioned minister, licensed minister, ministerial student, and commissioned and licensed special worker. The reports are to be made on forms authorized by the General Board of Administration and made available by the General Secretary. Those serving as pastors or senior pastors use the "Pastor's Annual Service Report;" associate and assistant pastors use the "Associate/Assistant Pastor's Annual Service Report;" ministerial students use the "Ministerial Student's Annual Service Report;" retired ministers use the "Retired Minister's Annual Service Report;" other ordained, commissioned, or licensed ministers use the "Minister's Annual Service Report;" and special workers use the "Lay Worker's Annual Service Report." The DBMD should set a deadline for the submission of these reports early enough to allow it to complete its work and make the proper reports to the district board of administration and the district conference. The manner of transmitting the report forms to the persons responsible to submit them and any other matters not clearly the prerogative of the DBMD shall be determined by the district board of administration or the district superintendent.

MMP-753. The DBMD shall review all service reports and pass on each one as follows:

- (1) A report which shows that the person's assigned work has been done in keeping with the *Discipline* and that any required statistical report has been properly submitted shall be marked as approved and returned to the person submitting it.

- (2) A report in which there are unsatisfactory answers, or which shows that the work has not been done in keeping with the *Discipline*, or that a required statistical report has not been properly submitted, shall be reviewed with the person submitting the report. If after such interview the answers are still unsatisfactory, the report shall be so marked and returned to the person submitting it.
- (3) In case of the failure to submit an annual service report on the part of any person responsible to do so, the DBMD shall investigate the reason for such failure. In the case of licensed persons failing to make the annual service report, unless such failure is due to illness, injury, or a similar emergency, the DBMD shall not recommend the renewal of their licenses. In the case of ordained or commissioned persons failing to make the annual service report other than as the result of such extenuating circumstances, this fact shall be reported by the DBMD to the district conference. If such failure is persisted in for two years, the DBMD shall notify the involved persons and request them to report the following year. If they still fail to report, they shall be declared withdrawn from the district and their names shall be so entered upon the minutes of the district conference.

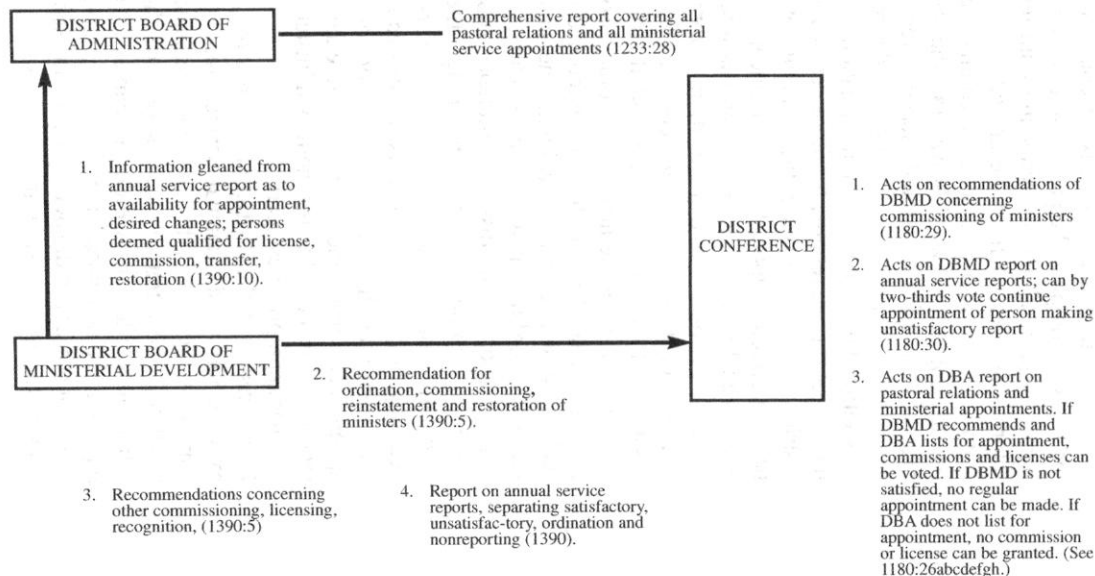
MMP-754. The DBMD is to cooperate with the district superintendent and the district board of administration in providing opportunities for the personal and professional growth of ministers within the district. The activities of the district board of ministerial development may include individual or group interviews, assessments, growth contracts, seminars, or other means of assisting ministers to achieve their full potential for ministry (*Disc.* 1390:11).

DBMD Reports

MMP-761. Besides such interim reports to the district board of administration as circumstances may call for, the district board of ministerial development is responsible for four reports as a result of its annual work. (See Figure 7.)

Figure 6

Procedure For Arriving at District Conference Decisions Relative to Pastoral Relations and Ministerial Standing and Appointments



- (1) It is to report to the district board of administration, sufficiently in advance of the district conference session for the DBA to complete the preparation of its comprehensive report on pastoral appointments and ministerial relations, information gleaned from the annual service reports and from its own decisions as to recommendations to the district conference as follows: (a) the results of the examination of the annual service reports; (b) the availability for appointment, and any desired changes in appointment or district conference relations, as recorded on the annual service reports; (c) those persons qualified for a district ministerial license the granting of which shall become effective upon their appointment; (d) those other persons qualified for a license or commission, for reception from another district or denomination, or for restoration.
- (2) It is to report to the district conference, early in the session, all persons recommended for ordination, commission, reinstatement, or restoration of ministerial credentials, so that the district conference may approve such as it will and thus facilitate the planning of the services of ordination and commissioning.
- (3) It is to report to the district conference subsequently all other recommendations concerning the licensing, recognition of ministers, and special workers, and the licensing of ministerial students. If persons recommended for license as licensed ministers do not receive an appointment from the district conference, the DBMD report shall be edited to list them as ministerial students or in other appropriate categories.
- (4) It is to report to the district conference the results of the examination of the annual service reports, listing the names of all those who submitted satisfactory reports (including those initially satisfactory and those rendered satisfactory after interview), the names of those whose reports remained unsatisfactory after interview, and the names of those who did not report (listing separately those whose failure to submit is excusable because of

extenuating circumstances, those whose licenses are not being renewed, those ordained or commissioned persons whose reports have not been submitted and the number of years involved, and those ordained and commissioned persons who should be declared withdrawn).

Council of Ordination

MMP-766. Each district shall provide for a council of ordination to assist the general superintendent and district superintendent in carrying out the will of the district conference in the ordination of those elected to the ordained ministry, and the commissioning of those elected thereto as commissioned ministers, special workers, and lay missionaries. The council of ordination may consist of the desired number of ordained ministers appointed by the district board of administration, or the district conference may designate the ordained ministers of the district board of ministerial development as the council of ordination.

MMP-768. The public service of ordination shall be presided over by the general superintendent or a representative appointed by the general superintendent. The council of ordination should work with the general superintendent and district superintendent in planning the service of ordination and commissioning as a very significant time of worship, inspiration, and challenge. The service shall be planned by the district superintendent and the council of ordination; the time and place shall be subject to the approval of the general superintendent. The general superintendent shall deliver the ordination sermon except when delegating that responsibility to another. A special ritual of ordination (pars. 5750-5772) and another for the commissioning of ministers (pars. 5800-5845) are provided in the *Discipline*. Those portions entitled, "Examination of Candidates" (pars. 5772 and 5825), have the authority of statutory law and must be followed as prescribed. For the rest a measure of flexibility is permitted as long as nothing contradicts the Articles of Religion or any other part of the Constitution.

Definition of Ministerial Service

General Guidelines

In determining the qualifications of ordained ministers to be placed on the appointed list, or of commissioned ministers to be considered as in ministerial service, or of licensed ministers to have their service counted toward the meeting of ordination requirements, district boards of administration and ministerial development shall be guided by whether the service rendered is essentially "in a ministerial capacity." Generally speaking, service "in a ministerial capacity" is that for which ministerial training, ordination or commissioning, and status are either required, desirable, or significantly advantageous. If the position could be filled quite as well by a person without ministerial training, ordination or commissioning, or status, the service should not be counted as being "in a ministerial capacity."

More specifically, service which involves preaching the Word, directing worship, and administering the sacraments and ordinances of the Church is ministerial in nature; therefore pastors, evangelists, and military and institutional chaplains clearly qualify as serving "in a ministerial capacity."

In addition, those who are involved in the top administrative posts of church-related institutions; teaching Bible, religion, or ministerial training courses; serving in a religious ministry to persons, including personal and family counseling; or serving in secondary administrative posts in which they deal heavily with religious matters rather than essentially fiscal, technical, or mechanical functions, should be considered as rendering service "in a ministerial capacity."

Also, if one spouse is engaged in ministerial service and is under such appointment by the district conference, and the other

spouse has ministerial calling, training, and appropriate status and in a significant manner complements and supplements the religious ministry of her or his spouse, she or he may be appointed as serving "in a ministerial capacity" whether or not a separate remuneration is provided.

In the following paragraphs, attempts are made to specify types of ministry which do and do not qualify as being "in a ministerial capacity." If a specific type does not appear, or if unusual combinations are effected, the guidelines above should be sufficient to make a judgment.

Missionaries

In applying these guidelines to those serving under employment by Global Partners or Evangelism and Church Growth, the following would qualify as serving "in a ministerial capacity": mission coordinators, pastors, evangelists, church planters, top institutional administrators, and teachers in ministerial education, Bible, and religion. The following would not qualify: teachers in elementary or secondary education, college-level teachers other than those mentioned above, and persons in the medical professions or in support ministries such as field engineers and agricultural missionaries.

Educational Institutions

In applying these guidelines to those serving under employment by one of the general educational institutions of The Wesleyan Church or one of the seminaries approved through the Wesleyan Seminary Foundation, the following would qualify as serving "in a ministerial capacity": the president, the academic dean, the dean of students, the chief development or advancement officer, the librarian, personal or religious counselors, the chaplain, the director of church relations, the professors teaching in religion, philosophy, Bible, ministerial training or church music. Others would not qualify unless their service fits the general guidelines.

Local Christian Education Programs

In applying these guidelines to those employed by local churches in special Christian education programs, the following would qualify as serving "in a ministerial capacity": ministers of Christian education, youth and music; the top administrator posts in day schools or daycare programs; teachers whose subject matter is essentially Bible and/or religion-oriented. Others would not qualify unless their service fits under the general guidelines.¹

General and District Administration

In applying these guidelines to those employed by a district, the following would qualify as serving "in a ministerial capacity": district superintendent, full-time assistant district superintendent, full-time district secretary, district director of Christian education, district director of camping, district development officer, district director of extension or church planting. The following would not qualify: office secretary, campground caretaker.

In applying these guidelines to those employed by the general Church, the following would qualify as serving "in a ministerial capacity": general superintendents, other general officers, and those with general officer status; directors/managers/editors, and supervisors/assistant editors may also qualify if their assignments are not largely limited to fiscal, technical, or mechanical functions. The following would not qualify: office secretaries, machine operators, maintenance personnel, and those whose assignments are largely limited to fiscal, technical, or mechanical functions.¹

Interchurch Service

In applying these guidelines to those engaged in interchurch service, the following would qualify as serving "in a ministerial capacity": pastors, evangelists, institutional chaplains, and any who serve in a manner equivalent to those listed as qualifying above as missionaries, educators, or administrators.

Special Service

The Discipline also provides a category designated as "special service," which opens up the possibility of ministerial service not clearly delineated under any of the above categories (3335). District boards will need to apply carefully the general guidelines given above to determine whether or not a particular kind of service qualifies. The key factor will be whether ministerial training, ordination or commissioning, or status has a significant effect upon the quality of service rendered.

"The exclusions set forth in this document relate only to the defining of the term "in a ministerial capacity." In all positions of service at church-related institutions and for church-related agencies, it is expected that employees will be Christians in experience and relationships, and be compatible with the doctrines set forth in *The Discipline of The Wesleyan Church in the Articles of Religion and Membership Commitments*, whether serving in a ministerial capacity or in assignments which are largely fiscal, technical, or mechanical in function.

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