

TO: Candidates for Full Connection
FROM: Julie Boone, BOM Chair
Alice Rogers, Director, The Center for Clergy Excellence
RE: Full Connection Materials and Interview Process
DATE: April 25, 2024

We pray your Provisional period has been formative and that you are ready to submit your annual Member Report requesting ordination and admission into Full Connection in the North Georgia Annual Conference. The Board of Ordained Ministry will meet to interview candidates on **March 10-11, 2025**. For now, you will want to reserve those days in their entirety, and closer to the interview dates you will be assigned a specific time in which you should be present.

Regarding your Fruitfulness Projects, we have a change of process for submission of those proposals and projects. First, mark your calendar now for **November 7, 2024**, as Fruitfulness Celebration Day. The BOM wants to celebrate the Fruitfulness Projects and your work during the provisional period. During your regularly scheduled RIM gathering you will present your Fruitfulness Project to the Board of Ministry and to your RIM colleagues. You will have twenty (20) minutes to give a description of your project, the fruit of your project, and your assessment of how it was received by the church and community. You will still be responsible for submitting your final reflection with your written paperwork.

The materials you need to prepare for your interviews with the Board are enclosed. Please read the entire packet and reference the checklist (pages 7-8) as you work through the materials to verify you have completed every required section. Read each section closely as directions may vary, and following the directions is a part of the process. Make sure you are clear about what is required in each section, and that you have fully completed each part and all the questions. Incomplete documents will prevent you from being eligible to interview.

You will be required to submit all Called and Disciplined Life required forms (credit check, criminal background report, background affidavit and statement of integrity) **and your autobiographical statement** by November 15, 2024. You will submit these items by posting them to eBridge by November 15, 2024, at 11:59 pm. Your file will be considered incomplete if everything is not posted by 11:59 pm, and you will not be eligible to move forward to the written submission process.

You will submit all your written materials via eBridge and your sermon/project video via Basecamp no later than **January 8, 2025, at 11:59 pm**; there are no exceptions. Using the [Registration Link](#) you will be able to select an appointment time on **January 9, 2025**, to review

and confirm the receipt of all your materials with CCE. Again, all written and video materials are due by January 8th at 11:59pm, and you cannot proceed to the interview process if all materials are not submitted.

You will not be able to submit paper copies; you must submit all materials online following the appropriate directions. At your scheduled appointment time you will receive a call from CCE, and they will walk through your file with you, confirm receipt of your materials, and email you a follow-up confirmation regarding the status of your file and your eligibility to interview. Again, you can access the registration link to make an appointment by visiting the Center for Clergy Excellence website and clicking on link the 2025 Full Connection Material [Submission Registration](#).

Please know that the Board of Ordained Ministry and the Center for Clergy Excellence are praying for you as you begin this next step towards ordination. If we can be of assistance to you, please feel free to contact us, Julie Boone, BOM Chair at julie.boone@ngumc.net or 770.429.7800, or the Center for Clergy Excellence clergyexcellence@ngumc.org or by phone at 678.533.1369. We look forward to serving with you as colleagues in the ministry.

Again, **read the packet entirely**, follow all the instructions and pay careful attention to the details. Ask someone to review your materials in advance of the deadline, so you have ample time to make corrections. Most importantly, **submit your very best work.**

FULL CONNECTION PACKET CONTENT

Page 4-6: What to Expect

Page 7-8: Full Connection Checklist

Required Materials Due November 15, 2024

Page 9-11: Called & Disciplined Life

PART I: Current/Updated Autobiography (page 9)

PART II: Forms and Documents (pages 10-11)

Page 12-19: Forms and Documents Directions and Forms Due November 15, 2024

& 37-41 *Psychological Evaluation, Plagiarism Statement (12), Background Affidavit (13), Consumer Report (14-15), Georgia Consent Form (16), and Credit Report (18-19 and 37-41)*

Each form is also available on the [CCE website](#).

Required Materials Due December 1, 2024

Pages 19-21 PART I: Reference Letters (printable forms on the CCE website, pages 20-21)

Required Materials Due January 8, 2025

Page 22-23: Called & Disciplined Life

PART III: Response to questions on Called and Disciplined Life (10 Questions)

Page 24-25: Theology & Doctrine

Questions on Theology and Doctrine (11 Questions)

Page 26-33: The Practice of Ministry

PART I: Practice of Ministry Questions (4 Questions) (page 26)

PART II: Plan for Bible Study (pages 27-28)

Background information sheet for Bible Study (page 28)

PART III: Deacon/Elder – Sermon (pages 29-31)

Background information sheet for Sermon (page 30)

Lectionary texts for sermon (page 31)

PART III: Deacons Only – Ministry Video Project (pages 32-33)

Project information sheet (page 33)

Page 34-36: Leadership Development

PART I: Leadership Questions (4 Questions) (page 34)

PART II: Fruitfulness in Ministry Project (page 35-36) **Nov. 7th Celebration Day**

Page 37-41 **My Fico Instructions** (*credit report*)

Page 42-50 **Directions for using Basecamp and eBridge**

WHAT TO EXPECT?

Welcome to the North Georgia Conference Board of Ordained Ministry (BOM) interviews! We celebrate what God is doing in your lives and look forward to working with you in ministry in the years to come.

Relationship to Board of Ordained Ministry

The Church, through the Board of Ordained Ministry (BOM), provides support for persons responding to God's call to the full-time vocation of ministry through the discernment process of candidacy and mentoring, financial support with Ministerial Education Funds while in seminary or Course of Study, and Residency in Ministry groups for Provisional Members.

The Board is also charged with responsibility for upholding the standards and requirements for ordained ministry in The United Methodist Church by confirming that required academic course work is completed, and answers to the questions for provisional membership and ordination are answered in ways that demonstrate competency and authentic calling to ordained ministry.

Requirements for Ordination

Successful candidates for Full Connection and Ordination must demonstrate "effectiveness" in their practice of ministry, called and disciplined life, theology and doctrine, and leadership development. This effectiveness is evaluated through the supervision of one's district superintendent, annual ministry reviews, provisional residency group participation, the written ordination exam, the interviews, and the submission of a Fruitfulness in Ministry project.

Structure of the Board of Ordained Ministry

The North GA BOM is composed of fifty-five clergy and laity from across the conference. They are divided into small interview teams that work to evaluate your materials based on each area: Theology and Doctrine, Practice of Ministry, Called and Disciplined Life, and Leadership Development. Additionally, there is a specialty team that meets with candidates who self-defer, change order, require endorsements, and other various reasons requiring The Board of Ordained Ministry approval.

Location of Interviews and Overnight Lodging

The interview venue will be determined during the fall of 2024. The interview schedule begins with lunch and ends late afternoon. If you live out of state or a significant distance from the interview venue, the BOM will provide accommodations for you. All candidates should plan their travel time accordingly to account for unpredictable traffic, as you do not want to be late for your interview.

Evaluation of Interview Materials

Candidates are expected to submit their best written work and to be prepared to present themselves successfully in the interview. Written work is to be grounded in United Methodist theology reflecting the candidate's deepest understanding of the questions asked. Please proofread carefully for correct spelling and grammar as your work will be evaluated accordingly.

It is permissible to use a proofreader and to request clergy colleagues and BOM members to review paperwork for content. BOM members who choose to assist candidates may serve in an advisory role; however, they shall not write, rewrite, or make substantive changes to candidates' work. The opinions and suggestions of individual BOM members neither reflect nor predict the BOM's action.

The Interview Process and Reviewers

Prior to interviews, candidates are notified of the specific time and day of their interview. Since this is an interview, no spouses, family, or friends may attend. Please dress comfortably but professionally. Bring a paper copy of the materials submitted to the BOM for reference while interviewing.

At the same time, you are notified of your specific interview date and time, you will be assigned a "Reviewer" from the BOM. Candidates should contact their reviewer immediately to schedule a time to meet and discuss the materials that have been submitted. Candidates can expect their reviewer to have read all materials and to be available for a pre-interview meeting at a mutually convenient time. Reviewers are not advocating for their candidates but are thoroughly familiar with all material submitted by the candidate. The reviewer will also fully engage with the rest of the team during the interview. On the day of the interview, each candidate will be assigned a "Host," and they will escort the candidate to the interview, sit with the candidate and fully observe the interview process. The Host will not read any material submitted by the candidate and is truly a non-biased observer in the interview. If candidates experience any difficulty accessing their presenters, please notify the Center for Clergy Excellence immediately.

The interview day begins as the candidates and BOM members gather for a time of welcome, instructions about the schedule, introduction of candidates, and worship. Candidates will then be accompanied by their Host to their specific interview room. There will be a time of introductions and instructions, and then each candidate will interview with the same team for twenty minutes in each of the following areas: Called and Disciplined Life, Theology and Doctrine, Practice of Ministry, and Leadership Development. There will be a break between Theology and Doctrine and Practice of Ministry. Following the interviews, candidates are free to leave.

The Board convenes daily after all interviews are completed to receive and discuss the recommendations of each Team. The Board will review each Team's recommendations, and candidates will be notified by a phone call from the Reviewer that day following the Board's decision. Please make sure your Reviewer has your best phone number and that you are available during the evening of your interview. We encourage you to plan to spend your evening in a supportive environment.

Categories of Responses from the Board of Ordained Ministry

There are three categories of responses that you can expect at the end of the day: approved, deferred due to deficiencies, or discontinued.

- A. **Approved:** Full Connection Candidates who have met all the requirements, and passed all committees are recommended for ordination and election into full connection. Candidates will be voted and confirmed at the clergy executive session of annual conference to be elected in the clergy session at Annual Conference.
- B. **Deferred Due to Deficiencies:** Each year, the Board has to say, “Not yet,” to some candidates. Candidates who are deferred because of deficiencies receive detailed explanations of where they could have done better and how they can improve before being interviewed again. If this is part of your evaluation, it is important that you take the instructions seriously.
- C. **Discontinuance:** Occasionally the BOM has to say to a candidate, “We believe you are called to ministry, but not ministry as a full connection deacon or elder in The United Methodist Church.” This decision is always made prayerfully and thoughtfully with the clear understanding that as baptized children of God, all are called and equipped to serve in a variety of ways as clergy and laity. In the circumstance of discontinuance, there is a process for appeal. If the decision of the BOM for a full connection candidate is discontinuance it may be appealed. Decisions are not always predictable, so it is strongly suggested that candidates, family, friends, co-workers, church members wait until after the retreat before making plans or issuing invitations to attend the service of commissioning and ordination at Annual Conference.

FULL CONNECTION CHECKLIST

Candidate Name: _____ Scheduled Appt Time: _____

CALLED AND DISCIPLINED LIFE – these materials are due 11/15/2024!

_____ PART I: Current Autobiography Statement (Post to eBridge)

_____ PART II: Forms and Documents

Please post the following items as ONE document to eBridge

_____ Plagiarism Statement (notarized – page 12)

_____ Background Affidavit (notarized – page 13)

_____ Credit Report (*Personal Expense/Income Statement-if needed – pages 18-19*)

The following items will be posted to eBridge by your District Office or CCE

_____ Georgia Consent Form (page 16)

(Give your completed form to your district office by August 1, 2024 – page 16)

_____ Authorization to Obtain a Consumer Report via Trak-1

(Give your completed form to your district office by August 1, 2024 – pages 14-15)

_____ Psychological Evaluation

OTHER REQUIRED MATERIALS – these materials are due 12/1/2024!

*These materials **will not** be posted to eBridge by the candidate but should be sent directly to the Center for Clergy Excellence.*

_____ Letters of reference (*Submitted directly to CCE by the reference*)

Candidates serving as Pastor in Charge

- *District Superintendent (page 20 required)*
- *S/PPRC Chairperson (page 21 required)*

Candidates serving as an Associate Pastor

- *District Superintendent (page 20 required)*
- *Senior Pastor (page 21 required)*
- *S/PPRC Chairperson (page 21 required)*

Candidates serving in Extension Ministry

- *District Superintendent (page 20 required)*
- *Supervisor (page 21 required)*
- *Senior Pastor (recommended – from the church where you are connected – page 21)*

_____ Residency in Ministry Evaluations (Post to eBridge by CCE)

The following items are due by January 8th.

CALLED AND DISCIPLINED LIFE

_____ PART III: Respond to 10 Called and Disciplined Life questions (Post to eBridge)

THEOLOGY AND DOCTRINE

_____ Respond to 11 Theology and Doctrine questions (Post to eBridge)

PRACTICE OF MINISTRY

_____ PART I: Respond to 4 Practice of Ministry questions – (Post to eBridge)

_____ PART II: Bible Study (*all material should be combined into 1 PDF & posted to eBridge*)

_____ Background Information Sheet

_____ 4-6 Week Bible Study Outline

_____ One Detailed Lesson Plan

_____ List of Resources/References used and Recommendation for participants.

Elder and Deacon, Track 1 Option:

_____ PART III: Sermon (*all sermon/worship materials should be combined into 1 PDF & posted to eBridge*)

_____ Background information sheet for sermon

_____ Manuscript or transcript of sermon

_____ Bulletin/Order of Worship

_____ Worship Video (Posted to Basecamp)

Worship Video Accessed by CCE Staff: _____ (date reviewed)

Deacon Only Track 2 Option:

_____ PART III: Ministry Video Project (*combined all written work into 1 PDF & posted to eBridge*)

_____ Written Explanation/Reflection

_____ Background information sheet

_____ Handouts if Applicable

_____ Ministry Video (Posted to Basecamp)

Video Accessed by CCE Staff: _____ (date reviewed)

LEADERSHIP DEVELOPMENT

_____ PART I: Respond to 4 Leadership Development questions (Post to eBridge)

_____ PART II: Fruitfulness in Ministry Project (Post to eBridge as one document)

_____ Assessment and Reflection

_____ Participant Evaluations

Received by and date completed: _____

Once your file is completed, a copy of this checklist will be given to you following your appointment time.

CALLED AND DISCIPLINED LIFE
Deacon and Elder Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: Upper Right Corner include your name, section, and page number
 - Example: Name, Autobiographical Statement, pg. 1
 - Post your Autobiographical Statement (PART I) to eBridge, as one PDF document no later than **November 15, 2024**, at 11:59 pm.
 - Read all the directions before posting your written work and documents!
- **Paper Parameters:** double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
- **Answer Length:** Autobiographical Statement should be 5-7 pages.

PART I: Autobiographical Statement (*all candidate*)

All Candidates will provide the Board of Ordained Ministry a written concise autobiographical statement including age, health, family status, Christian experience, call to ministry, educational record, formative Christian experiences, and plans for service in the church and world. Items you may consider including are a change in marital status, children, major illnesses, death of loved ones, or vocational changes. If you serve in an Extension Ministry, describe your involvement with the local church to which you are most closely connected. The Board uses this document to get to know you and to understand where you are in ministry and how you have come to discern and respond to your call in The United Methodist Church.

Previously deferred candidates must submit an updated autobiographical statement including information about how you have addressed deferment (small group/coach) and any family situations that have changed since you last interviewed.

PART II: Forms and Documents – Due **November 15, 2024**

Print and complete each of these forms as a part of the required materials for Called and Disciplined Life. After completing the forms (several must notarized), combine the following into one document to upload to eBridge: Background Affidavit, Plagiarism Statement, and Credit Score. If your credit score is below 640 you will need to complete the personal income and expense statements and submit in addition to your credit report. The district will upload your Trak-1 report (background check), and CCE will upload your psychological assessment.

General Instructions – Please Read Carefully

- **Form Requirements:**
 - *All forms are available on the [CCE website](#) as an individual downloadable document.*
 - **Post your Called and Disciplined Life Forms as ONE PDF to eBridge no later than November 15, 2024, at 11:59 pm.**
 - Plagiarism Statement (*must be notarized – page 12*)
 - Background Affidavit (*must be notarized – page 13*)
 - *If the Notary Seal isn't visible on your scan, lightly and gently color it with a pencil and scan again.*
 - Current Credit Report with FICO Credit Score (*requested between 11/1-11/15/2024*)
 - *Please follow the directions and obtain the required report. Reports from other companies will not be accepted, it must be from the myfico.com website.*
 - *See pages 37-41 of this packet for screen-snapshot directions*
 - Candidates Personal Income and Expense Statement (*pages 18-19*)
 - *If your credit score is below 640 you will need to complete this form*
 - *You can download this [form](#) in an excel format on the CCE website, and it will include the auto-calculating formulas.*
 - CCE will upload your psychological assessment directly to eBridge.
 - You have a total of two (2) documents you upload to eBridge for the 11/15 deadline:
 - (1) Autobiographical Statement,
 - (2) Required Forms (Credit Score, Background Affidavit, and Plagiarism Statement as one document).

Plagiarism Statement

Complete the plagiarism statement form (page 12), have it witnessed by a Notary Public, and submit it as a part of your Called and Disciplined Life forms. All paperwork is subject to review via iThenticate, a plagiarism search engine used by the many different annual conferences.

Background Affidavit, Background Check, Georgia Consent Form

You are required to complete the Background Affidavit (page 13), request a Consumer Report (criminal background check – pages 14-15), and the Georgia Consent Form (page 16). These are THREE different documents and are all required. Complete the background affidavit form (page 13), have it witnessed by a Notary Public, and submit as a part of your Called and Disciplined Life forms. Submit the

Authorization to Obtain a Consumer Report (pages 14-15) via Trak-1 and your Georgia Consent Form (page 16) to your **district office no later than August 1, 2024**, they will process the request and submit your report to CCE. The background check will take at least a month to process, please do not wait until the last minute to ask your district to process this request. Your background check can be no older than 8/1/2024 to be accepted, and you will be responsible for paying the district for processing fee.

Follow-up Psychological Evaluation

Pre-Ordination Screening, email Cynthia Daniels at ministerfile@gmail.com with your name, phone number, a request for a Pre-Ordination Screening, and she will contact you to schedule an appointment with Dr. Anne Imhoff. CCE will pay for this visit, and it is a much shorter appointment than the original evaluation. Dr. Imhoff's office will send CCE a report that will be added to your file and uploaded to eBridge on your behalf. You will not be able to download the report from eBridge to review, but we will send you a copy. You should schedule and complete your appointment **before November 1, 2024**.

Credit Report

All Candidates will provide the Board of Ordained Ministry with a **full copy** of your current credit report from www.myfico.com using the Equifax option. Current means requested from MyFico between November 1-15, 2024. There are screen snapshot directions on the CCE website and at the end of this packet to assist you with requesting the correct report.

If your Credit Score does not meet the established minimum of **640**, you may be disqualified from participating in the interview process this year. You shall provide the BOM your full report, the balance sheet/income statement found on pages 18-19, and a written response to the following questions:

- What has caused your score to be below the required minimum and was your score below the required minimum when you applied for provisional membership?
- Have you worked with a member of the CCE Credit Task Force?
- What steps are you actively taking to improve your score? The BOM will review all materials submitted for a candidate with a score below 640 and discern if they are properly before the BOM and eligible to continue to interview.

Statement of Intellectual Integrity of Board of Ordained Ministry

North Georgia Conference – BOM approved – October 8, 2009

I have read the statement regarding plagiarism below and certify that none of the work that I have submitted to the Board of Ordained Ministry this year is plagiarized. I understand that the consequence of plagiarism in my paperwork would be deferral with deficiencies or such other action as the Board deems appropriate.

Signature: _____ Date: _____

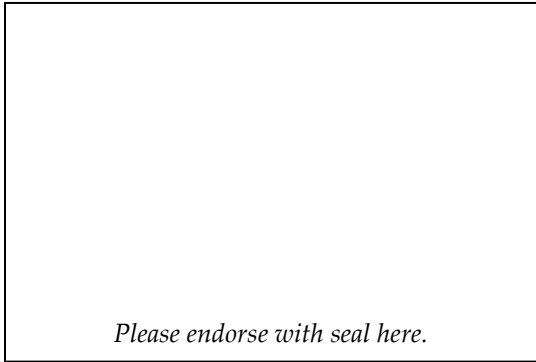
Printed Name: _____

Sworn to and subscribed before me this

_____ day of _____,

Notary Public, State of _____

My commission expires: _____



From www.plagiarism.com

People think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense. According to the Merriam-Webster Online Dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. But can words and ideas really be stolen? According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying sentences or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by correctly citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.

BACKGROUND AFFIDAVIT

Personally appeared before the undersigned Notary Public, duly authorized to administer oaths, the undersigned Candidate for ministry before the Board of Ordained Ministry or the District Committee on Ordained Ministry of the North Georgia Conference of The United Methodist Church, having been duly sworn on oath, states and deposes the following is true and correct:

I list below the date, location, charge, court, and disposition for every occasion I have ever received a citation, traffic and otherwise, been arrested, or been charged by Warrant, Accusation, or Indictment, whether Misdemeanor or Felony. If there have been none, I have written: "None Exist." Included below, or attached, is also an explanation of the circumstances of each charge:

If additional space is needed, please attach a document and have the notary endorse each page.

I list below the date, location, and an explanation of the circumstances of every occasion I have ever been accused in writing of sexual misconduct or child abuse. If there have been none, I have written "None Exist":

If additional space is needed, please attach a document and have the notary endorse each page.

FURTHER, AFFIANT SAITH NOT.

Signature (candidate)

Printed Name (candidate)

Printed Name (Notary)

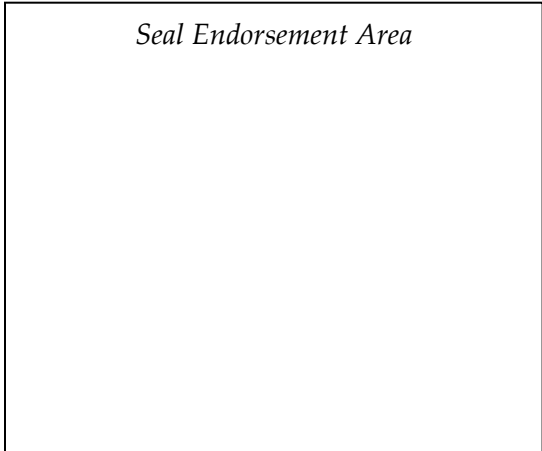
Sworn to and subscribed before me:

this _____ day of _____, 20_____

Notary Public, State of _____

My commission expires: _____

Signature (Notary)



DISCLOSURE REGARDING CONSUMER REPORTS

North Georgia Conference of The United Methodist Church

NGA-UMC Will Obtain a Background Check

You acknowledge and understand that in connection with your application for employment with **North Georgia Conference of The United Methodist Church** (including any independent contract for services) or when deciding whether to modify or continue your ongoing employment, if hired, we may obtain a “consumer report” and/or an “investigative consumer report” on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.

Consumer Report Defined

A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. A common term for a consumer report is a “background check report.”

Investigative Consumer Report Defined

An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. An investigative consumer report might include, for example, calls to the personal references you provide or conversations with former supervisors or colleagues where you worked.

Reports May Contain

The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, current motor vehicle insurance coverage information, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others.

You further understand that these reports may include experience information along with reasons for termination of past employment. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested, and that a consumer report containing injury and illness, drug testing, or other medical records and medical information may be obtained only after a tentative offer of employment has been made.

Your Rights as a Consumer

You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in Trak-1's files on you at the time of your request by providing proper identification.

You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to Trak-1 should be forwarded to: Trak-1, Consumer Relations, 7131 Riverside Parkway, Tulsa, Oklahoma 74136, 800-600-8999, CustomerCare@trak-1.com.

AUTHORIZATION TO OBTAIN CONSUMER REPORT

The following is information required in order for *North GA Conference of the UMC* to obtain a complete consumer report:

Full Legal Name: _____

(First Name, Full Middle Name, Last Name)

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Gender: M / F Race: _____

Social Security Number: _____ Date of Birth: _____

Driver's License Number: _____ Issuing State: _____ Expiration Date: _____

Other or Former Names: (AKA, Maiden Names, Married Names, Surnames, Etc.) _____

Your signature below indicates the following:

- 1) You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to **North GA Conference of the UMC** any records or information referenced in the provided disclosure statement for employment related purposes;
- 2) You authorize ongoing procurement of any records or information, reports and records at any time during your employment to the extent allowed by law;
- 3) You authorize the use of a fax or photocopy of this authorization as having the same authority as the original;
- 4) You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish EMPLOYER NAME and/or Trak-1 with any and all background information in their possession regarding you for these stated employment purposes;
- 5) You understand and agree that in connection with your employment your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process;
- 6) You have read and fully understand the foregoing disclosure and this authorization.
- 7) You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- 8) You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

Customer Signature: _____ **Date:** _____

Check this box if you are a **Minnesota, Oklahoma, or California** applicant, and you would like to receive a copy of your consumer report, if one is obtained. For **California** applicants only: a copy of your report will be sent to you by the above-referenced employer within three business days beginning on the date of receipt by the employer. For **Minnesota** applicants only: the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer. For **Oklahoma** applicants only: the consumer reporting agency shall furnish a copy of your consumer report.

CALIFORNIA APPLICANTS: Pursuant to § 1786.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone, or with another person of your choice, provided that this additional person furnishes proper identification. California Civil Code section 1786.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

MAINE APPLICANTS: Pursuant to Maine state law, § 1317(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer.

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby authorize Peoplefacts/Universal Background Screening to conduct a Criminal History Background inquiry for the purpose listed below and receive any Georgia and/or national criminal history record information as authorized by state and federal law.

Full Name (print)			
Address			
	Street Address	City, State, Zip code	
Sex	Race	Date of Birth	Social Security Number

CHECK ONE BOX

- This authorization is valid for 90 days from the date of signature.
- I give consent to the above-named entity to perform periodic criminal history checks for the duration of my employment.

Signature

Date

Purpose Code Used: (check one)

NON-CRIMINAL JUSTICE PURPOSES	
X	E – Employment
	M – Working with Mentally Disabled PROVIDING 24/7 CARE
	N – Working with Elderly
	W – Working with Children NOT A VOLUNTEER

Candidate Personal Income and Expenses Statement

At the candidate’s discretion this may be used to address a credit score that is around 640, the minimum requirement. If you would like this as an excel chart with preformatted fields, ask CCE to email you the worksheet or download it from the [CCE website](#).

Assets	Candidate	Spouse	Total
<i>Cash</i>			
<i>Investments</i>			
<i>Cash Value of Life Insurance</i>			
<i>Retirement Funds</i>			
<i>Home</i>			
<i>Automobiles</i>			
<i>Furnishings</i>			
<i>Other Assets</i>			
Total Assets			
Liabilities	Candidate	Spouse	Total
<i>Mortgage</i>			
<i>2nd Mortgage/HELOC</i>			
<i>Auto Loan</i>			
<i>Credit Cards</i>			
<i>Other Liabilities</i>			
Total Liabilities			
Net Worth			

Candidate’s Signature _____

Spouse’s Signature _____

Chart continues onto the next page.

Income	Candidate	Spouse	Total
Salary (<i>Net</i>)			
Other Income			
Investment Income			
Commissions			
Housing Allowance			

Total Income

Expenses	Candidate	Spouse	Total
Mortgage (<i>including insurance & taxes</i>)			
2nd Mort/HELOC (<i>min</i>)			
Home Maintenance			
Rent (<i>including renters' insurance</i>)			
Utilities (<i>water/power/gas/internet/TV-subscriptions/cable/cell and/or home phone/trash</i>)			
Auto Loan			
Auto Insurance			
Auto Maintenance			
Gasoline			
Dependent Care			
Groceries			
Credit Card (<i>min</i>)			
Medical (<i>copays/deductibles</i>)			
Entertainment			
Miscellaneous			
Student Loan Payment			
Charitable Contributions			
Personal Savings			

Total Expenses

Surplus/(deficit)

Candidate Credit Evaluation

	Total Minimum Payments (<i>enter the amount from the combine Total Expenses line above</i>)
	Total Net Income (<i>enter the amount from the combine Total Income line above</i>)
	% of Net Income committed to minimum debt payments (<i>Total Payments divided by Total Income, then move the decimal to the right two places for the %</i>)
	Debt Safety Ratio (<i>Using the previous number – minus it from 100 and that gives You the safety ratio or the amount of your income not committed</i>)

OTHER REQUIRED MATERIALS– Due December 1, 2024

Deacon and Elder Candidates

REFERENCE LETTERS

PART I: Letters of Reference (*all candidates*)

Every candidate should have at least two letters of reference, one from the District Superintendent, one from Staff/Pastor Parish Relations Committee chairperson if appointed to a local church, and one from the senior pastor if appointed as an Associate. If you are serving in extension ministry, you need one from your direct supervisor and the District Superintendent. It is also highly recommended that the pastor of the church where you are connected also submit a letter on your behalf. Ask your reference to mail/email your letter and signed form to The Center for Clergy Excellence. Reference should be received by December 1, 2024, so that your file will be completed by your time appointment.

Candidates serving as Pastor in Charge

- *District Superintendent (page 20 required)*
- *S/PPRC Chairperson (page 21 required)*

Candidates serving as an Associate Pastor

- *District Superintendent (page 20 required)*
- *Senior Pastor (page 21 required)*
- *S/PPRC Chairperson (page 21 required)*

Candidates serving in Extension Ministry

- *District Superintendent (page 20 required)*
- *Supervisor (page 21 required)*
- *Senior Pastor (recommended – from the church where you are connected – page 21)*

All reference letters are due by December 1, 2024.

Due to The Center for Clergy Excellence by December 1, 2024
Letters of Reference Form – District Superintendent

Candidate's Name: _____

Candidate's Required Signature: _____ **Date** _____

The Candidate is responsible for requesting the **District Superintendent** complete this form and submit it directly to The Center for Clergy Excellence.

District Superintendent's Name _____

You have been asked to respond to the following questions for a person who is seeking approval of the Board of Ordained Ministry of the North Georgia Conference. As their District Superintendent your letter of reference will be a very important part of the evaluation of the candidate for ministry in The United Methodist Church. Please give candid and complete answers to the following questions. **Please note: the candidate does not have access to the content of these letters without prior consent of the writer.** Send all letters to the Center for Clergy Excellence via email clergyexcellence@ngumc.org or by mail to: 1700 Century Circle, NE Suite 100, Atlanta, GA 30345 or by **December 1, 2024**.

1. What were the candidate's responsibilities when he/she worked with you?
2. What gifts have you observed in the candidate that would affirm their call to ordained ministry in The United Methodist Church? What weaknesses will the candidate bring?
3. Describe the candidate's work ethic as you have observed him/her in discharging his/her responsibilities, including the ability to meet deadlines on a regular basis.
4. Does the candidate display an ability to lead people to a relationship with Christ? Give examples.
5. Please rate the candidate's effectiveness in the appointment/job? Give rationale for your answer.
Highly Effective Effective Occasionally Effective Ineffective
6. If you have observed the candidate in times of stress and/or conflict, how did he/she respond and how did the circumstances affect the performance of his/her duties?
7. What is your evaluation of the candidate's interpersonal relational skills? How well do he/she get along with a variety of people?
8. If the candidate is married, is his/her family supportive of their participation in the ordained ministry? If the candidate is on the elder track, is his/her spouse supportive of participation in the itinerant system?
9. Does your experience with the candidate cause you to have any concern that this person can function effectively, lead a church, and serve under appointment in a variety of settings within the structure of The United Methodist Church? If your answer is yes, please explain.

Due to The Center for Clergy Excellence by December 1, 2024

Letters of Reference Form

To be used by SPRC Chairperson, Senior Pastor, and/or Supervisor

This form must be signed and returned with a letter of reference.

Candidate's Name: _____

Candidate's Required Signature: _____ **Date** _____

The Candidate is responsible for requesting the SPRC Chairperson, Senior Pastor, or Supervisor, to complete this form and submit it directly to The Center for Clergy Excellence.

Name of Reference _____

SPRC Chairperson, Senior Pastor, Supervisor

you have been asked to respond to the following questions for a person who is seeking approval of the Board of Ordained Ministry of the North Georgia Conference. As their supervisor your letter of reference will be a very important part of the evaluation of the candidate for ordained ministry in The United Methodist Church. Please give candid and complete answers to the following questions and make sure that you have identified the candidate by name and signed your reference before sending it in. **Please note: the candidate does not have access to the content of these letters without prior consent of the writer.** Send all letters to the Center for Clergy Excellence via email clergyexcellence@ngumc.org or by mail to: 1700 Century Circle, NE Suite 100, Atlanta, GA 30345 or by **December 1, 2024**.

Please respond to the following questions:

1. What were the candidate's responsibilities when he/she worked with you?
2. What gifts have you observed in the candidate that would affirm their call to ordained ministry in The United Methodist Church? What weaknesses will the candidate bring to ministry?
3. Describe the candidate's work ethic as you have observed him/her in discharging his/her responsibilities, including the ability to meet deadlines on regular basis.
4. Does the candidate display an ability to lead people to a relationship with Christ? Give examples.
5. Is the candidate effective in his/her appointment/job? Give rationale for your answer.
6. If you have observed the candidate in times of stress and/or conflict, how did he/she respond and how did the circumstances affect the performance of his/her duties?
7. What is your evaluation of the candidate's interpersonal relational skills? How well do he/she get along with a variety of people?
8. What is the largest challenge the candidate faced and how did he/she respond?
9. Does your experience with the candidate cause you to have any concern that this person can function effectively, and lead churches within a variety of settings within the structure of The United Methodist Church? If your answer is yes, please explain.

CALLED AND DISCIPLINED LIFE
Deacon and Elder Candidates

PART III: Called and Discipline Life Questions (*all candidates*)

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: Upper Right Corner include your name, section, and page number
 - Example: Name, Called and Discipline Life, pg. 1
 - Example: Name, Autobiographical Statement, pg. 1
 - Post your Called and Discipline Life answers (PART III) to eBridge, as one PDF document no later than January 7, 2025, at 11:59 pm.
 - Read all the directions before posting your written work and documents!
- **Paper Parameters:** double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
- **Answer Length:** The length of Called and Disciplined Life Questions can vary but should not exceed 3 pages per question. Print each question above your answer keeping them in order.

Questions

1. How has the experience of ministry shaped your understanding of your vocation as an ordained deacon or elder? ¶330.5b(1)/335.8b(1)
2. Elders, how has the practice of ministry affected your understanding of the expectations and obligations of the itinerant system? Share your understanding of what it means to “offer yourself without reserve to be appointed and to serve as the appointive authority may determine.” ¶335.8c(1)
3. Deacon, do you offer yourself to be appointed by the bishop to a service ministry? ¶330.5c(1)
4. Describe and evaluate your personal gifts for ministry and how they have resulted in fruitful ministry. What would be your areas of strength and areas in which you need to be strengthened in order to be more fruitful in ministry? ¶330.5c(2)/335.8c(2)
5. Methodism is in ministry to all the world. The BOD 330.5c(4) and 335.8c(4) requires evidence of your willingness to be engaged in ministry to all persons without regard to race, color, ethnicity, national origin, social status, gender, sexual orientation, age, economic condition, or disability. What examples can you share of how you have been in ministry across these boundaries?
6. Will you regard all pastoral conversations of a confessional nature as a trust between the person concerned and God? Do you have a clear understanding of when you are required to be a mandated reporter? ¶330.5c(5)/335.8c(5)

7. BOD 330.5c3 and 335.8c3 asks “for the sake of the mission of Jesus Christ in the world and the most effective witness to the Christian gospel and in consideration of your influence as an ordained minister, are you willing to make a complete dedication of yourself to the highest ideals of the Christian life; and to this end will you agree to exercise responsible self-control by personal habits conducive to physical health, intentional intellectual development, fidelity in marriage and celibacy in singleness, integrity in all personal relationships, social responsibility, and growth in grace and the knowledge and love of God.” Are you willing to uphold these responsibilities, and how do you practice such disciplines now?
8. In what ways have you been involved in peace and justice ministries?
¶330.5c(6)/335.8c(6)
9. Describe your evaluation of your physical health. When was your last medical check-up and what did it reveal about your health? What are your current health problems, if any, and how are you caring for yourself? How do you see physical health as important to the life of a minister? How do you maintain healthy boundaries and balance?
¶330.4(1)/335.4
10. Modern technologies like social networking invite us to make our private lives public. What steps will you take to safeguard your integrity and maintain your ethical boundaries as a disciple of Christ and a United Methodist clergyperson? What opportunities do you see in such technology for making disciples for the transformation of the world? How have you benefited from technology in your ministry?

THEOLOGY AND DOCTRINE
Deacon and Elder Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: Upper Right Corner include your name, section, and page number
 - Example: Name, Theology and Doctrine, pg. 1
 - Post your Theology and Doctrine answers to eBridge, as a one PDF document no later than January 7, 2025, at 11:59 pm.
 - Read all the directions before posting your document.
- **Paper Parameters:** double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
- **Answer Length:** 500-750 words or approximately two to three pages per question. Print each question above your answer (keeping them in order). The essay should demonstrate a basic understanding of the theological concept(s) the question addresses and should lead to further discussion and clarification in the interview group. Where appropriate, use examples from your ministry, life experience, or work settings to illustrate how your theology is integrated into your work.

PART I: Theology and Doctrine Questions (*all candidate*)

1. How has the practice of ministry affected your experience and understanding of God? ¶330.5.a(1)(a)/335.8.a(1)(a)
2. What effect has the practice of ministry had on your understanding of humanity? ¶330.5.a(1)(b)/335.8.a(1)(b)
3. How has the practice of ministry affected your experience and understanding of the need for divine grace? ¶330.5.a(1)(c)/335.8.a(1)(c)
4. What changes has the practice of ministry had on your understanding of the Lordship of Jesus Christ? ¶330.5.a(1)(d)/335.8.a(1)(d)
5. What changes has the practice of ministry had on your understanding of the work of the Holy Spirit? ¶330.5.a(1)(e)/335.8.a(1)(e)
6. How has the practice of ministry enriched your understanding of the meaning and significance of the sacraments? ¶330.5.a(1)(f)/335.8.a(1)(f)
7. How has the practice of ministry affected your understanding of the Kingdom of God? ¶330.5.a(1)(g)/335.8.a(1)(g)
8. How has the practice of ministry affected your understanding of resurrection and eternal life? ¶330.5.a(1)(h)/335.8.a(1)(h)
9. How has your practice of ministry deepened your understanding of the traditional evangelical doctrines of repentance, justification, regeneration, and sanctification?

What are the marks of the Christian life, and how have you lived them as a pastor?

¶330.5.a(2)/335.8.a(2)

10. How has the practice of ministry shaped your understanding of the church? What is its nature, its mission, and its challenge today? ¶330.5.a(3)/335.8.a(3)

11. The United Methodist Church holds that Scripture, tradition, experience, and reason are sources and norms for belief and practice, but that the Bible is primary among them. What is your understanding of this theological position of the church, and how has your practice of ministry been affected by this understanding?

¶330.5.a(4)/335.8.a(4)

PRACTICE OF MINISTRY
Deacon and Elder Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: Upper Right Corner include your name, section, and page number
 - Example: Name, Practice of Ministry, pg. 1
 - Post your Practice of Ministry answers (PART I) to eBridge, as a one PDF document no later than January 7, 2025, at 11:59 pm.
 - Read all the directions before posting your document.
- **Paper Parameters:** Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
- **Answer Length:** The length of Practice of Ministry Questions can vary but should not exceed 3 pages per question. Print each question above your answer keeping them in order.

PART I: Practice of Ministry Questions *(all candidate)*

1. What are your best practices of ministry?
2. Give an example of a time when you led someone to making a faith commitment to Jesus Christ.
3. Give an example of how you helped someone discover their life vocation as laity or clergy.
4. Describe your experience of preaching/proclamation and include your personal view of the importance of preaching/proclamation in your role as a clergyperson.

PRACTICE OF MINISTRY
Deacon and Elder Candidates

General Instructions – Please Read Carefully

The Board expects that you have taught this Bible study, and that you have obtained feedback from your participants and Residency Group.

- **Paper Requirements:**
 - Required Header: Upper Right Corner: your name, section, and page #
Example: Candidate Name, Bible Study, 1
 - Post your completed Bible Study (PART II) to eBridge, as a one PDF document no later than January 7, 2025, at 11:59 pm
 - Read all the directions before posting your written work and documents!
- **Paper Parameters:** Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
 - For the outline lessons you may use bullet points in an outline format.

PART II: Bible Study (*all candidate*)

1. Provide an outline for a 4-6-week study from **One (1) book of the Bible**. An exploration of a Biblical theme across multiple books is not appropriate for the purposes of the Board's interview.
2. Provide one in-depth lesson plan for a session. The lesson plan should be detailed enough to allow another leader to step in for you on short notice to lead the class. Details from your Background Information form should be included where appropriate within your detailed lesson plan. For example, you should note the physical set-up of the classroom – remember this lesson needs all the details for someone to step-in and teach for you. For the remaining sessions, provide teaching outlines.
3. Complete the Background Information form completely (found on pages 28) it will serve as the cover sheet for your Bible Study.
4. Provide a list of the resources and references you have used in preparing the study. What resources will you recommend to participants?

Bible Study Background Information

(This should be upload as the coversheet for your Bible Study)

Name of Candidate

Bible Study Title

1. Describe the group for whom the study was prepared. Who were they? What did you know about their Biblical and theological understandings?
2. What questions did you anticipate their bringing to this study? How did they affect the teaching/learning processes you chose?
3. List your expectations and goals in leading the study. What did the participants (including yourself) learn?
4. What was the physical setting of the class? How was the meeting space arranged? Why?
5. What teaching methods did you use?
6. What theological themes were addressed? What place did critical study of the Bible have in the group session?
7. What opportunities were provided for participants to connect the insights of the study to their lives?
8. What was your role as teacher, facilitator, participant, or other?

PRACTICE OF MINISTRY
Deacon and Elder Candidates

Deacon Candidates must complete either Option 1 (pages 18-20) or Option 2 (pages 21-22).

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Required Header: Upper Right Corner: your name, section, and page #
Example: Candidate Name, Sermon, 1
 - Post only your Practice of Ministry video to Basecamp in the specific 2025 Full Connection Video folder, do not post written work in Basecamp.
 - Post your Practice of Ministry sermon materials to eBridge, as a **one PDF document** (*background information sheet, order of worship/bulletin, and sermon manuscript*) no later than January 7, 2025, at 11:59 pm.
 - Read all the directions before posting your document.
- **Paper Parameters:** Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper

PART III: Sermon Instructions (*Elder Candidates only option; Deacon Candidates option 1*)

1. Preach and submit a sermon you have recently delivered in your ministry context from lectionary **YEAR B** between October 1-November 30 or lectionary **YEAR C** between December 1 - December 31, 2024 (page 31). The sermon should be new and should communicate the Word that God is expressing to your listeners through this text.
2. Complete the provided Background Information Sheet (page 30), include the church bulletin or order of service, and your manuscript as one document.
3. Video the sermon during a worship service with a congregation present – **include the entire service** (the congregation arriving, the prelude through the sending forth – the entire order of worship). The video should show a congregation in attendance, as well as the person who is conducting the service. You will post a link to the entire video to the CCE Basecamp page. Your video must be one nonstop unedited video. Directions to post your video directly to Basecamp are included on pages 42-43.
4. The sermon should be new and should communicate the Word that God is expressing to your listeners through this text. You must use one of the assigned texts from the list, but not necessarily on the assigned date.
5. The sermon will be evaluated on content and delivery. Attention will be paid to scriptural exegesis, theological development, logical flow of ideas, vivid illustrations, voice quality, eye contact, animation, and grammar. The sermon should reflect your best effort, a style you normally use and an environment where you are comfortable. Do not be tempted by internet sermons. Your work must be authentic.

Sermon Background Information Sheet

Sermon Submitted to Board of Ordained Ministry

(Manuscript/transcript, Background Sheet, and Order of Worship/Bulletin should be uploaded as one document.)

Name of Candidate _____

Biblical Passage _____ Date Preached _____

Sermon Title _____

Conference Status Sought

Elder

Deacon

1. Describe your process/method for writing a sermon.
2. Describe briefly the setting in which the sermon was preached (nature of the congregation; concern to which the sermon was addressed; type of service where sermon was delivered— e.g. Sunday morning or evening, special service, etc.).
3. State in one sentence the message you sought to convey in this sermon.
4. What response did you receive from those who heard the sermon?

2025 FULL CONNECTION LECTIONARY PREACHING TEXT OPTIONS

You must use one of the assigned texts from this list, but you do not have to preach the text on the assigned date.

Season after Pentecost Year B	First reading and Psalm	Alternate and Psalm	Second Reading	Gospel
Twentieth Sunday after Pentecost Oct. 6, 2024	Job 1:1, 2:1-10; Psalm 26	Genesis 2:18-24; Psalm 8	Hebrews 1:1-4, 2:5-12	Mark 10:2-16
Twenty-First Sunday after Pentecost, October 13, 2024	Job 23:1-9, 16-17; Psalm 22:1-15	Amos 5:6-15; Psalm 90:12-17	Hebrews 4:12-16	Mark 10:17-31
Twenty-Second Sunday after Pentecost, October 20, 2024	Job 38:1-7, Psalm 104:1-9, 24, 35c	Isaiah 53:4-12 Psalm 91:9-16	Hebrews 5:1-10	Mark 10:35-45
Twenty-Third Sunday after Pentecost, October 27, 2024	Job 42:1-6, 10-17; Psalm 34:1-8,	Jeremiah 31:7-9; Psalm 126	Hebrews 7:23-28	Mark 10:46-52
All Saints Day November 1, 2024	Wisdom of Solomon 3:1-9 <i>or</i> <i>Isaiah</i> 25:6-9; Psalm 24		Revelation 21:1-6a	John 11:32-44
24 th Sunday after Pentecost, Nov 3, 2024	Ruth 1:1-18 Psalm 146	Deuteronomy 6:1-9; Psalm 119:1-8	Hebrews 9:11-14	Mark 12:28-34
25 th Sunday after Pentecost, Nov. 10, 2024	Ruth 3:1-5; 4:13-17; Psalm 127	1 Kings 17:8-16; Psalm 146	Hebrews 9:24-28	Mark 12:38-44
26 th Sunday after Pentecost, Nov. 17, 2024	1 Samuel 1:4-20; 1 Samuel 2:1-10	Daniel 12:1-3 Psalm 16	Hebrews 10:11--25	Mark 13:1-8
27 th Sunday after Pentecost, Nov. 24, 2024	2 Samuel 23:1-7; Psalm 132:1-18	Daniel 7:9-10, 13-14; Psalm 93	Revelation 1:4b-8	John 18:33-37
Advent/Christmas Year C				
1st Sunday of Advent Dec. 1, 2024	Jeremiah 33:14-16	Psalm 25:1-10	1 Thessalonians 3:9-13	Luke 21:25-36
2nd Sunday of Advent Dec. 8, 2024	Baruch 5:1-9 <i>or</i> <i>Malachi</i> 3:1-4	Luke 1:68-79	Philippians 1:3-11	Luke 3:1-6
3rd Sunday of Advent Dec. 15, 2024	Zephaniah 3:14-20	Isaiah 12:2-6	Philippians 4:4-7	Luke 3:7-18
4th Sunday of Advent Dec. 22, 2024	Micah 5:2-5a	Luke 1:46b-55 <i>or</i> <i>Psalms</i> 80:1-7	Hebrews 10:5-10	Luke 1:39-45-55
Nativity of the Lord Dec. 24 & 25, 2024	Isaiah 9:2-7	Psalm 96	Titus 2:11-14	Luke 2:1-20
Nativity of the Lord Dec. 24 & 25, 2024	Isaiah 62:6-12	Psalm 97	Titus 3:4-7	Luke 2:1-20
Nativity of the Lord Dec. 24 & 25, 2024	Isaiah 52:7-10	Psalm 98	Hebrews 1:1-12	John 1:1-14
1st Sunday after Christmas Day , Dec. 29, 2024	1 Samuel 2:18-20, 26	Psalm 148	Colossians 3:12-17	Luke 2:41-52

PRACTICE OF MINISTRY

Elder Candidates see page 29-31 that is specific to your process.

Deacon Candidates must complete either Option 1 (pages 29-31) or Option 2 (pages 32-33).

Deacon candidates only may complete either a ministry video project reflecting how you proclaim the Word in your ministry setting or a sermon. **Do not do both!** If you opt to complete the sermon, please follow the directions for the sermon instructions given on pages 29-31 of this packet.

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Required Header: Upper Right Corner: your name, section, and page #
Example: Candidate Name, Ministry Project, 1
 - Post only your Practice of Ministry Video Project to Basecamp in the specific 2025 Full Connection Video folder, do not post written work in Basecamp.
 - Post your Practice of Ministry Video Ministry Project materials to eBridge, as a **one PDF document** (*background information sheet, written information, handouts*) no later than January 7, 2025, at 11:59 pm.
 - Read all the directions before posting your document.
- **Paper Parameters:** Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper

PART III: Ministry Video Project (*Deacon candidates only*)

1. Submit a video at least thirty (30) minutes in length showing how you proclaim the Word within the context of your ministry. In other words, show us how you practice ministry. Your video must include/show the participants in your ministry setting. For example, a minister of music might video a 30-minute Bible study in which he or she deals with the scriptural background to a cantata. A church administrator might video a session in which he or she shares Biblical understandings of stewardship with the finance committee. (The video would show that the choir or committee is present and engaged in your practice of ministry).
2. Submit a three-to-five (3-5) page paper explaining the video event and how it reflects your overall ministry setting. Please include the Deacon Video Project Information Sheet (page 33) as your cover sheet, and any handouts given during the presentation (agenda, worksheets, discussion questions) at the end of your paper. Post the entire document (cover/paper/handouts) to eBridge as one PDF document. Directions to post your video are included on page 42-43.

Deacon Ministry Video Project Information Sheet
Video Submitted to Board of Ordained Ministry

Name of Candidate _____

Conference Status Sought

Full Connection Deacon

1. Describe the setting of the Ministry Video Project (participants, place, type of program):
2. Describe your process/method for preparing this proclamation project.
3. State in one sentence the message you sought to convey in this Ministry Video Project.
4. What response did you receive from those who participated in your project?

LEADERSHIP DEVELOPMENT

Deacon and Elder Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: Upper Right Corner include your name, section, and page number
 - Example: Name, Leadership Questions, pg. 1
 - Example: Name, Fruitfulness Project, pg. 1
 - Post your Leadership Development Questions (PART I) to eBridge, as one PDF document no later than January 7, 2025, at 11:59 pm.
 - Post your Fruitfulness Project (PART II) to eBridge, as one PDF document no later than January 7, 2025, at 11:59 pm.
- **Paper Parameters:** double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
- **Answer Length:** The length of Leadership Development Questions can vary but should not exceed 3 pages per question. Include specific examples from your own ministry in your answers. Print each question above your answer keeping them in order.

PART I: Leadership Development Questions

1. Leaders, lead others. What techniques and skills have you found to be most useful in building and equipping the laity in your church over the past three years?
2. Describe a time you found yourself in conflict with another person in your ministry setting during your residency period. What leadership skills did you use to help resolve the conflict, and how did that experience shape your leadership style?
3. Considering your strengths and growing edges realized over the last three years, what is your plan to continue growing as a leader?
4. In what ways have you grown stronger as a servant leader and what areas are still the most challenging for you?

PART II: Fruitfulness Project Component for United Methodist Ordination

Create and present a project that demonstrates fruitfulness in carrying out the church's mission of "Making disciples of Jesus Christ for the transformation of the world." ¶330.4(4)/335.7. It shall be a new ministry that demonstrated your leadership skills in your ministry setting, your understanding of your community, and your ability to work with others to bring the project to fruition.

- During your first year of residency, you created the project, and it was approved by your RIM Leaders and the BOM. Your proposal was included with your first-year evaluation.
- During your second year of residency, you implemented your project and submitted a one-page summary of your progress for inclusion in your second-year evaluation.
- During November 2024 you presented your completed Fruitfulness Project to the BOM as a part of the Celebration of Ministry Day.

Assessment and Reflection (After completing the Project)

Write an assessment of the-project, addressing these topics:

1. Description of the original project.
2. What changed between the proposal and actual accomplishment?
 - To what extent did you reach your goal? Why or why not?
 - What were the fruits of this project?
 - What worked well?
3. What might you change if you were to do this project again?
4. Write a reflection on the spiritual aspects of the project, including:
 - Where did you see Christ at work?
 - What growth as a disciple and leader did you experience?
 - How did this project help others grow and make disciples?
 - How was the community impacted?

Reflection from a Team Member – have a lay member who assisted with the project or someone who was impacted by the project complete the project reflection and assessment form (page 36) for submission with your project.

Fruitfulness Project Reflection and Assessment

This form should be completed by a lay member who assisted in the project or who was impacted by the project.

Clergy Leader's Name _____

Team Member's Name _____

Team Member's e-mail or phone contact _____

Role on the Fruitfulness Project Team _____

Thank you for offering this valuable feedback and for your support and encouragement of the pastor who was responsible for designing and implementing this Fruitfulness Project. Please return this reflection paper to the pastor after completion.

PLEASE RESPOND TO THE FOLLOWING

- Was this a new ministry or an addition to an existing ministry?
- What did you understand to be the purpose of the project?
- What needs within the community was the project designed to meet? How successful was the project in meeting those needs?
- In what ways were the members of the congregation involved?
- How were citizens of the community involved?
- What have been the fruits of the project?
 - How have you seen Christ at work?
 - How has this helped others to be disciples and to make disciples?

Directions for obtaining a Credit Report your Credit Report

Go to: <https://www.myfico.com/>

The screenshot shows the myFICO website's plan selection page. The title is "Your FICO Score, from FICO" with a sub-headline "90% of top lenders use FICO® Scores—do you know yours? Choose your plan." There are three plan cards: "BASIC" (circled in red), "ADVANCED", and "PREMIER". Each card lists features like FICO Scores, credit reports, and identity theft insurance. The Basic plan costs \$19.95/month, Advanced is \$29.95/month, and Premier is \$39.95/month. A large red arrow points to the "Start Plan" button of the Basic plan.

Select the **Basic Option** by clicking “**Start Plan**”

The screenshot shows the "Sign up for myFICO" form. It includes fields for "Enter your Email" and "Create a Password". There is a checkbox for "Yes, sign me up to receive email about special offers, valuable information, and educational resources to help me manage my credit." which is checked. A blue "Continue" button is at the bottom. Below the button, there is a disclaimer: "By providing your email, you are agreeing to myFICO.com's [Terms of Use](#) and [Privacy Policy](#)." and the Norton logo with "powered by digicert".

Create your user ID and Password – and decide if you want to receive special offers (if no uncheck the box). Once you use myFICO for your first report it will maintain a record of your USER information. This allows you to easily return and download a new report as needed for DCOM or BOM. If you forget your USER ID, you will be able to use your SS# to request an email reset. Typically, the USER ID is your email, so use an account that will continue to be valid!

FIRST TIME USERS: Enter your information to create your account and **Continue to Billing Info:**

1 Personal Info 2 Payment Method 3 Review & Confirm 4 Identity Verification

Enter your Personal Information

First Name M.I. Last Name Suffix Select ▼

Date of Birth MM/DD/YYYY Social Security # ? Gender Select ▼

Street Address Zip Code Enter zip for city and state

City & State Phone Number

[Continue to Billing Info](#) Need help? [Call 1-800-319-4433](tel:1-800-319-4433)

myFICO Dashboard Alerts Scores Reports More ▾

Do you need ongoing access to your FICO® Scores and credit reports?


FICO Advanced

- ✓ 3-Bureau FICO® Scores and credit report updates available every quarter
- ✓ 3-Bureau credit monitoring with FICO® Score alerts²
- ✓ Identity theft monitoring, alerts and dark web surveillance
- ✓ Fraud resolution and up to \$1 million identity theft insurance³

\$29.95/month¹

[Start Plan](#)

[Buy A One-Time Report](#)



Prepare for your credit goals

Get the right score for your credit goal, including your FICO Scores used for mortgages, auto loans, and credit cards.

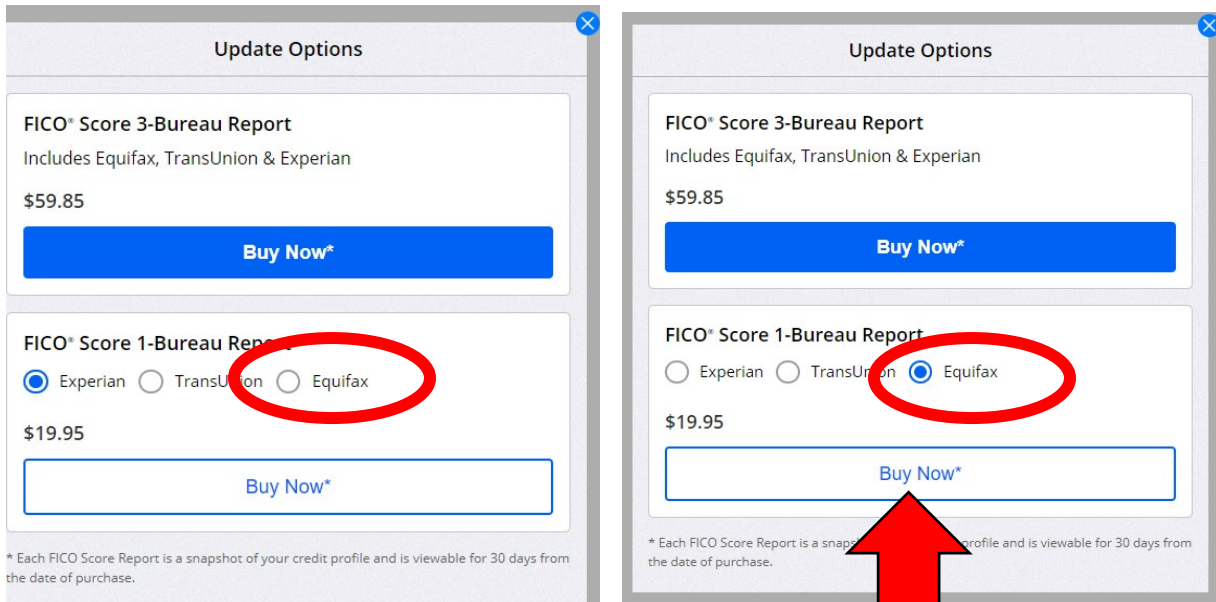
¹ IMPORTANT INFORMATION: Your subscription automatically renews monthly at \$29.95, unless you cancel. You may cancel at any time, however, refunds are not available. All subscriptions include a FICO® Score 8, and may include additional FICO® Score versions. Your lender or insurer may use a different FICO® Score than the versions you receive from myFICO, or another type of credit score altogether. [Learn more](#)

² Not all credit report data or transactions are monitored. Monitored credit report data, monitored credit report data change alerts, FICO® Score updates, FICO® Score alerts, monitored transactions, and alert triggers, timing and frequencies vary by credit bureau. Other limitations apply. [Learn more](#)

³ The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions. [Review the Summary of Benefits](#)

Select **BUY A ONE-TIME REPORT**, you do not need to start a monthly plan.

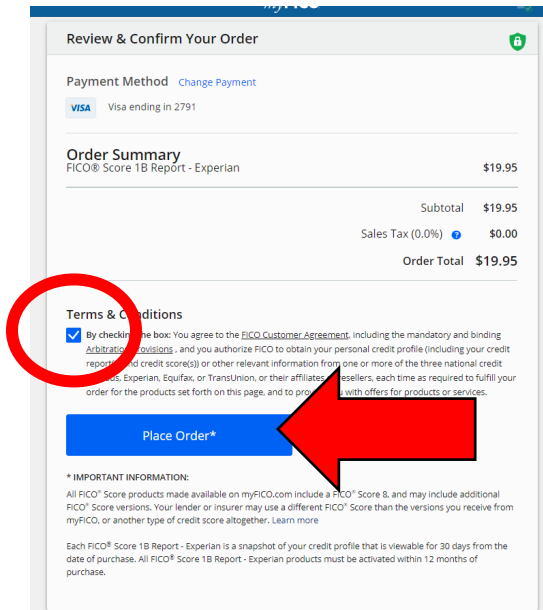
Select the second option: **1-Bureau Report** – the default is Experian, but select Equifax



Select Equifax and Click **BUY NOW**

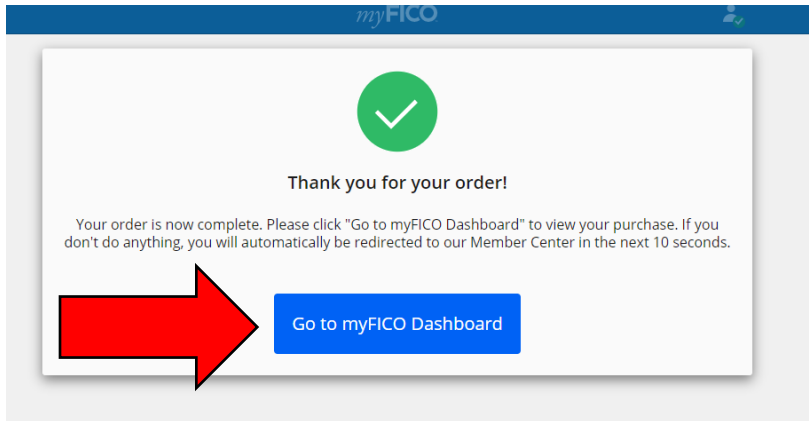
A Screen will appear asking for your credit card information to process the payment request. Make sure you are only purchasing a one-time report for \$19.95, you are not purchasing a monthly monitoring plan or three reports.

After entering your credit card information and submitting, you'll have this review screen

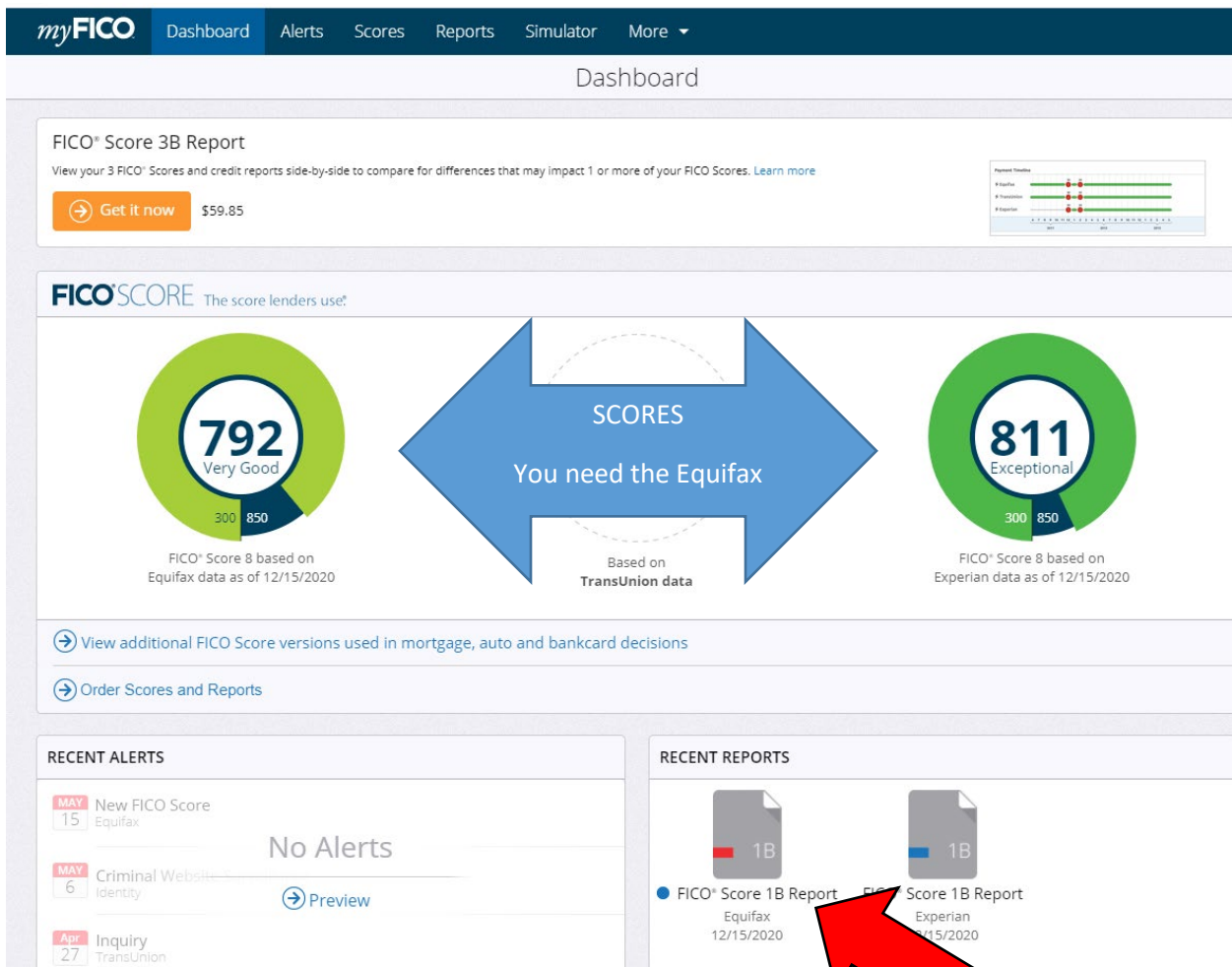


before your actual purchase. You must click the box and then click **Place Order**. A screen that says “**Processing**” will appear, do not refresh, just wait!

The following screen will appear once your order has completed.
Click on "Go to myFICO Dashboard"



THIS IS YOUR DASHBOARD



To print your report, click on FICO SCORE 1B Report, Equifax.

Credit Report

Your FICO® Reports from December 15, 2020:

FICO® Report – **EQUIFAX** FICO® Score Simulator **Print**

December 15, 2020 | [Redacted] FICO® Score 8: 792

FICO® Score 8 Summary

792
FICO® Score 8 based on
Equifax data as of December 15, 2020

Your FICO® Score considers both positive and negative information in your credit report. The chart below shows the "ingredients" that affected your FICO score. Use this tool to help you understand how your credit behaviors can have a positive or negative impact on your score.

FICO® score ingredients

Payment history

Your report will open, and you'll need to click the PRINT icon.

After clicking print a new will open for the print menu.

Print 13 pages

Destination Save as PDF

Pages All

Layout Portrait

More settings

myFICO [Redacted] December 15, 2020 | Equifax

FICO® Score 8 Summary

792
FICO® Score 8 based on Equifax data as of December 15, 2020

Your FICO® Score is Very Good

Your FICO® Score considers both positive and negative information in your credit report. The chart below shows the "ingredients" that affected your FICO score. Use this tool to help you understand how your credit behaviors can have a positive or negative impact on your score.

FICO® score ingredients	How you rate
Payment history Your history of paying bills on time.	Exceptional
Amount of debt Your total amount of outstanding debt.	Very Good
Length of credit history How long you've had credit.	Very Good
Amount of new credit Amount of credit you've recently obtained or applied for.	Very Good

Select your printer option, or you may opt to save a PDF Document from this window. After printing or saving your report close the window and return to the Dashboard.

For security, hover over your name on the Dashboard, in the upper right-hand corner and click, then a small drop-down menu will appear and you can LOG OUT.

myFICO Dashboard Alerts Scores Reports Simulator More

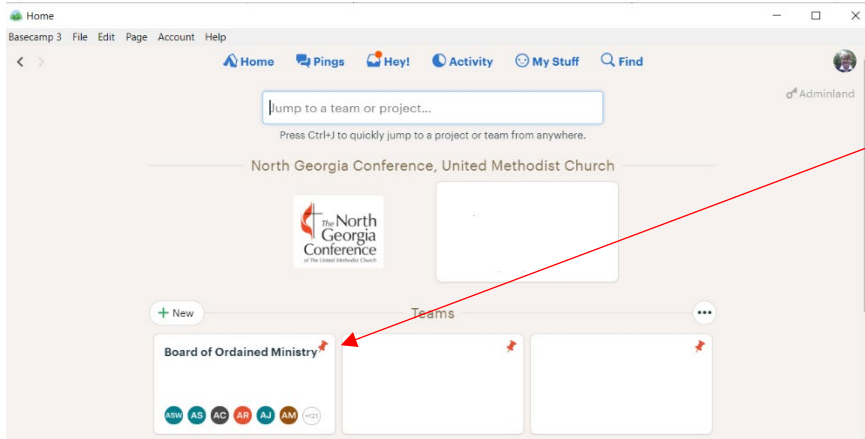
NAME [Redacted] Clark

Dashboard

Your Subscription

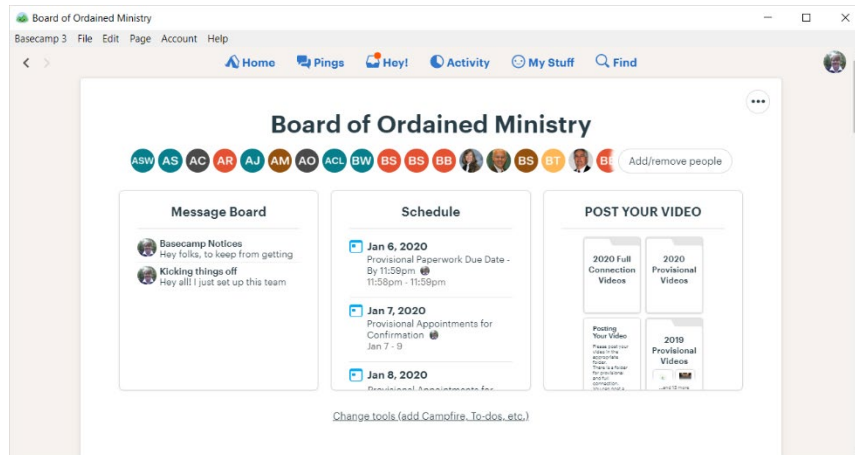
Instructions to Upload your Video Basecamp Instruction

You will receive an invitation to join the Basecamp – Board of Ordained Ministry group. If you have an ngumc.net email address that one will be used for the invitation. The Center for Clergy Excellence will send the invite after November 1st to all candidates. Following the directions from the email you can download the app or use Basecamp on the web. Your home page will be similar to the images below.



You will be asked to create your profile for the account. Then click on the **Board of Ordained Ministry** Team. The window below will open. All BOM members are already members of this group, and all provisional and full connection

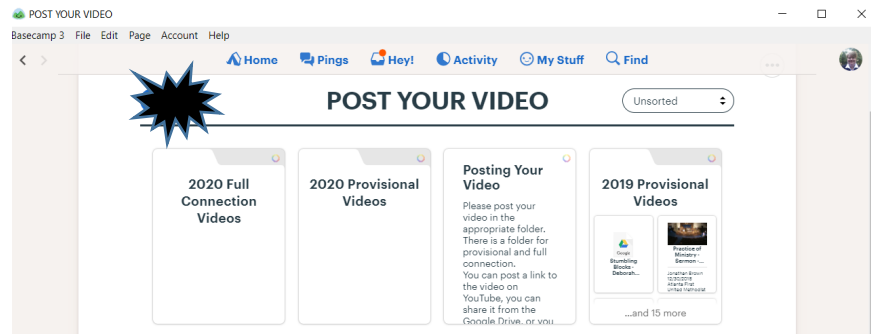
candidates will be added to the group.



The **Message Board**, this is where CCE and BOM will post notes for the group. **Schedule** is the calendar; you'll see the upcoming events. Finally, the last column is where you will post your video: **POST YOUR VIDEO** folder.

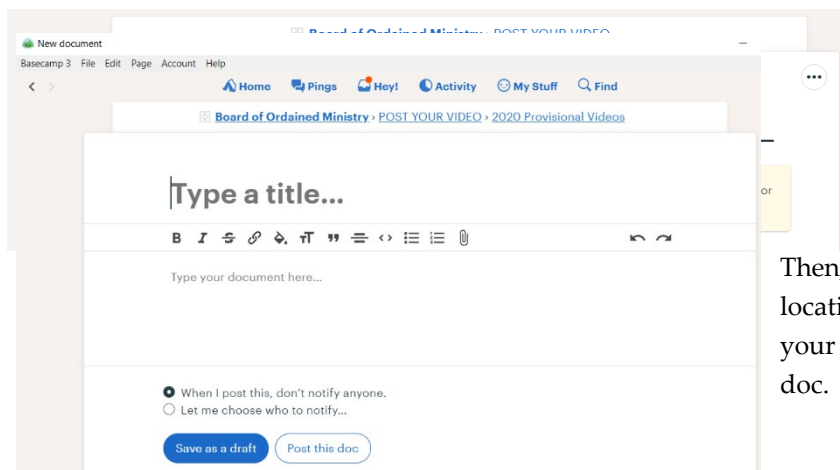
Click on Post Your Video

Select the appropriate folder (provisional or full connection 2025)



After you are in the CORRECT FOLDER then click the **BLUE NEW** button.

There will be several options, but select "Start a new document".



Start a new document: Your name should be the title. In the text area, put the name of your sermon, the date it was preached, and the Scripture.

Then, add the link to your video's location on YouTube, Google Drive, or your church website. Click Post this doc.

There is an option to upload your video. DO NOT USE this is not an option.

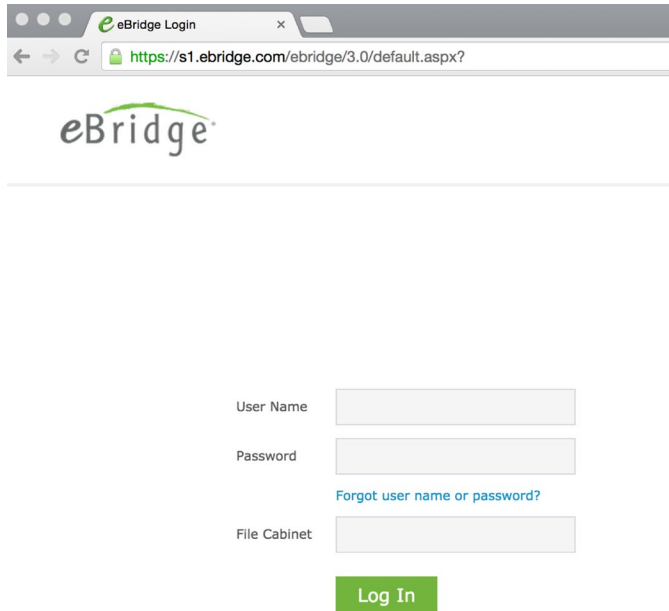
Instructions to Upload Written Work

eBridge is the online platform where you will post all written materials as **PDF documents**. Sermons and Video Projects are posted to Basecamp not eBridge. All written materials that are a part of your sermon or video project are posted in eBridge only. The directions, including screen snap shots are included to assist in correctly posting your materials. CCE will issue user names and passwords for eBridge after November 1st. Contact CCE to request a password reset or if you have misplaced your user ID information you can email the office at clergyexcellence@ngumc.org or call 678.533.1369 for assistance.

**Candidates are required to upload all written work, and
All forms and required documents to eBridge.**

Below are the directions for submitting written work, forms, and required documents. eBridge works most effectively with **Microsoft Edge**, it will work in other browsers but all the features function correctly in Edge.

Go to: eBridge.com



The screenshot shows a browser window with the title 'eBridge Login' and the URL 'https://s1.ebridge.com/ebridge/3.0/default.aspx?'. Below the browser window is the eBridge logo. The login form contains three input fields: 'User Name', 'Password', and 'File Cabinet'. Below the 'Password' field is a link that says 'Forgot user name or password?'. At the bottom of the form is a green 'Log In' button.

You have been/will be assigned a User Name and Password by CCE. Your assigned Password is case sensitive, and you will be prompted to immediately change your password when you login the first time.

The third field is the File Cabinet – default is: NGUMC Ministry (please note there is a required space between NGUMC and Ministry)

User Name

Password

[Forgot user name or password?](#)

File Cabinet

Input your credentials and click the Green **Log In** button

The following screen will appear requiring you to update your password. Please change this to something you can remember and make a note of the password, as it can only be reset by calling CCE.

Your password has expired. You must change your password now.

MINISTERIALSERVICES@... User Information

User Information Please provide the users first name, last name, email address, username, and password all of which are required for the use of eBridge.

<p>Viewer Options</p> <p>Search Options</p>	<p>Personal Information</p> <p>First Name <input type="text" value="Michelle"/> <small>Users first name. *Required</small></p> <p>Last Name <input type="text" value="Candidate"/> <small>Users last name. *Required</small></p> <p>Email Address <input type="text" value="mlevan@ngumc.org"/> <small>Enter a valid email address. *Required</small></p>	<p>Login Credentials</p> <p>Username <input type="text" value="MINISTERIALSERVICES@NGUMC"/> <small>Must be 4 to 25 characters; not case sensitive. *Required</small></p> <p>Old Password <input type="password" value="*****"/> <small>Enter your current password. *Required if changing password</small></p> <p>New Password <input type="password" value="*****"/> <small>Must be 6 to 25 characters; case sensitive. *Required</small></p> <p>Confirm New Password <input type="password" value="*****"/> <small>Retype your password. *Required</small></p> <p>Time Zone</p> <p>(UTC-05.00) Eastern Standard Time ▼</p>
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Enter your OLD Password (even though it defaults to ** it is not the correct password), then a new Password, and Confirm the New Password, then click SAVE. You will automatically be directed to the Home Screen. After your first login and changing of your password you will also default to the Home Screen upon login.

The Home Screen

The screenshot shows the eBridge home screen. At the top, there is a navigation bar with tabs for 'Retrieve', 'Import', 'Account', and 'Support'. The 'Import' tab is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a 'Welcome' message for 'MINISTERIAL SERVICES@NGUMC' and a 'Last login' timestamp. The main content area is divided into a left sidebar and a main news section. The sidebar contains 'Page Count' (Monthly: 159, Total: 414,400) and 'Support' links (Phone: 1-813-387-3870, Tools and Downloads, User Manual). The news section contains several articles, including 'eBridge Web PDF Viewer Update', 'eBridge now has Workflow!', 'April Webinar Schedule', and 'Microsoft XP Users'.

In the **BLUE BAR** – Click on **IMPORT**

This is where you will begin the process of uploading your documents.

The screenshot shows the 'Import File' form. It has a title bar 'Import File' and a 'Browse...' button. Below are several dropdown menus and text input fields for 'Person', 'District', 'Clergy Status', 'Document Type', 'Date', 'Confidential', and 'Document Name'. A green 'Import' button is at the bottom.

Several of these fields will be auto filled based on your user information, if something is incorrect, please contact CCE to update the information.

PLEASE READ BEFORE YOU START UPLOADING!!!

Please note under **Document Type** that each item you upload should match with the appropriate section of the checklist.

- Called and Discipline Life (you will have 3 individual documents for this section: autobiography, questions, and forms. Your Trak-1 report, and psychological assessment will be posted by CCE or your District Office.
- Theology and Doctrine (Questions)
- Practice of Ministry (Questions, Bible Study, Sermon/Ministry Setting Project: only written documents. Sermon/Project Videos should be posted to Basecamp).

- Leadership Development (Questions and Fruitfulness Project)
- Other Materials. At the beginning of your scheduled appointment your access to import and view your materials will be deactivated. The CCE will scan and upload your reference letters and transcripts as they are received, but you are required to request those and provide the appropriate form for your reference. You cannot see this section in the search option on eBridge.

Checklist: The signed checklist (pages 6-7) will be emailed to you once your file is checked by CCE and deemed completed during your appointment time.

Before beginning the importing process, make sure you know where all your electronic files are located and that they are the **final product**. All documents must be in a PDF file format to upload to eBridge, no other formats are acceptable. You do not have access to delete a file once it is posted. You'll need to contact CCE if you need a file deleted after posting.

Import File

Browse for a file
or drag and drop one here

Person: Michelle Candidate

District: Central West

Clergy Status: Certified Candidate

Document Type: [empty]

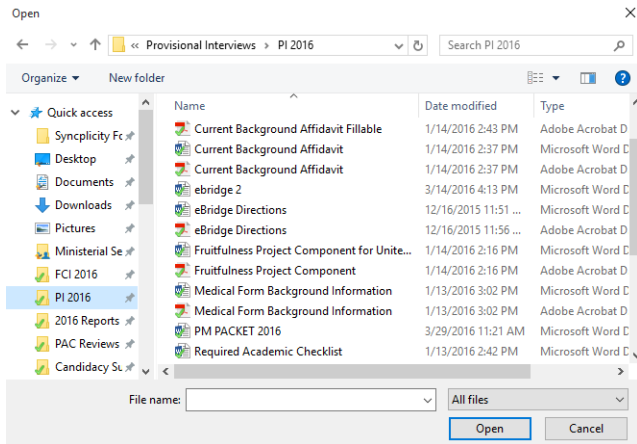
Date: 2023

Confidential: BOM

Document Name: [empty]

Import

Begin by Clicking on Browse for a file button – your file browser will open so you can select the documents to upload one at a time.



Select your file and click open from your file selection window. Please convert everything to a PDF prior to uploading, document formats other than PDF cannot be opened from within eBridge.

Verify the correct document is selected, choose the appropriate document type (CD/TD/PM/LD – click on the down arrow for options), name your document (keep it simple and don't include your name), and then click IMPORT (large green button)

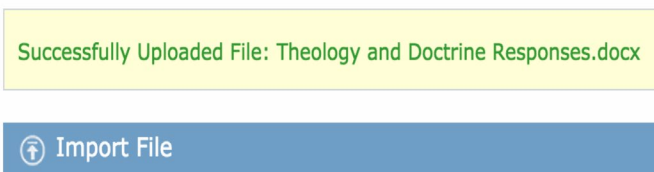
↑ Import File

✕
 Autbio.pdf

Person	<input type="text" value="Michelle Candidate"/>
District	<input type="text" value="Central West"/>
Clergy Status	<input type="text" value="Certified Candidate"/>
Document Type	<input type="text" value="Called and Disciplined Life"/>
Date	<input type="text" value="2023"/>
Confidential	<input type="text" value="BOM"/>
Document Name	<input type="text" value="Autobiographical Statement"/>

Import

You will receive a confirmation message on Screen:



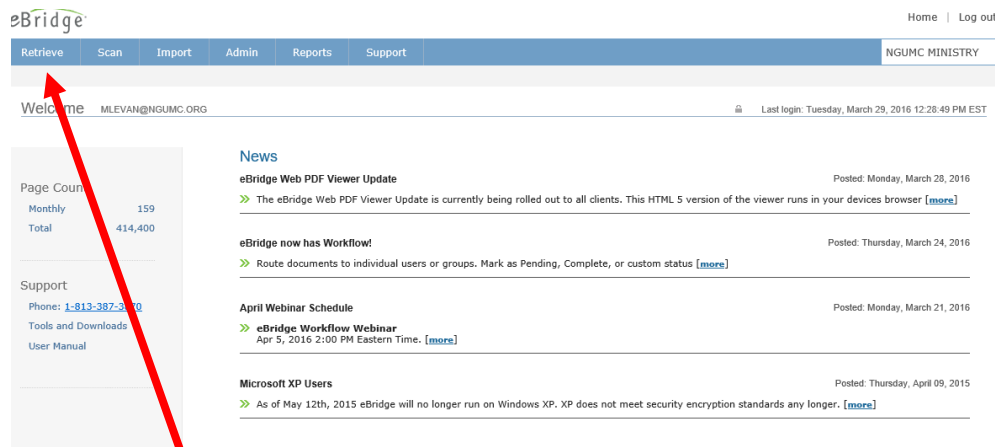
REPEAT this process for each document. Make sure to select the appropriate **Document Type** each time and edit the **Document Name** field for each item.

Several of the field will auto-fill after you import, double check Document Type and Document Name before each Import. If you need to alter or delete a document after importing, email or call CCE, they will be able to assist you with this process, you do not have edit or delete access.

Verify you have Uploaded Everything.

The program and viewing process works best if you are using Microsoft Edge or Safari on the Mac. The program does not always work correctly on the iPad. If you have questions direct those to CCE.

From the Home Screen



Click on **Retrieve** in the **BLUE TOOL Bar**

Your information will auto load, don't add anything or select a document type, just click the **GREEN Search** Button. This will reveal all the documents related to your name that you have uploaded.

The following screen appears.

The screenshot shows the eBridge interface with a navigation bar containing 'Retrieve', 'Scan', 'Import', 'Admin', 'Reports', and 'Support'. Below the navigation bar is a search bar with options for 'Merge', 'Zip', 'PDF', 'Edit', and 'Email'. The main content is a table with the following data:

	VIEW	Person	District	Clergy Status	Document Type	Date	Confidential	Document Name
1		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Practice of Ministry	BOM 2022	BOM	PM Questions
2		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Practice of Ministry	BOM 2022	BOM	Sermon Materials
3		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Leadership Development	BOM 2022	BOM	Leadership Development
4		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Called and Disciplined Life	BOM 2022	BOM	Background Check
5		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Called and Disciplined Life	BOM 2022	BOM	Medical Report
6		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Called and Disciplined Life	BOM 2022	BOM	Forms and Documents
7		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Called and Disciplined Life	BOM 2022	BOM	Autobiographical Statement
8		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Called and Disciplined Life	BOM 2022	BOM	C&D Questions

This will show each uploaded document. eBridge will not alter your documents, thus if you uploaded the correct file that is what will be available to BOM. Please double check your documents before uploading, especially if you have combined several documents into one PDF.

Options for reviewing your file

The screenshot shows the eBridge interface with a navigation bar containing 'Retrieve', 'Scan', 'Import', 'Admin', 'Reports', and 'Support'. Below the navigation bar is a search bar with options for 'Merge', 'Zip', 'PDF', 'Edit', and 'Email'. The main content is a table with the following data:

	VIEW	Person	District	Clergy Status	Document Type
1		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Practice of Ministry
2		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Practice of Ministry

A red circle highlights the 'VIEW' column header and the document icons in the first two rows.

VIEW: Click on the icon to the left of the name of your person and this will open a window from which you can read the file. eBridge Viewer software will ask to download to your computer, you must install the viewer before you can view the files. It will take a couple seconds for the eBridge Viewer to launch after you install the software, and then you'll be able to see/read the document. After installing the viewer the other documents should launch without having to restall the software.