

## REFERRAL INTERVIEW INFORMATION

If you desire to go before the Board of Ordained Ministry for a commissioning interview in 2019, you must have a referral interview with the North Central DCOM this fall. Please refer to *The Book of Discipline*, ¶ 324.1-6 (2012) and make sure you meet all requirements for provisional membership before requesting a referral interview.

### Referral Interview Timeline

**June 28, 2018 (5 pm)** - Deadline to notify me that you desire a referral interview.

**July 19, 2018 (5 pm)** - Deadline for all paperwork to be received by email or postal service.

**Please note: these deadlines listed are *not* suggestions.** They are earlier than in previous years to give the committee more time to process and review your work. I suggest you put these dates on your calendars now as **late submissions will not be accepted.**

**Referral interview dates: Thursdays, August 23, August 30, and September 6 if needed.**

- Interviews are 1 hour in length.
- You will receive a schedule with your specific interview time after all paperwork is received. If you must schedule your interview on a particular date either for work or out-of-state school schedule, please let me know when you notify me of your desire for a referral interview.

You'll need to submit the following documents by the July 19 deadline:

1. A one-page statement of calling to ordained ministry, including plans for ministry within the United Methodist Church.
2. A videotaped sermon on a Scripture of your choosing and a full transcript of the sermon.
  - Please make your video accessible online - posted to YouTube, Vimeo, or a comparable service. Include the link *in* your sermon transcript. If you prefer it not be publicly available, you may choose to provide a password when you submit the link to your video via email.
  - The transcript does not have to be professionally produced. We suggest that you create a manuscript and then use your video to make any changes that occurred as you preached.
3. Written responses to the following questions: (Each response should be two pages or less.)
  - *Describe your personal experience of God and the understanding of God you derive from biblical, theological and historical sources.*
  - *Describe the nature and ministry of the Church. What are its primary tasks today?*
  - *Explain the role and significance of the sacraments in the ministry to which you have been called.*
  - *What is the United Methodist understanding of the process of salvation?*

## Referral Interview Information

### PLEASE NOTE:

- Your written work must be typed, double-spaced in a twelve-point font. If you are sending your work by email, it *must* be in a Word-compatible format or PDF.
  - Your name must appear in the margin of each page and the pages must be numbered.
  - You are advised to share your responses with your mentor pastor, proofreaders, or other helpful persons prior to submission of your final copy.
  - While sources must be cited appropriately, most of the content of your paperwork should be original.
4. District Superintendent's letter of recommendation.
  5. Mentor Pastor's or Mentor Group Leader's letter of recommendation, including the exact dates you met for the required quarterly meetings during the past year.
  6. Ministry setting letter of recommendation: from someone in your current or most recent ministry setting.
  7. An updated credit check to be run through the district office. *Please send a check to Carol Blazewicz no later than July 19.* If any credit concerns are evident, you will be contacted, informing you of the issues. If such is the case, you will need to bring a plan for debt reduction to the meeting and send a copy to me via email.
  8. A copy of the Charge Conference minutes affirming your continued candidacy, or a letter from the lead pastor noting the church's continued affirmation of your candidacy.
  9. Transcript: if you are still in the process of completing your degree, an unofficial transcript is sufficient. If you have completed your degree, please supply an official transcript to Carol Blazewicz in the District Office (if you have not already done so). If in doubt, please contact Carol or me.

A new document, *Referral Interview Tips*, attempts to give you some guidance as you compose your written work and prepare for your interview with the committee. You'll find this document attached to my email.

I prefer that all documents be sent by email. If you must mail a hard copy, please send it to me at 3983 Shady Hill Dr, Dallas TX 75229 and allow enough time to receive your documents by the deadline.

Call, text or email if you have questions or concerns or need to offer an update with regard to your candidacy.

May God be with you as you continue your journey!

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