

Appendix 1

Process for Candidate Seeking Standard Ordination, Equivalency Ordination, Recognition of Non-ABCUSA Ordination, or Regional Ordination

Prerequisite: Be an active member of your local ABCUSA congregation.

Prior to first meeting with Ministerial Leadership Committee

1. Contact your Cluster's Ministry and Mission Coach and tell him/her of your interest in the ordination process.
2. Meet with the Executive Minister.
3. Meet with Coach and a representative of Ministerial Leadership Committee (MLC).
4. Submit a letter to the Region office from your church recommending you for ordination.
5. Complete Application Form (Appendix 2) and submit the form (online or by mail) along with \$100 to cover the cost of the background check to the ABCRM office.
6. For candidates seeking recognition from other denominations: submit a copy of ordination certificate.
7. Write and submit a brief (approximately five pages) autobiographical sketch including personal faith history including your current understanding of your ministry call.
8. Submit four (4) references to the ABCRM office. At least two of these should be professional or educational references. All must be current references (see Appendix 5).
9. Submit official transcripts from all post-secondary schools.
10. Schedule your first meeting with MLC after completing the above steps.

Attend first meeting with Ministerial Leadership Committee.

During the first meeting with the MLC:

1. Sign "The Covenant and Code of Ethics for Ministerial Leaders of American Baptist Churches" (Appendix 4).
2. Receive name and contact information of mentor (see Appendix 8).
3. Discuss documents previously submitted.

Next steps for all *chaplaincy* candidates:

1. Provide documents as requested to the Chaplains' Committee.
2. Schedule interview with the Chaplains' Committee.

Prior to second meeting with MLC:

1. Write ordination/position paper (see Appendix 6).
2. Complete other work as recommended by the MLC following previous meeting.
3. Schedule your second meeting with MLC after completing steps 1 and 2.

Attend second meeting with MLC.

During the second meeting with the MLC:

1. Present ordination/position paper.
2. Address any miscellaneous concerns.

Note: All documents must be submitted 2 weeks prior to meeting.