**Ordination Process Checklist for MLC/*ABCRM Office***

**Prior to first meeting with MLC for all candidates**:

 Applicant made initial contact with Ministry and Mission Coach.

Applicant met with Executive Minister and Coach.

 Completed application form and submitted $100.

 Supplied references.

Reference #1

Reference #2

Reference #3

Reference #4

 Supplied official transcripts from college and seminary.

 Scheduled first meeting with MLC Chair (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Submitted copy of M.Div. or equivalent diploma.

 Submitted profile, resume or Curriculum Vitae (C.V.) showing current and past ministry experience.

 Submitted documentation showing completion of ABC Polity Class.

 Submitted documentation of completion of an appropriate Boundaries Course within the last 3 years.

**For *ordination* candidates only:**

 Submitted letter from sponsoring ABCRM church recommending ordination.

 Submitted autobiographical sketch/personal faith history.

**For *ordination recognition process* candidates**

 Submitted letter of good standing from ordaining church and/or denomination.

 Submitted copy of ordination certificate.

 Submitted letter from sponsoring ABCRM church.

 Submitted 5-10-page reflection paper on “What I Have Learned About Myself, My Call and Ministry Since Being Ordained”.

 Submitted 5-10-page reflection paper on “Why I Seek Recognition by the ABC and How My Ministry and Theology Align With ABC”.

**Next step for all *chaplaincy* candidates**

 Documents submitted to Chaplains’ Committee. (The MLC will form a Chaplains’ Committee as needed to evaluate the candidate’s preparation and suitability for chaplaincy and to advise the candidate about the process for obtaining chaplaincy credentials.)

 Recommendation received from Chaplains’ Committee.

**First meeting with MLC**

 Signed “The Covenant and Code of Ethics for Ministerial Leaders of American Baptist Churches.”

 Received name and contact information of mentor. (The MLC will assign a mentor for all candidates to encourage, support, and guide them through the process.)*.*

**Prior to second meeting with MLC**

 Submitted ordination/position paper.

 Completed other recommended work.

**During the second meeting with MLC**

 Discussed ordination/position page.

 MLC makes recommendation.

 Upon approval, MLC Chair gives (mails) signed copy of ordination certificate to candidate along with letter to congregation*.*