

**Upper NY Conference**  
**REQUIRED WORK FOR CANDIDATES SEEKING**  
**PROVISIONAL MEMBERSHIP AND COMMISSIONING**  
**Order of Deacon**

**INSTRUCTIONS:**

1. Due Date: on or before **January 9, 2024**. It is the policy of the Board of Ordained Ministry to accept nothing submitted after 11:59 pm on January 9. No exceptions will be granted.
2. Upload the work below onto the Passage UMC website. You will be given instructions regarding how to do this by the Board of Ordained Ministry Registrar, Rev. Caroline Simmons, [BOMregistrar@unyumc.org](mailto:BOMregistrar@unyumc.org).
3. Bring one copy of the work below to your interview, for your own reference.
4. Familiarize yourself with all of Paragraph 324 of the *2016 Book of Discipline* and be sure that you have completed all of the requirements. It is your responsibility to verify that all paperwork has been sent in by schools, physicians, District Committees on Ministry, District Superintendents, mentors, and others.

**Written Questions**

1. Answer the questions (a through p) found in Paragraph 324.9 of the *2016 Book of Discipline*.
2. Please state the question in your paper, then give your response.
3. Begin a new page for each new question.
4. Double space your writing and number your pages.
5. Answer each question in no more than three pages. Answers may be shorter than three pages.
6. Professional standards of English composition and sensitivity to inclusive language are required in the presentation of all materials.
7. Use proper bibliographic citation (for example, MLA or Turabian style) for all quotations and ideas of others (full, partial, or paraphrased) that you use. Include a bibliography at the end of your questions.
8. When you upload your Discipline questions onto Passage UMC, upload them all as one document (do not upload each question separately). It will be helpful to give it a name that clearly can be tracked to you and this interview year, 2024. Therefore, please use the following file naming format: *Your last name Your first initial 2024 type of file*. For example: smithj2024writtenquestions.
9. Questions to ask yourself:
  - a. In the answers I've given, in what ways do I demonstrate knowledge of the biblical foundations and theological traditions of the United Methodist Church?
  - b. How and to what extent do I show the ability to articulate doctrines and issues important to each topic?

- c. How and to what extent do I show the ability to make connections between theology and pastoral practice?
- d. What sense of me and my call to ordained ministry is revealed?
- e. Have I answered the whole question?
- f. Have I proofread everything?

### **Oral Proclamation**

*This can be a lesson, sermon, devotional, or other format for proclaiming the Word of God, appropriate to your ministry setting.*

1. Prepare and deliver an oral proclamation based on the scripture passage of your choice.
2. Digitally record your oral proclamation (both sound and sight).
3. Upload it to this OneDrive folder: [BOM Video Inbox](#). If you have any issues, contact Mary Dalglish at [marydalglish@unyumc.org](mailto:marydalglish@unyumc.org).
4. Upload a manuscript or transcript of your oral proclamation (double spaced). Name your file *Your Last Name Your First Initial 2024oralproclamationmanuscript*.
5. If this proclamation took place in the context of a worship service, upload a bulletin of this service. Name your file *Your Last Name Your First Initial 2024bulletin*.

### **Bible Study**

Develop a 6-session Bible Study based on a single biblical book of your choice.

This Bible Study must be of your own design, with the assistance of reference materials. Show that you have done research and know the material yourself.

We are looking for studies that are fully developed in terms of learning goals and objectives for the overall study, as well as each of the six lessons. Please state these goals. Be sure your goals are Specific, Achievable, and Measurable (SAM).

Pay attention to various learning styles and include activities that meet the needs of individual learners. Include at least one hands-on activity for each lesson. Be creative!

Design these studies so another person could step in and teach a lesson. Include questions and conversation topics as well as instructions for all activities, the schedule for each lesson, a materials list for each lesson, and a list of resources to be used when teaching the class (CD's, DVD's, books, other media).

Describe the age and abilities of the expected students (e.g., toddlers, seniors, new to Bible study or seasoned).

Describe the classroom environment (e.g., inside, outside, classroom, living room).

Include a properly documented (for example, MLA or Turabian style) list of resources you used to develop this study.

Include a form of evaluation appropriate for the students to use at the end of the class.

When you upload this to Passage UMC, name your file *Your Last Name Your First Initial 2024 biblestudy*.

Possible resources for your consideration as you prepare your Bible Studies:

Bruce, Barbara. 7 Ways of Teaching the Bible to Adults: Using Our Multiple Intelligences to Build Faith. Abingdon, 2000.

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Dykstra, Craig. Growing in the Life of Faith: Education and Christian Practices. Westminster John Knox, 2005.

Fowler, James W. Stages of Faith: The Psychology of Human Development. HarperCollins, 1981.

Griggs, Donald L. Teaching Today's Teachers to Teach. Abingdon, 2003.

LeFever, Marlene. Creative Teaching Methods: Be An Effective Christian Teacher. David C. Cook, 1996.

### **Other Requirements**

Background check dated no earlier than October 15, 2018 (5 years old)

Psychological Assessment report dated no earlier than October 15, 2018 (5 years old).

Medical Report dated no earlier than October 15, 2021 (2 years old).

See the checklist available at <https://www.unyumc.org> on the Board of Ordained Ministry link for the full list of requirements.