

Upper NY Conference
REQUIRED WORK FOR CANDIDATES SEEKING
FULL MEMBERSHIP AND ORDINATION

Order of Deacon

INSTRUCTIONS:

1. Due Date: on or before **January 6, 2025**. It is the policy of the Board of Ordained Ministry to accept nothing submitted after 11:59 pm on January 6. No exceptions will be granted.
2. Upload the work below onto the Passage UMC web site. You will be given instructions regarding how to do this by the Board of Ordained Ministry Registrar, Rev. Caroline Simmons, 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 330 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 fifteen questions found in Paragraph 330.5 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. Answer each question in no more than three pages. Answers may be shorter than three pages.
5. Double space your writing and number your 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 properly formatted 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, 2025. Therefore, please use the following file naming format: *Your last name Your first initial 2025 type of file*. For example: smithj2025writtenquestions.
9. Questions to ask yourself:
 - a. In the answers I've given, do I demonstrate knowledge of the biblical foundations and theological traditions of the United Methodist Church, and do I demonstrate how these interact with my personal beliefs? Am I able to answer affirmatively to each of the questions of the *Historic Examination for Admission into Full Connection* (para.336)?

- b. How and to what extent do I show the ability to integrate my experience in ministry with my theological understandings?
- c. Do my answers express what I have learned or how I have changed since I was commissioned?
- 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?
- g. Is this work my own?

Oral Proclamation of the Word (Paragraph 330.4 (2))

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.
4. Upload a manuscript or transcript of your oral proclamation (double spaced). Name your file Your Last Name Your First Initial 2025 oralproclamation
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 2025 bulletin.

Bible Study

2016 Book of Discipline Paragraph 330.4 (3)

You wrote a Bible Study in preparation for Commissioning (paragraph 335 (6)). Implement it (teach all six sessions) in your ministry setting. Then write a reflection paper (double spaced) on your experience. Include the students' evaluations as well as one of your own. What did you learn? What worked? What didn't? Why? What would you change? What surprised you? Where did you experience God's activity among your group? Give evidence of what the students learned about scripture and discipleship. Please be thorough. (No more than 7 pages)

Upload the Bible Study as well as your reflection paper. Name your file *Your Last Name Your First Initial 2025 biblestudy*.

Mission Requirement

[This also fulfills the requirements of *2016 Book of Discipline* paragraph 330.4 (4)]

Provisional members applying for full membership in the Upper NY Annual Conference and ordination as a Deacon or Elder in the United Methodist Church are required to participate in a mission project. The UNYAC Mission Project requirement fulfills the mandate for ordination as

set forth in the *Book of Discipline* (2016) in paragraphs 330.4(4) for Deacon and 335 (7) for Elder. This requirement must be completed during your provisional period, and the report must be submitted by the Deadline Date of the year candidates come for the ordination interview (January 6, 2025 for Ordination 2025).

The intention of this mission project is to be a formational and life-changing experience for you in your ministry. Please practice prayerful discernment in the selection of your mission project.

- The mission project is to take place in an international or significantly cross-cultural setting.
- It must be at least 5 days in length, not including travel.
- It must take place during the time you are a provisional member.
- **Here are things you should consider as you are selecting a mission project/experience:**
 - Location of the mission project
 - Dates
 - Organization sponsoring this mission project (e.g., VIM, Habitat for Humanity, a local church)
 - Kind of work involved and projected outcomes
 - Why you chose this mission project and your learning goals for this experience
 - How do you expect that your being in this place will impact the lives of those you encounter?
 - Describe your current cultural context and how you do or do not fit into it. If this is not an international trip, explain how this will fulfill the requirement of a “significantly cross-cultural” experience.
 - How do you expect your experience will impact the way that you understand God and Humanity?
 - How do you expect your experience will impact the way that you behave toward others?
 - How do you expect your experience will impact the way that you lead people in Christian ministry?

When your mission project has been completed, upload onto your Passage UMC account a report (not longer than 3 double-spaced pages) that includes the following items:

- Name your report *Your Last Name Your First Initial 2025 Mission Project*.
- Describe the nature of the mission project in which you took part. (Please limit this section to no more than 2 paragraphs.) Reflect on how this experience did or did not meet your expectations.
- Describe a theological issue you encountered through your participation in this project. What resources helped you reflect on this theological issue?
- Describe the cultural context in which you have been in mission. How is it different from your own?

- Describe any significant cross-cultural learning that resulted from your participation in this experience.
- What familiar experiences do you notice in the lives of folks you encountered?
- How has your being in that place impacted the lives of those you encountered?
- How has your being in that place impacted your own life? How are you different? What changes will you make because of this experience?
- What effect did your participation in this mission project have on your understanding of faith and ministry?
- How did your experience impact the way that you understand God and Humanity?
- How has your experience impacted the way that you will behave toward others?
- How will your experience impact the way that you lead people in Christian ministry?
- How did you or will you bring your congregation or ministry setting into this experience?

Don't forget: Name your report *Your Last Name Your First Initial 2025 Mission Project* on Passage UMC.

Other Requirements

Background check dated no earlier than October 15, 2019 (5 years old)

Psychological Assessment report

Medical Report dated no earlier than October 15, 2022 (2 years old).

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

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