

**Manual of Commissioning Procedures**

***2022 Edition***

 ***Table of Contents***

Purpose of Commissioning 3

Sequence of Events for Commissioning 3

Forms for Commissioning 4

 Personal Information and Profile 4

 Authorization for Commissioning 7

Readings for Commissioning 8

 Required Readings 8

 Recommended for Further Study 8

***PURPOSE OF COMMISSIONING***

1. Commissioning is designed for individuals within a local church to be recognized by their congregation for a specific or special designated ministry. It is not for individuals serving as solo or lead pastor of a church. Solo or lead pastors are required to be licensed within six months of call or hire, and to complete all licensing requirements within two years of initial license.
2. A commission is issued and overseen by the local church, with reporting of status to the Regional Leadership Team and through them to the National Board of Oversight.
3. A commissioned individual who no longer holds membership in the commissioning church automatically forfeits their commission.
4. A local church may remove the commission from an individual at any time through a congregational vote.

***SEQUENCE OF EVENTS FOR COMMISSIONING***

1. The local church chooses to call to commission for a Special Ministry

2. The candidate completes **Commission: Personal Information and Profile**

3. The local church examines the candidate and certifies that the candidate is acceptable to be commissioned.

4. The local church votes to commission the individual and notifies the Regional Leadership Team.

5. The local church conducts public recognition of commissioning for Special Ministry and notifies the Regional Leadership Team within 30 days.

6. The local church annually reports individuals commissioned to the Regional Leadership Team.

7. The National Board of Oversight is notified annually of persons who hold commission within the region.

NOTE: Commissioned persons are supervised by their local church. The list of commissioned individuals is reviewed annually by the Regional Leadership Team at regular intervals. If later a commissioned individual should seek ordination, they will need to pursue licensure, and following completion of the licensure process, proceed to pursue ordination.

BRETHREN CHURCH REGIONAL LEADERSHIP TEAMS

FORMS FOR COMMISSIONING, LICENSING AND ORDINATION

**PERSONAL INFORMATION AND PROFILE**

***NOTE: A COMPLETE RESUME’ WITH PICTURE IS TO BE COMPLETED IN ADDITION TO THIS FORM***

Date this profile was completed - -\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth - - \_\_\_

 Last first middle initial

Address (where to send correspondence)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Street Address) (city)

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

(state) (zip code)

Telephone number: \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_ (H) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_-\_\_\_\_\_\_ (W)

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Current ministry position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Family Description: Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced\_\_\_\_\_\_\_\_ Widowed \_\_\_\_\_

Spouse’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Married \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_

Child(ren)’s name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## GENERAL THOUGHTS ABOUT MINISTRY

1. What in your ministry has brought you the greatest level of satisfaction?
2. What in your ministry has brought you the most frustration or disappointment?
3. What do you hope to accomplish in your ministry?

## CHRISTIAN EXPERIENCE and CALL

1. How long have you been a Christian? \_\_\_\_\_\_\_ years

a. Under what circumstances did you become a Christian?

b. When were you baptized? \_- - (date)

in what church? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 by what method? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. How long have you been a member of The Brethren Church? \_\_\_\_\_\_\_\_\_\_ years

d. If you are married, is your spouse a member of The Brethren Church? Yes \_\_\_\_ or No \_\_\_\_

**PERSONAL FINANCES**

1. Do you have financial obligations and debts which may hinder your ministry? Yes or No

2. Do you make regular contributions to a retirement account? Yes or No

3. Do you have adequate life insurance to help cover your family’s financial Yes/No/Not sure

needs in the case of your death?

4. Do you have adequate medical insurance through your or your spouse’s

current employer? Yes or No

## PASTORAL AND CONGREGATIONAL ETHICS STATEMENTS

1. I have read the current pastoral ethics statement and affirm its content. ***SEE REQUIRED READINGS*** \_\_\_ (initial if true)

2. I have read the current congregational ethics statements (1987 version) and affirm its content. ***SEE REQUIRED READINGS*** \_\_\_\_\_ (initial if true)

## ETHICS

1, Have you ever been convicted of a felony or misdemeanor,

other than traffic offenses? Yes or No

If yes, please explain:

2. Has a formal complaint of ethical misconduct, ever been

filed against you? Yes or No

 If yes, please explain and how the case was resolved:

**Your Spiritual Gifts:**

Please list key areas of giftedness Please list areas in which you do not feel

gifted

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I Agree to a Criminal Background Check being performed \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(initial)**

**I AGREE TO ANY ADDITIONAL REQUIREMENTS BY THE LOCAL CHURCH \_\_\_\_\_\_\_\_\_\_\_**

 **(INITIAL**)

**AUTHORIZATION FOR COMMISSION**

***Completed by Local Church Issuing Call and signed by Candidate***

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO: The Regional Leadership Team of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Region:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a member in

 good standing and full fellowship of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Brethren

Church located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The church has called this candidate to be commissioned to the Special Ministry of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This commission

was issued at a congregational meeting on \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_/ (mm/dd/yyyy). The result of the

secret ballot vote was \_\_\_\_\_\_\_\_\_\_ affirmative and \_\_\_\_\_\_\_\_\_\_\_\_ negative, with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

qualified voters present.

Signed (signed by at least three of the below):

Pastor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moderator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deacon(ess): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deacon(ess): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Candidate:**

I hereby indicate my desire to be examined for Commissioning for the above ministry.

Signature of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

***Instructions:*** *Send one copy to RLT.*

***REQUIRED READINGS FOR COMMISSIONING***

1. *Brethren Beliefs*
2. *Brethren Positions on Social Issues*
3. *Manual of Pastoral and Congregational Procedures*
4. *Manual of Procedure*
5. *Brethren Pastor’s Handbook*

***RECOMMENDED FOR FURTHER STUDY:***

1. Brethren Doctrine Intensive
2. Brethren History Intensive
3. Brethren Polity Intensive
4. *History of the Brethren Church* by Albert Ronk
5. *Background and Development of Brethren Doctrines* by Dale Stoffer
6. *A Brethren Witness for the 21st Century* edited by Jason Barnhart and Bill Ludwig
7. *The Complete Writings of Alexander Mack* by William Eberly