



Materials Required for Ordination Interview CCSW Regional Committee on Ministry

Name _____ Date _____

THIS INFORMATION SHOULD BE MAILED TO: **CCSW, P.O. Box 1689, FORT WORTH, TX 76101**

— OR —

SENT ELECTRONICALLY TO:

CCSW@CCSW.ORG

CONFIRM RECEIPT AT 817.926.4687

NOTICE: The Search and Call Packet (see back) typically takes three to four weeks for the process to be completed! DO NOT WAIT UNTIL THE LAST MINUTE!

- _____ 1. **Completed *Application for Ordination* (Form Enclosed)**
- _____ 2. **A Letter from your Sponsoring Congregation (listed on the *Application for Ordination*) highlighting your growth in ministry during candidacy, and affirming its willingness to sponsor your ordination.**
- _____ 3. **One of the following:**
 - A. **Completed Degree Transcript** from an ATS-accredited seminary demonstrating your achievement of Master of Divinity degree or equivalent, **OR**
 - B. **Up-to-date Transcript PLUS a Letter from the ATS-accredited seminary you attend** stating the anticipated date of graduation with a Master of Divinity degree or equivalent, **OR**
 - C. **Official documentation** of other education, approved by RCOM, that is completed. **Plus** Documentation of **Disciples History and Polity course** completed.
- _____ 4. **Documentation of completion of Healthy Boundaries for Clergy training.**
- _____ 5. **Documentation of mock interview.**
- _____ 6. **A Theological Reflection Paper (5 to 7 pages, double-spaced)** demonstrating your knowledge of:
 - * **The Christian Faith**
 - * **The nature and work of the church**
 - * **The representative ministry of Jesus Christ**
 - * **The office of ordained ministry****(Print your name and date submitted on each page.)**

Please note:
The FIRST DRAFT of this paper should be presented to your Congregational Care Committee and/or Ministry Shepherd for comments and critique.
The SECOND DRAFT should be presented to the Area Committee on Ministry for your Mock Ordination Interview with them.
The FINAL DRAFT should be the one submitted to the Regional Committee on Ministry for your ORDINATION INTERVIEW at least 60 days prior to your meeting with the committee.
- _____ 7. **A taped sermon.**
- _____ 8. **A Completed Search and Call Packet - see instructions on the back.**

INSTRUCTIONS TO COMPLETE THE SEARCH AND CALL PACKET:

YOU MAY COMPLETE THE SEARCH AND CALL PACKET ONCE YOU:
1) HAVE BEEN APPROVED FOR AN ORDINATION INTERVIEW AND
2) ARE WITHIN SIX MONTHS PRIOR TO YOUR GRADUATION.

You will complete this packet whether you are seeking a new call or not. It is a process with which we want you to be familiar, and it serves as another way for the Regional Committee on Ministry to nurture your ministry.

This packet is processed by the Office of Search and Call in Indianapolis. This packet is completed entirely online. **The process can take up to 3 to 4 weeks** to have the information returned to the Regional office. It is highly recommended that you complete this information four months PRIOR to your ordination interview.

To begin this packet, please send an e-mail to the Regional office at ccsw@ccsw.org requesting to begin the SEARCH AND CALL PACKET and giving this information:

- A. Your full name
- B. Your current mailing address
- C. Your telephone number
- D. Your e-mail address.

The Regional Minister will then complete a "REGIONAL DIRECTIVE" so that you may have access to the Search and Call system. You will receive a password from the Office of Ministry in an email that will enable you to begin the process online.

Online, you will complete:

- 1) A Ministerial Profile,
- 2) A Request for four persons to provide references for you. One of these **MUST** be your Area Minister, as your Regional reference. If you do not have an Area Minister, then the Regional Minister will be your reference.
- 3) Disclosure and Release Form
- 4) Permission to Release Form.

Once you have completed the materials online, and all your references are in, your profile will be sent electronically to the Region. You can check on your information online to be sure your references have responded in a timely way.

Again, the process typically takes **3 to 4 weeks** to complete.

Please allow enough time to meet the paperwork deadline of 60 days prior to your meeting with the Regional Committee on Ministry.

If you have questions,
contact ccsw@ccsw.org or call 817.926.4687 for assistance.



Application for Ordination

CHRISTIAN CHURCH
DISCIPLES OF CHRIST IN THE
SOUTHWEST

P.O. Box 1689, Fort Worth, TX 76101

Phone: 817.926.4687 Fax: 817.831.4446

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip _____

On the basis of information presented below and in related documents, I request that my application for ordination be authorized.

I. Personal Information:

A. Sponsoring congregation:

B Current service (office, etc.) in what congregation:

II. Ordination Details:

Your ordination should be scheduled for a date after graduation and/or the completion all educational prerequisites.

A. Date of graduation

B. When do you want to be ordained?

(to be scheduled with the Regional Minister)

Approximate or Exact Date

C. Where do you want to be ordained?

Name of Church

City, State

D. Whom would you like as a presiding minister? _____

E. What congregation will sponsor your ordination?

Name of Church

City, State

Date _____

Signed _____

Applicant

Written suggestions for planning an ordination, including examples of services can be found online at <https://www.discipleshomemissions.org/wp-content/uploads/2014/04/Ordination-Service-Guidelines-2014.pdf>