



Apprentice Track Guidelines

April 2015

These decisions were made by the RCOM pertaining to the **Apprentice Track** path to candidacy for ordination in the CCSW.

- The Educational requirements will be a **minimum** of 700 contact hours. A contact hour is 50 minutes of instruction, either face to face or an online setting. All contact hours must be documented by the source of the class. This determination was made based upon a comparison to an MDiv degree and completing education in each of the required 16 areas of ministerial practice. Please note: the apprentice track will most likely take much longer to complete than the seminary track.
- Candidates who are asking to be considered on the Apprentice Track must qualify in one or more of the 4 areas (financial, vocational, familial and linguistic – see requirements below). Candidates will complete the Personal Data form, Candidacy form and an Additional Apprentice Track Data Form as the initial paper work.
- A subcommittee of RCOM will read the Apprentice Track applications prior to scheduling any appointment. If they have questions, they will contact the potential candidate and Area Minister (AM) to clarify. Upon approval of the paperwork, an initial interview will be held at the next scheduled RCOM meeting. (RCOM meetings occur in January, April and September.)
- In the initial meeting with the Area Minister (AM), required of all candidates, the Area Minister will share the 4 criteria areas and emphasize that the preferred education track is MDiv. The AM may also be able to offer directions toward various MDiv possibilities that could meet his/her needs.
- **Meeting the criteria.** The area(s) in which the candidate claims as a reason for this application are to be described in detail. Some may require additional documentation. These criteria are listed below:

VOCATIONAL

You may qualify for the apprentice track for vocational reasons, if your current employment precludes you from being able to attend seminary, either in person or online. (Ex: You work overseas as a government contractor on an irregular schedule which would impede regular class schedules)

FINANCIAL/ECONOMIC

You may qualify for the apprentice track for financial/economic reasons, if your debt to income ratio is so great that you cannot take on more debt for a seminary education. Documentation required: Last tax return and other financial information such as student loans, medical expenses, etc. that would impact your educational path.

FAMILIAL

You may qualify for the apprentice track for familial reasons. (Ex: You have a child with a disability for whom you provide the majority of care, and whose health would be compromised by relocation or by a change in care)

LINGUISTIC

You may qualify for the apprentice track for linguistic reasons, if you are unable to find an accredited seminary program that reflects DOC ethos (face to face or online) in your primary language.

As with all candidates for ordination, one's educational preparedness will be measured in the candidate's ability to demonstrate competency in the 16 areas of ministerial practice.



Apprentice Track Additional Data Form

Last name _____ First name _____ MI/Maiden _____
(Please print and use dark blue or black ink.)

Those seeking consideration for the Apprentice Track must complete the following in addition to the Personal Data form and the Application for Candidacy form.

One of the following criteria must be met to qualify for the Apprentice Track: vocational, economic, familial and/or linguistic.

Check the blank that describes the criteria that precludes you from attending seminary. You may check more than one, if you prefer.

- a) On the lines below summarize how you fall under this/these criteria.
- b) List and attach valid copies of documentation, letters, forms, or appropriate tax returns to validate your situation.
 - 1) **Vocational:** You may qualify for the apprentice track for vocational reasons, if your current employment precludes you from being able to attend seminary, either in person or online. (Ex: You work overseas as a government contractor on an irregular schedule which would impede regular class schedules.)
 - 2) **Economic:** You may qualify for the apprentice track for financial reasons, if your debt to income ratio is so great that you cannot take on more debt for a seminary education. Documentation required: Last tax return and other financial information such as student loans, medical expenses, etc. that would impact your educational path.
 - 3) **Familial:** You may qualify for the apprentice track for familial reasons. (Ex: You have a disabled child whom you provide the majority of care for, and whose health would be compromised by relocation or by a change in care)
 - 4) **Linguistic:** You may qualify for the apprentice track for linguistic reasons, if you are unable to find an accredited seminary program that reflects DOC ethos (face to face or online) in your primary language.

In brief, summarize how you fall under this/these criteria.

List the documentation that you have attached to this application. Feel free to explain any document that is not self-explanatory.

Seminary Research

Please consider thoughtfully and in consultation with your Area Minister the option of taking the educational path recommended by the General Church of attending, in person or online, classes through an accredited seminary. List the seminaries that you have contacted about online studies and/or scholarship possibilities. Also, explain why these schools are not viable solutions for your educational needs. Some seminaries are listed below as helpful ways to begin your search.

Brite Divinity School, Lexington Theological Seminary, Phillips Seminary

In brief, explain why you seek ordination rather than becoming a commissioned minister.

If accepted into the Apprentice Track:

- 1) I understand that, even though seminary track takes an average of three years, the Apprentice Track may take an average of seven.
- 2) I affirm that everything in this application is true to the best of my knowledge. If anything is found to be untrue or misleading, I understand that immediate termination of my ordination process may occur.
- 3) I have reviewed the current guidelines for the Apprentice Track on the CCSW website.

Signature _____

Date _____