

Board of Ordained Ministry
Eastern Pennsylvania Conference
United Methodist Church

Candidate Guidelines for Written Material

The following guidelines have been prepared to aid those preparing written materials to be submitted to the Conference Board of Ordained Ministry to meet the requirements for ordination as Deacon or Elder. They are intended to aid candidates in the preparation of material that will be professional in appearance, uniform in format, and complete in terms of the requirements of the Board.

1. All materials shall be submitted on time and by the dates specified by the Registrar for the appropriate division: Deacon or Elder.
2. Format
 - A. All written material shall be typewritten or computer generated.
 - B. All written material shall be presented on 8 ½ x 11 inch 20-24 pound paper, shall be clean and neat in appearance, and error free. Proofreading is expected even if you use a spelling, grammar or punctuation analysis program.
 - C. In making corrections, do not use strikeouts, interlineations, or cross outs of letters or words.
 - D. Margins: Left Margin 1.5 inches; All other margins 1 inch.
 - E. All pages shall be numbered in order.
 - F. Font should be between 10 and 12 points. Print must be legible and readable.
 - F. Endnotes or Footnotes (or MLA or APA) are acceptable for quoted sources.
 - H. Spacing: All responses should be double-spaced, with the exception of indented quotations.
 - I. All written material should be submitted to Interview Teams in an appropriate binder.

G. Each response shall include the Discipline question.

3. Length of Response

Responses to all written material should be clear and concise, but should demonstrate the following:

- A. Familiarity with theological disciplines and doctrines.
- B. Familiarity with the Doctrinal Standards of The United Methodist Church.
- C. Familiarity with Scripture as the source of our Faith.
- D. Familiarity with the history of the Christian Church and the history and traditions of The United Methodist Church.

- E. For those preparing for the Order of Deacon, familiarity with the field of specialization should be demonstrated.
4. Scriptural references should be cited parenthetically, identifying the translation used.
5. Theologians, authors, or works cited should be so noted in endnotes or footnotes.

The Board of Ordained Ministry looks for exceptional candidates to lead the church. The written material submitted can and should be a sample of the quality of work which indicates the quality of the candidacy of the individual submitting that work. It is the opinion of the Board of Ordained Ministry that Christ and His Church deserve no less at any level than the best of which we are capable.

Good luck! And may God bless you in this endeavor.

6. Please note that your own beliefs and theological journey should be reflected in your responses.

Growth is expected during a Commissioned Minister's Provisional period. It is expected that each response will reflect growth. As such, restatement of an answer provided for commissioning is considered an inadequate response.

Written work should reflect growth acquired through the practice of ministry. As such, it is highly recommended written responses reflect the provisional member's practice of ministry. In short, 'what does it look like?'