

Name: _____



Creating vital congregations that make disciples of Jesus Christ,
who make disciples, equipped to transform lives,
communities and the world.

RESIDENCY HANDBOOK 2017-2018



**Residency In Ministry Program
Arkansas Conference Board of Ordained Ministry
In Cooperation with the Center for Vitality**

Revised June 2017
Rev. Dr. Blake R. Bradford, Program Director

Current Information and Evaluation Forms are at
<http://vitality.arumc.org/residency-in-ministry-bom/>

RESIDENCY HANDBOOK

Table of Contents

CONTACT INFORMATION.....	3
RESIDENCY IN MINISTRY PROCESS	4
A SHORT OVERVIEW OF THE RESIDENCY PROCESS	6
RESIDENCY REQUIREMENTS AND RESPONSIBILITIES	8
THE RESIDENCY PEER GROUP	18
CREATING ANNUAL MINISTRY SMART GOALS.....	23
EVALUATION OF RESIDENTS.....	25
ORDINATION & FULL CONNECTION PRIMARY REQUIREMENT CHECKLIST	30
QUICK LIST: BOM PROVISIONAL ASSIGNMENTS	32
ACKNOWLEDGEMENT OF RECEIPT: THE 2017-2018 RIM HANDBOOK	35
ADDENDUM 1: FEEDBACK ON A SERMON	36
ADDENDUM 2: PROCESSING AN OPPORTUNITY/CHALLENGE.....	38
ADDENDUM 3: RESIDENCY PEER GROUP STUDY BOOK	39

CONTACT INFORMATION

Residency In Ministry Program Leadership Team

Dr. Blake Bradford, Program Director
(Blake manages the RIM process on
behalf of the BOM)

blake.bradford@arumc.org
BOMresidency@arumc.org

Arkansas Conference UMC Office
Center for Vitality
800 Daisy Bates Drive
Little Rock, AR 72202-3770
501-324-8017 office
501-615-4478 mobile

Rev. Adam Kirby, Mentoring Supervisor
(Adam works with mentors & RPG's)

adam.kirby@arumc.org
(501) 749-3575 mobile

Rev. Susan Ledbetter
Fruitfulness Project Advisor
susan.ledbetter@arumc.org

Arkansas Conference BOM

Administrator of the Office of Ordained Ministry

Board of Ordained Ministry Secretary *(Receives all the assignments)*

Nancy Meredith

Arkansas Conference Office of Ordained Ministry
800 Daisy Bates Drive
Little Rock, AR 72202-3770
Toll Free: 877-646-1816;
Office: 501-324-8033
Fax: 501-324-8018

nmeredith@arumc.org
BOM@arumc.org

Board of Ordained Ministry, Chair

Rev. Pam Estes
Magnolia FUMC
320 West Main Street
Magnolia, AR 71753
(870)234-4530

BOMchair@arumc.org
pam.estes@arumc.org

Ministerial Assessment Specialist (Psychological & Background Checks)

Rev. John Embrey
Greenwood UMC
P.O. Box 548
Greenwood, AR 72936
(479)996-6397

BOMassessment@arumc.org

RESIDENCY IN MINISTRY PROCESS

Commissioned provisional ministers who:

- have completed all educational requirements
- received a full-time appointment (less than full time appointments are considered on a case-by-case basis)
- and are seeking full membership and ordination in the Arkansas Conference

shall enter a Residency in Ministry (RIM) Process. It is the responsibility of the Board of Ordained Ministry to nurture and evaluate those persons who are provisional members of the Arkansas Annual Conference.

"The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world."

**Our Arkansas Annual Conference Trajectory for the coming years:
"Creating vital congregations that make disciples of Jesus Christ, who make disciples, equipped to transform lives, communities and the world."**

Together as United Methodists of Arkansas, we live out this mission and this trajectory. The Residency in Ministry process seeks to fulfill this mission by fulfilling the following goals:

1. Provide the BOM with the evaluative tools necessary to gauge the effectiveness of provisional members seeking ordination and full connection.
2. Assist provisional members in their transition into ministry, guiding them into deeper fruitfulness and effectiveness in becoming excellent and passionate clergy, toward the goal of fulfilling the mission of the UMC and the Arkansas Conference.
3. Create opportunities for communities of practice for peer group learning, discipleship, and support among the residents.

It is clear from studies of career stages that early patterns and attitudes become basic for a person's self-confidence and view of his/her ministry. Your way of understanding your vocation as a United Methodist Minister is created during this time, and research shows that it will last during the whole of your ministry. Some persons have been scarred by real or imagined failure during this period and never recover their confidence. The value of the Residency Process cannot be over-estimated. This is the time that you set habits, styles, and inclinations for a lifetime of ministry. Through the Residency Team, clergy mentors, and Residency peer groups, the Board of Ordained Ministry (BOM) offers provisional ministers a curriculum that supports the practice and work of their ministry as servant leaders, to contemplate the grounding of ordained ministry, and understand the covenant ministry in the life of the Arkansas

Conference of the UMC. Successful completion of this process is a requirement for ordination as a deacon or elder in full connection in the Arkansas Conference.

In accordance with recent and existing General Conference decisions, residency is a 2-8 year process. The BOM expects that the average length of residency will be 3 years, but the new RIM process will not be designed with a 2-year or 3-year "default" calendar. Instead, the process will allow flexibility so that you, the resident, are assisted with the tools you need to transition into effective ministry as an ordained United Methodist minister in full connection. Also, it will allow the people of the BOM to have the evaluative tools we need to assess your effectiveness in ministry. **Two years of effective ministry in a single appointment as a Resident is the minimum time required to complete the Arkansas Conference Residency Process.** It is the responsibility of the Resident to complete assignments and be present at meetings and interviews.

Some notes from the Residency in Ministry Program Team:

1. We seek to serve Christ together. Our prayer is that this RIM Process will provide you with a rich experience as you transition into full-time ministry as a servant of Jesus through the ministries of the UMC.
2. If your appointment status is changed during the year between sessions of Annual Conference, it is imperative that you contact BOTH the RIM Program Director and Mentoring Supervisor in order that your peer group assignment and process be updated and your provisional residency status be determined. It is the resident's responsibility to keep the RIM Program Director informed of any changes of appointment.
3. All communications from the BOM will go to your @ARUMC.org address. Please check this address regularly, or work with the Center for Technology to have all @ARUMC.org email automatically forwarded.

A SHORT OVERVIEW OF THE RESIDENCY PROCESS

The Arkansas Conference seeks to grow excellent and passionate clergy. The BOM will assign sermons to be preached, Bible study outlines to be developed, and a Fruitfulness Project to be evaluated. Throughout the program, residents are assessed as to their gifts, readiness and effectiveness in ministry. This RIM process is coordinated and supervised by the Residency Team of the Conference BOM and shall be in full accordance with the disciplinary requirements and such other requirements as deemed necessary by the Annual Conference (2016 Discipline, ¶326).

The requirements of the RIM Process are derived from both *The Book of Discipline of the United Methodist Church* and the rulings of The Arkansas Annual Conference. In addition to the mandates of the general church, the conference requires complete participation in its own RIM process under the supervision of the Residency Team of the Conference BOM. The Chairpersons of the Residency Team will communicate annually with the BOM concerning the progress of the Resident. The Residency Team of the BOM has designed a program of peer groups, evaluations, retreats, and other requirements, which must be completed by the Resident. The process requires the Resident to actively participate in illuminating, evaluating, and reflecting on the practice of ministry and the disciple-making mission of the United Methodist Church. The Resident must attend all meetings and produce all paperwork on time. Successful completion of the residency program and its assignments is the responsibility of the Resident.

The RIM program is comprised of three primary elements:

1. A multi-day summer retreat organized in partnership with the Center for Vitality

A requirement is attendance at an annual summer retreat, a time of peer learning, spiritual/vocational formation, and discernment.

2. Small Residency Peer Groups (5-7 residents + 2 mentor/facilitators) that will meet 6-8 times a year

One purpose of the Residence Process of the Arkansas Annual Conference is to surround each Residency Member with supportive caring groups. One of the groups is a Residency Peer Group (RPG). Provisional members are expected to participate in the RPG “to support the practice and work of their ministry as servant leaders, to contemplate the grounding of ordained ministry, and to understand covenant ministry in the life of the conference” (2012 Discipline, ¶326).

3. Assignments and Annual Board of Ordained Ministry Interviews

By January 31 of each year, materials are due to the Board of Ordained Ministry Administrator in preparation for the yearly interview/retreat with the BOM. Some basic assignments include:

- In the first year, a biblically based sermon that includes in its content the Wesleyan view of prevenient grace and a Bible study curriculum and lesson plan on Luke.
- In the second year, answers to the doctrinal questions required for conference membership.
- In the third through eighth year, other assignments may be required by the BOM.
- In the year seeking ordination (year 2 – year 8), a Fruitfulness Project that demonstrates fruitfulness in carrying out the church’s mission of “Making Disciples for the Transformation of the World” is required.
- Every year, you will submit evaluation forms from your ministry setting and supervisors, along with ministry goals.

Specific details on all of these and other requirements are found throughout this handbook. It is the responsibility of the Resident to be sure that all these elements are completed and on time. The focus of the residency process is the work of ordained ministry and reflection on the practical aspects of being a servant leader in the United Methodist Church. At this stage of provisional membership, ministerial effectiveness and fruitfulness are the focus of the BOM and the Residency Team. The Resident will reflect on his/her own ministry using the feedback from the Residency Peer Group, the mentor facilitators, the SPRC, the Residency Team, the Cabinet, the Center for Vitality, and other concerned parties.

RESIDENCY REQUIREMENTS AND RESPONSIBILITIES

Some notes for all assignments:

- Use the following digital title process for pdf file names: Lastname.firstname.assignment.year.pdf. For example: Doe.Jane.Sermon.2019.pdf
- Format on letter sized 8.5x11.
- Please use Times New Roman (or similar) 12 pt. font and 1.5 space with one inch margins
- Include your Name & Page Number on each page (Use the “footer” or “header” function for this)
- The year of the residency program (1st, 2nd, 3rd... 8th) and a description of the assignment at the top of the first page or the assignment.
- Use ONLY the PDF format for Online Drive or email submissions of written documents.
- Assignments submitted incorrectly may make it impossible for the BOM to distribute the assignment to readers, and therefore may require resubmission.
- Videos & written materials should be uploaded to the BOM via the ARUMC.org’s online drive. The BOM administrator will supply residents with a personal link and instructions for video upload.
- Use your ARUMC.org address for all assignment submissions for the January due dates. You will receive directions on using the ARUMC online Google drive from the BOM Administrator.

In order to assist the Resident in acquiring “how-to skills” and holy habits in full time ministry and meet all the requirements for reception into membership in full connection and ordination, the Resident is charged with the following responsibilities:

1. Residency Peer Group:

One purpose of the Residence Process of the Arkansas Annual Conference is to surround each Residency Member with supportive caring groups. One of the groups is a Residency Peer Group (RPG). These covenant groups can help the Resident face the possibilities and challenges of ordained ministry and his/her growth in that ministry. It is composed of 4-7 residents + 2 mentor/facilitators, which will meet 6-7 times a year.

It is required that the Resident meets regularly and participates actively with their RPG. Groups are based geographically around the state. Due to budget restraints, the annual conference cannot pay travel expenses for these events. Therefore, you should budget travel costs into your own professional expense agreements at your church/ministry setting.

Every year, Residents are assigned a group and two mentors/ group facilitators.

Mentor/facilitators:

- Members in Full Connection
- Lead and guide the peer groups

Peer Group goals will include:

- Forming ministerial identity
- Formulate ministry goals
- Working with congregation members and conflict management
- Addressing ministerial effectiveness issues through the sharing of ministry experiences and conversations
- Spiritual formation and peer relationship building
- Sharing best practices and assess each others' written BOM assignments

2. A multi-day summer retreat organized and funded in partnership with the Arkansas Conference Center for Vitality

Every summer, residents attend a Residency Retreat, which is a time of learning and spiritual/vocational formation and discernment. The objective of the retreat is to encourage and equip residents for fruitfulness in carrying out the mission of the UMC and the Arkansas Conference.

Topics and goals will rotate through subjects such as:

- Orientation on Arkansas Conference basics, culture, mission & trajectory, and administration
- Seeking fruitfulness and mission-minded outcomes
- Mission field engagement
- Forming ministerial identity
- Leadership, teamwork, & planning for servant leadership
- Healthy living and clergy family concerns
- Working with congregation members & conflict management
- Money matters: congregational stewardship & clergy financial planning
- Spiritual formation and peer relationships

3. Resident's Annual Ministry S.M.A.R.T. Goals:

The Resident will formulate Annual Ministry Goals early in his/her experience that will be refined in the ministry context and in the Resident's Residency Peer

Group. The focus of this process is the Resident's development of his/her own ministry goals in the resident's ministry context. Ministry goals are not designed to be a comprehensive plan for every aspect of ministry. Directions to create S.M.A.R.T. ministry goals can be found in this handbook. Make certain that each goal uses the S.M.A.R.T. system and that each goal passes the "so what" test. A reasonable person reading the goal should understand why the goal has inherent worth and how it will advance the mission of the congregation or ministry setting. A complete set of instructions concerning S.M.A.R.T. Goals is located in this handbook.

Each fall, Residents will bring a draft of their ministry goals to the Residency Peer Group for group processing. The resident will email the S.M.A.R.T. to their DS by December 1, and then submit to the BOM by January 31.

Some advice from the RIM Team: All pastors, including associate pastors, should also be submitting a written pastor's report to their DS for each Charge Conference. Perhaps your annual goals can relate to this report.

4. Teaching a Bible Study: Plan a teaching outline of the Gospel of Luke. This assignment (§330.4.3 and §335.6) includes:

- 1-2 page curriculum overview/outline/syllabus of your entire Study for the Gospel of Luke
- 3-6 page sample lesson plan from a particular session of your overview/outline

Be creative, this may be organized thematically, by chapter, etc. The whole Gospel does not have to be covered. For instance, you could write a study on *Jesus and the Poor in Luke* or *Luke's Parables* or the *Sermon on the Plain*. Again, be creative!

Each Resident's Bible Study teaching outline & lesson plan is **emailed** to the BOM Administrator (BOM@arumc.org) and the Program Director (BOMresidency@arumc.org) by May 15 of your first year in residency.

5. Sermon & Worship Service Leadership:

Written sermon(s) are submitted to the BOM. A biblically based sermon that includes in its content the Wesleyan view of prevenient grace is required for the first year.

For the video, please record the full worship service to show the Resident's leadership in worship. Additional sermons may be required by the BOM and are often assigned as additional assignments (See #12 below).

The resident will upload the worship service video and written sermon to the BOM via the ARUMC.org's online Google drive by January 31.

The resident is responsible for creating the video. If a technical glitch occurs with recording, please notify the Chair of the Residency Team for options. If you are an outline or "no notes" preacher, please transcribe your sermon after it is preached so that the board will have the full text, (*edited for grammar and reading*).

Some advice for sermons written for the BOM: *A common mistake is for the resident to create a sermon that is so technical in its Biblical exegesis that the resident's own voice is overshadowed. The Board wants to hear your voice in your sermon to your congregation. Please don't make any dramatic stylistic or delivery changes for the sermons sent to the BOM. Making dramatic changes in your personal style or presentation just for videotaped sermons for the Board will make you nervous and will not reflect your true preaching style.*

Advice for video recording: *Some residents video a few worship services for practice to get used to being recorded and to work out technical issues with filming. Please film some sermons & worship services ahead of time to check for sound levels (for example, an attached microphone in the back of the room will NOT pick up your voice) and position. Another suggestion is to have two people (and cameras) filming your worship service and preaching, to allow for possible technical or operator error. An unusable video or a video of a sermon not before a congregation may be grounds to refuse your assignment.*

Some advice for Preaching and regular feedback: *In addition to the assigned sermon(s) submitted by the Resident to the BOM, Residents are also encouraged to regularly invite their SPRC or other church leaders to help the resident with regular feedback in their sermon writing and delivery. A Sermon Feedback form is offered as an addendum in this handbook to assist the Resident and for the SPRC's convenience. This form is for internal ministry setting use only.*

6. Doctrinal Questions:

Second Year Residents will answer the Full Connection doctrinal questions from the 2016 *Discipline*, ¶330.5.a-c for deacons and ¶335.8a-c for elders. Please be sure you are answering the correct question set.

- Print the question before each answer. A suggested rule of thumb is an average of one to two pages per question. Please 1.5 space with 1 inch margins and follow all the formatting and submission requirements for written assignments.

- The resident will submit a PDF of the Disciplinary Questions & Answers to the BOM by January 31.

Some advice for writing your Disciplinary Doctrinal Questions: Unlike the questions you completed for commissioning, this set of questions centers on your effectiveness, fruitfulness, and experience in ministry. It is a professional paper with aspects of practical theology, not a theoretical academic exercise. Please be sure to make your answers a reflection on your experience in ministry and not simply an academic treatise.

7. Fruitfulness Project

To further the mission of making disciples of the Jesus Christ for the transformation of the world, residents shall report on a significant **disciple-making initiative** they have led during their time as a Provisional Member of the Arkansas Conference so that fruitfulness in ministry can be better evaluated. This was a new Disciplinary Requirement in the 2012 Discipline, and this capstone project is required the year the resident first seeks ordination. The purpose of the Fruitfulness Project is to encourage residents to rethink ministry as to its impact and fruitfulness in the faith community and the ministry setting's mission field. Projects provide an opportunity for Residents to become reflective practitioners, examining their own leadership in the planning and implementation of day-to-day ministry. This project is not about "preaching to the choir." Instead it is about making *new* disciples -- reaching beyond the walls of the church into the community.

The format for the Fruitfulness Project is a video (10-15 minutes max) and written report (under 15 pages, not including appendices) that demonstrates fruitfulness in carrying out the church's mission of "Making Disciples for the Transformation of the World".

This initiative may have been something similar to the following:

- Designing and hosting a community bridge event with a long-term relational evangelism and follow-up system.
- Launching a new worship service or satellite ministry.
- Launching a major outreach project to address a social justice issue.
- Beginning 'home' groups to reach un-churched persons.
- Organizing and leading a mission trip.
- Initiating a divorce recovery ministry for the community.
- Leading a long-term Bible study, targeting a new population.
- Designing new 'Inviting' ministries.

- Starting a new member class where persons were intentionally led to a profession of their faith and were integrated into the life and work of the congregation.
- Directing a major musical or theatrical production in which your neighborhood mission field was intentionally invited to participate.

FRUITFULNESS PROJECT PROPOSAL:

A written response of your concept is needed from a member of the Residency Leadership Team by October 1 the conference year seeking ordination. It is suggested that the proposal be completed in the spring and/or summer of the first year and the project be completed in the fall of the year seeking ordination, to allow time for completion and reflection. There is an online form to submit your proposal for comments.

1. What is the vision for this initiative?
2. How will it demonstrate fruitfulness in carrying out the church's mission of "Making Disciples for the Transformation of the World"?
3. How might this project relate to the Bishop's Mission Plan? Which "Next Steps" are impacted by the proposed project?
4. What are the expected outcomes?

The response from the RIM team concerning your concept proposal is for your benefit as you craft your project. Positive comments concerning your proposal *does not* guarantee the eventual approval of your project implementation or your final project report by the Board of Ordained Ministry.

FRUITFULNESS PROJECT FINAL REPORT:

Submit a video (10-15 minutes max) and written (under 15 pages, plus appendix) Fruitfulness Project report to the BOM. Following completion of the project, the resident will submit a PDF of the written report, with appendices of documentation (lesson plan, handouts, etc.) to the BOM via the ARUMC.org's online drive by January 31.

The Final Report, due on January 31 of your year seeking ordination, should share responses to the following questions and statements:

1. What was the vision for this initiative?
 - Why did you decide to initiate this particular ministry?
 - How did you determine and communicate the vision?
 - How did the Bible or other theological resources guide your effort?
 - How does the project relate to the Bishop's Mission Plan? Which points of the Bishop's Mission Plan (Next Steps

- Trajectory) are addressed in the planning and implementation of your Fruitfulness Project? Explain.
2. How did this project show fruitfulness in disciple-making? Provide specific examples of fruitfulness for this initiative using these questions:
 - How many new disciples were made?
 - How many professions of faith occurred as a result of this ministry?
 - How is this ministry being sustained today?
 - How did those participating grow in their discipleship?
 - How did this initiative impact the mission field?
 3. How did you ground your initiative theologically? How did you integrate theology with practical ministry?
 4. Describe how you and your leaders reached out to the community, and especially to persons not currently involved in a faith community, including guest follow-up.
 5. What was your role in this ministry?
 - What was your budget for this initiative? How did you fund this ministry?
 - How did you engage and partner with leaders in the initiative? How did you train and equip them? What resources did you use to equip your leaders? How did you foster spiritual growth in your leaders?
 6. Describe how you evaluated yourself and provided feedback to the other leaders involved in the ministry.
 - What mistakes did you make and what did you learn from these mistakes? How did you celebrate the successes and debrief the mistakes? What specifically would you do differently if you were to teach or lead this again?
 - How did you and your leaders grow as disciples and in your ability to make disciples?
 - How are you a different disciple and servant leader now than you were before?
 - How did you grow spiritually?
 - What did you learn overall from this initiative about making disciples?

Adapted from Board of Ordained Ministry, North Texas Conference of the United Methodist Church. "Making Disciples Project."

8. Evaluations:

The ministry assessment process is rooted in Wesleyan theology that is grace-filled and built upon covenantal relationships and disciplines. The ministry

assessment process assists the Resident in reflecting on the consistency (or inconsistency) between his/her beliefs and his/her practice, provides feedback in a manner that encourages and supports learning from experience, extends care to Residents as they gain new insights from failures, and celebrates growth. The process holds Residents accountable for demonstrating fruitfulness and keeping commitments made in covenant with the community of faith. As such, the ministry assessment process involves the self- evaluation of the Resident and the annual evaluations of the Resident by the District Superintendent, local church SPRC, Senior Pastor or Supervisor (if applicable), and peer group mentors.

If the Resident is serving in a ministry setting beyond the local church or outside the Arkansas Conference boundaries, then the Resident **shall** contact the Residency Program Director for alternate evaluation instructions. Residents serving outside the local church or outside the Arkansas Conference boundaries are responsible for preparing any alternate arrangements between the RIM program and district superintendents and/or employers.

The evaluation process gives the Resident some much-needed feedback on how others see him/her in comparison with how he/she sees him/herself. These evaluations are used by the BOM as it gauges the effectiveness of the resident. A downloadable online video produced by the conference will train your SPRC on the requirements of the program and on how to do evaluations. Please watch this online video early in your tenure.

The Resident's SPRC or equivalent supervisory board is especially equipped to offer constructive feedback concerning the Resident's preaching of the Word. A Sermon Feedback form is offered as an addendum in this handbook to assist the Resident and for the SPRC's convenience. This form is for internal ministry setting use only.

All evaluations are submitted electronically via forms on the Arkansas Conference Website (<http://arumc.org/residency-in-ministry/>). Worksheets to prepare for the evaluation are located in this Handbook, but please do not mail the worksheets. Evaluations are due January 31, and it is the responsibility of the Resident to make sure all parties complete their evaluations by the deadline.

NOTE: Associate pastors & Deacons serving in local churches should begin early to schedule time with the SPRC and the senior pastor to have appropriate evaluative meetings. Do not wait until the last minute to attempt to schedule these conversations.

9. Board of Ordained Ministry Spring Interview

Each year, the BOM will interview continuing residents and residents seeking Full Connection. Small team, Division and full BOM interviews may be used. In order to explore the effectiveness of the resident in ministry, verbal responses to questions and materials such as Assignments, Disciplinary Questions & Answers, Evaluations, psychological assessments, health reports, background checks, academic records, and other documentation are included as topics of discussion. At issue for the BOM is determining the Resident's effectiveness and fruitfulness in ministry.

Currently, the Board uses a tri-fold interview system in which three small groups focus on theology, leadership & the practice of ministry (including worship), and vocation & fitness. Each interview team then reports to the full BOM their recommendations.

10. Health and Psychological Examination; Criminal Background/Credit Checks:

In keeping with provisions of the *Discipline* and the policies of the Arkansas Conference, the BOM may, at any time, require a candidate to take an additional physical examination, additional psychological testing/counseling, and/or updated background/credit checks.

11. Keeping our Sacred Trust (KOST)

The Board of Ordained Ministry and the Residence in Ministry Program are requiring each provisional member to take a sexual ethics training, Keeping Our Sacred Trust, sexual ethics training.

Follow these three steps to register and begin the course:

1. Click this link: <https://www.keepingoursacredtrust.org/AK/Enroll>
2. Choose "Option 1" - Prepaid Group Number
3. Complete the enrollment form, pasting or typing in the group code form field. Your group code is: *ArkansasRIM*

You should not be asked for payment for the class. If you are asked for payment, you have completed the instructions incorrectly. Once you register, you will need to log into the course with the username and password you created. You can read the directions and work through the course at your own pace. You can start and stop the course as you need to, the course will take you back to where you left off when you log back in.

Save or bookmark the course website: www.keepingoursacredtrust.org. This is where you will log in. If you have problems registering for the course please contact Joe Arnold at Jearnold@wesleyseminary.edu. The course takes about 3 hours to complete. Please have this completed by September 1 of your first year of residency in the Arkansas Conference. If you have a question about previous training & applicability, please contact the BOM administrator

11. Application for Orders and Full Connection:

The Resident will download an application for full connection and deacon/elder's orders from the Conference Website (www.arumc.org). This application is submitted to the Administrator of the BOM at the Conference office by **October 1** in the year before the Annual Conference in which you seek ordination. A Supervisory Recommendation (2016 Discipline, ¶330.1.a and ¶335.1.a; 2014 ARUMC BOM Policy) is required to be submitted by the Resident's District Superintendent and the Cabinet by **November 1** in the year before the Annual Conference in which you seek ordination.

12. Additional Assignments from the BOM:

The Board of Ordained Ministry may, at the Board's discretion, direct residents to repeat a residency year's assignments, require additional assignments, and/or complete additional years of residency. The goals of such assignments are to assist residents in the transition into full-time ministry and to determine call, fitness, readiness, and effectiveness in United Methodist ministry.

Usually, additional assignments are distributed at or around the Summer Retreat, with copies distributed to the resident's mentors

Please submit additional written assignments to the BOM Administrator (BOM@arumc.org) and the RIM Program Director (BOMresidency@arumc.org) by January 31 (OR OTHER DATE AS ASSIGNED)

THE RESIDENCY PEER GROUP:

The Residency Peer Group is an official extension of the Residency in Ministry Program. Each resident is assigned by the BOM to a Residency Peer Group (RPG). Each group will have 5-7 residents and two ordained members in full connection acting as mentor/facilitators.

The Residency Peer Groups have both a spiritual formation element and colloquium element. The BOM, through the Residency Team and Residency Peer Group, offers support to the Resident Provisional in reflecting upon the ministry he/she is doing. This kind of counsel is not the same as Circuit Elder Meetings, where the ministry context is the focus. Neither is it the same as Clinical Pastoral Education with its controls and limits. It is not a therapy group or a consulting group. While mutual support is part of the style and nature of the group, a covenant group is not simply a support group. Each participant uses the group to help reflect on his or her identity, roles, and authority in the clergy office to which he or she is appointed. Residents reflect on the grounding of ordained ministry and consider covenant ministry in the life of the annual conference. Participation in a Residency Peer Group during the Residency Program is part of the process of vocational discernment. For those who proceed into ordained ministry, it forms habits and practices of accountable covenant ministry that will continue through their participation in the Order of Deacons or the Order of Elders.

Residency Peer Group (RPG), functions in the following ways:

1. To acculturate provisional members to the ethos, practice, and trajectory of the Arkansas Annual Conference
2. To help the Resident meet the requirements for full conference membership
3. To enable the Resident to make the transition into full-time vocational representative ministry with support and guidance
4. To enhance the Resident's vocational discernment with critical reflection on the use of authority
5. To encourage the Resident to examine the issues of effectiveness in ministry with regard to his/her own performance
6. To urge the Resident to seek spirituality through the fellowship with God – Father, Jesus Christ, and the Holy Spirit
7. To give opportunity for each resident to reflect on the meaning and purpose of membership in the Orders of Elder and Deacon
8. To assist the Resident and the BOM in providing appropriate feedback concerning the resident's effectiveness and fruitfulness in ministry

Each group will take on its own character and style, and that identity will change every year due to members and mentors moving, members completing residency, and new members beginning residency. Therefore, the groups will be recreated and

reconstituted every summer. The Residency Team will attempt to make group assignments relate to geographical groupings so as to keep travel times and costs down.

Mentor-Facilitators

In the Arkansas Conference, the BOM has chosen to use the mentoring within groups (the Residency Peer Group) as the method of providing clergy mentors to residents. Two mentor-facilitators are assigned to every RPG, and they will share duties as a group facilitation team. A mentor helps to create a safe place for the members of the group to share and explore their call, roles, and vocational office. To have a positive group process, it is vital that the mentor be at ease with group processes and be clear about his or her role in these processes. The mentor-facilitator is not a “fix-it” person for group members. Nor should a mentor be expected to be an expert in every issue of ministry. The role of the mentor is to help group members focus on issues of role, authority, and office. Mentors help group members to reflect theologically about their ministries and to talk about the struggles, anxieties, and joys of ministry. Mentors may contact the RIM Mentoring Supervisor any time throughout the year for backup support, questions, or assistance. Backup support should be shared with the group and the meaning of confidentiality clearly defined.

Spiritual Formation in the Group

Spiritual formation in the group begins with members telling about their call, vocation, spiritual disciplines, and authority. The prayer, worship, and ritual practices of the group deserve attention and preparation. The whole group should make the decision about these practices, not just the mentor-facilitator. Usually, the facilitator team will lead worship and prayer during the first session and then allow the residents to rotate leadership the rest of the year. As part of “Check-in” a form of Wesley’s question: “How goes it with your soul?” will be asked. How are you really doing? What pains and burdens are you carrying today? How can the group pray for you today?

Typical RPG Meetings

The Residency Peer Group will meet 6-8 times a year. The RPG Facilitation Team will determine the schedule and advise the RPG members of the schedule and location of the meetings. It is the hope of the Residency Team that meetings will rotate among the RPG members’ ministry settings so that the ministry context of fellow RPG members may be visualized. RPG meetings will generally last 4 hours and may include a fellowship meal.

Basic RPG Meeting Pattern

20 Min	Devotions rotated among the residents
1 Hour	Check-in and “how goes your soul” time
1 Hour	Sharing and Study on effectiveness and fruitfulness using a common book about fruitful ministry
1 Hour	Sharing experiences in ministry (Opportunities & Challenges)
30 Min	Share any questions about RIM assignments
5 Min	Before closing, the Mentor will set up the schedule and details for the next session
5 Min	Close by sharing prayer requests and praying for one another

Include a communal meal of some sort before, during, or after the meeting: Dutch treat at a restaurant, brown bag, or provided by the host church – this is an important fellowship opportunity

Annual Schedule of RPG Meetings

July (Retreat)	Welcome Ground rules & organization, Share time (call to ministry & current appointment);
August	Begin Book Study Ministry Goals and Fruitfulness Project Thoughts
September	Continue Book Study & Sharing Opportunities/Challenges
October	Continue Book Study, Share Opportunities/Challenges, and Share Questions about BOM Assignments (don’t forget to Fill out Form AR105 – “Application for Clergy Relationship to the Annual Conference” by October 1 to be on the ordination interview list)
November	Continue Book Study, Share Opportunities/Challenges, and Share Questions about BOM Assignments
Early January	Share Final Questions and Share about BOM Assignments (Sermons, Discipline Questions, Fruitfulness Projects) Discuss SPRC/Ministry Setting Evaluations Discuss & prepare for BOM interviews scheduled for the Spring

January 31 is the due date to submit BOM materials to the conference office, including all assignments, evaluations, and the Facilitator/Mentor’s Evaluation

The BOM Spring Interviews for all Residents are usually held in February or early March.

April and/or May Conclude Book Study and Share Bible Study Assignments

Sharing Ministry Experiences – Opportunities & Challenges

As communities of practice, Residency Peer Groups offer an opportunity for Residents to reflect on their ministry experiences. The congregation (or other ministry setting) provides the substance and the immersive space for ministry to flourish, and then, during RPG meetings, the resident can “step back and reflect” on the meaning and method of this ministry and her sense of vocation can be explored in the community of practice made up of fellow residents and mentoring clergy. The Mentor/Facilitators are responsible for nurturing the process. In order to share ministry experiences, this tool may help:

1. Share your ministry experience (5-10 minutes) with your Residency Peer Group using the Opportunity/Challenge Presentation Outline as a general guideline (see below)
2. Presenter answers *clarifying* questions (for understanding) from the RPG (5 minutes)
3. RPG offers *coaching* questions to Presenter (15 minutes).
4. Presenter shares with the RPG your learnings and/or which ideas or solutions you will take back to your ministry setting for implementation (5 min).
5. Group affirms & encourages Presenter, and concludes by sitting in a chair with RPG surrounding to lay hands on and pray for him/her (5 min).

Opportunity/Challenge Presentation Outline

1. The opportunity/challenge is _____ (*one or two short sentences that spell out the heart of the issue*).
2. Relevant background information (*short points identifying how, when, why it began; who the players are; the forces at work*)
3. It is a significant opportunity or challenge because (*its effect on mission/ ARUMC trajectory, people, operations, the mission field/community, career, the future...etc.*)
4. I see God working in this situation through _____
5. How I feel that I have functioned so far in relationship to this opportunity or challenge.
6. My ideal outcome/resolution to the opportunity or challenge is _____
7. Coaching I need from the group (*options/solutions I am missing; dimensions I am not considering; questions I must find answers to, etc.*)

Adapted from Texas Methodist Foundation's Leadership Ministry

Mentor Team Annual Report

Annually, the mentor facilitation team will complete an online report of each resident assigned to their group and submit it to the Residency Team Co-Chair (see sample below) before January 31. Mentors-Facilitators will team together to produce a single report for each resident.

Additionally, if a resident is struggling or wishes a delay in the RIM program, mentors should immediately contact the RIM Program Director and Mentoring Supervisor so that a proper response can be implemented.

Sample Mentor Report

EXPECTATIONS: The BOM does not expect a comprehensive evaluation of the Resident's effectiveness in the ministry context. Mentoring groups are not designed to produce such information. However, mentors are asked to let the RIM Team and BOM know how the resident was involved in RPG meetings, and what fruitfulness the residents reported. Also, if mentors have "red flag" concerns, please let us know in the comments section at the end of the evaluation so these issues may be addressed during the BOM Interview process.

1. RPG Attendance:

Did the resident attend all Residency Peer Group Meetings?

- YES
- NO, however notice and explanation **was** given to the Facilitation Team
- NO, and **NO** notice or explanation was given to the Facilitation Team

2. In what ways did you see fruitfulness & effectiveness in the ministry of the Resident?

3. Participation & Assignment Completion:

Did the resident participate & complete ALL assignments to the Facilitation Team's satisfaction?

- Yes
- No, see comments below

4. Any concerns?

Do you have any concerns for which the BOM Interview team needs to be aware?

- No
- Yes, see comments below:

CREATING ANNUAL MINISTRY SMART GOALS

In your years of residency in the Arkansas Annual Conference, the BOM attempts to provide an atmosphere in which each Resident is surrounded with valuable resources for growth in ministry. A central part of this process is the development of annual ministry goals. The particular process that we advocate is much more than a “to do” list. It is more than a checklist of things to accomplish. Rather it is a process designed to provide clarity of calling and focus for ministry. Each Resident is encouraged to take this goal-creation process seriously as a means to more faithful and fruitful ministry.

Goals provide: Purpose → Direction → Alignment

SMART Goals focus a leader on the priorities of the congregation/faith community/agency. They are outcome statements. They provide leaders with direction about how to channel their energy, encouraging leaders to grow their area of work in defined and targeted ways over the next six-twelve month period, in accordance with the overall strategy of the congregation and the trajectory of the Arkansas Conference. To be effective, goals must be specific, measurable, attainable, relevant, and time bound. Two to three SMART goals are plenty. Remember that the performance goals help to sharpen focus and energy, and align with the contextual mission of the congregation/agency. Finally, make certain that your goal passes the “So That” test. A reasonable person reading the goal should understand why the goal has inherent worth and how it will advance the mission of the congregation.

An excellent SMART goal submission will include around 3-4 goals connected to the mission and vision of your ministry setting, and engages each aspect of the SMART system: *Specific, Measurable, Attainable, Relevant, and Time bound*. You may want to create a chart for each individual goal:

Specific	State a clearly defined goal
Measurable	Using counting and measuring, describe the transformation you are seeking through the goal
Attainable	What resources, including time, do you expect to engage in order to complete the goal.
Relevant	How is this goal related to the mission, vision, and goals of the ministry setting and the Conference Trajectory and Bishop’s Mission Plan? Share how this goal is different that “business as usual” or current practice.
Time Bound	What is the timeline, including deadlines

SMART Goals:

Goals provide: Purpose → Direction → Alignment

Specific: Goals must be easily understood. They must tell precisely what the resident will accomplish

Measurable: Goals must be measurable or observable (on some level) so that there is clarity about whether the leader has been successful or not in reaching the goals. Measurable and observable isn't necessarily the same thing as quantifiable; be creative in the measures that you define.

Attainable: Goals must not be too difficult or too easy. If the goal is too challenging, the resident may become frustrated. A goal that is too easy won't prompt any changes in behavior.

Relevant: Your goals as a resident must be congruent with the overall goals of the congregation/agency and the Arkansas Conference Trajectory & Bishop's Mission Plan.

Time bound: Goals must be bound by specific time parameters and deadlines for completion.

(Adapted from Rev. Susan Beaumont, Alban Institute, Stepping up to Staffing)

EVALUATION OF RESIDENTS

The BOM and Evaluation

On behalf of the Arkansas Annual Conference and in accordance with *The Discipline of the United Methodist Church*, it is the duty of the Board of Ordained Ministry to determine candidates' and residents' fitness, readiness, effectiveness, and fruitfulness in United Methodist ministry. This evaluation is ongoing throughout the residency process, with the RPG and the assigned mentors being extensions of the BOM.

The Evaluation Process:

The local SPRC, a resident's Senior Pastor or Supervisor (if applicable), the assigned Mentors, and the District Superintendent will evaluate the resident's effectiveness in January of each year of his/her Residency. The Resident is also asked to complete a self-evaluation. These evaluations are used by the BOM as it gauges the effectiveness and fruitfulness of the resident.

The Evaluation Forms:

Included In this Handbook are several Evaluation Worksheets. The actual forms to be submitted are online:

- **Staff-Parish Relations Committee/ Ministry Setting Board**
Often, the evaluation for the BOM is completed at the same time as the consultation form for the District Superintendent
- **Senior Pastor or Institutional Supervisor** (if applicable)
- **District Superintendent Evaluation Form**
It is the responsibility of the resident to make sure the DS submits the evaluation. You may want to supply the DS with a copy of the attached worksheet ahead of time. Since the BOM form is due on January 31, many residents get this worksheet to their DS before consultation, so that the DS may fill it out as part of the consultation preparations.
- **Self Evaluation Form**
Every year, the resident shall complete and send in a self-evaluation describing growth and challenges over the last year and plans for continued growth in the future.

It is the responsibility of the Resident to get all evaluation forms submitted electronically to the Chairperson of the Residency Team. All evaluation forms are to be submitted by January 31.

All evaluations will be submitted electronically via a form on the Conference Website at <http://arumc.org/residency-in-ministry/> .

SPRC / PPRC Senior Pastor Evaluation Worksheet

Resident's Name _____ Date _____
 Current Year in Residency First Second _____

SPRC INSTRUCTIONS:

The Resident is to collaborate with the SPRC on ministry goals. The whole committee fills out this worksheet as a group, and then, following the meeting, the SPRC Chair or a designated representative may submit the electronic form to the Residency Team of the Conference BOM. The due date is January 31. You may send a letter or documentation to BOMresidency@arumc.org if you believe it will assist the BOM in its process.

Supervisor / Senior Pastor Instructions:

Please submit to the Conference BOM by January 31.

1. Please note 3 or 4 areas in which you believe that the Resident is particularly effective in ministry:

- | | |
|---|---|
| <input type="checkbox"/> Preaching and leading worship | <input type="checkbox"/> Personal faith/spiritual formation |
| <input type="checkbox"/> Clear articulation of Wesleyan theology | <input type="checkbox"/> Connectional ministries in the UMC |
| <input type="checkbox"/> Teaching the Word and engaging people in study | <input type="checkbox"/> Emotional Intelligence; Emotional & Spiritual Maturity |
| <input type="checkbox"/> Service & Outreach to the community (Mission Field Engagement) | <input type="checkbox"/> Writing and Communication |
| <input type="checkbox"/> Empowering and equipping others for ministry | <input type="checkbox"/> Conflict resolution |
| <input type="checkbox"/> Leadership and vision for the ministry setting | <input type="checkbox"/> Pastoral care |
| <input type="checkbox"/> Interpersonal Relationship / Teamwork (Laity & Staff) | <input type="checkbox"/> Evangelism & Reaching the "nones" |
| | <input type="checkbox"/> Self-Care and Balanced Ministry & Family Life |
| | <input type="checkbox"/> Administration |
| | <input type="checkbox"/> Other: _____ |

Specifically: _____

2. What areas still need to be addressed in the life and ministry of the Resident (growing edges)?

- | | |
|---|---|
| <input type="checkbox"/> Preaching and leading worship | <input type="checkbox"/> Personal faith/spiritual formation |
| <input type="checkbox"/> Clear articulation of Wesleyan theology | <input type="checkbox"/> Connectional ministries in the UMC |
| <input type="checkbox"/> Teaching the Word and engaging people in study | <input type="checkbox"/> Emotional Intelligence; Emotional & Spiritual Maturity |
| <input type="checkbox"/> Service & Outreach to the community (Mission Field Engagement) | <input type="checkbox"/> Writing and Communication |
| <input type="checkbox"/> Empowering and equipping others for ministry | <input type="checkbox"/> Conflict resolution |
| <input type="checkbox"/> Leadership and vision for the ministry setting | <input type="checkbox"/> Pastoral care |
| <input type="checkbox"/> Interpersonal Relationship / Teamwork (Laity & Staff) | <input type="checkbox"/> Evangelism & Reaching the "nones" |
| | <input type="checkbox"/> Self-Care and Balanced Ministry & Family Life |
| | <input type="checkbox"/> Administration |
| | <input type="checkbox"/> Other: _____ |

Specifically: _____



SPRC Evaluation for _____

page 2

3. What ministry goals did the SPRC (and/or Senior Pastor) and DS set in consultation with your resident at the beginning of the year? How effective was the resident in progressing on or completing the annual ministry goals?

4. How has the resident displayed fruitful ministry in making disciples of Jesus Christ for the transformation of individuals, communities, and the world?

5. Please share any additional information you think would be helpful to the Board of Ordained Ministry as it assesses the resident on her/his gifts and effectiveness in ministry:

THIS WORKSHEET MAY BE KEPT FOR YOUR RECORDS

SUBMIT EVALUATION ELECTRONICALLY FROM THE CONFERENCE WEBSITE at <http://arumc.org/residency-in-ministry/>

For Questions, please contact Dr. Blake Bradford, Residency Program Director at bomresidency@arumc.org or (501)615-4478.

DISTRICT SUPERINTENDENT RESIDENT ANNUAL EVALUATION WORKSHEET

Resident's NAME: _____ DATE: _____

Evaluation Process:

The Resident is to provide the District Superintendent with this form and a copy of his/her Annual Ministry Goals by December 1. This worksheet mirrors the questions on the electronic evaluation form located on the Conference Website at <http://arumc.org/residency-in-ministry/>. Please submit the electronic form to the director of the Residency Team of the Conference BOM by January 31. You may also attach a letter or documentation to BOMresidency@arumc.org if you believe it will assist the BOM in its process. In December or early January, the BOM will send a link to the electronic evaluation form. Please contact Dr. Blake Bradford at the above email for questions.

Your honest, prayerful consideration in the Evaluation is essential to its success. Please take a few moments to consider each question, and please be specific.

1. How have you observed the Resident in the practice of ministry?
2. What are some areas that you would view as the resident's strengths?
3. What are some areas you believe the resident will need to grow in her/his ministry?
4. How has the resident, in her/his appointment, displayed fruitful ministry in making disciples of Jesus Christ for the transformation of individuals, communities, and the world?

Please also include any information that impacts effectiveness, such as the town has reduced in population dramatically OR the congregation has been healing from conflict

5. Please outline any comments or concerns you think would be helpful to the BOM as it reviews and evaluates the resident:

Recommendation: As of date submitted, what is your status recommendation to the BOM? (check all that apply)

- I recommend the provisional resident for Full Connection (this category is only for those provisional members who have applied for a change in status)
- I do not recommend Full Connection at this time because of the concerns listed above in #5. (this category is only for those provisional members who have applied for a change in status)
- I recommend Continuance of Provisional Membership for another year.
- I recommend Discontinuance of Provisional Membership

Cabinet concurrence with DS evaluation & recommendation:

THIS WORKSHEET MAY BE KEPT FOR YOUR RECORDS
SUBMIT EVALUATION ELECTRONICALLY VIA THE CONFERENCE WEBSITE at
arumc.org/residency-in-ministry/

RESIDENT'S SELF-EVALUATION WORKSHEET

Resident's Name: _____ Date _____
Current Year in Residency First Second _____

This worksheet mirrors the questions on the electronic evaluation form located on the Conference Website at <http://arumc.org/residency-in-ministry/>

This evaluation is filled out by the Resident after the SPRC meets for its RIM Evaluation Session. The Resident submits it by January 31.

1. What have you learned about yourself during this year of residency? How did you grow spiritually and as a disciple?

2. How have you displayed fruitful ministry in making disciples of Jesus Christ for the transformation of individuals, communities, and the world?

3. Briefly describe some ministry challenges you have experience in the last year. How have you grown in the practice of ministry?

4. In what ways do you intend to grow in your effectiveness and fruitfulness in the coming year?

5. Please share any additional information you think would be helpful to the Board of Ordained Ministry:

ORDINATION & FULL CONNECTION PRIMARY REQUIREMENT CHECKLIST

First Year

- June 30 Complete Educational Requirements and Begin Residency
- July Summer Retreat
- August 31 Watch training video with SPRC/Senior Pastor/Supervisor
- Aug/Sept Begin attending Residency Peer Group
- Sept 1 Complete K.O.S.T. ethics training
- Dec 1 S.M.A.R.T. Ministry Goals Submitted to DS
- Jan 31 Sermon and worship service (Elders & Deacons)
- Jan 31 S.M.A.R.T. Ministry Goals to BOM
- Jan 31 Online Evaluations Submitted: Self-Evaluation, District Superintendent, SPRC/Supervisor, Peer Group Mentors
- Jan 31 Any Additional BOM assignments (*or other date as defined*)
- March/April BOM Spring Interviews
- May 15 Bible Study/Lesson Plan on Luke
- Spring Suggested: submit Fruitfulness project proposal for comments & begin working on project

2 Year Seeking Full Connection Plan:

Minimum 2 years in Effective Ministry in One Appointment as a Resident

- July Summer Retreat
- August 31 Watch training video with new SPRC members/Supervisor
- Aug/Sept Begin attending Residency Peer Group
- Oct 1 Application for Ordination & Full Connection (Form 105)
- Oct 1 Deadline for Fruitfulness project proposal
- Nov 1 Supervisory Recommendation from DS and Cabinet
- Dec 1 S.M.A.R.T. Ministry Goals Submitted to DS (updated)
- Jan 31 Fruitfulness Project
- Jan 31 S.M.A.R.T. Ministry Goals to BOM (updated)
- Jan 31 Discipline Questions (Elders ¶335.8a-c; Deacons ¶330.5a-c)
- Jan 31 Online Evaluations Submitted: Self-Evaluation, District Superintendent, SPRC/Supervisor, Peer Group Mentors
- Jan 31 Any Additional BOM assignments (*or other date as defined*)
- Jan 31 Satisfy the BOM re: physical, mental, and emotional health
- February BOM Spring Interviews

2 Year Continuance Plan:

Minimum 2 years in Effective Ministry in One Appointment as a Resident required for Full Connection

- July Summer Retreat
- August 31 Watch training video with new SPRC members/Supervisor
- Aug/Sept Begin attending Residency Peer Group
- Dec 1 S.M.A.R.T. Ministry Goals Submitted to DS (updated)
- Jan 31 Discipline Questions (Elders ¶335.7a-c; Deacons ¶330.5a-c)
- Jan 31 S.M.A.R.T. Ministry Goals to BOM (updated)
- Jan 31 Online Evaluations Submitted: Self-Evaluation, District Superintendent, SPRC/Supervisor, Peer Group Mentors
- Jan 31 Any Additional BOM assignments (*or other date as defined*)
- Jan 31 Satisfy the BOM re: physical, mental, and emotional health
- March/April BOM Spring Interviews
- Spring Suggested: submit Fruitfulness project proposal for comments & begin working on project

3rd Year or more Full Connection Plan:

Minimum 2 years in Effective Ministry in One Appointment as a Resident required for Full Connection

- July Summer Retreat
- August 31 Watch training video with new SPRC members/ Supervisor
- Aug/Sept Begin attending Residency Peer Group
- Oct 1 Submit Fruitfulness project proposal ***If seeking Ordination***
- Oct 1 Application for Ordination (Form 105)—***If seeking Ordination***
- Nov 1 DS & Cabinet Supervisory Recommendation—***If seeking Ordination***
- Dec 1 S.M.A.R.T. Ministry Goals Submitted to DS (updated)
- Jan 31 Fruitfulness Project ***If seeking Ordination***
- Jan 31 S.M.A.R.T. Ministry Goals to BOM (updated)
- Jan 31 Online Evaluations Submitted: Self-Evaluation, District Superintendent, SPRC/Supervisor, Peer Group Mentors
- Jan 31 Any Additional BOM assignments (*or other date as defined*)
- Jan 31 Satisfy the BOM re: physical, mental, and emotional health
- Feb/March BOM Spring Interviews

QUICK LIST: BOM PROVISIONAL ASSIGNMENTS

Some notes for all assignments:

- Use the following digital title process for pdf file name:
Lastname.firstname.assignment.year.pdf. For example: Doe.Jane.Sermon.2017.pdf
- Format on letter sized 8.5x11.
- Please use Times New Roman (or similar) 12 pt. font and 1.5 space with one inch margins
- Include your Name & Page Number on each page (Use the “footer” or “header” function for this)
- The year of the residency program (1st, 2nd, 3rd... 8th) and a description of the assignment at the top of the first page or the assignment.
- Use **ONLY** the PDF format for Online Drive or email submissions of written documents.
- Assignments submitted incorrectly may make it impossible for the BOM to distribute the assignment to readers, and therefore may require resubmission.
- Videos & written materials should be uploaded to the BOM via the ARUMC.org’s online drive. The BOM administrator will supply residents with a personal link and instructions for video upload.
- Use your ARUMC.org address for all assignment submissions. You will receive directions on using the ARUMC online google drive from the BOM Administrator.

Resident’s S.M.A.R.T. Ministry Goals

(DUE DECEMBER 1 to your DS every year)

(DUE JANUARY 31 to BOM every year)

- Each Fall, the resident will submit their S.M.A.R.T. Ministry Goals to their DS by December 1.
- Annually, the resident will submit their S.M.A.R.T. Ministry Goals to the BOM by January 31 via the ARUMC.org’s online drive.

1st Year Sermon & Worship Service

(DUE JANUARY 31)

- A Biblically based sermon that includes in its content the Wesleyan view of prevenient grace.
- Video demonstrating effectiveness in preaching and worship leadership. Include the entire worship service in the video.
- If you are an outline or “no notes” preacher, please transcribe and edit your sermon after it is preached so that the board will have the full text.
- Video and written sermon uploaded to the BOM via the ARUMC.org’s online drive.

Teaching Plan/Outline and Sample Lesson Plan

(1st YEAR, DUE May 15)

- 1-2 page curriculum overview/outline/syllabus of the entire Study for the Gospel of Luke
- 3-5 page sample lesson plan from a particular session of your overview/outline
- Each Resident's Bible Study teaching outline & lesson plan is emailed to the BOM Administrator and the Residency Director by May 15 of your first year in residency.

Discipline Questions

(2nd YEAR, DUE JANUARY 31)

- 2012 *Discipline*, ¶330.5.a-c for deacons and ¶335.8a-c for elders.
- Print the question in bold before each answer. A suggested rule of thumb is an average of one to two pages per question,. Please 1.5 space with 1 inch margins.
- Written PDF copy uploaded to the BOM via the ARUMC.org's online drive.

Fruitfulness Project

(DUE YEAR SEEKING ORDINATION, JANUARY 31)

- In the conference year that you seek ordination, a video and written project that demonstrates fruitfulness in carrying out the church's mission of "Making Disciples for the Transformation of the World" is required.
- Written response from the RIM Team concerning your project concept is required) by October 1. There is a form online to submit your Proposal. The response from the RIM team concerning your project proposal does not guarantee the approval of your final project or its implementation by the Board of Ordained Ministry.
- Submit a video (10-15 minutes max) and written (under 15 pages, plus appendix) Fruitfulness Project report to the BOM. Following completion of the project, the resident will upload video and written project to the BOM via the ARUMC.org's online drive by January 31.



**THE UNITED METHODIST CHURCH
APPLICATION FOR CLERGY RELATIONSHIP TO THE ANNUAL CONFERENCE**

Name: _____

Address: _____
(Street, City, State, Zip code)

Home Phone: _____ School or Office Phone: _____

Email Address: _____

Being fully persuaded that God has called me to be a minister of the gospel of our Lord Jesus Christ, I hereby request affirmation of that call by the United Methodist Church through the granting of a clergy relationship to the annual conference. The relationship for which I am applying is:

- _____ Local Pastor
 - _____ Part-time
 - _____ Full-time
- _____ Associate Membership
- _____ Provisional Membership
- _____ Deacon in Full Connection
- _____ Elder in Full Connection

At the same time that I am applying for this relationship to the annual conference, I am also applying for:

- _____ License for Pastoral Ministry
- _____ License for the Ministry of a Deacon
- _____ Ordination as a Deacon
- _____ Ordination as an Elder
- _____ Recognition of orders granted by another denomination

Signature: _____ Date: _____

An application for membership in full connection is to be sent to Arkansas Conference, BOM Administrator, 800 Daisy Bates Drive, Little Rock, AR 72202.

An application for license as a local pastor, associate membership, or provisional membership is to be sent to both the District Committee on Ordained Ministry and to the BOM Administrator at the Arkansas Conference.

ACKNOWLEDGEMENT OF RECEIPT: THE 2017-2018 RIM HANDBOOK

Please read this RIM Handbook and appropriate UMC Discipline sections carefully to understand these provisional Residency expectations before you sign this document.

I understand that this Residency Program Handbook is designed to reflect the RIM Program's guidelines for provisional members for the current annual conference year, and I understand that the handbook, its contents, and assignments are often changed following annual conference each year to comply with conference policy and residency best practices. I understand that the Residency in Ministry Program may change the requirements for Ordination/Full Connection at any time based on church law in the current UM Discipline (and Judicial Council rulings), GBHEM interpretations, Arkansas Annual Conference policy changes, and/or Arkansas Conference Board of Ordained Ministry action. I understand that the contents of this handbook are simply general expectations, policies, and guidelines, not a contract or implied contract with the resident. The requirements for ordination and the contents of the handbook may change at any time.

Finally, I understand that, as a provisional resident, I am "on trial in preparation for membership in full connection in the annual conference as deacons or elders." I am also "on probation as to character, servant leadership, and effectiveness in ministry." I understand that the completion of assignments and directives is my responsibility as a provisional resident, and that the "Board of Ordained Ministry shall review and evaluate" me and my ministry in matters of call, fitness, effectiveness, and fruitfulness as I seek continuance of provisional membership and Full Connection. (2012 Discipline, ¶327)

I have reviewed the Residency Handbook and understand its content.

Resident Name (Printed): _____

Resident Signature: _____

Date of Acknowledgement: _____

Include this document in Resident's BOM file:
Arkansas Conference Office of Ordained Ministry
800 Daisy Bates Drive, Little Rock, AR 72202-3770
Office: 501-324-8033 Fax: 501-324-8018
BOM@arumc.org

ADDENDUM 1: FEEDBACK ON A SERMON

Adapted from Perkins Internship Program Handbook

DATE OF SERMON _____ COMMENTS BY _____

SCRIPTURE PASSAGE(S) _____

SERMON INTRODUCTION:

What was helpful? What was not helpful?

SERMON BODY:

1. In a sentence or two, state what you heard as the central message of the sermon.

2. How well was the central message related to the scripture passage?

3. How well were you able to follow the preacher? What helped or distracted?

4. At which points did the sermon address real issues, both those with which you struggle and issues in the community and world?

5. Did the preacher use effective illustrations?

SERMON CONCLUSION:

What was helpful? What was not helpful?

DELIVERY:

1. As you look at the preacher, describe your most prominent impression.

2. How did the delivery (voice, body language, style) enhance and detract from the message of the sermon?

3. How would you describe the preacher's own feelings about the sermon?

RESPONSE:

1. How did your own opinions and beliefs fit or not fit with this sermon?

2. What did the sermon challenge you to do?

SUMMARY:

1. List a few things that you especially appreciate about this sermon:
 - a.

 - b.

 - c.

2. List some suggestions you would give to the preacher for strengthening his/her preaching:
 - a.

 - b.

 - c.

ADDENDUM 2: PROCESSING AN OPPORTUNITY/CHALLENGE

Adapted from Leadership Ministry, Texas Methodist Foundation

- The Mentor/Facilitators are responsible for nurturing the process and the Residency Peer Group (RPG) as a community of practice.
- The Presenter is the RPG member who has an opportunity or challenge and is asking for the group's help in addressing it.
- The rest of the group are the participants and are present to use their creativity and wisdom to "work for" the Presenter as peer coaches.
- Recognize that, as the minister in the context, the presenter is the "expert" of the situation.

Sharing Ministry Experiences – Opportunities & Challenges

As communities of practice, Residency Peer Groups offer an opportunity for Residents to reflect on their ministry experiences. The congregation (or other ministry setting) provides the substance and the immersive space for ministry to flourish, and then, during RPG meetings, the resident can "step back and reflect" on the meaning and method of this ministry and her sense of vocation can be explored in the community of practice made up of fellow residents and mentoring clergy. In order to share ministry experiences, this tool may help:

1. Share your ministry experience (5-10 minutes) with your Residency Peer Group using the Opportunity/Challenge Presentation Outline as a general guideline (see below).
2. Presenter answers *clarifying* questions (for understanding) from the RPG (5 minutes)
3. RPG offers *coaching* questions to Presenter (15 minutes).
4. Presenter shares with the RPG your learnings and/or which ideas or solutions you will take back to your ministry setting for implementation (5 min).
5. Group affirms & encourages Presenter, and concludes by sitting in a chair with RPG surrounding to lay hands on and pray for him/her (5 min).

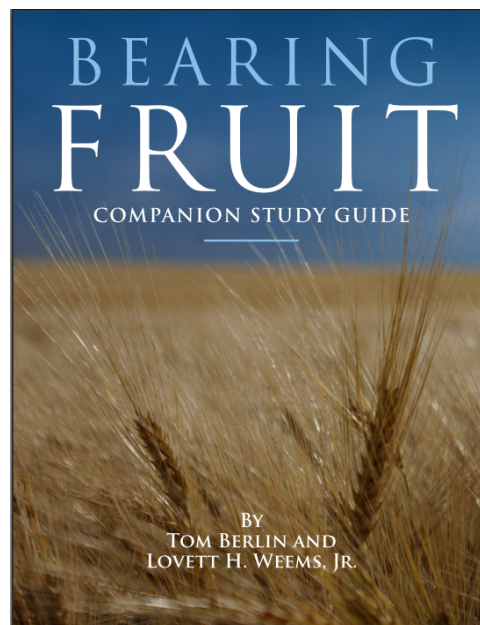
Opportunity/Challenge Presentation Outline

1. The opportunity/challenge is _____ (*one or two short sentences that spell out the heart of the issue*).
2. Relevant background information (*short points identifying how, when, why it began; who the players are; the forces at work*)
3. It is a significant opportunity or challenge because (*its effect on mission/ARUMC trajectory, people, operations, the mission field/community, career, the future...etc.*)
4. I see God working in this situation through _____
5. How I feel that I have functioned so far in relationship to this opportunity or challenge.
6. My ideal outcome/resolution to the opportunity or challenge is _____
7. Coaching I need from the group (*options/solutions I am missing; dimensions I am not considering; questions I must find answers to, etc.*)

ADDENDUM 3: RESIDENCY PEER GROUP STUDY BOOK



This year's Residency Peer Group Study Book is "Bearing Fruit".
ATTACHED is a [Companion Study Guide](#)



Permission to place *Bearing Fruit* official study guide
on Arkansas Conference Website was granted by Lovett Weems
August 2013

<http://vitality.arumc.org/residency-in-ministry-bom/>

Gift Copies from the Center for Vitality
to be distributed at the Summer Retreat