

Delaware District Committee on Ministry

Rev. Alan Jones, Chair
Rev. Bradley Schutt, Co-Registrar
Rev. Mary Browne, Co-Registrar

Annual Review Procedures for Persons under the Responsibility of the District Committee on Ordained Ministry in the first three years of annual DCOM interviews

September 2021 – June 2022 Interview Year

The following paperwork must be submitted to the DCOM Registrar **THREE weeks prior to your interview** with the District Committee on Ordained Ministry. Refer to the DCOM page on the Delaware District website (delawaredistrictumc.org) for Materials Due Date for your interview date/time. **All questions are to be completed regardless of past interviews.** If you have written on a subject for us in the past, please give fresh attention to the question so that we see how you are growing.

There are revisions in the required interview materials based on the new configuration as the Delaware DCOM.

1. Biographical Information **Form 102**. [form attached] A new Biographical form must be submitted each year.
2. A written report from your Mentor. Your Mentor should plan to attend the interview with you; it is your responsibility to contact your Mentor and provide her/him with the information about your interview date and time.
3. A 1-2 page auto-biographical statement including significant events and changes since your last interview in your personal, family, and ministerial realms of life.
4. A manuscript or full transcript of a sermon you have preached **within TWO months of your materials due date**. With it please provide an MP4(video) or MP3(audio) recording in your email to the committee. If that is not possible, please send via regular mail one of the following: a CD or DVD of the entire service. (Audio tapes are acceptable if no other options are available.)
5. Include a copy of the printed bulletin for the worship service in which you preached the required sermon (do not include announcements inserts). If you do not use a paper bulletin, include a printout of the Power Point slides projected in the worship service (in the PRINT menu, choose the Handouts – 6 Slides Horizontal format).
6. Give a 1-2 page written response to each of the following questions from paragraph **324.9** of *The United Methodist Book of Discipline 2016*, and Board of Ordained Ministry of the Peninsula-Delaware Conference.(a) Describe your personal experience of God and the understanding of God you derive from biblical, theological, and historical sources (§324.9(a)).
 - (b) What is your understanding of humanity and the human need for divine grace (§324.9(c)).
 - (c) How do you interpret the statement Jesus Christ is Lord (§324.9(d)).
 - (d) How do you understand the concepts of systemic racism and white supremacy, and how have you engaged these concepts in your development as a leader and with the members of your congregation?
7. Your understanding of the sacraments of Baptism and Holy Communion and how you celebrate the sacraments with your congregation. (2-4 pages)

8. For those not currently completing coursework in seminary or Course of Study, what are some of the books that you are reading or listening to in the last year, and how have they helped to shape your ministry, faith, and development as a leader? (1-2 pages)
9. Provide a written report on how you have worked on the recommendations from last year's Annual Review interview (as applicable).
10. If you are still in school: Submit most recent official transcript from your College, Seminary, or from the Course of Study. If you are not in school, a written report from your continuing education courses/classes/workshops during the past year.
11. Certificates from these workshops: Licensing School, Sexual Ethics, Livings Our Beliefs, New Beginnings New Appointment workshop, Safe Sanctuary and any other CEUs you have taken.

ADDITIONAL IMPORTANT INSTRUCTIONS:

All written work should be reviewed by your Mentor before it is submitted to the District Committee on Ordained Ministry. We strongly recommend that you have one or two people read your written materials giving particular attention to grammar, punctuation, spelling, and the appearance of your document.

All interview materials **must** be submitted to Delaware DCOM by uploading them to the Delaware DCOM Dropbox location. Five (5) – Seven (7) days prior to the deadline for submission of your interview materials, you will receive an e-mail from Rev. Laura Martin (energizer.bunny@comcast.net) with instructions for uploading your files. Please contact Rev. Martin if you have any questions about the instructions. We recommend that you add Rev. Martin's e-mail address to your Contacts list so her e-mail will not go into your SPAM/JUNK folder.

NOTE: You are required to meet with DCOM yearly in order to have your license renewed.

DCOM will not accept faxed materials. Incomplete or late materials will not be accepted after the due date. Your interview will be rescheduled for the following year, **unless previous arrangements have been made.** This puts your appointment at risk.

Please keep a copy of everything you submit for your personal records.

Grace and Peace,

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08/2021