

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 fourth or more 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 can see how you are growing in Christ.

Beginning last year, we changed the questions we ask of pastors with whom we have had annual interviews for more than three years.

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 him/her 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 2 months of your interview 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.
5. Include a copy of the printed bulletin for the worship service in which you preached the required sermon (do not include announcement 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 (§1324.9(a)).
 - (b) What is your understanding of humanity and the human need for divine grace (§1324.9(c)).
 - (c) How do you interpret the statement Jesus Christ is Lord (§1324.9(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. A written report on your service & leadership in the church with reference to paragraph 324.2 of the *2016 Book of Discipline*.

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. If you are still in school: Submit most recent official transcript from your College, Seminary, or from the Course of Study.
10. Certificates from these workshops: Licensing School, Sexual Ethics, Livings Our Beliefs, New Beginnings New Appointment workshop, Safe Sanctuary and any others that you might have taken.
11. Provide a written report on how you have worked on the recommendations from last year's Annual Review interview.

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, unless previous arrangements have been made. Your interview will be rescheduled for the following year. This will put your appointment at risk.

Please use the enclosed instructions for creating a unified PDF file, and email this to the Dover DCOM. The email address for submission is DoverDCOM@gmail.com Be sure to title your pages so we know which page(s) answer which item requested above. Please also number your pages, and put your name on each page.

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

Grace and Peace,

Rev. Bradley Schutt,
Delaware DCOM Co-Registrar

Rev. Mary Browne
Delaware DCOM Co-Registrar
pastormhb@gmail.com
302.731.9495 (office)
302.229.9746 (mobile)

08/2021