



# HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

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## *Hints for Candidates from the Board of Ordained Ministry*

- ❖ It's helpful to ask questions by email so that you can save the responses and have proof of what a Board Member says back to you.
- ❖ Introduce yourself to someone who successfully went through whatever you're working on (certification, provisional membership, full connection, etc.) within the last couple of years. Ask them to be an informal advisor—a proofreader, a mock interviewer, or just a resource. They may not have all the answers, but they could be a great help and you'll get to know a colleague in a new way. If you don't know who to ask, ask your DS or dCOM chair for a couple of names in your area.
- ❖ This is more for provisional and full member candidates: Do NOT show up at the very last minute to turn in your paperwork. You have known the dates for a while, so turn in everything in a responsible way.
- ❖ Ask questions! BOMs can't respond to questions that go un-asked. Never do your work based on assumptions.
- ❖ Do not ever, *ever*—at *any* time—use social media to criticize, critique, lampoon or tease the Board of Ordained Ministry or the district committee.
- ❖ Take personal responsibility for every aspect of your journey, to include every assignment, every due date, every meeting, every follow-up, and so forth. Don't rely on anyone else to care about your journey more than you.
- ❖ Nobody, with the exception of God, is more invested in your success than you.
- ❖ Approach the process as an experience in spiritual formation and self-learning, rather than an obstacle course.
- ❖ If your conference provides a checklist, *follow the checklist!* This will help for smooth sailing.
- ❖ Keep hard copies of *everything* you submit, with documentation that it was submitted if possible. Sometimes paperwork does get lost or misfiled.
- ❖ Keep a backup copy of everything. Sometimes computers crash or files get inadvertently deleted.
- ❖ Read the interview packet instructions and/or your email. Respond appropriately to the instructions and/or email. BOM representatives are happy to clarify something that is unclear but they are not there to do your work for you.
- ❖ If something extenuating happens and an extension is needed, don't ask for an extension late afternoon or evening on the day that the materials are due. The district Committee and Board of



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Ordained Ministry want to be fair to you and help you succeed, but it is also very important for you to practice accountability, which is crucial to ministry.

- ❖ Learn to do hard things. One of those hard things is sometimes just showing up.
- ❖ Find an “authoritative source” to answer your questions. Board processes and questions change annually. You can get misdirected by seeking answers from the wrong person.
- ❖ Take ownership of the process and for your progress; properly prepare and pray daily to God who has called you.
- ❖ When preparing to interview with the dCOM or BOM consult ahead of time with mentors and peers which allows adequate time to further prepare if necessary.
- ❖ Bring copies of all the paperwork you submitted with you to the interview in case your folder is not complete for some reason.