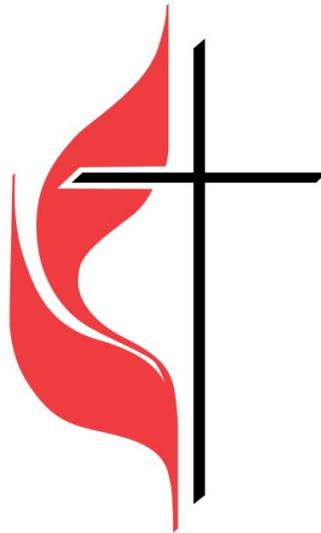


# Residency in Ministry Handbook

Iowa Annual Conference

A program for the first years of full-time ministry

As Full-time Local Pastors, Provisional Members and Commissioned Ministers



September, 2014 edition

Intended for use alongside the *2012 Book of Discipline*



Making Disciples, Developing Leaders, to Transform the World.

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## The Task

The Iowa Annual Conference of The United Methodist Church has determined that all provisional elders, provisional deacons, and local pastors serving full-time who have not completed their Course of Study work will participate in the Residency in Ministry (RIM) program of the Annual Conference until their vocational objectives are met (ordination or completion of the Course of Study program). We believe the RIM program of the Iowa Annual Conference to be a faithful response to the charge given us in the 2012 Book of Discipline to develop persons who possess Christian character, engage in servant leadership, and demonstrate effectiveness in ministry.

The Residency in Ministry Program of the Iowa Conference is developed in such a way that provisional deacons and elders and full-time local pastors will grow in their understanding of vocational ministry as lived out in their respective orders. The Five Strategies of the Residency in Ministry Program in the Iowa Conference include: Covenant Groups, Continuing Theological Education, Clergy Mentoring, Supervision by District Superintendents, and Examination by the Board of Ordained Ministry. These strategies complement the Board of Ordained Ministry priorities of developing leaders in the areas of: call and disciplined life; preaching and worship; doctrine and theology, and practice of ministry.

## The Mission

In order to fulfill the common mission of the United Methodist Church to make disciples of Jesus Christ for the transformation of the world, ministers must be empowered for effective, visionary, and sustainable ministry. The first years of full-time ministry in the Iowa Annual Conference are crucial for establishing those life-long patterns. The Residency in Ministry Program provides a process through which full-time local pastors, provisional deacons, and provisional elders enter into ministry within an environment of healthy challenge and support, spiritual nurture, theological reflection, and commitment to the highest ideals of collegiality, servant ministry, and leadership.

## The Objectives

Participants in the Residency in Ministry Program will:

1. Reflect theologically and professionally on the practice of ministry.
2. Practice a lifestyle of spiritual discipline that will nurture a growing faith.
3. Claim and develop practical skills for ministry.
4. Connect with the Order of Elders, Order of Deacons, and Fellowship of Local Pastors and Associate Members as is applicable.
5. Claim a professional role within the ministry of all God's people.
6. Be introduced to the United Methodist ethos, the resources of the denomination, and the practice of ministry in the Wesleyan spirit.
7. Be accountable to personal and professional growth and to the Connection through full participation:
  - a. With the Covenant Group in your district, and in your meetings with your assigned clergy mentor;
  - b. In the continuing theological education component through the School for Ministry or approved alternative;

- c. By being under the supervision of the District Superintendent who will help to equip: by establishing and evaluating RIM Participants' effectiveness in ministry;
- d. In completing the Disciplinary assignment and faithfully preparing for the Examination Process by the Board of Ordained Ministry; and

### Participation

The Board of Ordained Ministry of the Iowa Conference requires Provisional Members and Full-time Local Pastors who have not yet completed the Course of Study to participate fully in the Residency in Ministry (RIM) program. Additionally, all part-time local pastors moving to full-time status that did not participate in the full RIM program will be required to do so.

All RIM participants should view RIM expectations as your **first priority** in ministry. When it comes to the local congregation/ministry setting, it is imperative that RIM participants schedule local church ministries around your RIM commitments, except in the case of a funeral that cannot be scheduled for another time. The RIM participants are not expected to serve on district or annual conference teams. You are free to respond "yes" to any invitations to serve, at your own discretion. Remember, however, that you will not receive punitive action for saying "no," and, if you do serve on teams beyond the local congregation, that responsibility is likewise secondary to your participation in the RIM program. If you are scheduled to be at an event or meeting, and a crisis occurs, please contact the appropriate leader (RIM facilitators, clergy mentor, District Superintendent) to process your need to tend to the crisis.

District Superintendents will work with the local parish to ensure there is full understanding of the expectations of this program. It is imperative for the local church(es)/congregation(s)/leadership to support their pastor in fulfilling his/her responsibilities with the RIM program. We encourage RIM participants to talk openly about this process, with special attention to not violate any confidentiality.

Regular reports will be submitted to the Board of Ordained Ministry throughout this process.

### Formational Impact of RIM

The overall Residency In Ministry program matches the on-going expectations and practices of all clergy in the Iowa Conference. While much of this is self-selective after ordination or graduation from the Course of Study, clergy appointed in the Iowa Conference are expected to: be engaged in continuing education, maintain and develop ongoing relationships with those who mentor in process and ministry, engage in some sort of covenant group (regional or topical), and be subject to supervision and accountability by their District Superintendent, the Board of Ordained Ministry, and the covenant of their particular orders.

## Strategy One: Covenant Groups

1. RIM Covenant Groups seek to walk alongside each RIM participant during their probationary process as a voice of encouragement, reflection, and accountability. The covenant process seeks to: equip and connect persons with resources that will inform their vocational work, serve as a place to reflect on the practice of ministry, and be experienced as a place to grow in self-awareness and self-expression in the early years of ministry .
2. Each Full-time Local Pastor and Provisional Member (elder/deacon) will participate in a Residency in Ministry (RIM) Covenant Group of peers for as long as it takes to complete the vocational goals of graduating from Course of Study OR Ordination.

If, after two years of full and faithful participation, it is determined that a different model of covenant group would be more beneficial for the provisional member/full-time local pastor, then a conversation shall be initiated by that person with his/her Examination/DCom Chair. The Chair will then consult with the District Superintendent and the RIM Facilitators of the participant to determine if the move is, indeed, in the best interest of the requestor. This alternate covenant group being proposed must contain the component of ministry development for participants and have a place for reflecting on one's personal, professional, and spiritual development. If approved, this group must also meet a minimum of six times each year and accountability partners must be identified with attendance reports submitted to the Director of Ministerial Services and District Superintendent. **(It is the Examination Coordinator/DCom chair of the RIM participant who is the sole permission granting authority. The Examination Coordinator/DCom chair will be in consultation with the RIM Facilitators and District Superintendent throughout this process)**

3. Part-time local pastors may get approval from their District Superintendent to participate in a Covenant Group, if a workable meeting time and full commitment to the local covenant can be met. (It is important to note that participants will be expected to participate in the full RIM experience: Covenant Group, Mentor, Continuing Theological Education, and Supervision by both your District Superintendent and the Examination Team of your District Committee on Ministry.) When moving from PT to FT status, local pastors will participate in the full RIM program if they have not already done so.
4. Each covenant group will be led by a team of two trained facilitators in each district of the Iowa Conference who are elders, deacons, associate members, or full-time local pastors who have completed their Course of Study work.

For those relating to the Iowa Annual Conference who are currently attending seminary and/or serving as a student local pastor outside of the conference: a request for consideration can be made to the Board of Ordained Ministry to substitute the Residency of Ministry program of another annual conference for the Iowa program upon review and approval by the Executive Team of the Iowa Board of Ordained Ministry.

5. The Covenant Groups will be formed by region after Annual Conference and will meet six times per year for a minimum of four hours each time (not including meals or refreshments/breaks).

Example A	9:00-9:50	Block 1	Example B	12:30-1:30	Block 1
	9:50-10:05	Break		1:30-2:30	Block 2
	10:05-11:20	Block 2		2:30-2:45	Break
	11:20-12:20	Lunch		2:45-3:45	Block 3
	12:20-1:15	Block 3		3:45-4:45	Block 4
	1:15-1:30	Break			
	1:30-2:30	Block 4			

Block 1: How is it with your soul/check-in and tie up “loose ends/follow-ups” from last meeting/Spiritual Formation

Block 2: Preaching and Worship (see 5.B of this section)

Block 3: Leadership Qualities/Skills - from *Characteristics of Effective Clergy* (pg 8) – reflections may include: how these qualities are currently being lived out in your ministry, articles/news-stories circulating in the connection or profession that would serve as a good starter-story for reflection and Christian conferencing. These include: Professional Ethics; Maturing Spirituality; Integrity and Authenticity; Sound Theology; Servant Leadership; Relational Leadership; Connectional Leadership (include The United Methodist Way); Adaptability; Performance Standards; and, Self-Care.

Block 4: Year A/B Topics – (see 5.A of this section)

6. As we seek to integrate the participants understanding of the four-fold process of examination (call & disciplined life, preaching & worship, doctrine & theology, and the practice of ministry), Covenant Group gatherings will address:

A. The integration of theology and Biblical studies and the practice of ministry using case study, verbatim, presentations and book studies. Areas to be studied include:

**July, '14 – June, '15 (YEAR A)** (1) Pastoral Care/Congregational Care & Visitation (2) Administration/ Conflict Management (3) Intentional Faith Development and Discipleship; (4) Generational Ministries and Inclusivity; (5) Special Services – i.e. baptism, communion, weddings, funerals, stewardship programs, liturgical year

**July, '15 – June, '16: (YEAR B)** (1) Social Media and Ministry; (2) New Ministry Development, visioning, implementation– utilize MissionInsite as a tool; (3) Identifying Gifts & Developing Leaders/Inspirational and Motivational Leadership development; (4) Reaching New People (Evangelism); (5) Ministry with the Poor and Marginalized/Inclusivity

**\*\* Time may be carved out both years to talk about advance specials (DVD), apportionments, district askings and what they fund, rainbow covenant, charge conference packet, and other elements as identified that aide in the understanding of ministries specific to the United Methodist Church. This will likely happen the first session of each year.**

B. Preaching/Worship – Each RIM participant is encouraged to present a video recording of their worship service that will be viewed and reviewed by their Covenant Group as a tool to identify areas of strength and

growing edges in preaching. This element is to help all clergy to move toward more effective preaching. Participants should name that which is appreciated in context or style and identify and encourage areas of development for the preacher, as well.

- C. Confidentiality is to be maintained and respected by all members of the Covenant Group. Conference personnel and agencies will respect the confidential nature of the Covenant Groups. All parties must take care to avoid casual violations of confidentiality, which have the potential of undercutting individual relationships and the process of covenant.
7. The Covenant Group participants will review, amend and adopt the RIM covenant included in this handbook. The covenant will guide the purpose, process and function of the group. The group may add to the Covenant to meet specific needs that are relevant to their need, as long as it is in keeping with the overall rationale of the RIM Program. Additionally, there will be a recommended format and curriculum for the Covenant Group, which each group can modify for their specific needs after review with the RIM director(s). (See Covenant Sample in this section).
  8. The RIM Facilitators will ensure Covenant Group reports are properly submitted to the Director of Ministerial Services/DCom Chair/DS after each group meeting (see Forms at the ends of this Section).
  9. The Facilitators and each RIM participant will also fill-out the RIM Ministry-Reflection Evaluation prior to examinations. **(This is a new addition to the RIM Covenant process. See page 11 of this handbook)**
  10. RIM COVENANT GROUP ASSESSMENT – At the end of your annual covenant experience (July-June), please take time to send a one-page reflection on your Covenant Group Experience and send it to Lisa Larson, Director of Ministerial Services at: [lisa.larson@iaumc.org](mailto:lisa.larson@iaumc.org)

Reflection areas may include:

How has your group kept its covenant with one another?

How have you been a part of your group's successes and/or failures?

Do you have any suggestions to strengthen the ministry of your group or of the covenant group process in general?

What specifically have been the most helpful and the least helpful parts of your meetings?

How have your Facilitators been faithful to his or her role in the Covenant Group? Do you recommend their continuation?

## Characteristics of Effective Clergy Iowa Annual Conference

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These are the leadership qualities and vocational competencies that define the effectiveness of clergy in the Iowa Annual Conference.

### Leadership Qualities

- *Professional Ethics:* Abides by Code of Ethics for Professionals in Ministry as adopted by the Iowa Annual Conference. Manages personal life and finances in a manner that does not interfere with the healthy conduct of ministry.
- *Maturing Spirituality:* Exhibits a disciplined spiritual life, maintaining healthy boundaries and accountability for one's work and actions, including participation in a program of personal spiritual enrichment, renewal and Continuing Education.
- *Integrity and Authenticity:* Demonstrates consistent behavior that is in alignment with Christian beliefs, practices, and healthy relationship with God.
- *Sound Theology:* Understands, knows, and celebrates the power of the triune God to bring healing and wholeness; forgiveness and reconciliation; and, justice and peace, to the lives of individuals, congregations, and communities.
- *Servant Leadership:* Exhibits servant leadership that cultivates the gifts of the Spirit and empowers others to claim their call and find their place in ministry.
- *Relational:* Exhibits the ability to listen, develop working teams, equip persons for ministry, and manage conflict in a way that leads to healthy resolution.
- *Connectional:* Serves as a leader who knows and supports United Methodist theology and polity as defined in the *Book of Discipline*; gives clear support for connectionalism and obedience to his/her ordination vows through participation in their respective Orders Events; Conference and District ministries; and, collaborates with other United Methodist Churches in region through Ministry Action Teams or similar structures.
- *Adaptability:* Demonstrates the ability to be flexible and responsive regarding community context, congregational constituency, worship styles, and ministry setting. Models and encourages appropriate risk-taking for the sake of the mission of the Church, "make disciples of Jesus Christ for the transformation of the world..." ¶120, *2008 Book of Discipline*.
- *Performance Standards:* Exhibits a high level of work ethic balanced with self-care that consistently produces quality, measurable results toward achieving the mission of making disciples for the transformation of the world.
- *Self Care:* Maintains a healthy balance between self, family, and work and participates in the Self-Care Covenant program of the Iowa Annual Conference.

### Vocational Competencies

- *Evangelism and Discipleship:* Demonstrates the ability to lead the congregation in making disciples of Jesus Christ for the transformation of the world.
- *Ministry Development:* Demonstrates a willingness to lead the congregation in establishing ministries of nurture, outreach, and witness.
- *Proclamation:* Possesses and articulates a working knowledge of Biblical faith and social holiness; demonstrates the ability to communicate and apply the gospel of Jesus Christ in culturally relevant ways to the diverse population groups of our conference. Calls for faithful response to social justice concerns within the context of ministry.

- *Commitment to Inclusivity:* Models and embraces inclusiveness, demonstrates sensitivity to diversity, raises awareness through preaching and teaching and educates the community of faith on relevant issues of inclusivity.
- *Visioning and Implementation Skills:* Demonstrates ability to discern, articulate, and implement vision with the community of faith.
- *Inspirational and Motivational Skills:* Relates to others in a way that inspires and encourages them in their life of faith.
- *Administration:* Demonstrates administrative, management, and supervisory skills. Is able to set and accomplish goals.
- *Pastoral Care:* Devotes time for pastoral care appropriate to the ministry setting; encourages and equips laity for the ministry of pastoral care; and, establishes and adheres to visitation priorities appropriate to the ministry setting.
- *Conflict Management:* Demonstrates the healthy ability to address complaints, settle disputes, and resolve conflicts.

**Measurable Characteristics of Effective Leadership** – for local church settings “which provide the most significant arena through which disciple-making occurs.” ¶120, *2008 Book of Discipline*.

DEMONSTRATED TREND OF IMPROVEMENT IN THE FOLLOWING:

- *Evangelism:* Number of adult professions of faith for each of the last five years; number of youth professions of faith for each of the last five years.
- *Contextual Ministry with special emphasis on ministries with the poor and marginalized:* Percentage of average worship attendance engaged in contextual ministry. Collaboration with United Methodist Churches, other faith groups and community organizations in the area. Percentage of annual operational giving supporting ministry with the poor for each of the last five years.
- *Worship:* Average worship attendance at principal worship services for each of the last five years; average worship attendance as % of membership for each of the last five years.
- *Faith Development:* Percentage of average worship attendance participating in small groups, including Sunday School, for each of the last five years.
- *Stewardship:* Percentage change in the annual giving for the past five years; percentage payment of apportionments for each of the last five years.
- *Leadership Development:* Increasing number of persons demonstrating effective leadership skills. System of identifying gifts for lay and clergy ministry, mobilizing teams for ministry, and increasing number of innovative and collaborative ministries in the church, community and world.

Adapted from: *Standards for Clergy Leadership in the Virginia Conference and Characteristics of Effective Clergy in the North Georgia Conference*

Approved by the Iowa Annual Conference Cabinet – 5/12/2010

Approved by the Iowa Annual Conference Board of Ordained Ministry Executive Committee – 5/12/2010

## IOWA ANNUAL CONFERENCE RIM COVENANT GROUP MEETING REPORT

### CONFIDENTIALITY

Confidentiality must be maintained and respected within the covenant group relationship. Conference personnel and agencies must respect the confidential nature of the covenant group. All parties should take special care to avoid casual violations of confidentiality. **The Covenant Group is to meet at minimum six times each appointive year between September – April.**

Names of covenant group Facilitators: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Place: \_\_\_\_\_

<u>Participant</u>	<u>Attended</u>	<u>If not, why?</u>	<u>Participation: sermon, case study, etc.</u>	<u>Date Met w/ Mentor</u>
Robbie Jones	Yes		Sermon	No Meeting
Gale Smith	No	influenza	NA – was to do case study	Yes 8/31

Purpose of this report is to show who is participating; who is excused; how participant is faithfully and fruitfully contributing to the group and whether or not they are meeting regularly with their mentor.

**Instructions - After each gathering, please email to:**

Lisa Larson, Director of Ministerial Services  
Rev. Lanette Plambeck, Chair of RIM Program

[lisa.larson@iaumc.org](mailto:lisa.larson@iaumc.org)  
[lanette@metc.net](mailto:lanette@metc.net)

## IOWA ANNUAL CONFERENCE

### RIM COVENANT GROUP MINISTRY-REFLECTION EVALUATION

The contents of this form will be shared with your Examination Team.

Name of your Facilitators: \_\_\_\_\_ District: \_\_\_\_\_

Your Name: \_\_\_\_\_

1. How has your Covenant Group been helpful to you in dealing with your first years under appointment?
  
2. Name one thing from your RIM experience that impacted or changed your practice of ministry.
  
3. What is your impression of your overall ministry? What do you find joy in doing? What area is tiring to your soul?
  
4. How would you describe your relationship with your parish and the leaders of your church(es)?
  
5. What strengths and/or growing edges have you identified in yourself this past year? (reflection from your facilitators or covenant group may aide in your response)
  
6. Did you have any requirements or recommendations following your last examination? How were/weren't they beneficial to you?
  
7. Was there any part of the RIM process you did not find beneficial? Why?

Please return this completed form by February 1<sup>st</sup> of the appointive year to:  
 Rev. Lanette Plambeck, First UMC; 800 Poplar Street; Atlantic, IA 50022  
[lanette@metc.net](mailto:lanette@metc.net)



Open hearts. Open minds. Open doors.  
**The people of The United Methodist Church™**

RIM Covenant Group (sample covenant)

Date \_\_\_\_\_ (annually, as group members change)

This covenant was developed by the group in mutual accountability, as a place to grow in depth theologically and professionally together, as part of the process of being a Resident in Ministry.

Participants:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. We will establish this covenant guided by the ideal of Wesley’s Rules to: do no harm, do good, and stay in love with God.
2. We covenant to be *fully present* at each meeting, and to begin and end on time. If an absence is unavoidable, we will let the facilitators know. The group will also check on us if we’re not there. Before we finish, we will make a plan for the next meeting. We will establish a plan to follow for weather-related cancelations.
3. We covenant to be *full participants*, sharing the leadership role in worship, presentations, and responding – honoring confidentiality at all times. If a conversation suggests imminent harm/abuse to one’s self or another a conversation will be had with the participant/s District Superintendent so that the situation is managed appropriately.
4. We covenant to *share our gifts*, intentionally learning from each other, respectful of the diversity of our gifts, and hearing every voice at the table.
5. We covenant to *support* group members as we establish life-long patterns for effective, visionary and sustainable ministry. We will participate in *Christian conferencing* related to spiritual discipline, study, and self-care.
6. Our time will include practices to cultivate *leadership skills* and *theological identity* as United Methodist pastors of the Iowa Annual Conference.
7. We covenant to *intentionally pray* for one another and our denominational leaders.

Our working model/schedule will be approximately: [example]

9:30 – 9:35	Opening Devotion	11:45 – 12:45:	Lunch
9:35 – 10:15	Block 1 “How is it with your soul?”	12:45 – 1:45:	Leadership Quality
10:15 – 10:30	Break	1:45 – 2:00:	Break
10:30 – 11:45	Block 2 Sermon 1 [view and review]	2:00 – 2:45:	Theme (Yr A/B)
		2:45 – 3:00:	Closing Thoughts; Next Meeting/Assignments/Prayer

## Strategy Two: Clergy Mentoring

**Rationale:** *The purpose of mentoring is to promote vocational identity and effective ministry through a relationship that provides support, accountability, and growth in Christian maturity.* ¶ 349

Note: (Clergy mentors and candidacy mentors are differently trained and certified roles and should not be confused.)

¶349.1.b “Clergy mentors are clergy in full connection, associate members, or full-time local pastors who have completed the Course of Study that have been trained and credentialed to provide ongoing oversight and counsel with local pastors and with provisional members pursuing ordained ministry. Local pastors will be assigned a clergy mentor by the district committee on ordained ministry in consultation with the district superintendent. Provisional members will be assigned a clergy mentor in full connection by the conference Board of Ordained Ministry in consultation with the district superintendent. A candidacy mentor may continue with the same person if trained to serve as a clergy mentor.”

1. All RIM Participants are expected to participate in face-to-face sessions with their clergy mentors by meeting a minimum of six times each appointive year.
2. From ¶ 316.4 – “A local pastor shall be under the supervision of a district superintendent and shall be assigned a clergy mentor while in the Course of Study or in seminary.”
3. Mentoring is a covenantal relationship, not supervisory. The mentor and mentee share in spiritual disciplines, in mutual recognition of the presence and leading of God, and in spiritual discernment concerning the call, authority, and function of ministry through theological reflection.
4. The Board of Ordained Ministry receives an annual non-evaluative report written jointly from each RIM participant and mentor describing the mentoring process. The mentor/mentee team will complete a Clergy Mentor/Mentee Report to the Board of Ordained Ministry. (see Form Section of handbook)
5. See forms on pages 15 & 16 for mentor/mentee forms and due dates.
6. For those participating in the RIM program, each meeting at Covenant Group, will record this most recent meeting date of you and your mentor. If you have having difficulty connecting with your mentor, please contact your DCom chair, District Superintendent, or the director of the Iowa Clergy Mentoring program:  
  
Rev. Michael Druhl. His address is: Manchester UMC 413 E Butler St ; Manchester IA, 52057-1612.  
Phone: (563) 927-4439 Contact him with questions or concerns about the clergy mentor program.
7. The mentor and mentee identify the various topics related to vocational identity, connection, and/or the practice of ministry to be explored in the mentoring relationship. A recommendation of topics will be provided in the mentor training that coincide with the Christian year; the life of the Iowa Conference; and, the function,

role, and expectation of the mentee's ministry appointment. Additionally, RIM covenant groups and District Superintendents may recommend topics for discussion.

8. In the Iowa Conference, clergy mentoring will take place as a one-on-one relationship so as to not duplicate the function/role of the RIM Covenant Group. If within participants' work with the Examination Teams, District Superintendent, or Covenant Group Facilitators, an area of growth is identified, this information will be relayed to the Clergy Mentor with the mentee's permission to ensure particular attention is given to this concern.
9. Accountability is essential to the success of the mentoring program and overall intent.
10. The duties and responsibilities of clergy mentors will be highlighted at their training. This information will be relayed to the mentee and will inform the mentor/mentee relationship.

**IOWA ANNUAL CONFERENCE**  
**ANNUAL CLERGY MENTOR REPORT**

Annually, by Jan. 31, the mentee and clergy mentor are responsible for writing a report on the work they have done. This report is between the mentee and the clergy mentor and gives both persons an opportunity to reflect on what has been discussed as well as future needs. It is the responsibility of the mentee to begin the process and then share it with the mentor until both can claim there is a common agreement as to the contents. The signed report is to be kept by the clergy mentor.

MENTEE \_\_\_\_\_ PHONE \_\_\_\_\_

MENTOR \_\_\_\_\_ PHONE \_\_\_\_\_

We have written a covenant agreement outlining our plan for the year. \_\_\_\_\_

In our covenant agreement we agreed on the following topics for discussion.....

As the mentee in this relationship I feel I have gained/learned/grown in the following ways through my sharing with my mentor.

I feel the need for continued growth in the following areas of ministry.

We the undersigned have entered into an annual covenantal relationship reflecting the above insights and have met for the purpose of mentoring under the guidelines of the 2008 BOOK OF DISCIPLINE and RIM program of the Iowa Annual Conference.

\_\_\_\_\_  
Mentee \_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Mentor \_\_\_\_\_  
Date Signed

**IOWA ANNUAL CONFERENCE**  
**CLERGY MENTOR REPORT TO THE BOARD OF MINISTRY**

Instructions: Please send one copy of this completed form to:

\_\_\_\_\_ Designated Interview Team Director (Probationers only)

\_\_\_\_\_ Chairperson of District Board of Ordained Ministry (Local Pastors only)

Must be received by January 31, each year.

Confidentiality:

Confidentiality must be maintained and respected in the mentoring relationship. Conference personnel and agencies must respect the confidential nature of mentoring. All parties should take special care to avoid casual violation of confidentiality which have the potential of undercutting individual relationships and the process of covenant.

NAME OF MENTOR \_\_\_\_\_ DISTRICT \_\_\_\_\_

NAME OF MENTEE \_\_\_\_\_ DISTRICT \_\_\_\_\_

Each mentor/mentee should have written a mentoring covenant at the beginning of the relationship.

Have you completed and signed a Mentoring Covenant statement? \_\_\_\_\_

In our covenant agreement we agreed on the following topics for discussion.

How many times have you met the past year? \_\_\_\_\_

We the undersigned have entered into a covenantal relationship and have met for the purpose of mentoring under the guidelines of the 2008 Book of Discipline and RIM program of the Iowa Annual Conference.

Mentee \_\_\_\_\_ Date signed \_\_\_\_\_

Mentor \_\_\_\_\_ Date signed \_\_\_\_\_

*Send Copy to : Director of Ministerial Services; Iowa Annual Conference*

*2301 Rittenhouse Street, Des Moines, IA 50321*

*Office: 515.974.8939*

Rationale: *A learning ministry has been characteristic of the Methodist Movement from its beginning and continues to be vital for effective ministry.*

Requirements:

1. Each provisional member will attain a minimum of 2.0 C.E.U. credits toward continuing education every year by attending the School for Ministry. If it is determined that a different mode of continuing education would be more relevant and beneficial for the provisional member, a conversation will be shared with the SPPR and District Superintendent (DS). The DS will be in conversation with the Examination Team about this request. The Team Leader will be in consultation with team members for final approval and so that appropriate documentation can be made. **(It is the Examination Team of the RIM participant requesting an alternate CEU program who is the permission granting body.)**
2. Each full-time local pastor is encouraged to attend the School for Ministry; however, their Course of Study work meets the Board of Ordained Ministry expectation for continuing theological education.
3. Clinical Pastoral Education (CPE) can be approved for continuing theological education.
4. It is the responsibility of the RIM participant to show proof of participation and completion of C.E.U. credits to the Board of Ordained Ministry.
5. CEU programs provide the necessary theological education and also assist RIM participants in developing relationships with connectional system and their particular Orders.

Ministry Standards: The Iowa Annual Conference has high standards for the performance of its clergy. During the two (or more) years of your participation in the Residency in Ministry program, continuing education plans should reflect intentional progress in the following areas of ministry: Biblical interpretation, preaching, pastoral care, social justice, administration, and equipping laity for ministry.

## Strategy Four: Guidance for Supervision – District Superintendents –

Mission: Thorough assessment and careful supervision of new leadership in the church is critical for the development of clergy effectiveness and a truly healthy church. All clergy are supervised by both the District Superintendent and the Conference Board of Ordained Ministry. The District Superintendent oversees all pastors in appointive or assigned ministry (this occurs through routine procedures such as clergy meetings, interviews, and annual reports).

Participants in the Residency and Ministry program are encouraged to visit with their District Superintendent to identify ministries and opportunities taking place in the district or at the conference level that would be beneficial to the RIM participant.

RIM participants are encouraged to invite your District Superintendent to attend a worship service or ministry opportunity in your local setting.

By invitation of the participants, your local DS is able to be present with the Covenant Group in their region/district to discuss matters of ministry in the Iowa Conference, such as: sacramental practices, weddings/funerals, appointment process and itinerancy, etc.

District Superintendents will work with the local parish to ensure there is full understanding of the expectations of the Residency in Ministry program. It is imperative for the local church(es)/congregation(s)/leadership to support their pastor in fulfilling his/her responsibilities with the RIM program.

## STRATEGY 5: Guidance for Supervision – Board of Ordained Ministry Examination Teams

The Board of Ordained Ministry oversees the processes toward full membership and ordination, sets times for examinations, and develops expectations for effectiveness in ministry. The District Committees on Ministry examine the work of local pastors serving less than full time.

**Examination Team Assignment:** By October 31 of your examination year, you will be assigned to a Board of Ordained Ministry Examination Team. The Candidacy Examination Coordinator will contact you to let you know what team you have been assigned to and how to be in contact with that team leader.

### **Preparing for Examination:**

Be in conversation with your mentor, covenant group, and District Superintendent as you prepare your paperwork. It is recommended that you have one or more persons with expertise read through your work for content and use of language and readability.

### **The Examination Process**

1. Examination Teams will be guided by the following areas in the examination process: Your call and understanding of vocational pursuit (i.e. ordained elder, ordained deacon, or associate membership); your understanding of theology and doctrine; a review of your spiritual life (journey and disciplines); your practice of worship, preaching, and teaching; how your social awareness is impacted by your understanding of Social Principles; your style(s) of leadership and administration; a review of your psychological and physical health; and, your overall effectiveness in ministry. It is important to note that there may be occasion or need to exam a candidate's personal issues, as well (for example, "How is life in the parsonage? How does your spouse feel about itinerancy?")
2. You may bring a prayer partner who can either stay in the waiting room or go to chapel to be in prayer for you during your examination.
3. You will need to be there ½ hour ahead of your scheduled examination time.
4. Examinations will be held at the Collegiate United Methodist Church in Ames.
5. The RIM Co-Directors will receive recommendations from the Examination Teams on topical conversations that would be beneficial in the Covenant Groups based on themes raised in the examination process. Additionally, with permission from the mentee, recommendation for further study or conversation will be shared with the mentee's clergy mentor.

**Check List for Provisional Elders, Provisional Deacons and Local Pastors\***

\*Full Time Local Pastors still in Course of Study

Date Started	Date Completed	Task
		Participate in Residency in Ministry Program until ordained (PE/PD) or until completion of Course of Study
		Meet with a Covenant Group (six times each year) Facilitators: 1. _____ 2. _____ Dates met: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
		Meet with Clergy Mentor (six times each year) Mentor's Name: _____ Dates met: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
		Annually attend the School of Ministry and obtaining minimum of 2.0 C.E.U. (Other C.E.U.'s could be considered. Refer to Strategy Three)
		C.P.E. (required for Associate Members and Provisional Elders and Deacons)
		Meet annually with Examination Team: Elders and Deacons – Conference level (be present <b>½ hour</b> before interview time) Full Time Local Pastors – District interview
		Complete assignment for yearly Conference or District Interview

***All Candidacy Requirements must be mailed to the Team Leader by January 8<sup>th</sup> of each examination year.***

**Check List for Provisional Candidates**

Date Started	Date Completed	Task
		Application for Ministerial Relationship Form Send to Examination Coordinator for the Board of Ordained Ministry
		Biographical form for clergy session Send to Director of Ministerial Services (postmarked by Jan. 8)
		Candidate Disclosure Form Send to Director of Ministerial Services (postmarked by Jan. 8)
		Medical Examination Report Send to Director of Ministerial Services (postmarked by Jan. 8)
		Recommendation Forms: Mail to Director of Ministerial Services (postmarked by Jan. 8)
		Competency Check List Mail to Director of Ministerial Services (postmarked by Jan. 8)
		Transcript of Record (College and Seminary) Mail to Director of Ministerial Services (postmarked by Jan. 8)
		Biographical Information Form with Picture Mail to Examination Team Director (postmarked by Jan. 8)
		A Videotaped DVD of your sermon with Bulletin Mail to Examination Team Director (postmarked by Jan. 8)
		Psychological test feedback Contact the Des Moines Pastoral Counseling Center for your Test and request that a copy be made available to the Examination Team Director by Jan. 8
		Written Work Mail to Director of Ministerial Services (postmarked by Jan. 8)

Examination Coordinator:  
 Scott Keele Kober  
 Solon UMC  
 122 N West St  
 Solon, IA 52333-8301

Lisa Larson, Director of Ministerial Services  
 Iowa Annual Conference; 2301 Rittenhouse  
 Street  
 Des Moines, IA 50321  
 Office: 515.974.8939  
 Cell: 515.988.7602

*All Candidacy Requirements must be mailed to the Team Leader by January 8<sup>th</sup> of each examination year.*

**Checklist for Ordination and Full Membership Candidates**

Date Started	Date Completed	Task
		Application for Ministerial Relationship Form Send to Examination Coordinator for the Board of Ordained Ministry
		Biographical form for clergy session Send to Director of Ministerial Services (postmarked by Jan. 8)
		Candidate Disclosure Form Send to Registrar for Director of Ministerial Services (postmarked by Jan. 8)
		Medical Examination Report Send to Director of Ministerial Services (postmarked by Jan. 8)
		Recommendation Forms: Mail to Director of Ministerial Services (postmarked by Jan. 8)
		Competency Check List Mail to Director of Ministerial Services (postmarked by Jan. 8)
		Transcript of Record (College and Seminary) Mail to Director of Ministerial Services (postmarked by Jan. 8)
		Biographical Information Form with Picture Mail to Examination Team Director (postmarked by Jan. 8)
		A Videotaped DVD of your sermon with Bulletin Mail to Examination Team Director (postmarked by Jan. 8)
		Written Work as guided by the 2008 Book of Discipline (Mail to Director of Ministerial Services (postmarked by Jan. 8)
		Certificate of C.P.E. Mail to Director of Ministerial Services (postmarked by Jan. 8)
		Clergy Mentor Report Forms - as instructed on the form
		Covenant Group Report Forms - as instructed on that form
		Other Examination Team Requirements
		Proof of attendance to the Iowa School of Ministry
		District Superintendent evaluation report (see strategy 4)

*All Candidacy Requirements must be mailed to the Team Leader by January 8<sup>th</sup> of each examination year. Refer to addresses for Examination Coordinator and Director of Ministerial Services on page 22 of RIM Handbook.*

## IOWA ANNUAL CONFERENCE RECEIPT OF RIM HANDBOOK

This form certifies that \_\_\_\_\_ has received and read a copy of  
the RIM Handbook.  
(Print name)

Participant \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

RIM group facilitator \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Facilitator: Please send a copy of this form to: (keep original for your files)

Lisa Larson; Director of Ministerial Services  
Iowa Annual Conference  
2301 Rittenhouse Street  
Des Moines, IA 50321-3101  
Office 515.974.8939