

Board of Ordained Ministry

Iowa Conference of the United Methodist Church

Guidelines for Written Materials

The written materials for provisional membership applicants will be typed; double-spaced, no more than 40 pages in length and should be submitted as PDF. **Handwritten materials will not be accepted, nor will single-spaced typed documents.** This work should reflect a graduate level ability. Please send one, unbound copy of this document to the Office of Ministerial Services by **January 8**. Please also have a copy for your reference during the examination.

Please include a table of contents and number your pages. Please write out the question you are answering and then follow the question with your answer; the content and presentation of these papers are to be of graduate level quality and reflect your growth in ministry since commissioning. It is time well-spent to ask your mentor or another colleague to proofread the papers for you.

If you have any questions, please address them to Lisa Steel or Rev. Scott Keele Kober.

Included in the 40 page limit:

1. **Autobiography:** Discuss your family, age, health, formative Christian experiences, call to ministry, hobbies, spiritual disciplines, plans for future ministry, work experiences, and any other pertinent information about you and your faith journey. (3-5 pages)
2. **Disciplinary Questions:** Please answer all of these questions thoroughly. Reflect on what these questions mean in your studies, in your ministry, and in your daily life.
 - A. **For Provisional Membership and Commissioning:** See ¶ 324.9, questions a) through p), pages 240 - 241 of *The 2016 Book of Discipline*.

NOT included in the 40 page limit:

1. Sermon: Write a sermon. Send a typed, double-spaced copy to the Office of Ministerial Services. Attach your scriptures. Include a note about the congregation to whom this sermon is directed. You have two options for your sermon:

A. Base your sermon on an issue currently affecting your community/congregation in which you select the scripture to fit the topic.

B. Begin with an Advent scripture(s) from the current year's lectionary and relate them to a current issue affecting your community/congregation.

We are looking for your ability to make the scripture relevant and applicable to daily life.

In addition to the written sermon, please post video of your sermon online and send the link to lisa.larson@iaumc.org, including the entire worship service in which it was preached, and email or mail a bulletin &/or Order of Worship for that service to the Office of Ministerial Services by **January 8**.

If you would prefer not have it viewable to the whole public, here's some information on YouTube video privacy settings:

<https://support.google.com/youtube/answer/157177?hl=en>. For a bit more security you could upload a video and set it as unlisted. Then provide the link and it could be shared with others without a need to have special accounts setup. It would be very unlikely for anyone to randomly guess the URL to the video. If using YouTube make sure the final video is in one of the formats listed here so it can be uploaded to YouTube:

<https://support.google.com/youtube/troubleshooter/2888402?hl=en>. There are lots of paid and free software that can convert videos to different formats in case they have video that isn't a supported type to upload. A good free piece of software that could be suggested is HandBrake, which works on Windows, Mac and Linux: <http://handbrake.fr>.

If you are a candidate for Deacon's orders, and do not preach, please call Rev. Scott Keele Kober to discuss how this requirement may be tailored to fit your ministry setting.

- 2. Lesson Plans:** Plan an outline for teaching a minimum of four sessions on a book or books of the Bible. Describe the age, social make-up of the class, size of group and purpose of class. Include copies of any handouts you would use. Include your bibliography for your students (appropriate to their age). Do not use prepared curriculum; write your own. **See suggested format for lesson plans (next page) for more instructions**

Remember to send a copy of this written work to

lisa.larson@iaumc.org

or

Lisa Steel, Office of Ministerial Services

2301 Rittenhouse Street

Des Moines, IA 50321

by January 8.

SUGGESTED FORMAT FOR LESSON PLAN

Remember: This is to be a study of a book or books of the Bible (e.g. Bible study on Hosea or on 1, 2, and 3 John) not a topical or thematic study. If you choose a larger book of the Bible, the four sections presented should be a cohesive, sequential unit (e.g. The Joseph cycle in Genesis or the Final Discourse in John). If you have questions, call the Area Lead for Practice of Ministry. (Lisa Steel, Director of Ministerial Services can provide you contact information)

Title of Class

Purpose of Class

Describe Class Members (Who is taking the course?)

Goal

General statements concerning what the teacher wants the students to achieve. Take in to account the age, level of background knowledge of the subject, ability to use the Bible, ability to articulate, answer and ask questions.
How is this Bible Study relevant to your current (or anticipated) ministry setting?

Objectives

These statements are measurable, achievable and specific statements on how to achieve the goal.

Consider the following:

1. What must students already be able to do before this lesson?
(Example: Have read the Book of John.)
2. What will students be able to do during the study?
3. What concepts have to be mastered to be successful?
4. How will students know they have learned and met your objective?

Materials needed:

Books, equipment, resources, pencils, paper, worksheets, blackboard, white board, markers, room set up, any other preparation necessary.

Include a Lesson Plan for each of your sessions (minimum of 4)

Lesson plans should lay out the "flow" of the class time. Be sure to include:

- The Goal for this session
- Opening Exercise/ice breaker
- The methods you will use (lecture, small group discussion, videos, etc.).
Provide all the questions you plan to ask.
If you plan to use a lecture format, provide the content of the lecture (may be done as an outline).
- Questions, exercises, or other content that connects the Scripture to our life today.
- Historical and theological context of the book studied.
- Concluding exercise or statement
- Assignments
- How you will evaluate the objectives for the session?
- Attach handouts and bibliography to the outline of the course for each session.

COMMON MISTAKES TO AVOID

- 1) Planning a topical study instead of a study on a book of the Bible
- 2) Not including the content of lectures