

Name: _____

RESIDENCY HANDBOOK

The materials in this book are based on the Disciplinary and Arkansas Conference requirements for a minimum two-year process for Resident Provisional Ministers.



**Arkansas Conference Board of Ordained Ministry
Residency In Ministry Program
Revised June 2014
Rev. Dr. Blake R. Bradford, Program Director**

**Current Information and Evaluation Forms are at
arumc.org/residency-in-ministry/**

RESIDENCY HANDBOOK

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RESIDENCY IN MINISTRY PROCESS

Arkansas Conference Board of Ordained Ministry Residency Team

Commissioned provisional ministers who:

- *have completed all educational requirements*
- *received a full time appointment (less than full time appointments are considered on a case-by-case basis)*
- *and are seeking full membership and ordination in the Arkansas Conference*

shall enter a Residency in Ministry (RIM) Process. It is the responsibility of the Board of Ordained Ministry to nurture and evaluate those persons who are provisional members of the Arkansas Annual Conference.

"The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world."

Together as United Methodists, we live out this mission. The Residency in Ministry process seeks to fulfill this mission by fulfilling the following goals:

1. *Provide the BOM with the evaluative tools necessary to gauge the effectiveness of provisional members seeking ordination and full connection.*
2. *Assist provisional members in their transition into ministry, guiding them into deeper fruitfulness and effectiveness in fulfilling the mission of the UMC and the Arkansas Conference.*
3. *Create opportunities for peer group learning and support among the residents.*

It is clear from studies of career stages that early patterns and attitudes become basic for a person's self-confidence and view of his/her ministry. Your way of understanding your vocation as a United Methodist Minister is created during this time, and research shows that it will last during the whole of your ministry. Some persons have been scarred by real or imagined failure during this period and never recover their confidence. The value of the Residency Process cannot be over-estimated. This is the time that you set habits, styles, and inclinations for a lifetime of ministry. Through the Residency Team, clergy mentors, and covenant peer groups, the Board of Ordained Ministry (BOM) offers provisional ministers a curriculum that supports the practice and work of their ministry as servant leaders, to contemplate the grounding of ordained ministry, and understand the covenant ministry in the life of the Arkansas Conference of the UMC. Successful completion of this process is a requirement for ordination as a deacon or elder in full connection in the Arkansas Conference.

In accordance with recent and existing General Conference decisions, residency is a 2-8 year process. The BOM expects that the average length of residency will be 3 years, but the new RIM process will not be designed with a 2-year or 3-year "default" calendar. Instead, the process will allow flexibility so that you, the resident, are assisted with the tools you need to transition into effective ministry as an ordained United Methodist minister in full connection. Also, it will allow the people of the BOM to have the evaluative tools we need to assess your effectiveness in ministry. **Two years of effective ministry in a single appointment as a Resident is the minimum time required to complete the Arkansas Conference Residency Process.** It is the responsibility of the Resident to complete assignments and be present at meetings and interviews.

Some notes from the Residency in Ministry Program Team:

We seek to serve Christ together. Our prayer is that this RIM Process will provide you with a rich experience as you transition into full-time ministry as a servant of Jesus through the ministries of the UMC.

If your appointment status is changed during the year between sessions of Annual Conference, it is imperative that you contact BOTH the RIM Program Director and Mentoring Supervisor in order that your peer group assignment and process be updated and your provisional residency status be determined. It is the resident's responsibility to keep the RIM Program Director informed of any changes of appointment.

A SHORT OVERVIEW OF THE RESIDENCY PROCESS

The BOM will assign sermons to be preached, Bible study outlines to be developed, and a Fruitfulness Project to be evaluated. Throughout the program, residents are assessed as to their gifts, readiness and effectiveness in ministry. This RIM process is coordinated and supervised by the Residency Team of the Conference BOM and shall be in full accordance with the disciplinary requirements and such other requirements as deemed necessary by the Annual Conference (2012 Discipline, ¶326).

The requirements of the RIM Process are derived from both *The Book of Discipline of the United Methodist Church* and the rulings of The Arkansas Annual Conference. In addition to the mandates of the general church, the conference requires complete participation in its own RIM process under the supervision of the Residency Team of the Conference BOM. The Chairpersons of the Residency Team will communicate annually with the BOM concerning the progress of the Resident. The Residency Team of the BOM has designed a program of peer groups, evaluations, retreats, and other requirements, which must be completed by the Resident. The process requires the Resident to actively participate in illuminating, evaluating, and reflecting on the practice of ministry and the disciple-making mission of the United Methodist Church. The Resident must attend all meetings and produce all paperwork on time. Successful completion of the residency program and its assignments is the responsibility of the Resident.

The RIM program is comprised of three primary elements:

1. A multi-day summer retreat organized in partnership with the Center for Clergy & Laity Excellence in Leadership

A requirement is attendance at an annual summer retreat, a time of peer learning, spiritual/vocational formation, and discernment.

2. Small Residency Covenant Peer Groups (5-7 residents + 2 mentor/facilitators) that will meet 6-8 times a year

One purpose of the Residence Process of the Arkansas Annual Conference is to surround each Residency Member with supportive caring groups. One of the groups is a Covenant Peer Group (CPG). Provisional members are expected to participate in the CPG “to support the practice and work of their ministry as servant leaders, to contemplate the grounding of ordained ministry, and to understand covenant ministry in the life of the conference” (2012 Discipline, ¶326).

3. Assignments and Annual Board of Ordained Ministry Interviews

By January 31 of each year, materials are due to the Board of Ordained Ministry Administrator in preparation for the yearly interview/retreat with the BOM. Some basic assignments include:

- In the first year, a biblically based sermon that includes in its content the Wesleyan view of prevenient grace and a Bible study curriculum and lesson plan on Luke are due.
- In the second year, a Fruitfulness Project (§330 and §335) that demonstrates fruitfulness in carrying out the church's mission of "Making Disciples for the Transformation of the World" is required.
- In the third through eighth year, written assignments are given by the BOM
- In the year seeking ordination (year 2 – year 8), answers to the doctrinal questions required for conference membership (2012 Discipline, §330.5.a-c for deacons and §335.8.a-c for elders) are due.
- Every year, evaluation forms from your SPRC (or Agency Board/Personnel Committee), senior pastor/supervisor (if applicable), mentor facilitators, and your District Superintendent are due.

Specific details on all of these and other requirements are found throughout this handbook. It is the responsibility of the Resident to be sure that all these elements are completed and on time. The focus of the residency process is the work of ordained ministry and reflection on the practical aspects of being a servant leader in the United Methodist Church. At this stage of provisional membership, ministerial effectiveness and fruitfulness are the focus of the BOM and the Residency Team. The Resident will reflect on his/her own ministry using the feedback from the Covenant Peer Group, the mentor facilitators, the SPRC, the Residency Team, the DS, and other concerned parties.

RESIDENCY REQUIREMENTS AND RESPONSIBILITIES

Some notes for all written assignments:

- Use the following digital title process for pdf file names:
Lastname.firstname.assignment.year.pdf.
For example: Doe.Jane.Sermon.2016.pdf
- Format on letter sized 8.5x11.
- Please use Times New Roman (or similar) 12 pt. font and single space with one inch margins
- Include your Name & Page Number on each page (Use the “footer” or “header” function for this)
- The year of the residency program (1st, 2nd, 3rd... 8th) and a description of the assignment at the top of the first page or the assignment.
- Send e-mail attachments using ONLY the PDF formats.
- Assignments submitted incorrectly may make it impossible for the BOM to distribute the assignment to readers, and therefore may require resubmission.

In order to assist the Resident in acquiring “how-to skills” and holy habits in full time ministry and meet all the requirements for reception into membership in full connection and ordination, the Resident is charged with the following responsibilities:

1. Covenant Peer Group:

One purpose of the Residence Process of the Arkansas Annual Conference is to surround each Residency Member with supportive caring groups. One of the groups is a Covenant Peer Group (CPG). These covenant groups can help the Resident face the possibilities and challenges of ordained ministry and his/her growth in that ministry. It is composed of 5-7 residents + 2 mentor/facilitators, which will meet 6-7 times a year. It is required that the Resident meets regularly and participates actively with their CPG. Groups are based geographically around the state. Due to budget restraints, the annual conference cannot pay expenses for these events. Therefore, you should budget travel costs into your own professional expense agreements at your church/ministry setting. Every year, Residents are assigned a group and two mentors/ group facilitators.

Mentor/facilitators:

- Members in Full Connection
- Lead and guide the peer groups

Peer Group goals will include:

- Forming ministerial identity
- Formulate ministry goals
- Working with congregation members & conflict management
- Addressing ministerial effectiveness issues, using case studies & conversations
- Spiritual formation and peer relationship
- Sharing best practices and assess each others' written BOM assignments

2. A multi-day summer retreat organized and funded in partnership with the Center for Clergy & Laity Excellence in Leadership

To attend an annual summer retreat, which is a time of learning and spiritual/vocational formation and discernment. The objective of the retreat is to encourage and equip residents for fruitfulness in carrying out the mission of the UMC and the Arkansas Conference.

Topics and goals will rotate through subjects such as:

- Orientation on Arkansas Conference basics, culture, mission and administration
- Seeking fruitfulness and mission-minded outcomes
- Forming ministerial identity
- Leadership, teamwork, & planning for servant leadership
- Healthy living and clergy family concerns
- Working with congregation members & conflict management
- Money matters: congregational stewardship & clergy financial planning
- Spiritual formation and peer relationships

3. Resident's Annual Ministry Goals: The Resident will formulate Annual Ministry Goals early in his/her experience that will be refined in the ministry context and in the Resident's Covenant Peer Group. The focus of this process is the Resident's development of his/her own ministry goals in the resident's ministry context. Ministry goals are not designed to be a comprehensive plan for every aspect of ministry. Directions to create S.M.A.R.T. ministry goals can be found in this handbook. Each Resident's will bring a draft of her ministry goals to the Covenant Peer Group, after which the resident will e-mail the plan to the BOM Administrator (BOM@arumc.org) and the RIM Program Director (BOMresidency@arumc.org) by January 31.

4. Teaching a Bible Study: Plan a teaching outline of the Gospel of Luke. This assignment (§330.4.4 and ¶335.3.6) includes:

- 1-2 page curriculum overview/outline/syllabus of your entire Study for the Gospel of Luke
- 3-5 page sample lesson plan from a particular session of your overview/outline

Be creative, this may be organized thematically, by chapter, etc. The whole Gospel does not have to be covered. For instance, you could write a study on *Jesus and the Poor in Luke* or *Luke's Parables* or the *Sermon on the Plain*. Again, be creative! Each Resident's Bible Study teaching outline & lesson plan is e-mailed to the BOM Administrator (BOM@arumc.org) and the Program Director (BOMresidency@arumc.org) by May 15 of your first year in residency.

5. Sermon: Written sermon(s) are submitted to the BOM. In the first year, a biblically based sermon that includes in its content the Wesleyan view of prevenient grace is due. For the video, please record the full worship service to show the Resident's leadership in worship. Additional sermons may be required by the BOM and are often assigned as additional assignments (See #12 below).

The resident will e-mail the written sermon and mail one copy of the DVD to the BOM Administrator (BOM@arumc.org) and e-mail the written sermon to the RIM Program Director (BOMresidency@arumc.org) by January 31.

The resident is responsible for making copies of the DVD video format. If a technical glitch occurs with recording, please notify the Chair of the Residency Team for options. If you are an outline or “no notes” preacher, please transcribe your sermon after it is preached so that the board will have the full text, (*edited for grammar and reading*).

Some advice for sermons written for the BOM: A common mistake is for the resident to create a sermon that is so technical in its Biblical exegesis that the resident’s own voice is overshadowed. The Board wants to hear your voice in your sermon to your congregation. Please don’t make any dramatic stylistic or delivery changes for the sermons sent to the BOM. Making dramatic changes in your personal style or presentation just for videotaped sermons for the Board will make you nervous and will not reflect your true preaching style.

Advice for video recording: Some residents video a few sermons for practice to get used to being recorded and to work out technical issues with filming. Please film some sermons ahead of time to check for sound levels (for example, an attached microphone in the back of the room will NOT pick up your voice) and position. An unusable video or a video of a sermon not before a congregation may be grounds to refuse your assignment.

6. Fruitfulness Project for Elders and Deacons

To further the mission of making disciples of the Jesus Christ for the transformation of the world, second year residents shall report on a significant disciple-making initiative they have led during their time as a Provisional Member of the Arkansas Conference so that fruitfulness in ministry can be better evaluated. This is a new Disciplinary Requirement in the 2012 Discipline. While we have designed this requirement to be completed in the second year, all residents seeking ordination, regardless of commissioning date, must complete a fruitfulness project to be considered for Full Connection.

The format for the Fruitfulness Project is a video (10-15 minutes max) and written report (under 15 pages, plus appendix) that demonstrates fruitfulness in carrying out the church’s mission of “Making Disciples for the Transformation of the World”.

This initiative may have been something similar to the following:

- Launching a new worship service or satellite ministry.
- Launching a major outreach project to address a social justice issue.
- Beginning ‘home’ groups to reach un-churched persons.
- Organizing and leading a mission trip.
- Initiating a divorce recover ministry.
- Leading a long-term Bible study, targeting a new population.
- Designing new ‘Inviting’ ministries.

- Starting a new member class where persons were intentionally led to a profession of their faith and were integrated into the life and work of the congregation.
- Leading a confirmation class from start to finish.
- Directing a major musical or theatrical production in which the public was invited to participate.
- Starting a new music ensemble for potential new Christians.

PROPOSAL:

Written approval of your concept is needed from a member of the Residency Leadership Team by October 1. There is a form online to submit your proposal.

1. What is the vision for this initiative?
2. How will it demonstrate fruitfulness in carrying out the church’s mission of “Making Disciples for the Transformation of the World”
3. What are the expected outcomes?

FINAL REPORT:

Submit a video (10-15 minutes max) and written (under 15 pages, plus appendix) Fruitfulness Project report to the BOM. Following completion of the project, the resident will e-mail a PDF of the written report, with appendices of documentation (lesson plan, handouts, etc.) to the BOM Administrator (BOM@arumc.org) and RIM Program Director (BOMresidency@arumc.org) and mail a DVD of the video to the BOM Administrator (BOM@arumc.org) by January 31.

The Final Report, Due on January 31 of your second year, should share responses to the following questions and statements:

1. What was the vision for this initiative?
 - Why did you decide to initiate this particular ministry?
 - How did you determine and communicate the vision?
 - How did the Bible or other theological resources guide your effort?
2. How did this project show fruitfulness in disciple-making? Provide specific examples of fruitfulness for this initiative.
 - How many new disciples were made?
 - How many professions of faith occurred as a result of this ministry?
 - How is this ministry being sustained today?
 - How did those participating grow in their discipleship?
 - How did this initiative impact the mission field?
3. How did you ground your initiative theologically? How did you integrate theology with practical ministry?
4. Describe how you and your leaders reached out to the community, and especially to persons not currently involved in a faith community, including guest follow-up.
5. What was your role in this ministry?
 - What was your budget for this initiative? How did you fund this ministry?
 - How did you engage and partner with leaders in the initiative? How did you train and equip them? What resources did you use to equip your leaders? How did you foster spiritual growth in your leaders?

6. Describe how you evaluated yourself and provided feedback to the other leaders involved in the ministry.
 - What mistakes did you make and what did you learn from these mistakes? How did you celebrate the successes and debrief the mistakes? What specifically would you do differently if you were to teach or lead this again?
 - How did you and your leaders grow as disciples and in your ability to make disciples?
 - How are you a different disciple and servant leader now than you were before?
 - How did you grow spiritually?
 - What did you learn overall from this initiative about making disciples?

Adapted from Board of Ordained Ministry, North Texas Conference of the United Methodist Church. "Making Disciples Project."

7. Doctrinal Questions: In the year seeking ordination and full connection, the Resident will answer the Full Connection doctrinal questions from the 2012 *Discipline*, ¶330.5.a-c for deacons and ¶335.8a-c for elders. Please be sure you are answering the correct question set.

- Print the question before each answer. A suggested rule of thumb is an average of one page per question, although some answers will require more. Please single space with 1 inch margins and follow all the formatting and submission requirements for written assignments.
- The resident will e-mail a PDF of the Disciplinary Questions & Answers to the BOM Administrator (BOM@arumc.org) and the RIM Program Director of the (BOMresidency@arumc.org) by January 31.

Some advice for writing your Disciplinary Doctrinal Questions: Unlike the questions you completed for commissioning, this set of questions centers on your effectiveness, fruitfulness, and experience in ministry. Please be sure to make your answers a reflection on your experience in ministry and not simply an academic treatise.

8. Evaluations: The ministry assessment process is rooted in Wesleyan theology that is grace-filled and built upon covenantal relationships and disciplines. The ministry assessment process assists the Resident in reflecting on the consistency (or inconsistency) between his/her beliefs and his/her practice, provides feedback in a manner that encourages and supports learning from experience, extends care to Residents as they gain new insights from failures, and celebrates growth. The process holds Residents accountable for demonstrating fruitfulness and keeping commitments made in covenant with the community of faith. As such, the ministry assessment process involves the self- evaluation of the Resident and the annual evaluations of the Resident by the District Superintendent, local church SPRC, Senior Pastor or Supervisor (if applicable), and peer group mentors. If the Resident is serving in a ministry setting beyond the local church, then the Resident **shall** contact the Residency Program Director for alternate evaluation instructions. Residents serving outside the local church or outside the Arkansas Conference boundaries are responsible for preparing any alternate arrangements between the RIM program and district superintendents and/or employers.

The evaluation process gives the Resident some much-needed feedback on how others see him/her in comparison with how he/she sees him/herself. These evaluations are used by the BOM as it gauges the effectiveness of the resident. A video produced by the conference will train your SPRC on the requirements of the program and on how to do evaluations. Please watch this online video early in your tenure.

All evaluations are submitted electronically via forms on the Arkansas Conference Website (<http://arumc.org/residency-in-ministry/>). Worksheets to prepare for the evaluation are located in this Handbook, but please do not mail the worksheets.

Evaluations are due January 31, and it is the responsibility of the Resident to make sure all parties complete their evaluations.

9. Board of Ordained Ministry Spring Interview

Each year, the BOM will interview continuing residents and residents seeking Full Connection. Small team, Division and full BOM interviews may be used. In order to explore the effectiveness of the resident in ministry, verbal responses to questions and materials such as Assignments, Disciplinary Questions & Answers, Evaluations, psychological assessments, health reports, background checks, academic records, and other documentation are included as topics of discussion. At issue for the BOM is determining the Resident's effectiveness and fruitfulness in ministry.

10. Health and Psychological Examination; Criminal Background/Credit

Checks: In keeping with provisions of the *Discipline* and the policies of the Arkansas Conference, the BOM may, at any time, require a candidate to take an additional physical examination, additional psychological testing/counseling, and/or updated background/credit checks.

11. Application for Orders and Full Connection: The Resident will download an application for full connection and deacon/elder's orders from the Conference Website (www.arumc.org). This application is submitted to the Administrator of the BOM at the Conference office by **October 1** in the year before the Annual Conference in which you seek ordination. A Supervisory Recommendation (2012 Discipline, ¶330.1.a and ¶335.1.a; 2013 ARUMC BOM Policy) is required to be submitted by the Resident's District Superintendent and the Cabinet by **November 1** in the year before the Annual Conference in which you seek ordination.

12. Additional Assignments from the BOM:

The Board of Ordained Ministry may, at the Board's discretion, direct residents to repeat a residency year's assignments, require additional assignments, and /or complete additional years of residency. The goals of such assignments are to assist residents in the transition into full-time ministry and to determine call, fitness, readiness, and effectiveness in United Methodist ministry.

Please submit additional written assignments to the BOM Administrator (BOM@arumc.org) and the RIM Program Director (BOMresidency@arumc.org) by January 31. (OR OTHER DATE AS ASSIGNED)

THE COVENANT PEER GROUP:

The Covenant Peer Group is an official extension of the Residency in Ministry Program. Each resident is assigned by the BOM to a Covenant Peer Group (CPG). Each group will have 5-7 residents and two ordained members in full connection acting as mentor/facilitators.

The Covenant Peer Groups have both a spiritual formation element and colloquium element. The BOM, through the Residency Team and Covenant Peer Group, offers support to the Resident Provisional in reflecting upon the ministry he/she is doing. This kind of counsel is not the same as Circuit Elder Meetings, where the ministry context is the focus. Neither is it the same as Clinical Pastoral Education with its controls and limits. It is not a therapy group or a consulting group. While mutual support is part of the style and nature of the group, a covenant group is not simply a support group. Each participant uses the group to help reflect on his or her identity, roles, and authority in the clergy office to which he or she is appointed. Residents reflect on the grounding of ordained ministry and consider covenant ministry in the life of the annual conference. Participation in a covenant peer group during the Residency Program is part of the process of vocational discernment. For those who proceed into ordained ministry, it forms habits and practices of accountable covenant ministry that will continue through their participation in the Order of Deacons or the Order of Elders.

Covenant Peer Group (CPG), functions in the following ways:

1. To help the Resident meet the requirements for full conference membership
2. To enable the Resident to make the transitions in ministry with support and guidance
3. To enhance the Resident's vocational discernment with critical reflection on the use of authority
4. To encourage the Resident to examine the issues of effectiveness in ministry with regard to his/her own performance
5. To urge the Resident to seek spirituality through the fellowship with God, Jesus Christ, and the Holy Spirit
6. To give opportunity for each resident to reflect on the meaning and purpose of the Orders of Elder and Deacon
7. To assist the Resident and the BOM in providing appropriate feedback concerning the resident's effectiveness and fruitfulness in ministry

Each group will take on its own character and style, and that identity will change every year due to members and mentors moving, members completing residency, and new members beginning residency. Therefore, the groups will be recreated and reconstituted every summer. The Residency Team will attempt to make group assignments relate to geographical groupings so as to keep travel times and costs down.

Mentor-Facilitators

In the Arkansas Conference, the BOM has chosen to use the mentoring within groups (the Covenant Peer Group) as the method of providing clergy mentors to residents. Two mentor-facilitators are assigned to every CPG, and they will share duties as a group facilitation team. A mentor helps to create a safe place for the members of the group to share and explore their call, roles, and vocational office. To have a positive group process, it is vital that the mentor be at ease with group processes and be clear about his or her role in these processes. The mentor-

facilitator is not a “fix-it” person for group members. Nor should a mentor be expected to be an expert in every issue of ministry. The role of the mentor is to help group members focus on issues of role, authority, and office. Mentors help group members to reflect theologically about their ministries and to talk about the struggles, anxieties, and joys of ministry. Mentors may contact the RIM Mentoring Supervisor any time throughout the year for backup support, questions, or assistance. Backup support should be shared with the group and the meaning of confidentiality clearly defined.

Spiritual Formation in the Group

Spiritual formation in the group begins with members telling about their call, vocation, spiritual disciplines, and authority. The prayer, worship, and ritual practices of the group deserve attention and preparation. The whole group should make the decision about these practices, not just the mentor-facilitator. Usually, the facilitator team will lead worship and prayer during the first session and then allow the residents to rotate leadership the rest of the year. As part of “Check-in” a form of Wesley’s question: “How goes it with your soul?” will be asked. How are you really doing? What pains and burdens are you carrying today? How can the group pray for you today?

Typical CPG Meetings

The Covenant Peer Group will meet 6-8 times a year. The CPG Facilitation Team will determine the schedule and advise the CPG members of the schedule and location of the meetings. It is the hope of the Residency Team that meetings will rotate among the CPG members’ ministry settings so that the ministry context of fellow CPG members may be visualized. CPG meetings will generally last 3-4 hours and may include a fellowship meal.

Basic meeting pattern:

- *Devotions rotated among the residents*
- *Check-in and “how goes your soul” time*
- *Sharing and Study on effectiveness and fruitfulness using a common book*
- *Share any questions about assignments*
- *Before close, the Mentor will set up the schedule and details for the next session*
- *Close by sharing prayer requests and praying for one another*
- *Include a communal meal of some sort before or after the meeting: Dutch treat at a restaurant, brown bag, or provided by the host church – this is an important fellowship opportunity*

Annual Schedule of CPG Meetings

July (Retreat)	Welcome Ground rules & organization, Share time (call to ministry & current appointment);
August	Begin Book Study Ministry Goals and Fruitfulness Project Thoughts
September	Continue Book Study
October	Continue Book Study & Share Questions about BOM Assignments <i>(don’t forget to Fill out Form AR105 – “Application for Clergy Relationship to the Annual Conference” by October 1 to be on the ordination interview list)</i>

November Continue Book Study & Share Questions about BOM Assignments

Early January Share Final Questions and Share about BOM Assignments
(Sermons, Discipline Questions, Fruitfulness Projects)
Discuss SPRC/Ministry Setting Evaluations
Discuss & prepare for BOM interviews scheduled for the Spring

January 31 is the due date to submit BOM materials to the conference office, including all assignments, evaluations, and the Facilitator/Mentor's Evaluation

The BOM Spring Interviews for all Residents are usually held in February or early March.

April and/or May Conclude Book Study and Share Bible Study Assignments

Mentor Team Evaluation

Annually, the mentor facilitation team will complete an online evaluation of each resident assigned to their group and submit it to the Residency Team Co-Chair (see sample below) before January 31. Mentors-Facilitators will team together to produce a single evaluation for each resident.

Additionally, if a resident is struggling or wishes a delay in the RIM program, mentors should immediately contact the RIM Program Director and Mentoring Supervisor so that a proper response can be implemented.

SAMPLE EVALUATION

EXPECTATIONS: The BOM does not expect a comprehensive evaluation of the Resident's effectiveness in the ministry context. Mentoring groups are not designed to produce such information. However, please let us know how the resident was involved in CPG meetings, and what fruitfulness was reported by the Residents. Also, if you have "red flag" concerns, please let us know in the comments section at the end of the evaluation so these issues may be addressed during the BOM Interview process.

1. CPG Attendance:

Did the resident attend all Covenant Peer Group Meetings?

YES

NO, however notice and explanation **was** given to the Facilitation Team

NO, and **NO** notice or explanation was given to the Facilitation Team

2. In what ways did you see fruitfulness & effectiveness in the ministry of the Resident?

3. Participation & Assignment Completion:

Did the resident participate & complete ALL assignments to the Facilitation Team's satisfaction?

Yes

No, see comments below

4. Any concerns?

Do you have any concerns for which the BOM Interview team needs to be aware?

No

Yes, see comments below:

CREATING ANNUAL MINISTRY GOALS

In your years of residency in the Arkansas Annual Conference, the BOM attempts to provide an atmosphere in which each Resident is surrounded with valuable resources for growth in ministry. A central part of this process is the development of annual ministry goals. The particular process that we advocate is much more than a “to do” list. It is more than a checklist of things to accomplish. Rather it is a process designed to provide clarity of calling and focus for ministry. Each Resident is encouraged to take this goal-creation process seriously as a means to more faithful and fruitful ministry.

Goals provide: Purpose → Direction → Alignment

Performance Goals focus a staff member on the priorities of the congregation. They are outcome statements. They provide the staff member with direction about how to channel their energy, encouraging the staff member to grow their area of work in defined and targeted ways over the next six-twelve month period, in accordance with the overall strategy of the congregation. To be effective, performance goals must be specific, measurable, attainable, relevant, and time bound. Two to three performance goals are plenty. Remember that the performance goals help to sharpen focus and energy, and align with the contextual mission of the congregation/agency. Finally, make certain that your goal passes the “so what” test. A reasonable person reading the goal should understand why the goal has inherent worth and how it will advance the mission of the congregation.

Specific: Goals must be easily understood. They must tell precisely what the resident will accomplish

Measurable: Goals must be measurable or observable (on some level) so that there is clarity about whether the staff member has been successful or not in reaching the goals. Measurable and observable isn't necessarily the same thing as quantifiable; be creative in the measures that you define.

Attainable: Goals must not be too difficult or too easy. If the goal is too challenging, the employee may become frustrated. A goal that is too easy won't prompt any changes in behavior.

Relevant: Your goals as a resident must be congruent with the overall goals of the congregation/agency.

Time bound: Goals must be bound by specific time parameters and deadlines for completion.

(From Rev. Susan Beaumont, Alban Institute, Stepping up to Staffing)

EVALUATION OF RESIDENTS

The BOM and Evaluation

On behalf of the Arkansas Annual Conference and in accordance with *The Discipline of the United Methodist Church*, it is the duty of the Board of Ordained Ministry to determine candidates' and residents' fitness, readiness, effectiveness, and fruitfulness in United Methodist ministry. This evaluation is ongoing throughout the residency process, with the CPG and the assigned mentors being extensions of the BOM.

The Evaluation Process:

The local SPRC, a resident's Senior Pastor or Supervisor (if applicable), the assigned Mentors, and the District Superintendent will evaluate the resident's effectiveness in January of each year of his/her Residency. The evaluation process gives the Resident some much-needed feedback on how others see him/her in comparison with how he/she sees him/herself. The Resident is also asked to complete a self-evaluation. These evaluations are used by the BOM as it gauges the effectiveness and fruitfulness of the resident.

The Evaluation Forms:

Included In this Handbook are several Evaluation Worksheets. The actual forms to be submitted are online:

- **Staff-Parish Relations Committee**

Often, the evaluation for the BOM is completed at the same time as the consultation form for the District Superintendent

- **Senior Pastor or Institutional Supervisor (if applicable)**

- **District Superintendent Evaluation Form**

It is the responsibility of the resident to make sure the DS submits the evaluation. You may want to supply the DS with a copy of the attached worksheet ahead of time. Since the BOM form is due on January 31, many residents get this worksheet to their DS before consultation, so that the DS may fill it out as part of the consultation preparations.

- **Self Evaluation Form**

Every year, the resident shall complete and send in a self-evaluation describing growth and challenges over the last year and plans for continued growth in the future.

It is the responsibility of the Resident to get all evaluation forms submitted electronically to the Chairperson of the Residency Team.

ALL EVALUATION FORMS ARE TO BE SUBMITTED BY JANUARY 31

All evaluations will be submitted electronically via a form on the Conference Website at

<http://arumc.org/residency-in-ministry/> .

SPRC / PPRC Senior Pastor Evaluation Worksheet

Resident's Name _____ Date _____

Current Year in Residency First Second _____

SPRC INSTRUCTIONS:

The Resident is to collaborate with the SPRC on ministry goals. The whole committee fills out this worksheet as a group, and then, following the meeting, the SPRC Chair or a designated representative may submit the electronic form to the Residency Team of the Conference BOM. The due date is January 31. You may send a letter or documentation to BOMresidency@arumc.org if you believe it will assist the BOM in its process.

SUPERVISOR / SENIOR PASTOR INSTRUCTIONS:

Please submit to the Conference BOM by January 31.

1. Please note 3 or 4 areas in which you believe that the Resident is particularly effective in ministry:

- Preaching and leading worship
- Clear articulation Wesleyan theology
- Teaching the Word and engaging people in study
- Outreach to the community (Missions)
- Empowering and equipping others for ministry
- Leadership and vision for the ministry setting
- Interpersonal Relationship / Teamwork (Laity & Staff)
- Personal faith/spiritual formation
- Connectional ministries
- Emotional & Spiritual Maturity
- Writing and Communication
- Conflict resolution
- Pastoral care
- Evangelism
- Self-Care and Balanced Ministry & Family Life
- Administration
- Other: _____
- Other: _____

Specifically:

2. What areas still need to be addressed in the life and ministry of the Resident (growing edges)?

- Preaching and leading worship
- Clear articulation Wesleyan theology
- Teaching the Word and engaging people in study
- Outreach to the community (Missions)
- Empowering and equipping others for ministry
- Leadership and vision for the ministry setting
- Interpersonal Relationship / Teamwork (Laity & Staff)
- Personal faith/spiritual formation
- Connectional ministries
- Emotional & Spiritual Maturity
- Writing and Communication
- Conflict resolution
- Pastoral care
- Evangelism
- Self-Care and Balanced Ministry & Family Life
- Administration
- Other: _____

Specifically:

3. What ministry goals did the SPRC (and/or Senior Pastor) and DS set in consultation with your resident at the beginning of the year? How effective was the resident in progressing on or completing the annual ministry goals?

4. How has the resident displayed fruitful ministry in making disciples of Jesus Christ for the transformation of individuals, communities, and the world?

5. Please share any additional information you think would be helpful to the Board of Ordained Ministry as it assesses the resident on her/his gifts and effectiveness in ministry:

THIS WORKSHEET MAY BE KEPT FOR YOUR RECORDS

SUBMIT EVALUATION ELECTRONICALLY FROM THE CONFERENCE WEBSITE at
<http://arumc.org/residency-in-ministry/>

For Questions, please contact Dr. Blake Bradford, Co-Chair of the BOM's Residency Team at
bomresidency@arumc.org.

DISTRICT SUPERINTENDENT RESIDENT ANNUAL EVALUATION WORKSHEET

RESIDENT'S NAME: _____ DATE: _____

Evaluation Process:

The Resident is to provide the District Superintendent with this form and a copy of his/her Plan for Ministry. This worksheet mirrors the questions on the electronic evaluation form located on the Conference Website at <http://arumc.org/residency-in-ministry/>

Please submit the electronic form to the Chairperson of the Residency Team of the Conference BOM by January 31. You may also attach a letter or documentation to BOMresidency@arumc.org if you believe it will assist the BOM in its process. In December or early January, the BOM will send a link to the electronic evaluation form. Please contact Dr. Blake Bradford at the above e-mail for questions.

Your honest, prayerful consideration in the Evaluation is essential to its success. Please take a few moments to consider each question, and please be specific.

1. How have you observed the Resident in the practice of ministry?

2. What are some areas that you would view as the resident's strengths?

3. What are some areas you believe the resident will need to grow in her/his ministry?

4. How has the resident, in her/his appointment, displayed fruitful ministry in making disciples of Jesus Christ for the transformation of individuals, communities, and the world?
Please also include any information that impacts effectiveness, such as the town has reduced in population dramatically OR the congregation has been healing from conflict

5. Please outline any comments or concerns you think would be helpful to the BOM as it reviews and evaluates the resident:

Recommendation:

As of date submitted, what is your status recommendation to the BOM?

(check all that apply)

- I recommend the provisional resident for Full Connection *(this category is only for those provisional members who have applied for a change in status)*
- I do not recommend Full Connection at this time because of the concerns listed above in #5. *(this category is only for those provisional members who have applied for a change in status)*
- I recommend Continuance of Provisional Membership for another year.
- I recommend Discontinuance of Provisional Membership

Cabinet concurrence with DS evaluation & recommendation:

**THIS WORKSHEET MAY BE KEPT FOR YOUR RECORDS
SUBMIT EVALUATION ELECTRONICALLY VIA THE CONFERENCE WEBSITE at
arumc.org/residency-in-ministry/**

RESIDENT'S SELF-EVALUATION WORKSHEET

Resident's Name: _____ Date _____
Current Year in Residency First Second _____

*This worksheet mirrors the questions on the electronic evaluation form located on the
Conference Website at <http://arumc.org/residency-in-ministry/>*

*This evaluation is filled out by the Resident after the SPRC meets for its RIM Evaluation Session.
The Resident submits it by January 31.*

- 1. What have you learned about yourself during this year of residency? How did you grow spiritually and as a disciple?**

- 2. How have you displayed fruitful ministry in making disciples of Jesus Christ for the transformation of individuals, communities, and the world?**

- 3. Briefly describe some ministry challenges you have experience in the last year. How have you grown in the practice of ministry?**

- 4. In what ways do you intend to grow in your effectiveness and fruitfulness in the coming year?**

- 5. Please share any additional information you think would be helpful to the Board of Ordained Ministry:**

Ordination & Full Connection Primary Requirement Checklist

First Year

- Jan 31 Complete Educational Requirements and Begin Residency
- July Summer Retreat

- August 31 Watch training video with SPRC/Senior Pastor/Supervisor
- Aug/Sept Begin attending Covenant Peer Group
- Jan 31 Sermon #1 (Elders & Deacons)
- Jan 31 Ministry Goals
- Jan 31 Online Evaluations Submitted: Self-Evaluation, District Superintendent, SPRC/Supervisor, Peer Group Mentors
- Jan 31 *or as directed* Any Additional BOM assignments
- March BOM Spring Interviews

- May 15 Bible Study/Lesson Plan on Luke

2 Year Seeking Full Connection Plan:

Minimum 2 years in Effective Ministry in One Appointment as a Resident

- July Summer Retreat

- August 31 Watch training video with new SPRC members/Senior Pastor/Supervisor (if applicable)
- Aug/Sept Begin attending Covenant Peer Group
- Oct 1 Application for Ordination & Full Connection (Form 105)
- Oct 1 Submit Fruitfulness project proposal
- Nov 1 Supervisory Recommendation from DS and Cabinet
- Jan 31 Fruitfulness Project
- Jan 31 Ministry Goals (updated)
- Jan 31 Discipline Questions (Elders ¶335.7a-c; Deacons ¶330.5a-c)

- Jan 31 Online Evaluations Submitted: Self-Evaluation, District Superintendent, SPRC/Supervisor, Peer Group Mentors
- Jan 31 *or as directed* Any Additional BOM assignments
- Satisfy the BOM re: physical, mental, and emotional health
- February BOM Spring Interviews

2 Year Continuance Plan:

Minimum 2 years in Effective Ministry in One Appointment as a Resident required for Full Connection

- July Summer Retreat

- August 31 Watch training video with new SPRC/Senior Pastor/Supervisor (if applicable)
- Aug/Sept Begin attending Covenant Peer Group
- Oct 1 Submit Fruitfulness project proposal
- Jan 31 Fruitfulness Project
- Jan 31 Ministry Goals (updated)
- Jan 31 Online Evaluations Submitted: Self-Evaluation, District Superintendent, SPRC/Supervisor, Peer Group Mentors
- Jan 31 *or as directed* Any Additional BOM assignments
- Satisfy the BOM re: physical, mental, and emotional health
- March BOM Spring Interviews

3rd Year or more Full Connection Plan:

Minimum 2 years in Effective Ministry in One Appointment as a Resident required for Full Connection

- July Summer Retreat

- August 31 Watch training video with new SPRC/Senior Pastor/Supervisor (if applicable)
- Aug/Sept Begin attending Covenant Peer Group
- Oct 1 Application for Ordination & Full Connection (Form 105)—***If seeking Ordination***
- Nov 1 Supervisory Recommendation from DS and Cabinet—***If seeking Ordination***
- Jan 31 Discipline Questions (Elders ¶335.7a-c; Deacons ¶330.5a-c) ***If seeking Ordination***
- Jan 31 Ministry Goals (updated)
- Jan 31 Online Evaluations Submitted: Self-Evaluation, District Superintendent, SPRC/Supervisor, Peer Group Mentors
- Jan 31 *or as directed* Any Additional BOM assignments
- Satisfy the BOM re: physical, mental, and emotional health
- Feb or March BOM Spring Interviews

PRIMARY BOM PROVISIONAL ASSIGNMENTS

Please include for all written assignments:

- Title the document as lastname.firstname.assignmenttitle.year: *Doe.Jane.Sermon.2015.pdf*
- Format on letter sized 8.5x11.
- Please use Times New Roman (or similar) 12 pt. font and single space with one inch margins
- Your Name & Page Number on every page (Use the “footer” or “header” function for this)
- The year of the residency program (1st, 2nd, 3rd... 8th)
- A description of the assignment at the top of the page
- The Resident will send an e-mail PDF attachment of the written documents and one copy of DVDs to the BOM Administrator (BOM@arumc.org) at the conference office and PDF of written documents to the Co-Chair of the Residency Team (BOMresidency@arumc.org)
- Send e-mail attachments using ONLY the PDF format

Resident’s Ministry Goals

(DUE JANUARY 31 every year)

Every year, the resident will e-mail the Personal Ministry Plan to the BOM Administrator (BOM@arumc.org) and the Chair of the Residency Team of the BOM (BOMresidency@arumc.org) by January 31. Goals may also be used in your meeting with your DS.

1st Year Sermon & Video

(DUE JANUARY 31)

- A Biblically based sermon that includes in its content the Wesleyan view of prevenient grace.
- If you are an outline or “no notes” preacher, please transcribe and edit your sermon after it is preached so that the board will have the full text.
- Written + DVD’s to BOM Administrator. Written emailed to the Residency Director

Teaching Plan/Outline and Sample Lesson Plan

(1st YEAR, DUE May 15)

- 1-2 page curriculum overview/outline/syllabus of the entire Study for the Gospel of Luke
- 3-5 page sample lesson plan from a particular session of your overview/outline
- Each Resident’s Bible Study teaching outline & lesson plan is e-mailed to the BOM Administrator (BOM@arumc.org) and the Residency Director (BOMresidency@arumc.org) by May 15 of your first year in residency.

Fruitfulness Project

(2nd YEAR, DUE JANUARY 31)

- In the 2nd year, a video and written project that demonstrates fruitfulness in carrying out the church's mission of "Making Disciples for the Transformation of the World" is required.
- Written approval of your concept is needed from the Residency Director (BOMresidency@arumc.org) by October 1. There is a form online to submit your Proposal.
- Submit a video (10-15 minutes max) and written (under 15 pages, plus appendix) Fruitfulness Project report to the BOM. Following completion of the project, the resident will e-mail a PDF of the written report, with appendixes of documentation (lesson plan, handouts, etc.) to the BOM Administrator (BOM@arumc.org) and Residency Program Director (BOMresidency@arumc.org) and mail a DVD of the video to the BOM Administrator (BOM@arumc.org) by January 31.

Discipline Questions

(DUE YEAR SEEKING ORDINATION, JANUARY 31)

- 2012 *Discipline*, ¶330.5.a-c for deacons and ¶335.8a-c for elders.
- Print the question before each answer. A suggested rule of thumb is an average of one page per question, although some answers will require more. Please single space with 1 inch margins.
- Written emailed to BOM Administrator and copied to the Residency Director.

**THE UNITED METHODIST CHURCH
APPLICATION FOR CLERGY RELATIONSHIP TO THE ANNUAL CONFERENCE**

Name: _____

Address: _____
(Street, City, State, Zip code)

Home Phone: _____ **School or Office Phone:** _____

Email Address: _____

Being fully persuaded that God has called me to be a minister of the gospel of our Lord Jesus Christ, I hereby request affirmation of that call by the United Methodist Church through the granting of a clergy relationship to the annual conference. The relationship for which I am applying is:

- ____ Local Pastor
- ____ Part-time
- ____ Full-time
- ____ Associate Membership
- ____ Provisional Membership
- ____ Deacon in Full Connection
- ____ Elder in Full Connection

At the same time that I am applying for this relationship to the annual conference, I am also applying for:

- ____ License for Pastoral Ministry
- ____ License for the Ministry of a Deacon
- ____ Ordination as a Deacon
- ____ Ordination as an Elder
- ____ Recognition of orders granted by another denomination

Signature: _____ **Date:** _____

**An application for membership in full connection is to be sent to Arkansas Conference, BOM Administrator, 800 Daisy Bates Drive, Little Rock, AR 72202.
An application for license as a local pastor, associate membership, or provisional membership is to be sent to both the District Committee on Ordained Ministry and to the BOM Administrator at the Arkansas Conference.**

Form AR105, revised 2011

2014-2015 RIM Handbook ~ Acknowledgement of Receipt

Please read this RIM Handbook and appropriate UMC Discipline sections carefully to understand these provisional Residency expectations before you sign this document.

I understand that this Residency Program Handbook is designed to reflect the RIM Program's guidelines for provisional members for the current annual conference year, and I understand that the handbook, its contents, and assignments are often changed following annual conference each year to comply with conference policy and residency best practices. I understand that the Residency in Ministry Program may change the requirements for Ordination/Full Connection at any time based on church law in the current UM Discipline (and Judicial Council rulings), GBHEM interpretations, Arkansas Annual Conference policy changes, and/or Arkansas Conference Board of Ordained Ministry action. I understand that the contents of this handbook are simply general expectations, policies, and guidelines, not a contract or implied contract with the resident. The contents of the handbook may change at any time.

Finally, I understand that, as a provisional resident, I am "on trial in preparation for membership in full connection in the annual conference as deacons or elders." I am also "on probation as to character, servant leadership, and effectiveness in ministry." I understand that the completion of assignments and directives is my responsibility as a provisional resident, and that the "Board of Ordained Ministry shall review and evaluate" me and my ministry for effectiveness and fruitfulness as I seek continuance of provisional membership and Full Connection.

(2012 Discipline, ¶327)

I have reviewed the Residency Handbook and understand its content.

Resident Name (Printed): _____

Resident Signature: _____

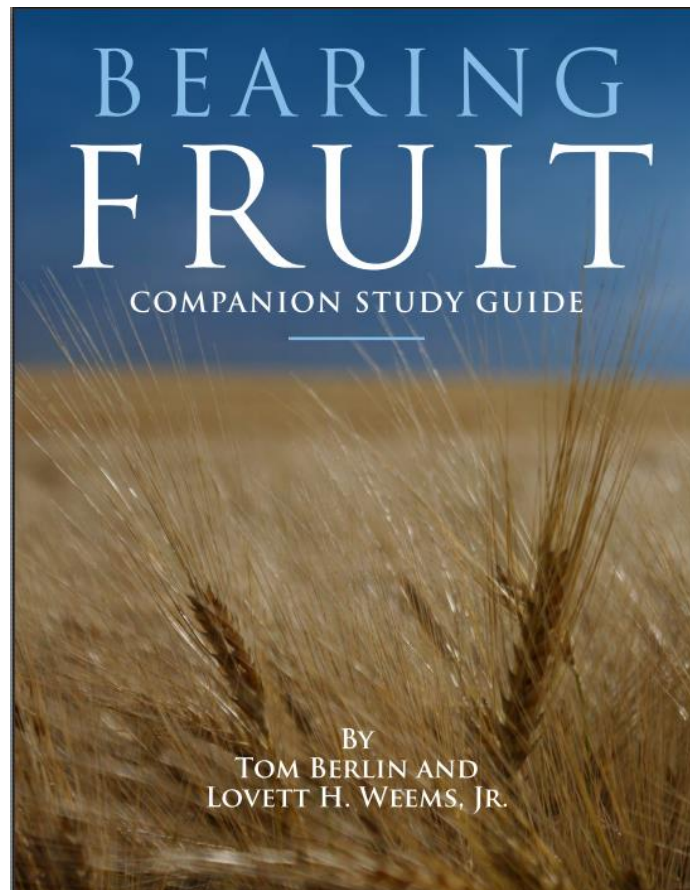
Date of Acknowledgement: _____

**Include this document in Resident's BOM file:
Arkansas Conference Office of Ordained Ministry
800 Daisy Bates Drive, Little Rock, AR 72202-3770
Office: 501-324-8033
Fax: 501-324-8018
BOM@arumc.org**

ADDENDUM

Covenant Peer Group Study Book

2014-2015 Covenant Peer Group Study Book is “Bearing Fruit”.
Copies to be distributed at the Summer Retreat
ATTACHED is a [Companion Study Guide](#)



Permission to place *Bearing Fruit* official study guide
on Arkansas Conference Website was granted by Lovett Weems
August 2013

<http://docs.arumc.org/bom/2013/BearingFruitStudyGuide.pdf>

<http://www.churchleadership.com/resources/bearingfruit.html>