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Creating vital congregations that make disciples of Jesus Christ,  
who make disciples, equipped to transform lives,  
communities and the world.

# RESIDENCY HANDBOOK

## 2022-2023



**Residency In Ministry Program**  
**Arkansas Conference Board of Ordained Ministry**  
**In Cooperation with the Center for Vitality**

Revised Aug 19, 2022  
Rev. Sam Meadors, Director

Current Information and Evaluation Forms are at  
<https://arumc.org/our-resources/board-of-ordained-ministry/residency-in-ministry/>



# RESIDENCY HANDBOOK

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## Residency In Ministry Program Leadership Team

Rev. Sam Meadors, Program Director

[samantha.meadors@arumc.org](mailto:samantha.meadors@arumc.org)

[BOMresidency@arumc.org](mailto:BOMresidency@arumc.org)

Primary Appointment:

A-State Wesley Foundation

Secondary Appointment:

Cornerstone UMC- Jonesboro

501-650-0565 mobile

## Arkansas Conference BOM

### Administrator of the Office of Ordained Ministry

**Board of Ordained Ministry Secretary** (*Receives all the assignments*)

Nancy Meredith

Arkansas Conference Office of Ordained Ministry

800 Daisy Bates Drive

Little Rock, AR 72202-3770

Toll Free: 877-646-1816;

Office: 501-324-8033

Fax: 501-324-8018

[nmeredith@arumc.org](mailto:nmeredith@arumc.org)

[BOM@arumc.org](mailto:BOM@arumc.org)

### Board of Ordained Ministry, Chair

Rev. Pam Estes

Magnolia FUMC

320 West Main Street

Magnolia, AR 71753

(870)234-4530

[BOMchair@arumc.org](mailto:BOMchair@arumc.org)

[pam.estes@arumc.org](mailto:pam.estes@arumc.org)

### Ministerial Assessment Specialist (Psychological & Background Checks)

Rev. John Embrey

Greenwood UMC

P.O. Box 548

Greenwood, AR 72936

(479)996-6397

[BOMassessment@arumc.org](mailto:BOMassessment@arumc.org)



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."**

**Our Arkansas Annual Conference Trajectory for the coming years:  
"Creating vital congregations that make disciples of Jesus Christ, who make disciples, equipped to transform lives, communities and the world."**

Together as United Methodists of Arkansas, we live out this mission and this trajectory. 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 becoming excellent and passionate clergy, toward the goal of fulfilling the mission of the UMC and the Arkansas Conference.
3. Create opportunities for communities of practice for peer group learning, discipleship, 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 overestimated. This is the time that you set habits, styles, and inclinations for a lifetime of ministry. Through the Residency Team and your Residency peers, 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:

1. 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.
2. If your appointment status is changed during the year between sessions of Annual Conference, it is imperative that you contact the RIM Program Director in order that your assignments and processes 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.
3. All communications from the BOM will go to your @ARUMC.org address. Please check this address regularly, or work with the Center for Technology to have all @ARUMC.org email automatically forwarded.



The Arkansas Conference seeks to grow excellent and passionate clergy. The BOM will assign sermons to be preached, sociological explorations of your mission field to be done, 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 (2016 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 group meetings, evaluations, 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. Multiple working gatherings**

One requirement of the Residency in Ministry program is attendance at working gatherings hosted by the Residency in Ministry team. Gatherings will be held virtually once a month for 2 hours from August to January. An additional in-person gathering will occur in December for 10 hours of face-to-face learning. During these gatherings, the focus will be upon peer learning, spiritual/vocational formation, and discernment. Working gatherings will concentrate upon four areas- Fruitfulness, Vocation, Leadership, and Theology. Residents will be expected to be prepared for discussions by providing work, reading any assigned materials, and participating fully in discussions. Failure to do so will be reflected in evaluations by the Residency team.

The expectation of the Board of Ordained Ministry is your full participation in the RIM program as outlined. The BOM recognizes that there may be extenuating circumstances that result in an absence. The expectation is that the resident will notify the RIM coordinator as far in advance as possible before a known conflict. With two or more absences, the resident will forfeit their eligibility for ordination in the coming year and subsequently be interviewed for an extension or discontinuance. Exceptions may be approved only by the Full Board.



## **2. 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 sociological exploration of your mission field.
- In the second year, answers to the doctrinal questions required for conference membership.
- In the third through eighth year, other assignments may be required by the BOM.
- In the year seeking ordination (year 2 – year 8), a Fruitfulness Project that demonstrates fruitfulness in carrying out the church’s mission of “Making Disciples for the Transformation of the World” is required.
- Every year, you will submit evaluation forms from your ministry setting and supervisors, along with ministry goals.

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 SPRC, the Residency Team, the Cabinet, the Center for Vitality, and other concerned parties.



### **Some notes for all assignments:**

- Use the following digital title process for pdf file names: Lastname.firstname.assignment.year.pdf. For example: Doe.Jane.Sermon.2019.pdf
- Format on letter sized 8.5x11.
- Please use Times New Roman (or similar) 12 pt. font and 1.5 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, 3<sup>rd</sup>... 8<sup>th</sup>) and a description of the assignment at the top of the first page or the assignment.
- Use ONLY the PDF format for Online Drive or email submissions of written documents.
- Assignments submitted incorrectly may make it impossible for the BOM to distribute the assignment to readers, and therefore may require resubmission.
- Videos & written materials should be uploaded to the BOM via the ARUMC.org’s online drive. The BOM administrator will supply residents with a personal link and instructions for video upload.
- Use your ARUMC.org address for all assignment submissions for the January due dates. You will receive directions on using the ARUMC online Google drive from the BOM Administrator.

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. Residency Learning Cohort:**

One purpose of the Residence Process of the Arkansas Annual Conference is to surround each Residency Member with supportive groups in order to learn and grow in their experience of ministry. The Residency Learning Cohort (RLC) is a group that can help the Resident face the possibilities and challenges of ordained ministry and his/her growth in that ministry. The RLC is composed of members of the resident’s commissioning class or year of participation in the residency in ministry program (1st years, 2nd years, and 3rd+ years). This group will meet online and during an in person retreat beginning in August.

While the RLC is supportive in the work and challenges of ministry, this group is not designed to be a covenant group or spiritual accountability group. Residents are therefore encouraged to reach out to other local pastors or engage in clergy





peer groups in their area. Participating in ministry support groups with other pastors is vital to the prolonged success of a pastor in ordained ministry. It is required that the Resident meets regularly and participates actively with their RLC at the prescribed meetings.

## **2. Growth Plan:**

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

Residents will be given letters after their interviews with areas of expected growth. They will then develop self-guided growth plans that will be submitted to the RIM coordinator at the first meeting. Growth plans are designed to address specific areas through a variety of means: reading materials, mentoring, group conversations, continuing education, and other options may be utilized in the plan. Note that it is the responsibility of the resident to work their plan and provide evidentiary support of that work in order to show growth to the BOM.

Once the growth plan has been approved, it will be submitted to the Board of Ordained Ministry. Please submit additional written assignments to the BOM Administrator ([BOM@arumc.org](mailto:BOM@arumc.org)) and the RIM Program Director ([BOMresidency@arumc.org](mailto:BOMresidency@arumc.org)) by January 31 (OR OTHER DATE AS ASSIGNED).

## **3. Resident's Annual Ministry S.M.A.R.T. 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 Residency 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. Make certain that each goal uses the S.M.A.R.T. system and that each 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 or ministry setting. A complete set of instructions concerning S.M.A.R.T. Goals is located in this handbook.

Each fall, Residents will bring a draft of their ministry goals to the Residency Group for group processing. The resident will email the S.M.A.R.T. to their DS by December 1, and then submit to the BOM by January 31.



**Some advice from the RIM Team:** All pastors, including associate pastors, should also be submitting a written pastor's report to their DS for each Charge Conference. Perhaps your annual goals can relate to this report.

#### 4. Exploring Your Mission Field:

The Resident will collect data from their mission field. In processing that data they will complete and present a report to an organization or committee of their creation that would benefit from the information. This project will immerse the Resident in research about their mission field, pushing them to become familiarized with the surrounding businesses, neighbors and nonprofits in their area. This engagement with sociological research will help to create a viable and potentially much more successful and sustainable fruitfulness project.

- **Objective :**

To gather, analyze and synthesize data from the Resident's mission field. Identify a concerned audience within your ministry setting that will discern and discuss the mission field research findings and help you to engage with the community during your fruitfulness project.

- **Purpose :**

To maximize knowledge of the Resident's mission field. To better inform the Resident of potential and viable projects that could benefit that mission field. To show mastery of information by presenting to committee or group.

- **Assignment:**

*Research :* Study the mission field gather, census data, business data, quantitative stories from longtime residents (see below for helpful websites). Interviews with stakeholders in the mission field will enrich the project and ensure that it remains viable after the Resident's appointment in that community.

*Product:* Create a powerpoint, prezi, or some other form of presentation. Use this creation as a guide to walk through the information collected. Remember purpose and objective.

*End Product:* Present/teach to a group about the needs, issues, as well as the strengths, and positives of the mission field. Please present to lay members, not to staff only. This presentation should help the Resident to formulate, organize, and complete their Fruitfulness project. Film the presentation in front of the group or class chosen and send it to BOM. The video should include presentation of data and allow the Board of Ordained Ministry to see the Resident teaching (no more than 20 minutes).



Websites:

<https://statisticalatlas.com/>

[www.census.gov](http://www.census.gov)

<http://www.qsrinternational.com/nvivo/nvivo-community/blog/are-you-really-listening-tips-for-conducting-qual>

### Rubric for presentation

CATEGORY	4	3	2	1
Speaks Clearly	Speaks clearly and distinctly all (100-95%) the time, and mispronounces no words.	Speaks clearly and distinctly all (100-95%) the time, but mispronounces one word.	Speaks clearly and distinctly most ( 94-85%) of the time. Mispronounces several words.	Often mumbles or can not be understood and mispronounces many words.
Components of the presentation: is data from mission field represented.	Addresses all aspects of the oral presentation guidelines.	Addresses most of the aspects of the oral presentation guidelines.	Addresses some of the aspects of the oral presentation guidelines.	Addresses few to none of the aspects of the oral presentation guidelines.
Content	Shows a full understanding of the topic and how it relates to mission field.	Shows a good understanding of the topic. Is able to tie it in with mission field.	Shows a good understanding of parts of the topic. Does not adequately explain the connection of the topic to mission field.	Does not seem to understand the topic very well. No attempt is made to connect topic to mission field.
Visual Aid	Presented and seamlessly integrated into the presentation.	Presented, although the findings are sometimes hard to follow.	Presented but overall the, the findings are difficult to follow.	Visual aid was not used.
Interaction	Quality interaction, true back and forth, high level questioning	Interaction, back and forth, some questioning	Little to no interaction, little to no back and forth, few questions	No interaction, no back and forth, no or few questions



**The resident is responsible for creating the video.** If a technical glitch occurs with recording, please notify the Chair of the Residency Team for options.

**Advice for video recording:** Some residents video a few gatherings in advance for practice to get used to being recorded and to work out technical issues with filming. Please film some teaching moments ahead of time to check for sound levels (for example, you might need a microphone because a camera in the back of the room will NOT pick up your voice) and position. Another suggestion is to have multiple people (and cameras) filming the presentation, to allow for possible technical or operator error. An unusable video or a video of a presentation not before your group may be grounds to refuse your assignment.

## **5. Sermon & Worship Service Leadership:**

Written sermon(s) are submitted to the BOM. A biblically based sermon that includes in its content the Wesleyan view of prevenient grace is required for the first year.

For the MP4, please record the full worship service to show the Resident's leadership in worship.

The resident will upload the worship service MP4 and written sermon to the BOM via the ARUMC.org's online Google drive by January 31.

**The resident is responsible for creating the MP4.** 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 record a few worship serves for practice to get used to being recorded and to work out technical issues with filming. Please film some sermons & worship services 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. Another suggestion is to have two people (and cameras) filming your worship service and preaching, to allow for possible



*technical or operator error. An unusable video or a video of a sermon not before a congregation may be grounds to refuse your assignment.*

**Some advice for Preaching and regular feedback:** *In addition to the assigned sermon(s) submitted by the Resident to the BOM, Residents are also encouraged to regularly invite their SPRC or other church leaders to help the resident with regular feedback in their sermon writing and delivery. A Sermon Feedback form is offered as an addendum in this handbook to assist the Resident and for the SPRC's convenience. This form is for internal ministry setting use only.*

## **6. Leading a Bible Study**

Residents having finished their first year of the RIM program shall pick one of the following options for a Bible Study. Requirements are due October 1st of the resident's second year.

**A)** After reviewing your mission field through your mission field exploration assignment, develop a teaching outline for a Bible Study that would address the needs of your community. You may use a single book of the Bible, a variety of scriptures across the Old and New Testament, or a single Biblical character. Be creative. This assignment (§330.4.4 and §335.3.6 ) includes:

- 1-2 page curriculum overview/outline/syllabus of your entire study.
- 2-4 page sample lesson plan from a particular session of your overview/outline.

Each Resident's Bible Study teaching outline & lesson plan is emailed to the BOM Administrator (BOM@arumc.org) and the Program Director (BOMresidency@arumc.org) by October 1.

**OR**

**B)** After reviewing your mission field exploration assignment, choose 2 Bible study curriculums that you believe would best help your congregation understand their mission field. Pay careful attention to why you chose those studies. This assignment (§330.4.4 and §335.3.6) includes:

- 1-2 page explanation of why these studies fit your context
- 2-4 page curriculum overview of the studies you chose

Each Resident's Bible study explanation and overview is emailed to the BOM administrator (BOM@arumc.org) and the Program Director (BOMresidency@arumc.org) by October 1.



## 7. Doctrinal Questions:

Second Year Residents will answer the Full Connection doctrinal questions from the 2016 *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 to two pages per question. Please 1.5 space with 1 inch margins and follow all the formatting and submission requirements for written assignments.
- The resident will submit a PDF of the Disciplinary Questions & Answers to the BOM 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. It is a professional paper with aspects of practical theology, not a theoretical academic exercise. Please be sure to make your answers a reflection on your experience in ministry and not simply an academic treatise.*

## 8. Fruitfulness Project

To further the mission of making disciples of Jesus Christ for the transformation of the world, 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 was a new Disciplinary Requirement in the 2012 Discipline, and this capstone project is required the year the resident first seeks ordination. The purpose of the Fruitfulness Project is to encourage residents to rethink ministry as to its impact and fruitfulness in the faith community and the ministry setting's mission field. Projects provide an opportunity for Residents to become reflective practitioners, examining their own leadership in the planning and implementation of day-to-day ministry. This project is not about "preaching to the choir." Instead it is about making *new* disciples -- reaching beyond the walls of the church into the community.

The format for the Fruitfulness Project is a video (5 minutes max) and written report (under 15 pages, not including appendices) 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:***

- Designing and hosting a community bridge event with a long-term relational evangelism and follow-up system.
- 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 recovery ministry for the community.
- 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.
- Directing a major musical or theatrical production in which your neighborhood mission field was intentionally invited to participate.

### **FRUITFULNESS PROJECT PROPOSAL:**

A written response of your concept is needed from a member of the Residency Leadership Team by October 1 the conference year seeking ordination. It is suggested that the proposal be completed in the spring and/or summer of the first year and the project be completed in the fall of the year seeking ordination, to allow time for completion and reflection. There is an online form to submit your proposal for comments.

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. How might this project relate to the Bishop's Mission Plan? Which "Next Steps" are impacted by the proposed project?
4. What are the expected outcomes?

The response from the RIM team concerning your concept proposal is for your benefit as you craft your project. Positive comments concerning your proposal does not guarantee the eventual approval of your project implementation or your final project report by the Board of Ordained Ministry.

### **FRUITFULNESS PROJECT FINAL REPORT:**

Submit a video (5 minutes max) and written (under 15 pages, plus appendix) Fruitfulness Project report to the BOM. Following completion of the project, the resident will submit a PDF of the written report, with appendices of documentation (lesson plan, handouts, etc.) to the BOM via the ARUMC.org's online drive by January 31.

The Final Report, due on January 31 of your year seeking ordination, 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?
  - How does the project relate to the Bishop's Mission Plan? Which points of the Bishop's Mission Plan (Next Steps Trajectory) are addressed in the planning and implementation of your Fruitfulness Project? Explain.
2. How did this project show fruitfulness in disciple-making? Provide specific examples of fruitfulness for this initiative using these questions:
    - 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."*





## 9. 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 RIM co-chairs.

If the Resident is serving in a ministry setting beyond the local church or outside the Arkansas Conference boundaries, 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 downloadable online 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.

The Resident's SPRC or equivalent supervisory board is especially equipped to offer constructive feedback concerning the Resident's preaching of the Word. A Sermon Feedback form is offered as an addendum in this handbook to assist the Resident and for the SPRC's convenience. This form is for internal ministry setting use only.

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 by the deadline.

NOTE: Associate pastors & Deacons serving in local churches should begin early to schedule time with the SPRC and the senior pastor to have appropriate evaluative meetings. Do not wait until the last minute to attempt to schedule these conversations.



## 10. 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.

Currently, the Board uses a tri-fold interview system in which three small groups focus on theology, leadership & the practice of ministry (including worship), and vocation & fitness. Each interview team then reports to the full BOM their recommendations.

## 11. 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.

## 12. Understanding Clergy Sexual Ethics/Boundaries

The Board of Ordained Ministry and the Residence in Ministry Program requires each provisional member to take a sexual ethics training. Please coordinate with the Residency Director and BOM administrator to complete this training if you have not done so within the quadrennium.

## 13. Application for Orders and Full Connection:

The Resident will download an application for full connection and deacon/elder's orders from the Conference Website (<https://arumc.wufoo.com/forms/ar105/>). 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 (2016 Discipline, ¶330.1.a and ¶335.1.a; 2014 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.



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**

SMART Goals focus a leader on the priorities of the congregation/faith community/agency. They are outcome statements. They provide leaders with direction about how to channel their energy, encouraging leaders 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 and the trajectory of the Arkansas Conference. To be effective, goals must be specific, measurable, attainable, relevant, and time bound. **Two to three SMART 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 That” 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.

An excellent SMART goal submission will include around 2-3 goals connected to the mission and vision of your ministry setting, and engages each aspect of the SMART system: *Specific, Measurable, Attainable, Relevant, and Time bound*. You may want to create a chart for each individual goal:

<b>Specific</b>	<b>State a clearly defined goal</b>
<b>Measurable</b>	<b>Using counting and measuring, describe the transformation you are seeking through the goal</b>
<b>Attainable</b>	<b>What resources, including time, do you expect to engage in order to complete the goal.</b>
<b>Relevant</b>	<b>How is this goal related to the mission, vision, and goals of the ministry setting and the Conference Trajectory and Bishop’s Mission Plan? Share how this goal is different that “business as usual” or current practice.</b>
<b>Time Bound</b>	<b>What is the timeline, including deadlines</b>



## SMART Goals:

Goals provide: **Purpose**    **Direction**    **Alignment**

**S**pecific: Goals must be easily understood. They must tell precisely what the resident will accomplish

**M**easurable: Goals must be measurable or observable (on some level) so that there is clarity about whether the leader 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.

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

**R**elevant: Your goals as a resident must be congruent with the overall goals of the congregation/agency and the Arkansas Conference Trajectory & Bishop's Mission Plan.

**T**ime bound: Goals must be bound by specific time parameters and deadlines for completion.

*(Adapted from Rev. Susan Beaumont, Alban Institute, Stepping up to Staffing)*



## 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 RLC and the Residency co-facilitators being extensions of the BOM.

### The Evaluation Process:

The local SPRC, a resident's Senior Pastor or Supervisor (if applicable), Residency co-facilitators and the District Superintendent will evaluate the resident's effectiveness in January of each year of his/her Residency. 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/ Ministry Setting Board**

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:

- |   |   |
|---|---|
| <input type="checkbox"/> Preaching and leading worship                                  | <input type="checkbox"/> Personal faith/spiritual formation                     |
| <input type="checkbox"/> Clear articulation of Wesleyan theology                        | <input type="checkbox"/> Connectional ministries in the UMC                     |
| <input type="checkbox"/> Teaching the Word and engaging people in study                 | <input type="checkbox"/> Emotional Intelligence; Emotional & Spiritual Maturity |
| <input type="checkbox"/> Service & Outreach to the community (Mission Field Engagement) | <input type="checkbox"/> Writing and Communication                              |
| <input type="checkbox"/> Empowering and equipping others for ministry                   | <input type="checkbox"/> Conflict resolution                                    |
| <input type="checkbox"/> Leadership and vision for the ministry setting                 | <input type="checkbox"/> Pastoral care  |
| <input type="checkbox"/> Interpersonal Relationship / Teamwork (Laity & Staff)          | <input type="checkbox"/> Evangelism & Reaching the "nones"                      |
|   | <input type="checkbox"/> Self-Care and Balanced Ministry & Family Life          |
|   | <input type="checkbox"/> Administration   |
|   | <input type="checkbox"/> Other: _____   |

Specifically: \_\_\_\_\_

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

- |   |   |
|---|---|
| <input type="checkbox"/> Preaching and leading worship                                  | <input type="checkbox"/> Interpersonal Relationship / Teamwork (Laity & Staff)  |
| <input type="checkbox"/> Clear articulation of Wesleyan theology                        | <input type="checkbox"/> Personal faith/spiritual formation                     |
| <input type="checkbox"/> Teaching the Word and engaging people in study                 | <input type="checkbox"/> Connectional ministries in the UMC                     |
| <input type="checkbox"/> Service & Outreach to the community (Mission Field Engagement) | <input type="checkbox"/> Emotional Intelligence; Emotional & Spiritual Maturity |
| <input type="checkbox"/> Empowering and equipping others for ministry                   | <input type="checkbox"/> Writing and Communication                              |
| <input type="checkbox"/> Leadership and vision for the ministry setting                 | <input type="checkbox"/> Conflict resolution                                    |
|   | <input type="checkbox"/> Pastoral care  |
|   | <input type="checkbox"/> Evangelism & Reaching the "nones"                      |
|   | <input type="checkbox"/> Self-Care and Balanced Ministry & Family Life          |



Administration

Other: \_\_\_\_\_

Specifically: \_\_\_\_\_

**SPRC Evaluation for** \_\_\_\_\_

**page 2**

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 Rev. Sam Meadors, Residency Program Co-Director at**  
[bomresidency@arumc.org](mailto:bomresidency@arumc.org) or (501)615-4478.



## 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 Annual Ministry Goals by December 1. 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 director of the Residency Team of the Conference BOM by January 31. You may also attach a letter or documentation to [BOMresidency@arumc.org](mailto: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 email 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/](http://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 experienced 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:

## First Year

- June 30  Complete Educational Requirements and Begin Residency
- August  Begin attending Residency Gatherings
- Sept 1  Complete Understanding Clergy Sexual Ethics training
- Dec 1  S.M.A.R.T. Ministry Goals Submitted to DS
- Jan 31  Sermon and worship service submitted to BOM (Elders & Deacons)
- Jan 31  S.M.A.R.T. Ministry Goals to BOM
- Jan 31  Online Evaluations Submitted: Self-Evaluation, District Superintendent, SPRC/Supervisor, RIM Coordinators
- Jan 31  Submit Mission Field Exploration presentation, video, and evaluations
- Jan 31  Any Additional BOM assignments (*or other date as defined*)
- Feb/March  BOM Spring Interviews
- Spring  Suggested: submit Fruitfulness project proposal for comments & begin working on project

## 2 Year Seeking Full Connection Plan:

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

- August  Begin attending Residency Gathering
- Oct 1  Application for Ordination & Full Connection (Form 105)
- Oct 1  Final Deadline for Fruitfulness project proposal
- Oct 1  Submit Leading a Bible Study assignment
- Nov 1  Supervisory Recommendation from DS and Cabinet
- Dec 1  S.M.A.R.T. Ministry Goals Submitted to DS (updated)
- Jan 31  Fruitfulness Project (paper and video) submitted to BOM
- Jan 31  S.M.A.R.T. Ministry Goals to BOM (updated)
- Jan 31  Discipline Questions (Elders ¶335.8a-c; Deacons ¶330.5a-c)
- Jan 31  Online Evaluations Submitted: Self-Evaluation, District Superintendent, SPRC/Supervisor, Residency Coordinators
- Jan 31  Any Additional BOM assignments (*or other date as defined*)
- Jan 31  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

- August  Begin attending Residency Gatherings
- Oct 1  Submit Leading a Bible Study assignment
- Dec 1  S.M.A.R.T. Ministry Goals Submitted to DS (updated)
- Jan 31  Discipline Questions (Elders ¶335.7a-c; Deacons ¶330.5a-c)
- Jan 31  S.M.A.R.T. Ministry Goals to BOM (updated)
- Jan 31  Online Evaluations Submitted: Self-Evaluation, District Superintendent, SPRC/Supervisor, Residency Coordinators
- Jan 31  Any Additional BOM assignments (*or other date as defined*)
- Jan 31  Satisfy the BOM re: physical, mental, and emotional health
- Feb/ March  BOM Spring Interviews
- Spring  Suggested: submit Fruitfulness project proposal for comments & begin working on project

## 3rd Year or more Full Connection Plan:

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

- August  Begin attending Residency Gathering
- Oct 1  Submit Fruitfulness project proposal ***If seeking Ordination***
- Oct 1  Application for Ordination (Form 105)—***If seeking Ordination***
- Nov 1  DS & Cabinet Supervisory Recommendation—***If seeking Ordination***
- Dec 1  S.M.A.R.T. Ministry Goals Submitted to DS (updated)
- Jan 31  Fruitfulness Project (*paper and video*) submitted to the BOM
- If seeking Ordination***
- Jan 31  S.M.A.R.T. Ministry Goals to BOM (updated)
- Jan 31  Online Evaluations Submitted: Self-Evaluation, District Superintendent, SPRC/Supervisor, Residency Coordinators
- Jan 31  Any Additional BOM assignments (*or other date as defined*)
- Jan 31  Satisfy the BOM re: physical, mental, and emotional health
- Feb/March  BOM Spring Interviews



Some notes for all assignments:

- Use the following digital title process for pdf file name:  
Lastname.firstname.assignment.year.pdf. For example: Doe.Jane.Sermon.2017.pdf
- Format on letter sized 8.5x11.
- Please use Times New Roman (or similar) 12 pt. font and 1.5 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, 3<sup>rd</sup>... 8<sup>th</sup>) and a description of the assignment at the top of the first page or the assignment.
- Use ONLY the PDF format for Online Drive or email submissions of written documents.
- Assignments submitted incorrectly may make it impossible for the BOM to distribute the assignment to readers, and therefore may require resubmission.
- Videos & written materials should be uploaded to the BOM via the ARUMC.org’s online drive. The BOM administrator will supply residents with a personal link and instructions for video upload.
- Use your ARUMC.org address for all assignment submissions. You will receive directions on using the ARUMC online google drive from the BOM Administrator.

## **Resident’s S.M.A.R.T. Ministry Goals**

**(DUE DECEMBER 1 to your DS every year)**

**(DUE JANUARY 31 to BOM every year)**

- Each Fall, the resident will submit their S.M.A.R.T. Ministry Goals to their DS by December 1.
- Annually, the resident will submit their S.M.A.R.T. Ministry Goals to the BOM by January 31 via the ARUMC.org’s online drive.

## **1<sup>st</sup> Year Sermon & Worship Service**

**(DUE JANUARY 31)**

- A Biblically based sermon that includes in its content the Wesleyan view of prevenient grace.
- Video demonstrating effectiveness in preaching and worship leadership. Include the ENTIRE worship service in the video.
- 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.
- Video and written sermon uploaded to the BOM via the ARUMC.org’s online drive.



## **Discipline Questions**

### **(2<sup>nd</sup> YEAR, DUE JANUARY 31)**

- 2012 *Discipline*, ¶330.5.a-c for deacons and ¶335.8a-c for elders.
- Print the question in bold before each answer. A suggested rule of thumb is an average of one to two pages per question,. Please 1.5 space with 1 inch margins.
- Written PDF copy uploaded to the BOM via the ARUMC.org's online drive.

## **Fruitfulness Project**

### **(DUE YEAR SEEKING ORDINATION, JANUARY 31)**

- In the conference year that you seek ordination, 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 response from the RIM Team concerning your project concept is required) by October 1. There is a form online to submit your Proposal. The response from the RIM team concerning your project proposal does not guarantee the approval of your final project or its implementation by the Board of Ordained Ministry.
- Submit a video (3-5 minutes max) and written (under 15 pages, plus appendix) Fruitfulness Project report to the BOM. Following completion of the project, the resident will upload video and written project to the BOM via the ARUMC.org's online drive by January 31.





*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 requirements for ordination and the contents of the handbook may change at any time.

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 in matters of call, fitness, effectiveness, and fruitfulness as I seek continuance of provisional membership and Full Connection. (2016 Discipline, ¶327)

Finally, I recognize that there may be extenuating circumstances that result in an absence from a Residency gathering. I recognize that I am expected to notify the RIM coordinator as far in advance as possible before a known conflict. With two or more absences, I will forfeit my eligibility for ordination in the coming year and subsequently be interviewed for an extension or discontinuance. Exceptions may be approved only by the Full Board.

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



*Adapted from Perkins Internship Program Handbook*

DATE OF SERMON \_\_\_\_\_ COMMENTS BY \_\_\_\_\_

SCRIPTURE PASSAGE(S) \_\_\_\_\_

**SERMON INTRODUCTION:**

What was helpful? What was not helpful?

**SERMON BODY:**

1. In a sentence or two, state what you heard as the central message of the sermon.

2. How well was the central message related to the scripture passage?

3. How well were you able to follow the preacher? What helped or distracted?

4. At which points did the sermon address real issues, both those with which you struggle and issues in the community and world?

5. Did the preacher use effective illustrations?

**SERMON CONCLUSION:**





What was helpful? What was not helpful?

**DELIVERY:**

1. As you look at the preacher, describe your most prominent impression.
  
2. How did the delivery (voice, body language, style) enhance and detract from the message of the sermon?
  
3. How would you describe the preacher's own feelings about the sermon?

**RESPONSE:**

1. How did your own opinions and beliefs fit or not fit with this sermon?
  
2. What did the sermon challenge you to do?

**SUMMARY:**

1. List a few things that you especially appreciate about this sermon:
  - a.
  - b.
  - c.
  
2. List some suggestions you would give to the preacher for strengthening his/her preaching:
  - a.
  - b.
  - c.