



**PROGRESS CHART FOR INITIAL COMMISSIONING**  
 The Christian Church (Disciples of Christ) of Mid-America (CCMA)  
 Ministry Discernment Team (MDT)

<b>Inquirer's Name</b> _____	<b>Journey Begins</b> _____
Contact Information _____	Phone _____ Email _____

*The following is a systematic process towards becoming a Commissioned Minister. The Inquirer must complete each section in consecutive order, as laid out below. Documents are to be submitted directly to the Ministry Associate in the Springfield Regional Office at [sgf@ccmadisciples.org](mailto:sgf@ccmadisciples.org).*

**Date Received**

<b>STEP 1: Inquirer's Meeting with the Regional Minister (RM)</b>	
<i>Regional Minister to complete and submit the following as soon as possible.</i>	
Interview with Regional Minister (RM)	In Person      Phone/Zoom Conversation
Regional Minister (RM) Report [ <a href="#">Appendix 2</a> ]	
The following documentation is for Inquirer to read, use as a reference, and to guide their ministry:	
<ul style="list-style-type: none"> <li>▪ <a href="#">Theological Foundation &amp; Policies &amp; Criteria for the Ordering of Ministry of the Christian Church (DOC)</a></li> <li>▪ <a href="#">COM 7 - Concerning the Commissioning Policies and Procedures, Essay Writing Prompts</a></li> <li>▪ The Ministerial Code of Ethics – <a href="#">Full Version</a> &amp; <a href="#">One-Page Version</a></li> </ul>	
Inquirer Referred to the Ministry Discernment Team (MDT)	
Notes/Comments:	



<p><b><u>STEP 2: Inquirer’s Meeting with the MDT</u></b>  <i>Complete and submit the following at least one month prior to Inquirer’s meeting date.</i></p>	
Application [ <a href="#">Appendix 1</a> ]	
<a href="#">Letter Requesting Commissioning</a> : <i>A letter from the Inquirer’s DOC congregation requesting commissioning.</i>	
<a href="#">Faith Statement</a> (See <a href="#">Essay Writing Prompts</a> ) <i>Write an essay of 500 to 1,000 words concerning the Inquirer’s faith journey.</i>	
Inquirer’s Meeting with the MDT Scheduled	
Action taken by MDT: Accepted as an Inquirer. Recommended more time for discernment. Rejected as an Inquirer.	
Notes/Comments:	



<p><b><u>STEP 3: Inquirer Prepares for a Candidacy Meeting with the MDT</u></b></p> <p><i>Complete and submit the following at least one month prior to Candidacy meeting date.</i></p>	
<p><b><u>Commissioning Statement</u></b> (See <a href="#">Essay Writing Prompts</a>)</p> <p><i>Write an essay of 500 to 1,000 words reflecting on your understanding of what being a Commissioned Minister means.</i></p>	
<p>Regional Directive (completed by Ministry Associate)</p>	
<p>Ministerial Profile &amp; Background Check</p>	
<p><b><u>Letter of Recommendation</u></b> from each of Inquirer’s Sponsoring &amp; Supporting (DOC) Congregations</p> <p><i>A letter from both the Inquirer’s DOC congregation recommending commissioning which speak to the journey of the Inquirer with the congregation.</i></p>	
<p>Sponsoring (DOC) Congregation _____</p>	
<p>Supporting (DOC) Congregation _____</p>	
<p>Letter/Statement of Call &amp; Job Description</p>	
<p>Notes/Comments:</p>	



<b>STEP 4: Inquirer’s Candidacy Meeting with the MDT</b>	
<i>Inquirer will attend Candidacy meeting with Mentor and one Congregational Leader (Senior Pastor or Elder) from the Congregation where serving.</i>	
Inquirer’s Mentor & Congregational Leader Assigned	
<b>Inquirer to provide Mentor the following:</b> <a href="#">Mentoring Guide</a> & Mentor Report Form [ <a href="#">Appendix 7</a> ]	
	<i>Preferred Contact</i>
Mentor	
Congregational Leader	
Candidacy Meeting with the MDT Scheduled	
MDT’s Decision: Accept into Candidacy for one year. Request that the Inquirer take additional time to discern this journey. Denied Candidacy.	
Notes/Comments:	



**STEP 5: During Year of Candidacy**

*Candidate is to assemble a Minister's Support Team (MST) to provide growth and support during the candidacy process. Candidate is expected to meet monthly, or at least every other month, with their designated MST and Mentor. It is Candidate's responsibility to ensure the submission of reports on all meetings.*

Minister's Support Team (MST) Assembled [[Appendix 5](#)]

*Team consisting of: a chair; a mentor; a member of clergy cluster, a member or elder from Candidate's sponsoring congregation, and a member or elder from Candidate's supporting congregation. **Candidate to provide MST Members with the [MST Orientation Guide](#).***

*Preferred Contact Info*

Chair	
Mentor	
Member of Clergy Cluster	
Sponsoring Congregation Member/Elder	
Supporting Congregation Member/Elder	

**Candidate to provide MST the following:** MST Report Form [[Appendix 6](#)] & Assessment Form [[Appendix 16](#)]

Candidate's Initial Assessment of own Ministerial Practices [[Appendix 16](#)]

MST's Initial Assessment of Candidate's Ministerial Practices [[Appendix 16](#)]

**MST Meetings: MST Report [[Appendix 6](#)]**

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_  
7<sup>th</sup> \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_ 9<sup>th</sup> \_\_\_\_\_ 10<sup>th</sup> \_\_\_\_\_ 11<sup>th</sup> \_\_\_\_\_ 12<sup>th</sup> \_\_\_\_\_

**Mentor Meetings: Mentor Report [[Appendix 7](#)]**

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_  
7<sup>th</sup> \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_ 9<sup>th</sup> \_\_\_\_\_ 10<sup>th</sup> \_\_\_\_\_ 11<sup>th</sup> \_\_\_\_\_ 12<sup>th</sup> \_\_\_\_\_

Psychological Profile (see the CCMA Regional [List of Approved Evaluators](#))

Certificate in Pastoral Ministry

*Documentation of work towards completion of a Certificate in Pastoral Ministry, or other approved Education Program focused on the 16 Areas of Ministerial Practice. Date Entered \_\_\_\_\_ Date Completed \_\_\_\_\_*

Name of Certificate Program \_\_\_\_\_

Disciples History & Polity Course Certificate of Completion

Boundaries Training (BT) - see [CCMA Regional Website](#) for more info

Anti-Racism/Pro-Reconciliation (ARPR) Training – see [CCMA Regional Website](#) for more info

Annual [Continuing Education \(CE\) Report](#)

Notes/Comments:



<p><b><u>STEP 6: Candidate Prepares for a Commissioning Meeting with the MDT</u></b>  <i>Complete and submit the following at least one month prior to the Commissioning meeting date.</i></p>	
<p><u>Ministry Statement</u> (See <u>Essay Writing Prompts</u>)  <i>Write a 500 – 1,000 word essay reflecting on your understanding of “covenantal ministry” that you have learned during the commissioning process.</i></p>	
<p>MST’s Final Assessment of Candidate’s Ministerial Growth [<u>Appendix 16</u>]</p>	
<p>If applicable: Completion of Additional Requirements requested by the MDT, the RM, the Mentor, and/or the MST.</p>	
Additional Requirement #1:	
Additional Requirement #2:	
Additional Requirement #3:	
Additional Requirement #4:	
Additional Requirement #5:	
Additional Requirement #6:	
<p>Notes/Comments:</p>	



<b><u>STEP 7: Candidate's Commissioning Meeting with the MDT</u></b>	
<i>Candidate attends this meeting with their Mentor.</i>	
Official presentation of the Commission at Minister's home Congregation Scheduled by RM	
Commissioning Meeting with the MDT Scheduled	
MDT's Decision: Accept Candidate as a Commissioned Minister (granted a One-Year Commissioning). Request that the Candidate take additional time to discern their journey. Commissioning Denied.	
<b>Initial Commissioning: Term Begins _____ Term End _____</b>	
Notes/Comments:	



### **ONGOING: Maintaining Commissioning**

Upon grant of a one-year term Commissioning, the Commissioned Minister is assigned to one of four Commissioned Ministers Teams (CMT's) for ongoing support, accountability, and nurture. The work of the Ministry Discernment Team (MDT) and the Minister's Support Team is concluded.

NE CMT (Team 1)

NW CMT (Team 2)

SE CMT (Team 3)

SW CMT (Team 4)

Once the one-year Commission is granted, the work of the Ministry Discernment Team, and the Minister's Support Team, is concluded. The newly Commissioned Minister will be assigned to one of four Commissioned Ministers' Teams (CMT) for ongoing support, accountability, and nurture.

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### **Continuing as a Commissioned Minister**

1. The CMT will meet annually with the Commissioned minister for the first four (4) years after the initial commission is granted. In support of the minister, one member/elder from the congregation is encouraged to attend the annual meeting.
2. \*In preparation for that annual meeting, the Commissioned Minister will be required to submit:
  - Evidence of continued work towards completion of Pastoral Ministry certificate
  - Appendix 8 – Clergy's Application for Commission Renewal
  - Evidence of compliance with Continuing Education Requirements and submit Continuing Education Report
  - Documentation of completed Boundary Training or Anti-Racism/Pro-Reconciliation workshops or courses, as required.

\*At the conclusion of the annual meeting, the CMT will: either renew the minister's Commission for one (1) year or delay commission renewal until all necessary requirements are met.
3. After the fourth (4<sup>th</sup>) year of the minister's commission, commission renewal can but does not have to be extended to three (3) years.

Note: When the CMT grants a three (3) year Commission, it is for the benefit of the Commissioned Minister, and is strongly recommend, to form and maintain a Pastoral Support Team. A PST meets regularly with the Commissioned Minister to provide support and nurture. Please note this is also referred to as a Pastoral Support Committee (PSC).