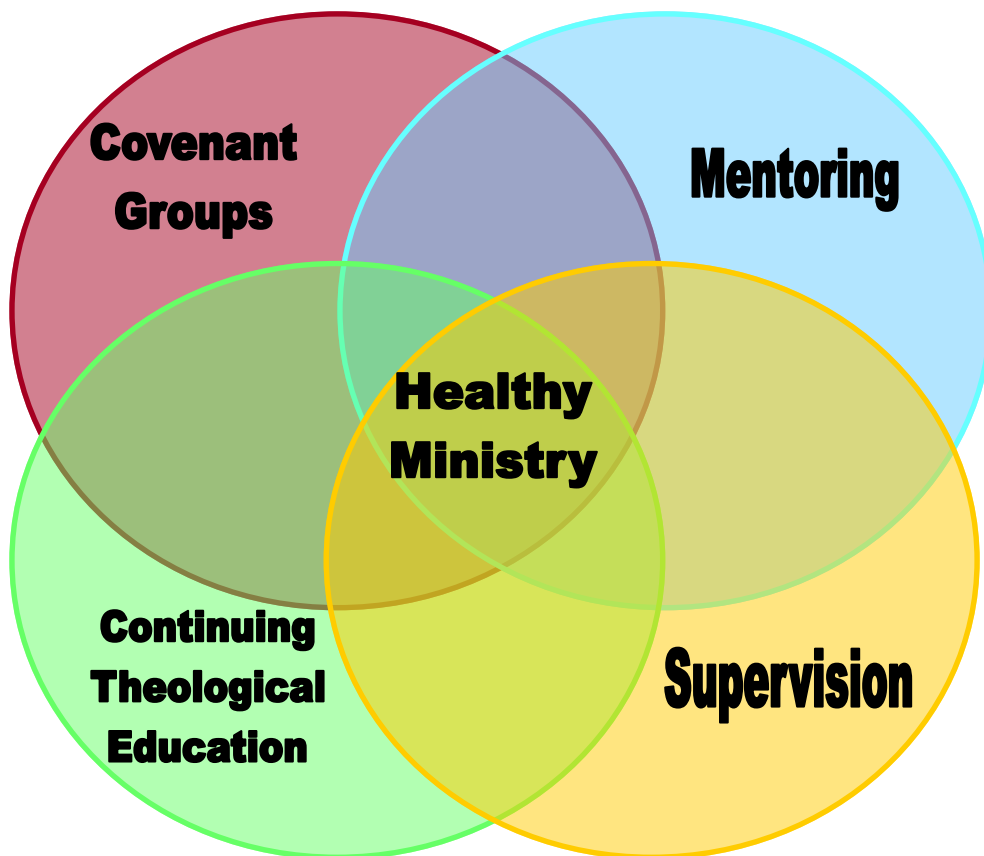


PROVISIONAL MEMBER HANDBOOK

**“The Journey from Readiness to
Effectiveness.....”**



Provided By:
Elder's Residency Supervision Committee
The Board of Ordained Ministry
Central Pennsylvania Annual Conference



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

Table of Contents

Introduction.....	1
Level 1.....	2-3
Level 1 Extension.....	3
Level 2.....	4-5
Level 2 Extension.....	6
Level 3.....	7
The Four Components of Provisional Membership.....	8-9
The Learning Covenant.....	10
A Word to Mentors.....	10

INTRODUCTION

Provisional Clergy Membership in the Central Pennsylvania Annual Conference is a journey in moving from “readiness” to “effectiveness” in preparation for ordained ministry in the United Methodist Church. It is a significant touchstone in our journey of moving on to perfection in the Wesleyan spirit and tradition. Your call has been affirmed by your local and connectional community of faith. You have a solid academic foundation of all the fundamentals. It has been tried and tested by at least your seminary community, licensing school, and the board of ordained ministry. Now is the time to deepen and broaden your call, by sharpening your gifts, skills, knowledge, and experience to proficiently apply them to the real complex world of ministry. This call of Jesus Christ through the United Methodist Church is offering us unprecedented opportunities and challenges. It is beaconing for our best spirit of effective clergy leadership that can make disciples of Jesus Christ for the transformation of the world. The board of ordained ministry is also on a journey with the church to continue the ongoing development of this residency so we can offer a life-giving experience that uniquely fits your call, gifts, and needs to offer our best to the world.

The Book of Discipline 2008, ¶326 and our board of ordained ministry now allows ordination after two years if a resident demonstrates effectiveness. Those who are not ordained after two years have not failed and it doesn't mean that he or she does not have the gifts and graces for ordained ministry. It is best understood as an opportunity for a resident to grow in an area of ministry or/and to complete a requirement. The amount of time in provisional membership only becomes crucial when a resident nears the eight year period. (The Book of Discipline 2008 ¶327).

We are here to serve you! Contact us if we can help!

Rev. Mark Shover, Chair of Elder's Residency Supervision, BOOM
Faith United Methodist Church
104 North Potomac Street
Waynesboro, PA 17268
717-762-2819 (office) 717-414-3047 (cell) 717-762-2800 (home)
markshover@cpcpastors.org

Rev. Bethany Wood, Elder's Registrar, BOOM
417 Town Hill Road
Shickshinny, PA 18655
570-864-2401 (1st phone) 570-506-2138 (cell)
bethanywood@cpcpastors.org

Provisional Membership
Level One

Upon commissioning as a provisional member, residents enter level one. During this year of residency members are offered the support of a mentor and covenant group. They are also introduced to a variety of resources to assist them in their ministries.

Each resident in level one shall:

1. Complete Safe Sanctuaries and Boundaries Training. This training is offered by the annual conference at varying locations/times.
2. Meet at least every other month with a mentor assigned by the board in consultation with the resident's district superintendent. In certain situations group mentoring may be implemented, but one-on-one is recommended if possible.
3. Meet on the alternating months with a covenant group composed of the resident, the mentor, another elder of the resident's choosing, and for members of the resident's charge, including three persons in key local church leadership positions.
4. Interview with the board of ordained ministry to review leadership paper. (This will be done at the Fall Board meeting October 5 or 6, 2009)
5. Be recommended by the board and the clergy session of Annual Conference.
6. Participate in a retreat on September 27-28, 2009 at Wesley Forest. This retreat will be our first combined event with residents from Wyoming Conference. It will be an opportunity to form and grow relationships as we focus on Transformational Leadership.
7. Participate in a training day at Wesley Forest on Tuesday, March 23, 2010. The topic is "Planning and Leading Change".
8. Attend the Provisional Membership Banquet with your mentor prior to the beginning of Annual Conference.
9. Submit "Portrait of an Effective Leader" by e-mail to Bethany Wood by September 14, 2009.

Each resident in level one is **strongly recommended** to complete these in year one (When unusual circumstances prevent this they may be completed in level two):

1. Participate in the orientation seminar scheduled for July 22, 2009 at Mission Central/Conference Center. If you have attended this as a local pastor you do not need to repeat it. **This seminar must be completed prior to ordination.** Rev. Rick Noll is the contact at 717-267-3085, pastornoll@embarqmail.com
2. Attend the Board of Global Ministries Seminar in New York City, sponsored by the conference on January 31-February 3, 2010. Registration information should be in your September pastor's packet. Rev. Charles Keller at 717-566-4136. **This seminar must be completed prior to ordination.**
3. Attend the General Board of Church and Society Seminar on April 25-28, 2010. Mark Reisinger is the contact person at markreisinger@cpcpastors.org **This seminar must be completed prior to ordination.**

Provisional Membership Level One Extension

All requirements of level one must be repeated (except the seminars listed above, they only need attended once). One additional extensional obligation is added:

Follow a self-directed plan of development. This plan must be approved by your team leader who conducted interviews last spring and your district superintendent. This plan should focus on the areas that need strengthened. This plan must be submitted by September 1, 2009 to Bethany Wood, Elders' Registrar.

Provisional Membership Level Two

When all the requirements for the level one year have been satisfactorily completed, the resident is eligible to move on to level two. Each resident in level two shall:

1. Complete the following forms:
 - a) Official Application form for “Full Membership” and Elders Orders”
 - b) Medical report form
 - c) Three personal references
2. Complete the requirements of the Central Pennsylvania Conference, which include:
 - a) Two typewritten, manuscript style copies and a VHS or DVD format of the same sermon based on one of the lectionary texts assigned by the board. {The Book of Discipline 2008 ¶335(5)}
 - b) A Bible Study based on a text assigned by the board {The Book of Discipline 2008 ¶(6)}
 - c) Two typewritten copies of answers to the questions. {The Book of Discipline 2008 ¶335(a)}
3. Continue in the covenant relationship with his/her mentor and covenant group
4. Interview with the board of ordained ministry (The first Monday or Tuesday of March).
5. Be recommended by the board of ordained ministry and approved by the clergy session of Annual Conference.
6. Participate in a retreat on September 27-28, 2009 at Wesley Forest. This retreat will be our first combined event with residents from Wyoming Conference. It will be an opportunity to form and grow relationships as we focus on Transformational Leadership.
7. Participate in a training day at Wesley Forest on Tuesday, March 23, 2010. The topic will be “Planning and Leading Change”.

8. Those who will be ordained at Annual Conference will participate in an overnight retreat with Bishop Middleton at Mt. Asbury on May 19-20, 2010.

9. Transcripts, References, and Medial Forms, and DVD of sermon are to be mailed. "Portrait of an Effective Leader", Bible Study, Sermon Manuscript and outline, and theological questions are to e-mailed. All are due to Bethany Wood by January 14, 2010.

**Provisional Membership
Level Two Extension**

1. Continue in a covenant relationship with his/her mentor and covenant group.

2. Participate in a retreat on September 27-28, 2009 at Wesley Forest. This retreat will be our first combined event with residents from Wyoming Conference. It will be an opportunity to form and grow relationships as we focus on Transformational Leadership.

3. Follow a self-directed plan of development. This plan must be approved by your team leader who conducted interviews last spring and your district superintendent. This plan should focus on the areas that need strengthened. This plan must be submitted by September 1, 2009 to Bethany Wood, Elders' Registrar.

4. Interview with the board of ordained ministry (The first Monday or Tuesday in March).

5. Those who will be ordained at Annual Conference will participate in an overnight retreat with Bishop Middleton at Mt. Asbury on May 19-20, 2010.

6. Be recommended by the board of ordained ministry and approved by the clergy session of annual conference for full membership and ordination as elder.

Level Three
(Last year under the The Book of Discipline 2004)

1. Continue in a covenant relationship with his/her mentor and covenant group.

2. Participate in a retreat on September 27-28, 2009 at Wesley Forest. This retreat will be our first combined event with residents from Wyoming Conference. It will be an opportunity to form and grow relationships as we focus on Transformational Leadership.

3. Interview with the board of ordained ministry to review leadership paper.
(This will be done at the Fall Board meeting on October 5 or 6, 2009)

4. Those who will be ordained at Annual Conference will participate in an overnight retreat with Bishop Middleton at Mt. Asbury on May 19-20, 2010.

5. Be recommended by the board of ordained ministry and approved by the clergy session of annual conference for full membership and ordination as elder.

6. E-mail "Portrait of Effective Leader" to Bethany Wood by September 14, 2009.

The Four Components of Provisional Membership

One the cover of this guidebook is an image of the four components of provisional membership that work and flow together to produce healthy ministry. It is highly relational. It is only when all these relationships are open to and transferring the spirit of God that this process can best work. Our goal is to offer a life-giving experience that best prepares you for professional ordained ministry in the United Methodist Church.

Supervision: Supervision is provided by your District Superintendent and the Board of Ordained Ministry. Your District Superintendent is primarily responsible for professional supervision and the board of ordained ministry is responsible for credentialing supervision. Your district superintendent will evaluate your ministry performance in your licensed local church appointment with the assistance of your local Staff Parish Relations Committee. The board of ordained ministry will evaluate the spirituality, skills, knowledge, articulation, and maturity needed for ordination credentials. While these are closely related it is when these function together that “effectiveness” is evaluated and determined. A resource that may be helpful in supervision is Watching Over One Another in Love, A Wesleyan Model for Ministry Assessment by Gwen Purushotham.

Continuing Theological Education: It will be our goal to continue to provide experience and learning that develops your applied theology. We will be intentional at listening to your needs and offering resources and experiences that will build upon your academic knowledge. We will focus on offering practical training and experiences that you did not receive in seminary. Part of this is learning from colleagues. We can't stress enough the value of close and frequent relationships with your brothers and sisters in provisional membership. Our provisional membership process will create space and opportunity for those relationships to form and grow. To be an effective elder in the United Methodist Church continued spiritual, personal, and professional formation is vital. The provisional membership program is designed to help you develop this desire and form good habits now so continuing formation becomes natural.

Mentoring: Of the four components, mentoring if done well, can offer the strongest influence in a resident's ministry. We see a growing need for effective leadership in the church. Leadership is a popular concept and much needed, and while there are leadership skills that can be taught, it is the heart of a leader that is best "caught". Leadership can be mysterious yet we all know it when we see it. We encourage mentor/resident relationships that are covenantal and confidential. Two resources that may be helpful for you as a clergy mentor are:

Mentoring into Vocation; Touchstones for the Journey by Mark Fowler

"Clergy Mentoring, A Manual for Commissioned Pastors, Local Pastors, and Clergy Mentors" 2009-2012 Edition (can be downloaded at www.gbhem.org)

Mentors are encouraged to meet at least six times a year one-on-one with residents. The alternating months opposite the covenant group meetings work best. Group mentoring can be offered, sometimes is necessary, but we encourage one on one mentoring. Mentoring is not supervision. The goal is to listen, respond, to guide, to challenge, to model, and to encourage.

Covenant Groups: Along with mentoring, the covenant group plays a vital role in the provisional membership process. The covenant group is composed of the resident's mentor, another elder of the resident's choosing, and four members of the resident's charge, including at least three key leaders. The group is to meet at least six times a year throughout the provisional membership process. Covenant Group meetings are to be convened by the mentor.

The purpose of this group is to provide support and feedback to the resident. Covenant Group meetings are to be guided by the learning covenant, which is prepared by the resident and the mentor at the beginning of level one year and revised in year two, and further if a resident goes into extension. In selecting participants for the covenant group it is important to select persons who will be both supportive and honest.

The Learning Covenant

The learning covenant should consider who the resident is and what he/she does. It should look at both personal character and professional development. What we are and what we do are both important. Growing in our self-awareness helps us to more effectively relate to others. In a time of significant change, both in our culture and in the church, we need to develop a discerning heart that effectively mixes integrity, flexibility, risk-taking, and open-mindedness. Sharpening the many skills involved in ministry allows us to become more effective. The learning covenant should be unique. It is yours. It should be sensitive to your unique needs, best practices, and growing edges so it will best help you learn and grow. It can touch on the very basic practical practices in ministry but should also address the more abstract spiritual and leadership questions and yearnings. A balanced healthy ministry addresses our spiritual, emotional, mental, and physical fitness. Our learning covenant should monitor all these components of self.

A Word to Mentors

Thank you for generously giving of your self and time to support a resident in ministry. You are making a significant contribution. You are strengthening the ministry of a resident and you are developing strong spiritual leadership in our annual conference. Trust is one of the fundamental building blocks of a successful mentoring relationship. A key factor in its development is a shared understanding of the degree to which communication between mentors and residents is considered confidential both by the individuals themselves and the structures of the annual conference. Please be committed to this relationship. **We ask that you provide a written report (no longer than a page) on a quarterly basis to the elder's registrar of the board of ordained ministry and to the resident's district superintendent. Please keep a copy of this report for yourself. Please sign this report along with the resident you mentor before providing copies.** Please provide input from both the one on one and covenant group meetings. We are providing no checklist or form, but see your report as the best feedback we can obtain. This provides you openness to share whatever you need to share and what we need to know to help, equip, encourage, and challenge, while also safeguarding your confidentiality covenant so you can choose also to not report on issues that best remain confidential.