**Oversight Leader’s Coversheet for Credentials Committee**

**Virginia Mennonite Conference**

1. Candidate’s Name: Click or tap here to enter text. Date:Click or tap to enter a date.

2. Current Congregational Membership: Click or tap here to enter text.

3. District/Cluster accepting candidate: Click or tap here to enter text.

4. Oversight leader seeking credentialing change: Click or tap here to enter text.

5. Ministerial Role Under Consideration (check the applicable box).

Congregation Ministry  Special Ministry  Missions Assignment

At what congregation/organization? Click or tap here to enter text.

Position/Title: Click or tap here to enter text.

If a candidate is being considered for licensing (LTO, LSM) or transfer of credentials, please clarify the timing of the search process (Please mark all that apply):

Candidate met with Search Committee Date Click or tap to enter a date.

Candidate introduced to congregation Date Click or tap to enter a date.

Congregational vote scheduled Date Click or tap to enter a date.

Projected employment start date Date Click or tap to enter a date.

Installation/Ordination/License date Date Click or tap to enter a date.

NOTE: The Conference office needs to be notified of all transfers from other Conferences, so that a transfer of credentials can be requested.

**5.** Credentials Requested (check the box)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | LTO | License Toward Ordination |  |  | OAW | Ordination Active Without charge |
|  | LAO | License Active Overseas |  |  | OIN | Ordination INactive-  left or inactive for > 3 years |
|  | LSM | License for Special Ministry |  |  | ORE | Ordination REtired |
|  | OAC | Ordination ACtive |  |  | OPR | Ordination on PRobation |
|  | ODE | Ordination DEceased |  |  | OSU | Ordination SUspended |
|  | OSM | Ordination Special Ministries |  |  | OWI | Ordination WIthdrawn - non disciplinary |
|  | OAO | Ordination Active Overseas |  |  | OTE | Ordination TErminated - disciplinary |

**6a.** Provide oversight leader’s assessment of the six competencies for ministerial credentials. Specify where the competencies [a) Mennonite seminary, b) other than Mennonite seminary, c) compatible education experience, e.g., Stephens ministries and/or other education from an educational provider, or d) basic knowledge).

Please check the appropriate box.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MC USA** | **Education Attained** | | | |
|
| **Core Competencies** | Menno Seminary | Other Seminary | Compatible Education | Basic  Knowledge |
| Biblical story |  |  |  |  |
| Anabaptist Menno history & theology |  |  |  |  |
| Christian spirituality/ discipleship |  |  |  |  |
| Self-awareness & emotional health |  |  |  |  |
| Contextual awareness & missional engagement |  |  |  |  |
| Leadership |  |  |  |  |
| \*Pastoral Ethics |  |  |  |  |

\*Not a MC USA identified core competency

**6.b.** As the oversight leader, please evaluate the candidate’s skill level for each competency below by checking the applicable box:

|  |  |  |
| --- | --- | --- |
|  | **Oversight Leader's Evaluation of Training** | |
|  | Growth Area | Satisfied |
| Biblical story |  |  |
| Anabaptist Menno history &  theology |  |  |
| Christian spirituality/ discipleship |  |  |
| Self-awareness & emotional health |  |  |
| Contextual awareness & missional engagement |  |  |
| Leadership |  |  |
| \*Pastoral Ethics |  |  |

\*Not a MC USA identified core competency

**7. It is important that the Oversight Leader review and/or discuss the topics documents listed below with the candidate. Please identify the date on which you did so. Candidates for ordination may skip to section 8.**

Date Completed

* 1. *Confession of Faith in A Mennonite Perspective* Date Click or tap to enter a date.
  2. *A Shared Understanding of Ministerial Leadership* Date Click or tap to enter a date.
  3. VMC *Leadership Handbook* review Date Click or tap to enter a date.
  4. Financial viability of personal finances Date Click or tap to enter a date.
  5. Ethical expectations for a minister Date Click or tap to enter a date.
  6. *Code-of-Sexual-Ethics-for-Ministers* Date Click or tap to enter a date.

**8. If candidate is being considered for Ordination (OAC or OSM), please clarify the steps that have been taken toward the ordination process and the date on which the step was completed (Source: *A Shared Understanding of Ministerial Leadership*). NOTE: two years of experience in a Mennonite setting is recommended for a person moving from licensure to ordination**.

**Please attach the following to the “oversight leader’s cover sheet”:**

A letter of request from the candidate’s congregation for the person to be ordained, including a brief report of the discernment process. Date Click or tap to enter a date.

A statement by the candidate concerning the meaning of ordination, and its privileges and responsibilities. Date Click or tap to enter a date.

A written report and statement of support from the District Minister (candidates in specialized ministry need to attach a written statement from their organization) Date Click or tap to enter a date.

If a MLI is needed, Conference office staff will request it from MC USA. If the one on file is more than three years old, an updated or new MLI will be requested. If the MLI is to be updated, the candidate should stop by the VMC office to request their MLI for updating. This must be done at the VMC office as MLI will not be released to leave the premises

Signed *Code-of-Sexual-Ethics-for-Ministers*

**9. Please provide any additional comments regarding your understanding of this candidate’s call to the role and/or status change under consideration.**

**To begin the process, please forward this form to:**

**june.miller@virginiaconference.org**