



THE AMERICAN BAPTIST CHURCHES OF MASSACHUSETTS

Ministerial Preparation

The following documents are included:

Steps in the Ordination Process

Three Track Synopsis (including Appendices A, B, C)

A Suggested Timetable for Candidates

Information for the Watchcare Candidate

The Ordination Paper

Information About Assessment Programs for Ordination Candidates

Fee for Services

The following forms are included:

Candidate Reference Letter (4)

Release Form for Evaluation Material

Self-Disclosure and Release

Covenant and Code of Ethics (English)
(Spanish/Portuguese/French versions available on request)

CORI Request

Checklist for Candidate

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Steps in the Ordination Process

Approved by TABCOM's Commission on Ordained Ministry ~ January 1, 2000

I. PREORDINATION LICENSE

Ordination is the act of the church by which, in the name of God, it delegates to a qualified person who has responded to the call of God a wide range of ministerial functions and responsibilities.

The ordination process begins when a preordination license is granted by the church in which the candidate is a member. The church must be affiliated with The American Baptist Churches of Massachusetts (TABCOM).

To obtain such a license **the candidate shall:**

1. be a person who has confessed Jesus Christ as Lord and Savior
2. be a person of good reputation and emotional stability
3. be preparing for the Christian ministry as a professional vocation

The **church of the candidate shall:**

1. counsel with the candidate regarding the Christian ministry
2. provide an opportunity for the candidate to preach and/or conduct public worship
3. vote preordination license
4. notify TABCOM Executive Minister's Office that the preordination license has been granted. A form may be obtained for this purpose from the Ministerial Preparation office secretary at TABCOM
5. present the candidate with the preordination certificate, which is received from TABCOM
6. **renew the preordination license annually and notify the Ministerial Preparation Committee at TABCOM.**

TABCOM will send one reminder to the church, but it is the church's responsibility to vote and communicate its decision to TABCOM. Should the church fail to renew the preordination license, the candidate's file will be permanently closed. Six renewals are allowed. Permission for additional renewals must be requested in a letter from the candidate to the Committee on Ministerial Preparation, stating the reasons for delay.

TABCOM's **Executive Minister's Office** shall:

1. open and establish the candidate's file once it has been notified that a license has been granted.
2. record licensing properly in the Yearbook of the American Baptist Churches of Massachusetts
3. send information pertaining to the ordination process to the candidate and to the local church pastor or church clerk.

4. notify the Chairperson of the Committee on Ministerial Preparation, the Coordinator of Watchcare, the Association Coordinator, the Initial Interviewer for the Association Committee on Ministry, and the Association Clerk, Moderator and Vice Moderator that a preordination license has been granted.

II. ASSOCIATION COMMITTEE ON THE MINISTRY, INITIAL INTERVIEW

Within three months of the granting of a preordination license, the Association Committee on the Ministry or its designated representative(s) will arrange a meeting with the licensee and the local church pastor for the purpose of:

- a) becoming acquainted with the licensee and his/her Christian pilgrimage
- b) exploring the licensee's fitness, aptitudes and commitment as a basis for preparing for ordained ministry

In the interview the Committee or its designated representative(s) will provide guidance and counsel to the licensee and pastor regarding further steps to take in preparing for ordained ministry. While most candidates pursue Track I, those considering **Track II or III should be referred by the Initial Interviewer to the TABCOM Committee on Ministerial Preparation for approval *prior to entering that Track.***

Following this meeting the Committee or its designated representative(s) will appoint an advisor to maintain contact with the licensee on an annual basis in order to provide guidance about the ordination process, in cooperation with the local church pastor. The Committee will find ways to involve the licensee in the life and ministry of the Association.

The Association Committee on the Ministry or its designated representative(s) will send a brief summary of the interview (including recommendations) to the licensee, with a copy to TABCOM office secretary to the Committee on Ministerial Preparation. Should the licensee choose to respond to the summary, a copy of the response may be sent to TABCOM office secretary for Ministerial Preparation and will be placed in the licensee's preordination file.

III. PREPARATION FOR ORDINATION

Ordination is the recognition by the church of one called by God into the Christian ministry as a professional vocation. The evidences of such a call are:

- 1) a commitment of life to Christian discipleship;
- 2) an inner conviction which the one called identifies as from God;
- 3) an endowment of such abilities as are requisite for a Christian minister; and
- 4) an opportunity to render a ministry consistent with character of the American Baptist Churches in the U.S.A.

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A person seeking to be ordained should present evidence of the following:

- 1) a call to the vocation of a professional Christian minister;
- 2) a dedication to the cause of Christ;
- 3) a character of moral integrity and responsibility;
- 4) a sufficient grasp of doctrine and polity to be entrusted with the pastoral oversight of a church; and
- 5) a sufficient preparation for adequate performance of requisite ministerial functions.

Such evidence shall be gathered, presented, and transmitted by the candidate as outlined in the requirements below.

A. Watchcare

The candidate will initiate the Watchcare relationship by contacting the Coordinator of Watchcare for the Committee on Ministerial Preparation, who will enroll the candidate in the Watchcare Program and assist the candidate in establishing the relationship with a suitable Watchcare Pastor. (Please refer to Watchcare Guidelines, Document No. 1.) The Watchcare Coordinator shall provide TABCOM's Committee on Ministerial Preparation with a statement of completion when the candidate has completed his/her Watchcare requirements.

B. Candidacy Assessment

Ordained ministry involves more than academic attainment; it calls for ongoing pastoral competence, emotional and spiritual maturity, and consistent Christian character. Therefore, candidates for ordination will complete a comprehensive career and candidacy assessment program sponsored by or in consultation with an American Baptist-related Career Development Center within five years prior to examination by TABCOM's Commission on Ministerial Preparation.

The Candidate Evaluation should be mailed directly to TABCOM at least six weeks prior to the request for an interview. (For those who obtain a candidate assessment from The Center for Career Development and Ministry in Dedham, Massachusetts, a major portion of the cost will be subsidized by the Ministers and Missionaries Benefit Board. Associations and local churches are encouraged to help defray the candidate's cost.)

The candidate grants a written release for the Committee on Ministerial Preparation to review the evaluation materials.

The candidate is also welcome to submit C.P.E. evaluation materials in addition to the required evaluation from an approved career development center.

Evaluation materials submitted must be sealed after an interview of the candidate by the Committee on Ministerial Preparation and may not be reopened without consent of the candidate.

C. Theological Education and Experience Plan

Track I candidates shall complete an M. Div. Degree at an accredited seminary.

- a. Track I candidates refer to Appendix A.
- b. Track II candidates refer to Appendix B.
- c. Track III candidates refer to Appendix C.

The following areas of study are required:

- a. Introduction to Old Testament
- b. Introduction to New Testament
- c. Preaching
- d. Systematic Theology
- e. Church History
- f. Educational Ministries
- g. Church Administration
- h. Pastoral Care
- i. American Baptist History and Polity
- j. Professional Ethics (see Appendices A, B or C for course description)
- k. at least one academic year of Field Education and/or internship, or satisfactory equivalent.

It is *strongly recommended* that the candidate take Clinical Pastoral Education and one of the Biblical languages.

A transcript from the registrar of the Seminary/Theological School is submitted to give evidence that proper seminary courses have been fulfilled. If the degree will not be granted by the time of the interview, in addition to a transcript, a statement from the Office of the Dean must be submitted to indicate that it is expected that the requirements for the degree will be met by the end of the semester. The transcript and statement, if required, should be mailed to TABCOM in the envelope provided at least 6 weeks prior to the request for an interview.

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IV. COMMITTEE ON MINISTERIAL PREPARATION

A. The Candidate File

The following documents are *required* and must be submitted by the candidate (in the folder provided) to the Committee on Ministerial Preparation, c/o TABCOM. Upon verification that the candidate's file is complete, the candidate will notify their sponsoring church that they would like to proceed. **The church will complete the Request for Appointment form and mail it to TABCOM.**

- A signed and witnessed Self-Disclosure Form for Ministerial Preparation. This form is designed to alert the Committee to any legal issues that may be of concern in determining readiness for ministry. Such history does not automatically exclude the candidate from being fairly considered, but provides the information necessary for an honest appraisal.
- A signed and dated copy of the Code of Ethics of The Minister's Council of the American Baptist Churches USA, signifying that the candidate accepts the code.
- A signed and witnessed Release Form for Evaluation from an approved career development center.
- A 3-5 page Personal Statement by the candidate which includes the following:
 - 1) autobiographical sketch,
 - 2) spiritual journey with emphasis on Christian experience, baptism, and call to the ministry,
 - 3) the candidate's understanding of and commitment to the American Baptist Churches USA.

The following documents are required and must be submitted directly to TABCOM by the proper institution/person.

- **Association Requirement**
 - The candidate's Association will schedule an initial interview. The person doing the Interview will submit a summary of the interview.
- **Watchcare Requirement**
 - A letter from the Watchcare Coordinator showing completion of Watchcare Program.
- **Educational Requirements**

For Track I Candidates

 - An Official Course Transcript showing proper courses have been taken. If the degree has not yet been granted or the coursework not yet completed the following is required:
 - A Statement from the Dean regarding expected completion of course work.

For Track II and Track III Candidates

 - Statement of successful completion of Theological Education/Experience Plan previously approved by the Committee on Ministerial Preparation.
- **Evaluation Requirement**
 - An evaluation from an approved career development center is required 6 weeks prior to the candidate's interview.

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• **Four Character References**

- 1) the Watchcare Pastor
- 2) a lay person either in the church served by the candidate or in the licensing church
- 3) an ordained minister of the candidate's choice, and
- 4) either the Area Minister of the church in which the candidate is currently serving or the Supervisor of the most recent Field Education experience.

No letter of reference is acceptable from a fellow student. Each reference shall be submitted in a sealed envelope to ensure confidentiality

These references shall include the following areas:

- a) information about the candidate's call to ministry
- b) demonstrated gifts for ministry
- c) ability to work with others
- d) leadership style
- e) personal relationships
- f) character

B. The Interview

Upon receipt of the Request for Appointment form, an interview will be scheduled at the first available meeting with the Committee on Ministerial Preparation, but not sooner than 30 days. The candidate will be asked to make a verbal presentation from his/her Personal Statement and then to answer questions asked by the Committee members. This interview will not include an examination of theology, except insofar as that theology is integral to the spiritual journey of the candidate.

The Committee will determine its recommendation in executive session.

One of the following options will be chosen:

- 1) the candidate continue in the ordination process, or
- 2) the candidate be delayed until further preparations are completed, or
- 3) the candidate not proceed in the ordination process.

If the Committee is satisfied that the candidate is ready to proceed in the ordination process, the committee informs the Commission on Ordained Ministry.

The chairperson of the Committee on Ministerial Preparation shall notify the candidate, the licensing church, the Watchcare Pastor, and the Chairperson of the Association Committee on Ministry of the vote of the Ministerial Preparation Committee.

If the candidate has not received a call to an ABC USA-related ministry, the recommendation is made conditional upon receiving such a call. It is recommended, *but not required*, that a call be defined

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as a paid, professional commitment to a ministry for at least 20 hours per week.

In the case of a delay, a committee member will be assigned to provide ongoing support; specific steps for further preparation will be recommended.

In the case of a denial, the Committee on Ordained Ministry will authorize the file to be closed and the candidate's church notified.

V. THE ASSOCIATION COMMITTEE ON THE MINISTRY: Final Interview

Following the recommendation by the Committee on Ministerial Preparation that the candidate proceed in the ordination process, the Association Committee on the Ministry shall:

1. Review with the candidate his/her presentation to be made to the Ordination Council.
2. Make its own observation of the candidate's readiness for the ministry, which it may share with the Ordination Council.
3. Provide in written form to the ordaining church and to the clerk of the association a statement of the candidate's readiness for examination by an Ordination Council.
4. Work together to ensure that an Ordination Council is duly constituted for examination of the candidate, and in the subsequent act of ordination all is done regularly and in order.
5. Be available to give counsel in planning the Ordination Service.

VI. THE ORDINATION COUNCIL

The ordaining church, having the following documentary evidence:

- a) the recommendation of the Committee on Ministerial Preparation, and
- b) the recommendation of the Association Committee on the Ministry,

shall request in writing that an Ordination Council be called by the Association.

The candidate shall read a prepared statement concerning his/her:

- 1) Christian experience,
- 2) call to the ministry,
- 3) theological views,
- 4) understanding of American Baptist polity, and
- 5) attitude toward the American Baptist Churches USA and its ecumenical witness.

It is recommended that copies of the ordination paper be distributed to participating churches ahead of time and that the Association and the ordaining church share the cost of copying and mailing.

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Subsequent to the examination of the candidate, the Ordination Council shall provide to the ordaining church, the candidate, the clerk of the Association, the Commission on Ordained Ministry and the Executive Minister of TABCOM a written record of its action and recommendation relative to the candidate's readiness for ordination (either to proceed, to postpone action pending clarification or some stipulated contingency, or not to ordain the candidate).

A copy of the minutes of the Ordination Council, including the number of delegates present, the number of churches represented and the date set for the Service of Ordination (if available) should be mailed to the Executive Minister's office **at least three weeks prior to the service of ordination** so that the ordination certificate may be prepared.

Whenever an ordination council recommends that a church should defer or not proceed with the ordination of a candidate, the following courses of action are open:

- a) The church may wait until the conditions that caused the adverse recommendation change sufficiently to warrant requesting the reexamination of the candidate.
- b) For a full review of the ordination council and the appeal process, see the Standing Rules, Commission on Ordained Ministry. These documents are kept in the office of the Executive Minister of TABCOM.

VII. THE ORDAINING CHURCH

Upon receiving the recommendation to proceed, the ordaining church and the candidate shall arrange and conduct a Service of Ordination, *allowing an interval of at least three weeks* after the Ordination Council.

The ordaining church shall notify the Executive Minister's office at TABCOM of the ordination service and invite a representative to be present; a copy of the ordination service shall be sent to the Executive Minister of TABCOM.

VIII. TABCOM

The Executive Minister's Office will provide the candidate with a certificate proclaiming ordination. (Please allow three weeks from the date of notification for delivery of the ordination certificate.)

The Executive Minister's Office will notify the Committee on Ministerial Preparation that the certificate has been sent and permanently seal the candidate's preordination file; any request to reopen the file will be subject to the candidate's release.

The Executive Minister's Office will notify the Commission on the Ministry of the American Baptist Churches USA of the ordination and record the ordination in the Registry of The American Baptist Churches of Massachusetts.

A Synopsis of the Three Tracks Toward Ordination

Historically ordination has been understood by American Baptists as an affirmation of an individual's call to professional ministry and his/her gifts for ministry. Although most often a local congregation has taken the initiative in ordaining that individual, it did so in cooperation with other congregations. This participation of a group of churches in ordination has given the rite much more than merely local significance. In fact, if the ordination is carried out according to the standards of the ABC/USA, it represents a denominational recognition of the individual's call and qualifications for the ordained ministry of Christ's universal church.

The following three tracks are the options available for those seeking ordination within TABCOM and thus the ABC/USA.

TRACK I This first option requires the successful completion of an M. Div. Degree from an accredited seminary. A prescribed list of courses must be taken which includes a field education experience.

TRACK II In this track the educational value of experience in ministry is recognized and affirmed. This option makes it possible for those who have not completed their seminary education to pursue ordination. To this end, experience as an equivalent to educational preparation is granted on the basis of two years of satisfactory professional growth and ministerial performance for every one year of academic preparation that is lacking in the candidate's background, with seven years of higher education (four years of college and three years of seminary) being considered the norm. The maximum experiential equivalency which may be granted is six years, the equivalent of three years of higher education. This track is also available to those who may have engaged in another educational sequence (e.g., a Ph.D. in religion) other than the traditional seven-year program.

TRACK III This is for those who have completed seminary or "comparable equivalent for ordination" in another country; **OR** who have completed a lay pastor program from a U.S. seminary or an ABC region; **OR** who have satisfactorily completed seven years of pastoral service as a pastor/lay minister of a church (three years of which shall be in a church within The American Baptist Churches of Massachusetts).

Further details and requirements for these three tracks can be found in the "Steps in the Ordination Process", and Appendices A, B, and C on the following pages; OR from the Committee on Ministerial Preparation of TABCOM.

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**APPENDIX A
TRACK I**

There are three tracks which a candidate for ordination and ministry may pursue. Track I is considered to be the track most candidates will pursue in the American Baptist Churches.

A. The education prerequisites as adopted by the American Baptist Convention in 1961:

RESOLVED, That the “educational standards of four years of college and three years of seminary (the A.B. and B.D.[now M.Div.] degrees or their standard equivalents) be the educational prerequisites for the recognition by the American Baptist Churches of candidates ordained after and including January 1, 1965. This action is not retroactive. It will in nowise affect the manner in which American Baptist Churches pastors ordained before January 1, 1965, shall be recognized. This action is accompanied with a call to all local ordination councils and local churches to prepare . . . prospective candidates for the implementation of this standard in 1965”

It is the understanding of the Ministerial Leadership Commission that North American seminaries will be accredited by the Association of Theological Schools. In those cases where seminary education takes place in other than North American settings, refer to Track III.

B. A functional knowledge of American Baptist history and polity.

This normally can be satisfied by a seminary-level course on both the history and polity of American Baptists or by a course developed by TABCOM.

C. The candidate’s professional ethics and intention of cooperation must be affirmed by accepting the Covenant and Code of Ethics of the Ministers Council of the American Baptist Churches.

All persons seeking ordination will have completed a course in professional ethics offered either by a seminary or a region. This course will consider areas such as professional boundary issues, relationships, confidentiality, ethics in financial matters, and other related issues that can dramatically affect the relationship between pastor and people.

D. Candidacy assessment.

Ordained ministry involves more than academic attainment; it calls for ongoing pastoral competence, emotional and spiritual maturity, and consistent Christian character. Therefore, candidates for ordination will complete a comprehensive career and candidacy assessment program sponsored by or in consultation with an American Baptist related Career Development Center within five years prior to examination by TABCOM’s Committee on Ministerial Preparation.

To continue the ordination process, please refer back to “Steps in the Ordination Process, IV”.

APPENDIX B TRACK II

TRACK II is an alternative to the traditional Track I path toward ordination (which is based primarily on an educational preparation normally including four years of college and three years of seminary). This option makes ordination within TABCOM possible for those who have not completed seminary education (and possibly not completed a college degree) or for those who have obtained theological training through other means such as a Ph.D. in Religion. Track II requirements are as follows:

- A. A candidate for ordination must first be granted a preordination license by the TABCOM church of which he or she is a member.
- B. An education assessment to determine education equivalents will be performed by TABCOM's Committee of Ministerial Preparation as follows:
 1. Experience as an equivalent to educational preparation is granted on the basis of two years of satisfactory professional growth and experience and ministerial performance for every one year of **full-time** academic preparation that is lacking in the candidate's background up to a maximum of six years of experience being equivalent to three years of academic education.
 2. To be considered professional experience, the candidate's ministry must be within the broad range of professional leadership categories recognized by the Registry of Professional Leaders of the ABC/USA. Such experience must have been full-time (20 hours or more per week).
 3. The candidate shall evidence an ongoing commitment to ongoing professional continuing education. The Committee on Ministerial Preparation shall weigh this professional education as an indication of the candidate's seriousness of pursuing professional competence.
- C. In addition to the above education requirements, the candidate shall also successfully complete the following requirements:
 1. **American Baptist History & Polity.** The candidate will have a functional knowledge of American Baptist history and polity. This normally can be satisfied by a seminary level course or by a course developed and approved by TABCOM.
 2. **Professional Ethics.** The candidate's professional ethics and intention of cooperation must be affirmed by accepting the Covenant and Code of Ethics of the Minister's Council of the American Baptist Churches. All persons seeking ordination will have completed a course in professional ethics offered by a seminary or by TABCOM. This course will include attention to areas such as professional boundary issues, relationships, confidentiality, ethics in financial matters, and other related issues which can dramatically affect the relationship between pastor and people.
 3. **Candidacy assessment.** Ordained ministry involves more than academic attainment; it calls for ongoing formation of pastoral competence, emotional and spiritual maturity, and Christian character. Therefore, candidates for ordination will complete a comprehensive career and candidacy assessment program sponsored by or in consultation with an American Baptist-related Career Development Center within five years prior to examination by TABCOM Committee on Ministerial Preparation.
 4. **Watchcare.** The candidate will fulfill TABCOM Watchcare requirement by participating in a mentoring relationship with an approved American Baptist Watchcare pastor, (see: Steps in the Ordination Process, III.A)

To continue the ordination process, please refer back to "Steps in the Ordination Process, IV".

APPENDIX C
TRACK III

TRACK III is designed as an alternative to the traditional Track I path toward ordination (which is based primarily on educational preparation including four years of college and three years of seminary).

- A. A candidate for ordination in Track III must first be granted a preordination license by the TABCOM church of which he or she is a member.
- B. TRACK III candidates may qualify for ordination by completing one of the following: (or a combination acceptable to TABCOM’s Committee on Ministerial Preparation):
 - 1. Satisfactory completion of seminary or comparable equivalent for ordination in another country, or
 - 2. Satisfactory completion of a lay pastor program from a US seminary or an ABC Region, or
 - 3. Completion of at least seven years of pastoral service (deemed satisfactory by TABCOM Committee on Ministerial Preparation) as a pastor/lay minister of a church with at least three of those years in a TABCOM church.
- C. **The candidate will successfully complete a Theological Education & Experience Plan, approved in advance by TABCOM’s Committee on Ministerial Preparation.** The plan will include the following components:
 - 1) **American Baptist History & Polity.** The candidate will have a functional knowledge of American Baptist history and polity. This normally can be satisfied by a seminary level course on both the history and polity of American Baptists or by a course developed and approved by TABCOM.
 - 2) **Candidacy assessment.** Ordained ministry involves more than academic attainment; it calls for ongoing formation of pastoral competence, emotional and spiritual maturity, and Christian character. Therefore, candidates for ordination will complete a comprehensive career and candidacy assessment program sponsored by or in consultation with an American Baptist related Career Development Center within five years prior to examination by the TABCOM Committee on Ministerial Preparation.
 - 3) **Professional Ethics.** The candidate’s professional ethics and intention of cooperation must be affirmed by accepting the Covenant and Code of Ethics of the Ministers Council of the American Baptist Churches. All persons seeking ordination will have completed a course in professional ethics offered either by a seminary or by TABCOM. This course will include attention to areas such as professional boundary issues, relationships, confidentiality, ethics in financial matters, and other related issues that can dramatically affect the relationship between pastor and people.
 - 4) **Watchcare.** The candidate will fulfill TABCOM’s Watchcare requirement by through a mentoring relationship with an approved American Baptist Watchcare pastor. (See “Steps in the Ordination Process, III. A.)

The Theological Education & Experience Plan must be developed by the candidate and TABCOM Committee on Ministerial Preparation at the very beginning of the ordination process. Once a candidate receives a preordination license and participates in an Initial Interview with the Association Committee on Ministry, any potential TRACK III candidate should be immediately referred to TABCOM Committee on Ministerial Preparation in order to develop an approved Theological Education & Experience Plan, based on the unique combination of education and experience that candidate brings to the process. The Plan should include specific requirements yet to be fulfilled and

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specify the mechanisms by which fulfillment may be deemed satisfactory. In order for the candidate to schedule a final interview with TABCOM Committee on Ministerial Preparation, written proof of satisfactory completion of the Theological Education & Experience Plan must be submitted in the Candidate File, along with the other documents required by the “Steps in the Ordination Process.”

To continue the ordination process, please refer back to “Steps in the Ordination Process, IV”.

TIMETABLE CONSIDERATIONS FOR THOSE PURSUING TRACK II OR III

As is required of all persons seeking ordination within the American Baptist Churches of Massachusetts (TABCOM), those candidates following Tracks II or III **must first obtain** a preordination license from the American Baptist church in which they are members.

SOON after that license is granted, the candidate should seek an appointment with his/her association’s Committee on Ministry for the Initial Interview.

After that interview, the candidate will then be referred to the Committee on Ministerial Preparation of TABCOM. That committee will work with the candidate to devise a plan and a timetable for the completion of all the requirements that will have to be met. Because each individual brings with him/her a unique educational background and experience, the timetables established will be customized to address the particular needs of each candidate.

The Ordination Process: A Suggested Timetable for TABCOM Candidates (Track I)

This timetable assumes a 3-year seminary track. The Ordination Process allows for six renewals of the preordination license before a file is closed. Extensions are granted to those who communicate in writing their intention to continue in the ordination process. The process is designed to be engaged in from the beginning of seminary. Candidates who participate fully in the process, on a timetable similar to the one suggested here, find it to be helpful in shaping the course of study and preparing them for ministry today.

FIRST YEAR IN SEMINARY

CANDIDATE

Requests a **preordination license** and preaches or leads worship.

Enrolls in accredited seminary, M.Div. Program.

Obtains **Candidate Evaluation** from an approved center for career development. Sign Release Form. Candidate may ask church and Association to assist with cost.

CHURCH

Votes to grant preordination license. Communicates this to TABCOM.

TABCOM

Opens a candidate file and sends a packet including the license to the local church pastor. Candidate receives a packet including "Steps in the Ordination Process" and Guides.

ASSOCIATION

Chair of Association Committee on Ministry initiates a meeting with the Candidate and local church Pastor within three months of the granting of the pre-ordination license. Chair sends results of **Initial Interview** to TABCOM. The Association is encouraged to pay 1/3 of the cost for the candidate's evaluation at The Center for Career Development & Ministry.

SECOND YEAR IN SEMINARY

CANDIDATE

Enrolls in **Watchcare** for a period of 8-12 months.*

Files application and two evaluations.

CHURCH

Renews preordination license annually; sends notification to TABCOM

Encourages candidate's involvement in local church and Association.

TABCOM

Sends acknowledgment and seal. Records renewal.

Watchcare Coordinator sends letter of completion to TABCOM.

ASSOCIATION

Encourages candidate's involvement in Association.

***Watchcare may be completed either over the course of 8-12 months OR by meeting with the Watchcare Pastor for four months in addition to attendance at a one-day Watchcare Seminar.**

THIRD YEAR IN SEMINARY

CANDIDATE

Completes M.Div., including all courses required for ordination

Sends to TABCOM:

- Self-Disclosure Form for Ministerial Preparation
- Code of Ethics (signed & dated)
- Release Form for Candidate Evaluation from an approved center for career development
- Personal Statement including an autobiographical sketch, spiritual journey, call to ministry, and commitment to ABCUSA

Responsible to see that TABCOM is sent:

- Initial Interview Summary from Association
- Letter from Watchcare Coordinator at completion
- Official transcript
- Candidate evaluation from approved center for career development
- 4 character reference letters

CHURCH

Renews preordination license annually; sends notification to TABCOM

Sends to TABCOM the Request for Appointment form for an interview with the Committee on Ministerial Preparation

TABCOM

Sends acknowledgment and seal. Records renewal

Staff arranges appointment for Candidate interview

Committee on Ministerial Preparation conducts interview and decides yes, no, or delay for further preparation

Commission on Ordained Ministry is informed of decision

Candidate, local Church, Watchcare Pastor and Association are notified

ASSOCIATION

Encourages candidate's involvement in Association

FINAL STEPS

CANDIDATE

Contacts Association Committee on Ministry to arrange meeting.

Delivers paper to Ordination Council, answers questions.

CHURCH

Calls Ordination Council.

Conducts Ordination Service.

ASSOCIATION

Association Committee on Ministry reviews full ordination paper with Candidate suggests revisions, prepares Candidate for Ordination Council.

Ordination Council votes to recommend that the church ordain. May also vote to deny or delay the candidate's ordination; in this event, local church may ordain candidate without national recognition of the ordination.

Association clerk notifies TABCOM of Council's decision to ordain.

TABCOM

Records Ordination in National Register and sends Ordination Certificate.

Information for the Watchcare Candidate

(Approved April 1994)

PURPOSE OF WATCHCARE

The Watchcare Program is designed to help you reflect on ministry in an American Baptist context and get acquainted with American Baptist life and polity. You and your Watchcare Pastor will have the opportunity to discuss many of the varied aspects of ministry within the context of the American Baptist Churches. As part of the process it is hoped a mentoring* relationship will develop (see Appendix).

THE WATCHCARE RELATIONSHIP

The Watchcare Coordinator must approve your selection of a Watchcare Pastor and can assist you in the selection of this person. A Watchcare Pastor needs to have Standing as an American Baptist Minister, at least five years of pastoral experience in the ABC, and a demonstrated commitment to the denomination. It is possible for your field supervisor or your local church pastor to serve as your Watchcare Pastor, but it might be helpful to have someone else who could expose you to another style of ministry.

To initiate the Watchcare process and obtain application forms, contact the Watchcare Coordinator:

Rev. Ellen Tatreau at etatreau@comcast.net or 781-664-0736

Address correspondence to: TABCOM, 167 Prescott Street, Groton, MA 01450, ATTN: Watchcare.

The Watchcare program is officially completed only when the final evaluation forms are received by the Coordinator.

If the Watchcare Program is not satisfactory to either you or your Watchcare Pastor, please contact the Watchcare Coordinator so that correction can be made to ensure the satisfactory completion of the program.

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REQUIREMENTS OF WATCHCARE

To satisfy the Watchcare requirement in the ordination process two options are available to you:

1. Meet with your Watchcare Pastor at least monthly over a 4-month period AND attend a daylong polity seminar sponsored by the Watchcare Committee and held once each year.

OR

2. Meet with your Watchcare Pastor at least monthly over a period of 8-12 months. The one-day polity seminar may also be attended but is not required.

THE WATCHCARE PROGRAM HAS THREE COMPONENTS:

- I. Pastoral topics for discussion
- II. Polity topics for discussion and network building
- III. The ordination process and paper

I and III are accomplished in the meetings with your Watchcare Pastor. II may also be discussed in those meetings but can be covered more efficiently in the one-day seminar.

I. PASTORAL TOPICS TO BE DISCUSSED DURING WATCHCARE

(If you received this information sheet with a Watchcare Packet, you will find printed material to aid in the discussion of these topics. Contact the Watchcare Coordinator to receive a packet. Please bring this packet to the seminar.)

The Watchcare Pastor is asked to share with the candidate any resources or methods he or she has personally found helpful in the practice of ministry.

- Review the Watchcare Program
- You and your Watchcare Pastor should share your own faith journeys
- Review the steps in the ordination process, formulating a reasonable time-line for completion of the ordination process
- Discuss resources and models for the devotional life of a pastor
- Discuss the personal and family life of a pastor
- Discuss approaches to personal evangelism and membership classes
- Discuss special services such as: infant dedications; communion; baptism; weddings; funerals
- Discuss the Code of Ethics, including the issues of confidentiality, financial responsibility, appropriate sexual boundaries and behavior, as well as the Process for the Review of Standing (see document)
- Discuss working with church boards and committees
- Discuss pastoral role and authority

II. POLITY TOPICS TO BE ADDRESSED DURING WATCHCARE

The following topics are discussed at the one-day polity seminar, and there is an opportunity to meet various resource people from the denomination. Those opting for the 8-12 month Watchcare Program are expected to cover these topics during their regular Watchcare meetings:

A. The Benefits of the ABC

- Pastoral Relations Committee (booklet)
- Pastor Church Agreement (brochure)
- Center for Career Development and Ministry
- Ministers and Missionaries Benefit Board
- American Baptist Personnel Services
- American Baptist Ministers Council
- Conference of Baptist Ministers in Massachusetts
- Continuing Education opportunities

B. The Association in TABCOM:

- An overview of the role of the Association with particular attention given to the following: Ordination Councils; Annual Meetings; assessments; pastoral support groups; the role of the Area Minister.
- All Candidates are strongly encouraged to attend one or more Association function(s) during Watchcare, including, if possible, an ordination council.

C. The American Baptist Churches of Massachusetts (TABCOM)

- Using the Annual Report (Watchcare Pastor should have one) as a resource, you should be able to get an overview of the organization of TABCOM. Suggested areas to discuss are: Annual Gathering; local church profile; camping and conferencing programs; mission support; stewardship support (people & resources); Ministry Teams.
- all Candidates are strongly encouraged to attend at least one Annual Gathering of TABCOM during the course of his/her ministerial preparation.

D. The American Baptist Churches in the USA. (ABCUSA)

- Using the document, "We are American Baptists" develop an understanding of the structure of the ABCUSA.
- Receive an overview of the ABC mission programs:
- National Ministries (NM)
- International Ministries (IM)
- Judson Press (formerly Educational Ministries)
- Financial Support for Missions
- America for Christ (AFC)
- One Great Hour of Sharing (OGHS)
- World Mission Offering (WMO)
- Retired Ministers and Missionaries Offering (RMMO)
- United Mission (UM)
- Institutional Support (ISP)
- Designated and Specifics
- Denominational Priorities (e.g. Renewed for Mission)

III. THE ORDINATION PROCESS AND PAPER

Your Watchcare Pastor will help you organize the paper that is required for your interview with the Ministerial Preparation Committee. It is important for your paper to contain a clearly articulated sense of Christian experience and call to ministry and a knowledge of American Baptist distinctives. The ordination paper also includes a theological portion, which will not be examined until you meet with the Committee on the Ministry of your association. It may be helpful for you to review both portions of your ordination paper with your Watchcare Pastor. For more specific information, please refer to the document, “Steps in the Ordination Process.”

In addition to the first section of the ordination paper there are other supporting documents that must be supplied at least six weeks *prior to* your meeting with the Ministerial Preparation Committee. Among other things, your **Final Evaluation form of the Watchcare process must be submitted to the Watchcare coordinator.** All of the requirements are clearly outlined in the document, “Steps in the Ordination Process.”

When all the requirements have been met, you should send your material to: TABCOM, 167 Prescott Street, Groton, MA 01450, ATTN: Ministerial Preparation. After determining that all documentation has been received at TABCOM, you will then notify the church that granted you your preordination license that you would like to proceed. TABCOM’s administrative staff for the Ministerial Preparation Committee is Wendy Maxfield, maxfield@tabcom.org, 978-448-1445.

At this time, the church will complete the Request for Appointment form (in Pastor’s packet), requesting an appointment with the Ministerial Preparation Committee, and mail it to TABCOM.

APPENDIX

Mentoring happens when an experienced pastor works with you—teaching training, affirming, enabling, and guiding you to a better understanding of what ministry as an American Baptist pastor is all about.

In the experience of some candidates a mentoring relationship develops between the candidate and the local church pastor over a period of years of apprenticeship in ministry. In cases where such an apprenticeship has not occurred in the local church, it is hoped such a relationship might at least be initiated with a Watchcare pastor in your association.

The Ordination Paper

A Guideline for the Ordination Paper You Will Present to the Ordination Council

These guidelines were prepared in November 1994, at a meeting of the TABCOM Association Committee on Ministry Chairpersons. They may differ from the requirements for an ordination paper to be prepared for your American Baptist Polity class. The first section may be shorter and more concise than the autobiographical portion of the paper you prepare for your interview with the TABCOM Committee on Ministerial Preparation. Furthermore, your Association may ask you to cover additional theological topics not specified in this list, or to write your paper in a particular order. But this is the basic list (agreed on by each association present) of what to include in your ordination paper.

Suggested length is 12 pages, 4 pages on the autobiographical portion and 8 pages of theology.

1. Your faith journey and Christian experience, and call to the ministry.
2. Your theological understanding of:
 - God;
 - Jesus Christ;
 - Holy Spirit;
 - Humanity;
 - Salvation;
 - Scripture;
 - the Church (and its role in society and the world);
 - the ordinances (baptism and the Lord's Supper);
 - your attitude toward the American Baptist Churches USA, its ecumenical witness, and Code of Ethics; and
 - Other Issues: a narrative of other issues which are not included in the above, for which you have compassion as a minister of the gospel.

***Some Associations may require other topics; please inquire.**

Center for Career Development and Ministry



*30 Milton Street, Suite 107, Dedham, MA 02026
Tel 781-329-2100 | Fax 781-407-0955 | E-mail info@ccdmin.org*

*Stephen E. Ott, Ph.D., Executive Director
Douglas R. Wheeler, D.Min., Career Counselor
Patricia Criste, Ph.D., D.Min., Career Counselor
Nathaniel West, Ph.D., Proctor Programs Director
David Haughey, Ph.D., Psychologist
Ken Reeves, Ph.D., Psychologist
Peter J. Mitchell, Office Administrator
Jessica Harrington, Office Administrator*

Information about Assessment programs for Candidates for Ordination

Most mainline denominations and judicatories (Regions, Conferences, Dioceses, Association Committee's on Ministry) require psychological and vocational assessment programs for candidates for ordination. Most Regions of the ABCUSA require it or strongly recommend such an experience. The Center for Career Development and Ministry provides these services. The programs are usually scheduled 6 or more weeks in advance, providing time for the individual to complete a substantial battery of tests, a lengthy autobiographical statement, and other forms about your history. This usually takes around 20 hours to complete, hence the lead time! There are also 3 references to obtain, often from a member of the COM, one's home-church pastor, and perhaps a seminary professor or other person who can give a candid assessment of your ministry potential.

All forms are available on the Center's website: CCDMIN.org Click on the "materials" header, and go to the column labeled Candidate for Ordination/Recognition. Fill out and send us the completed registration form and your deposit fee of \$450. Contact our office and schedule a date for your program, and then work your way down the column of materials. You can send it all to us via email, as you complete each item. Cost of the program this year (2010) is \$1750, less your deposit. If you are a member of an ABC church, and they are supporting your candidacy, you are eligible for a subsidy of \$1000 toward the cost of the program. These funds are provided by MMBB. We administer that connection internally and confidentially – the pension Board does not know who comes to the Center. Once you are registered for a program, we automatically handle the billing of MMBB for you, and credit your account.

It is our hope that consultations and support from the Center will become a routine part of your vocational maintenance, and that you will make use of the resources of the Center throughout your vocational life. We invite your contact with us!



THE AMERICAN BAPTIST CHURCHES OF MASSACHUSETTS

Churches Partnering To Transforming Lives and Communities

Go therefore and teach all nations baptizing them in the name of the Father and of the Son and of the Holy Ghost:

Teaching them to observe all things whatsoever I have commanded you. Matthew 28:19-20a

Rev. Dr. Anthony G. Pappas, Executive Minister

Kevin E. Porter, President

COMMISSION ON ORDAINED MINISTRY

FEE FOR SERVICES

MINISTERIAL PREPARATION

- **Initial Fee to Open File**.....\$100.00
- **Renewal Fee (up to 7 years)**\$100.00 per year

The initial fee must accompany the application along with the notice of licensing from a local church. The renewal fee is paid yearly and must accompany the renewal of licensing from the local church. Renewals can be requested for a maximum of seven (7) years. If, after the seventh year, or if Ministerial Preparation has not received a renewal of licensing from a local church, the candidate's file will be closed.

MINISTERIAL STANDING

- **For Privilege of Call**\$ 75.00

The \$75.00 fee shall be sent in with information and application for designation. In addition to other information the Ministerial Standing Committee may request the following be submitted:

- Reasons for seeking Privilege of Call with The American Baptist Churches of Massachusetts
- A statement of faith and brief outline of your faith journey
- A statement of support and understanding of Baptist polity and history

- **Recognition of Ordination & Standing**\$100.00
- **Renewal of Application for Recognition**\$ 25.00 per year (3-year maximum)

The \$100.00 fee must accompany the request. Upon receipt of the request and the fee, a list of necessary documents required by Ministerial Standing will be sent. A renewal of Application for Recognition of Ordination may be secured for up to three (3) years with the submission of a \$25.00 renewal fee each year. After three (3) years, the file will be closed.

- **Application for Reinstatement of Standing**\$125.00

If the Commission on Ordained Ministry has removed and/or suspended standing, a request for reinstatement may be made to the Ministerial Standing Committee of the Commission. A \$125.00 fee must accompany the request. The Ministerial Standing Committee will determine what other materials need to be furnished to the Committee.

THE COMMISSION ON ORDAINED MINISTRY'S FEE FOR SERVICES PROGRAM STATES:

- *All fees shall be made payable to: The American Baptist Churches of Massachusetts*
- *It is hoped that the licensing body or the employing organization will assist the individual with the fee payments.*
- *If the fees prohibit someone from making an application, the appropriate committee of the Commission can modify and/or waive the fee requirement.*
- *Fees will apply only to those entering or re-entering this structure as of January 1, 2008.*

Thank you! In the ministry of Christ's love, justice, and peace,
The Rev. Gordon C. Swan, Chair of Commission on Ordained Ministry

12-05-2007

Candidate Reference Letter

Name of Candidate: _____

Address: _____

Name of Person Preparing this Reference: _____

Address: _____

Your relationship to the Candidate (please check one) Watchcare Pastor Lay Person
 Ordained Minister Area Minister or
Field Ed.
Supervisor

Please write a reference letter about the candidate including the following areas:

- 1) information about the candidate's call to ministry
- 2) demonstrated gifts for ministry
- 3) ability to work with others
- 4) leadership style
- 5) personal relationship
- 6) character

**Your letter may be addressed and mailed to: TABCOM
167 Prescott Street, Groton, MA 01450
ATTN: Chair, Ministerial Preparation**

Please keep a copy of your letter and send us the original to the address above.

All references are confidential and will be read only by the members of the Committee on Ministerial Preparation. If you wish to share a copy with the candidate, you are free to do so.

Thank you for providing a thoughtful, honest reference. We appreciate the prayer and effort required for this task, as we seek together to discern God's will.

The Committee on Ministerial Preparation

Candidate Reference Letter

Name of Candidate: _____

Address: _____

Name of Person Preparing this Reference: _____

Address: _____

Your relationship to the Candidate (please check one) Watchcare Pastor Lay Person
 Ordained Minister Area Minister or
Field Ed.
Supervisor

Please write a reference letter about the candidate including the following areas:

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The Committee on Ministerial Preparation

Release Form For Evaluation Material

Date: _____

To: _____
NAME/ADDRESS/PHONE OF TABCOM-APPROVED CENTER FOR CAREER DEVELOPMENT

From: _____
NAME/ADDRESS/PHONE/EMAIL OF PERSON MAKING THE REQUEST

I, _____, hereby authorize the Ministerial Preparation Committee of The American Baptist Churches of Massachusetts to receive and review evaluation materials submitted by the above-named center for career development, as part of the requirements of The American Baptist Churches of Massachusetts (TABCOM) for ordination. I understand that review of the materials may also include the possibility of verbal clarifying conversations regarding the evaluation.

I understand that I may submit a response to the evaluation six weeks prior to my scheduled interview, by sending my response to the Ministerial Preparation Committee, TABCOM, 167 Prescott Street, Groton, MA 01450.

Further, I understand that after my interview, the Ministerial Preparation Committee will seal all evaluation materials and they may not be reopened without my consent.

I expressly understand and agree that no liability of any nature shall attach to TABCOM, its directors, or employees, or to the members of the Ministerial Preparation Committee in action on this authorization and request.

Signed _____

Address _____

Witness _____

Address _____



THE COVENANT AND CODE OF ETHICS

FOR PROFESSIONAL CHURCH LEADERS
OF THE AMERICAN BAPTIST CHURCHES IN THE USA

Having accepted God's call to leadership in Christ's Church, I covenant with God to serve Christ and the Church with, the help of the Holy Spirit, to deepen my obedience to the Two Great Commandments: to love the Lord our God with all my heart, soul, mind and strength, and to love my neighbor as myself.

In affirmation of this commitment, I will abide by the Code of Ethics of the Ministers Council of the American Baptist Churches and I will faithfully support its purposes and ideals. As further affirmation of my commitment, I covenant with my colleagues in ministry that we will hold one another accountable for fulfillment of all the public actions set forth in our Code of Ethics.

- I will hold in trust the traditions and practices of our American Baptist Churches; I will not accept a position in the American Baptist family unless I am in accord with those traditions and practices; nor will I use my influence to alienate my congregation/constituents or any part thereof from its relationship and support of the denomination. If my convictions change, I will resign my position.
- I will respect and recognize the variety of calls to ministry among my American Baptist colleagues, and other Christians.
- I will seek to support all colleagues in ministry by building constructive relationships wherever I serve, both with the staff where I work and with colleagues in neighboring churches.
- I will advocate adequate compensation for my profession. I will help lay persons and colleagues to understand that ministerial leaders should not expect or require fees for pastoral services from constituents they serve, when these constituents are helping pay their salaries.
- I will not seek personal favors or discounts on the basis of my ministerial status.
- I will maintain a disciplined ministry in such ways as keeping hours of prayers and devotion, endeavoring to maintain wholesome family relationships, sexual integrity, financial responsibility, regularly engaging in educational and recreational activities for ministerial and personal development. I will seek to maintain good health habits.
- I will recognize my primary obligation to the church or employing group to which I have been called, and will accept added responsibilities only if they do not interfere with the overall effectiveness of my ministry.
- I will personally and publicly support my colleagues who experience discrimination on the basis of gender, race, ethnicity, age, marital status, national origin, physical impairment or disability.
- I will not proselytize from other Christian churches.
- I will, upon my resignation or retirement, sever my ministerial leadership relations with my former constituents, and will not make ministerial contacts in the field of another ministerial leader without his/her request and/or consent.
- I will hold in confidence and treat as confidential communication any information provided to me with the expectation of privacy. I will not disclose such information in private or public except when, in my practice of ministry, I am convinced that the sanctity of confidentiality is outweighed by my well-founded belief that life-threatening or substantial harm will be caused.
- I will not use my ministerial status, position or authority knowingly to abuse, misguide, negatively influence, manipulate, or take advantage of anyone, especially children.
- I will report all instances of abuse as required by law to the appropriate agency. In any case involving persons working in ABC ministry, I will also report the circumstances to the appropriate regional and/or national denominational representative.
- I will show my personal love for God as revealed in Jesus Christ in my life and ministry, as I strive together with my colleagues to preserve the dignity, maintain the discipline and promote the integrity of the vocation to which we have been called.

Signed _____

Date _____

Self-Disclosure and Release Form

1. I have never been the subject of official disciplinary proceedings that resulted in any of the following:
 - a) Censure _____ true _____ not true
 - b) Suspension of recognition _____ true _____ not true
 - a) Withdrawal of recognition _____ true _____ not true

2. No official disciplinary proceedings by a region, association, or church of the American Baptist Churches USA are pending are pending against me at the present time.

_____ true _____ not true

3. I have never been the subject of official disciplinary proceedings by another denomination that resulted in disciplinary action.

_____ true _____ not true

4. No official disciplinary proceedings by another denomination are pending against me at the present time.

_____ true _____ not true

5. I have never been the subject of official disciplinary proceedings by a professional association or guild that resulted in disciplinary action.

_____ true _____ not true

6. No official disciplinary proceedings by a professional association or guild are pending against me at the present time.

_____ true _____ not true

7. No civil lawsuit alleging actual or attempted sexual harassment, exploitation, or abuse; discrimination; physical abuse; child abuse; or financial misconduct has ever been successfully prosecuted against me, settled out of court, or dropped because the statute of limitations had expired.

_____ true _____ not true

8. My driver's license has never been suspended or revoked due to reckless driving, driving while intoxicated, or driving under the influence of controlled substances.

_____ true _____ not true

9. I have never been found guilty or pleaded guilty or not contest to felony criminal charges or had felony criminal charges dropped because the statute of limitations had expired.

_____ true _____ not true

10. My employment has never been terminated for actual or attempted sexual harassment, exploitation, or abuse; discrimination; physical abuse; child abuse; or financial misconduct by me; nor have I terminated my employment primarily to avoid facing such charges or to avoid being terminated because of such charges.

_____ true _____ not true

(continued)

COMMITTEE ON MINISTERIAL PREPARATION
The American Baptist Churches of Massachusetts

11. I know of no facts or circumstances regarding my background that would warrant further review of my fitness for ministry before my being entrusted with the responsibilities of ordained ministry on behalf of an American Baptist church.

_____ true _____ not true

Provide a short explanation for each complaint, proceeding, or action that caused you to answer “not true.” Give enough information for follow-up, including the date, nature, and place of each incident leading to a complaint, proceeding, or action; where and when each was adjudicated; and the disposition of the complaint(s). Indicate steps taken toward rehabilitation, if any. Use additional pages as needed.

12. In addition to the names used on this form, as an adult, I have been known by the following name(s) during the time(s) indicated.

The information I have provided on this application is accurate to the best of my knowledge and may be verified by the Ministerial Preparation Committee. I hereby authorize TABCOM staff to make any and all contacts necessary to verify my prior employment history, medical information, and to inquire concerning any prior arrest or criminal records or any professional, religious, or judicial proceedings involving me as a defendant. By means of this release I also authorize any previous employer, any physician who has treated me (specifically including any psychiatrist, mental health professional, or psychologist processing information as to prior mental or emotional illnesses or drug or alcohol abuse), any professional pastoral care organization, any religious judicatory, and any law enforcement agencies or judicial authorities to release any and all requested information to the Ministerial Preparation Committee.

I have read this release and understand fully that the information obtained may be used to deny me acceptance or confirmation by the Ministerial Preparation Committee. I also agree that I will hold harmless The American Baptist Churches of Massachusetts and the Ministerial Preparation Committee, as well as any prior employer, psychologist, psychiatrist, mental health professional, physician, professional pastoral care organization, religious judicatory, law enforcement authority, or judicial authority from any and all claims, liabilities, and cause of action for the release or the use of any information.

Signed _____ Date _____

Name (printed) _____

Address _____

Witness _____ Date _____

Name (printed) _____

Address _____



THE AMERICAN BAPTIST CHURCHES OF MASSACHUSETTS

Partnering With Churches To Transform Lives and Communities

"Go therefore and teach all nations baptizing them in the name of the Father and of the Son and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you." Matthew 28:19-20a

Rev. Dr. Anthony G. Pappas, Executive Minister

Kevin Porter, President

**ABCHM
172H**

CORI REQUEST FORM

FE2540

The American Baptist Churches of Massachusetts (TABCOM) is requesting that all of the available criminal offender record information (CORI) on the following individual from the Criminal History Systems Board pursuant to Chapter 6 § 172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding staff and volunteers.

APPLICANT INFORMATION (PLEASE TYPE/PRINT)

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE)

PLACE OF BIRTH

DATE OF BIRTH

SOCIAL SECURITY NUMBER
(Requested but not required)

ID Theft Index PIN*
(if applicable)

MOTHER'S MAIDEN NAME

CURRENT AND FORMER ADDRESS

1 _____

2 _____

SEX: ___ HEIGHT: ___ ft. ___ in.

WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____
(include state of issue)

****PLEASES SUBMIT A PHOTO COPY OF YOUR LICENSE ID (FRONT AND BACK) WITH THIS FORM****

-----**Below is for Office Use Only**-----

*****ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: _____

REQUESTED BY: _____

SIGNATURE OF CORI AUTHORIZED EMPLOYEE

* The CHSB Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process.

ALL CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax to 617-660-4614.

Candidate's Review Sheet

Use this as a checklist as you gather the required documents.

DOCUMENTS SENT DIRECTLY TO TABCOM

Please have the proper institution/person send the following documents **directly to TABCOM** at least **six weeks prior** to requesting an interview.

ASSOCIATION REQUIREMENT

- Initial Interview Summary** An Initial Interview will be scheduled by your Association. The person doing the interview will submit a summary of the interview.
-

WATCHCARE REQUIREMENT

- Letter from Watchcare Coordinator** Showing completion of the Watchcare program.
-

EDUCATIONAL REQUIREMENTS

For Track I

- Official course transcript** For candidates with a degree, showing that the proper courses have been taken. **INCLUDING** **BAPTIST POLITY &** **PROFESSIONAL ETHICS**
- OR
- Statement from the Dean regarding expected completion of course work.** This is required if a degree has not been granted or the coursework is not yet completed.

For Tracks II and III

- Statement of completion Education/Experience Plan** Statement of successful completion of Theological Education/Experience Plan previously approved by the Committee on Ministerial Preparation.
-

EVALUATION REQUIREMENT

- Evaluation from an approved Career Development Center** Must be dated within five years prior to examination by TABCOM's Commission on Ministerial Preparation.
- Optional C.P.E. Evaluation**
-

FOUR CHARACTER REFERENCES

- 1. Watchcare Pastor** Name: _____
- 2. Lay person** Name: _____
- 3. Ordained Minister** Name: _____
- 4. Area Minister or Field Ed. Supervisor** Name: _____
-

DOCUMENTS SENT DIRECTLY TO TABCOM BY THE CANDIDATE

Please return these documents **directly to TABCOM** at quickly as possible.

- Self Disclosure and Release form for Ministerial Preparation** Signed and witnessed.
-
- Code of Ethics** Signed and dated.
-
- Release form for Candidate Evaluation from approved center for career development.** Signed and dated. The committee can not review this document without this form.
-
- Personal Statement** Including: autobiographical sketch, spiritual journey and understanding of and commitment to the American Baptist Churches USA
-