

Virginia Annual Conference

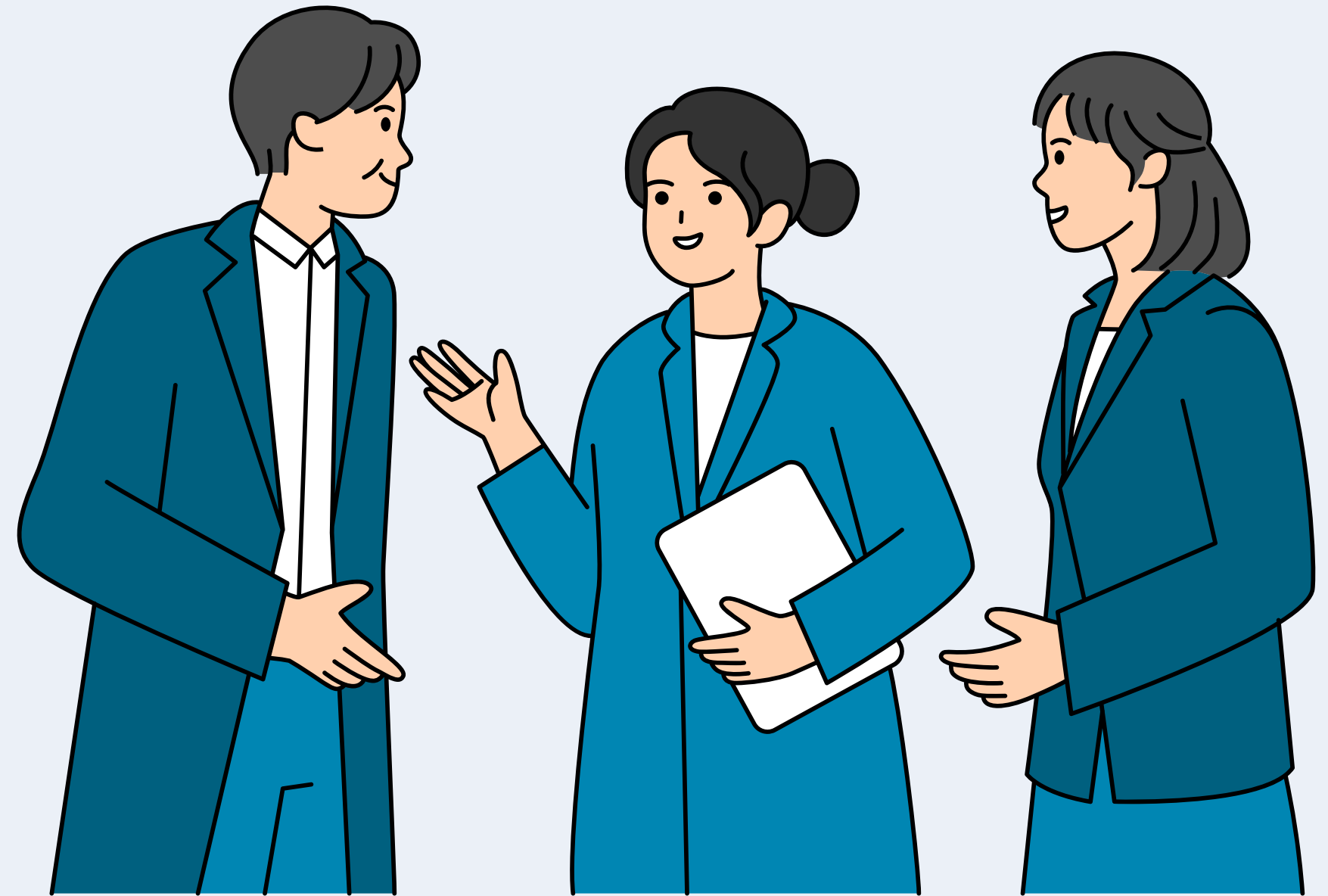
DCOM TRAINING

2026



GOALS FOR THE DAY

- Orientation
- Updates in Handbook & Unity
- Local Pastors/OFs
- Interview Practice
- Discussion

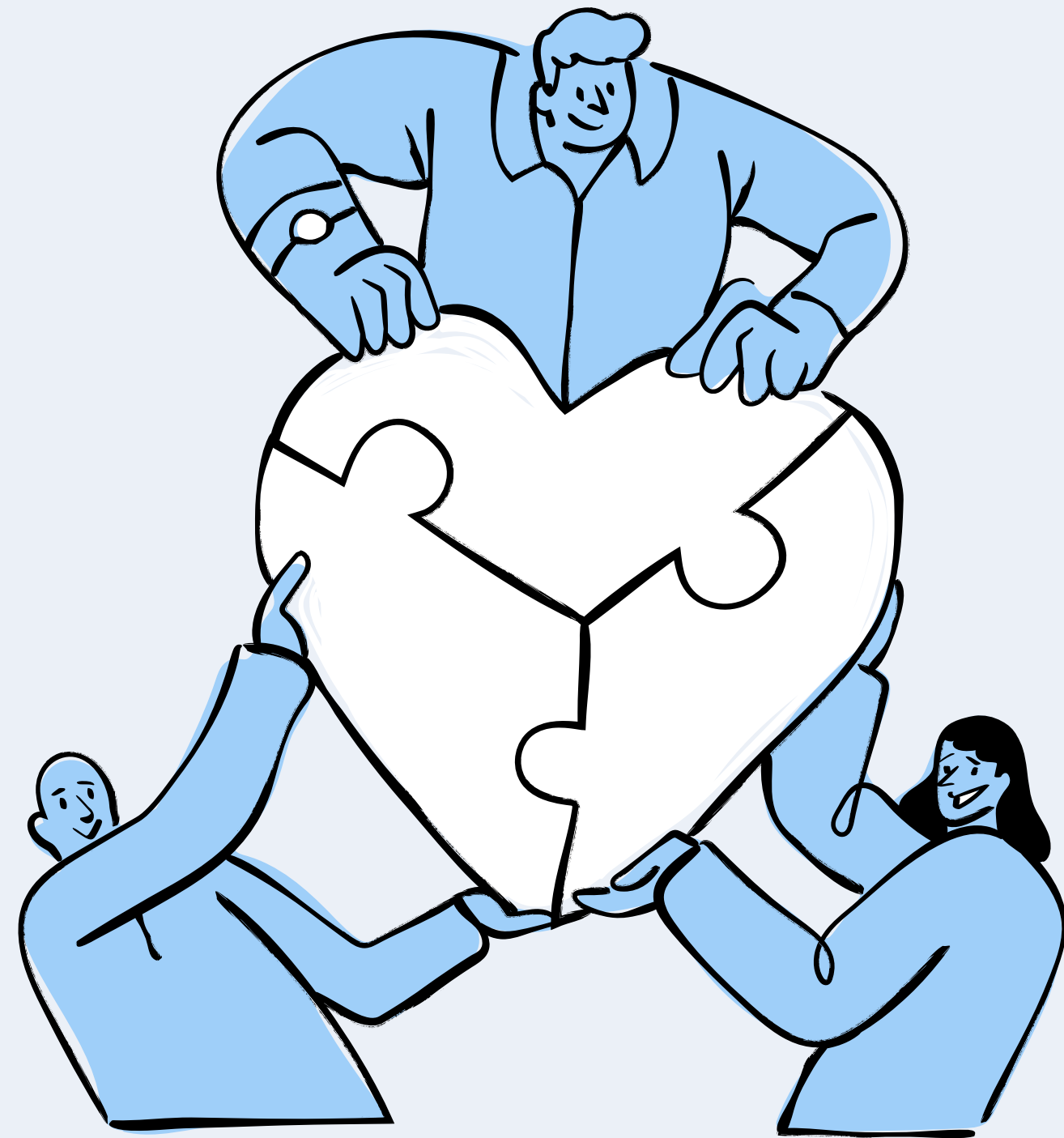


BREAKTHROUGH PRAYER

Holy Spirit, we bring the Virginia Conference Board of Ordained Ministry and dCOMs before you. You promise a new creation, so do what we cannot do, change what we cannot change including OURSELVES. SEND us your vision for the work we are called to do. SPEAK through the wide diversity of your people, that your wisdom may be clear, and we may go only where you lead. Come close, so that we may be ever closer to your Kingdom. Amen.

CORE VALUES (P. 3)

- Spiritual Discernment
- Whole Person
- A Changing World



RESPONSIBILITIES

An extension of the Board of Ordained Ministry

NURTURE CALL

Identify, encourage, aid local churches

CANDIDACY

Discern with admitted and certified candidates, renewal

LOCAL PASTORS/OFS

Recommend, renewal, hold accountable

ASSOCIATE/PROVISIONAL MEMBERSHIP

Recommend to the Board of Ordained Ministry





ORGANIZATION

FULL DCOM

Receives reports from Teams, votes on status, contributes to feedback for candidates/local pastors

TEAM A

Interviews candidates/LLPs

Recommendation w/ feedback

TEAM B

Interviews candidates/LLPs

Recommendation w/ feedback

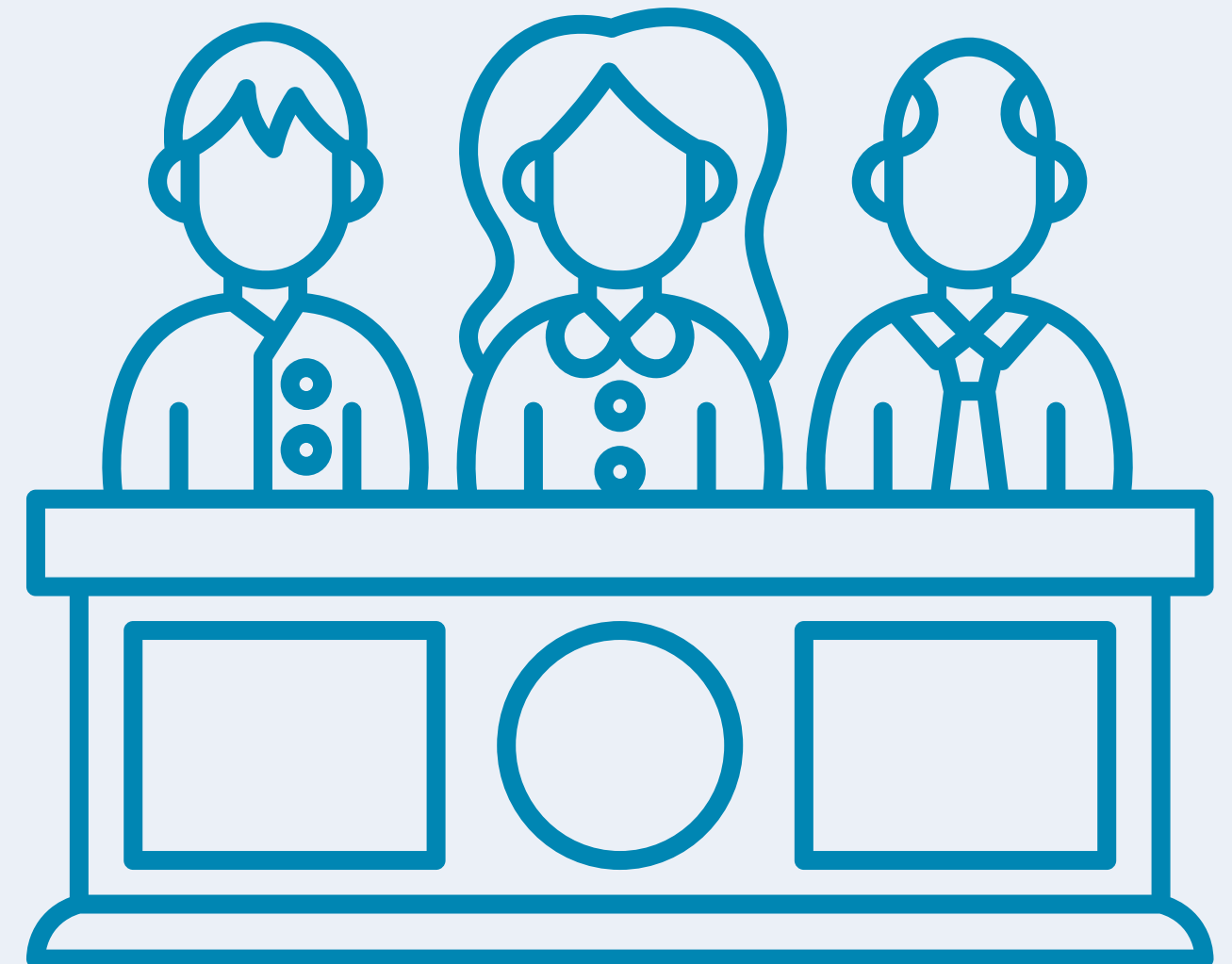
TEAM C

Interviews candidates/LLPs

Recommendation w/ feedback

ELECTION OF OFFICERS

- Process outlined on page 5
- dCOM votes on recommendations at first meeting after Annual Conference.
- DS presides at this portion of the meeting.
- Elect chair, registrar, secretary, mentor coordinator
- BOM rep selected by the Board of Ordained Ministry.
- Team Leaders selected by the Chair.



DCOM CHAIR

- Schedules meetings/interviews
- Establish agenda, communicates to committee
- coordinates with Registrar
- Assign Team Leaders and teams; candidates to teams
- Communicates orally and in writing to interviewees
- Ensures Action Report and Feedback Form have been completed
- Reports to District Conference
- Signs scholarship or grant applications



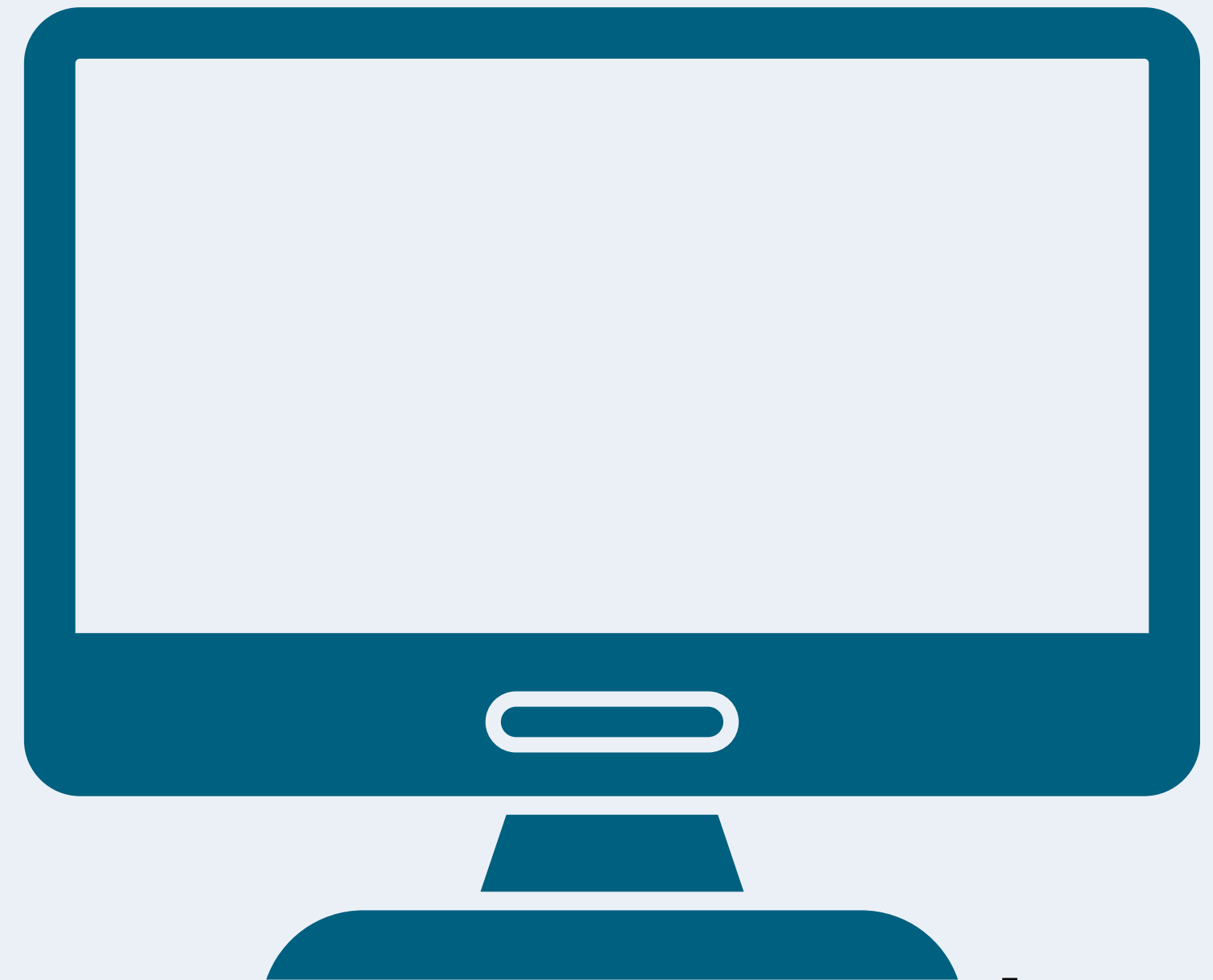
TEAM LEADER

- Assigned by Chair
- Leads the interview team
- May assign a note taker
- Reports recommendation to full dCOM
- Responsible for completing the Feedback Form



REGISTRAR

- Reviews Unity track to ensure all files have been completed.
- Completes Action Report Form in Unity.
- Maintains tracking of candidates and local pastors



demo

SECRETARY

- Reminds dCOM re: confidentiality
- records meeting minutes and uploads to Google Folder
- Submits minutes to chair and registrar.



demo

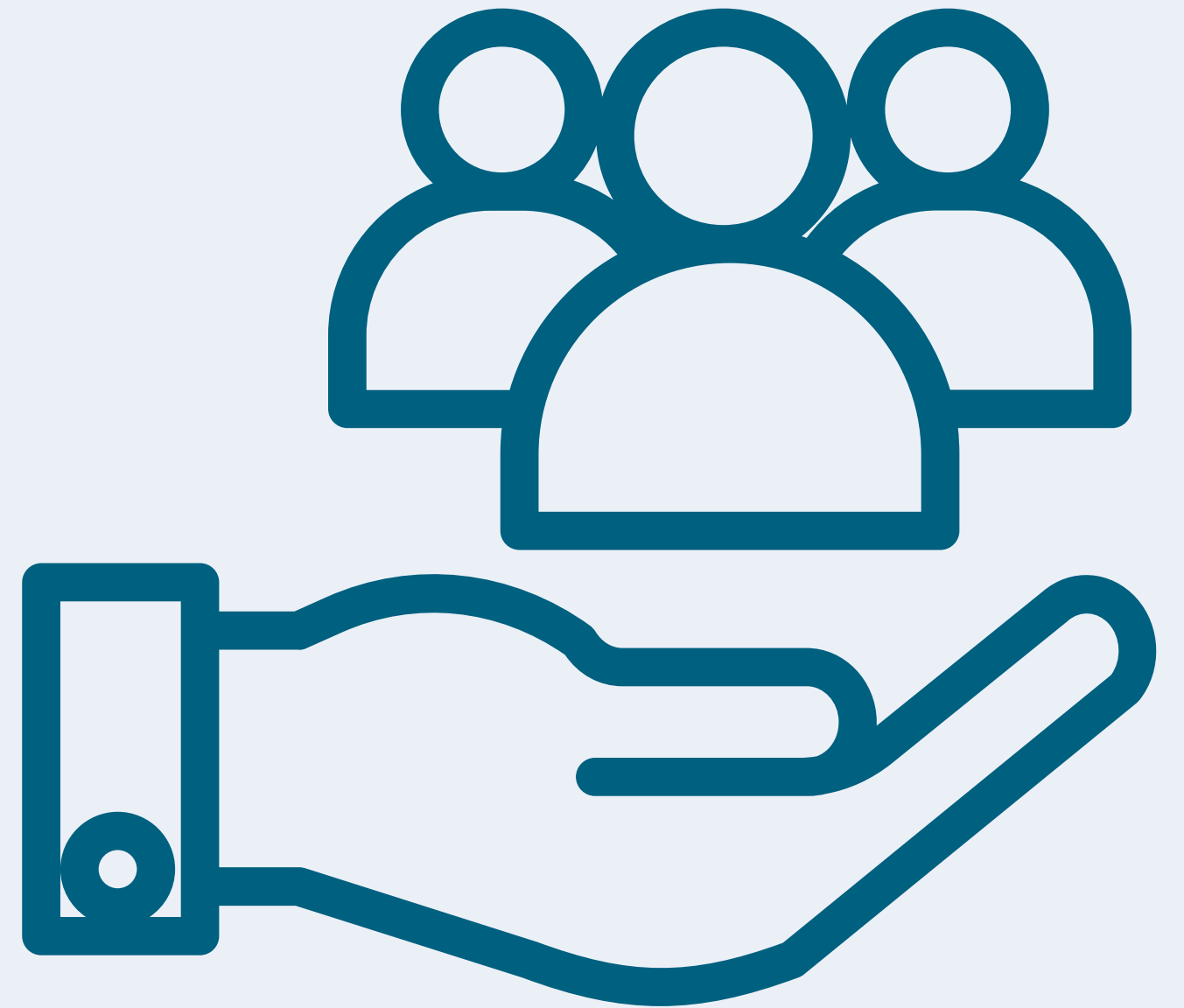
BOM REP

- Reminds committee of Core Values
- Bridge between dCOM and BOM
- Reviews psychological, medical reports, background checks
- Coordinate with Team Leaders re: questions to ask



MENTOR COORDINATOR

- Coordinates with DS in recruiting/assigning mentors
- Candidacy Mentors
- Local Pastor Mentors
- Communicates training opportunities provided by the BOM
- Maintains a list of mentors and their mentees



THE DCOM MEETING

- Centering Prayer
- Review Candidates
 - what candidates and why
 - BOM Rep provides any insights
- Interview Teams for interviews
- Full dCOM meeting to receive reports and discern
- Vote on candidates
- Any additional business related to the work of dCOM
- see page 14



WHO TO INTERVIEW

- **Lay Supply (optional)**
- Certified Lay Minister candidates
- Admitted Candidate
- Certified Candidate
- License for Pastoral Ministry
- Local Pastors
- Retired Local Pastors
- Associate Member/Provisional Member applicants
- Reinstatement/Readmission



INTERVIEW GUIDES

- Pages 20-59
- Standardized questions for consistency with candidates/local pastors
- Criteria for Ministry
- Licensing School Curriculum



DISCERNMENT JOURNEY

RECEIVES CALL

- Conversation with local clergy.
- Attend Discernment Day
- Prepares Call statement
- Completes bio form
- Request to Interview to be Admitted form (online)

ADMITTED CANDIDATE

- Receives a Candidacy Mentor
- Meets with mentor at least 3x
- Meets with SPRC/Charge Conference
- Completes requirements in Unity track
- Attends Candidacy Summit

CERTIFIED CANDIDATE

- Continues to meet with Candidacy Mentor
- Clarifies call to licensed or ordained ministry
- Attend seminary, if needed
- Prepares for license or provisional interviews

demo

TRANSFER OF CERTIFIED CANDIDATE

NEW UNITY TRACK

Mix of Admitted and Certified Files

REQUIREMENTS

Written communication with DCC and current DS recommendation; completion of files above

DCOM APPROVAL

Assigned a Candidacy Mentor

DISTRICT VS. CONFERENCE

District = Welcome (pg. 33)

Conference = Vote (pg. 34)



LICENSED LOCAL PASTOR

- Must be a Certified Candidate
- Instructions included in Handbook (pg. 36-39)
- Sermon video and manuscript
- Written responses
 - Give solid feedback on areas of growth
 - Helpful for Licensing School planning
- Recommend by April 15
- Categories of Local Pastors - consult with DS, different from appointment



LICENSE RENEWAL

- All local pastors under appointment must renew their license annually.
- They cannot be appointed without renewing the license.
- Ideally, should be done by June 1 each year.
- Two processes: Standard and Modified
- Includes those serving in Retirement and those on MQ16
- Deadline for renewal forms is December 31.
- dCOM can request earlier deadline.



COURSE OF STUDY

- Requirement for license renewal.
- Can be taken at any of the 13 approved seminaries, regional schools, or GBHEM.
- Online courses are accepted.
- Yearly updates from GBHEM every February
- dCOMs check in on progress



DISCONTINUING A LOCAL PASTOR

NO APPOINTMENT AVAILABLE

Without an appointment, there is no license.

NOT FIT FOR MINISTRY

dCOM/Cabinet discerns no evidence of fitness for ministry.

VOLUNTARY DISCONTINUANCE

Discerns no longer can serve.



**Be clear; keep good records; use
Feedback Form.**

RETIRED LOCAL PASTORS

- Interview to enter retirement.
- Interview to renew license while under appointment in retirement.
- Recommendation for retired local pastor to preside at the sacraments in their “home” church for a year. Request must be made annually.
- If under appointment, are required to attend Clergy Ethics.



OTHER FELLOWSHIP (OF)

- See pages 46-50
- Must request to serve as as OF through Bishop's Office
- If recommended by the DS, the dCOM will interview and recommend to serve as an OF
- Requirements for interview similar to Licensed Local Pastor
- OF InPath Track
- Must serve as an OF for two years before transfer



OTHER FELLOWSHIP (OF)

Requirements:

- Interested clergy meet with a DS, DS recommends
- OF Track added to Unity
- Background and Credit Check
- Biographical Form 102
- Medical Report
- Psychological Evaluation
- Written Responses
- Sermon Manuscript, Video, & Description

Annual renewal until transfer



ASSOCIATE MEMBERS

- Local pastor who has completed COS, ACOS, or seminary
- Application cycle opens mid-June
- Deadline for written materials - July 31
- NEW process: dCOM interviews, if recommended, participates in year of provisional residency, then interviews with BOM
- Discerning Fruitfulness in Ministry
- See pages 51-54



PROVISIONAL MEMBERS

- Certified candidates or local pastors who have completed the educational requirements (by May of commissioning year)
- Discerning Readiness for Ministry
- See pages 54-57



INTERVIEW TIPS

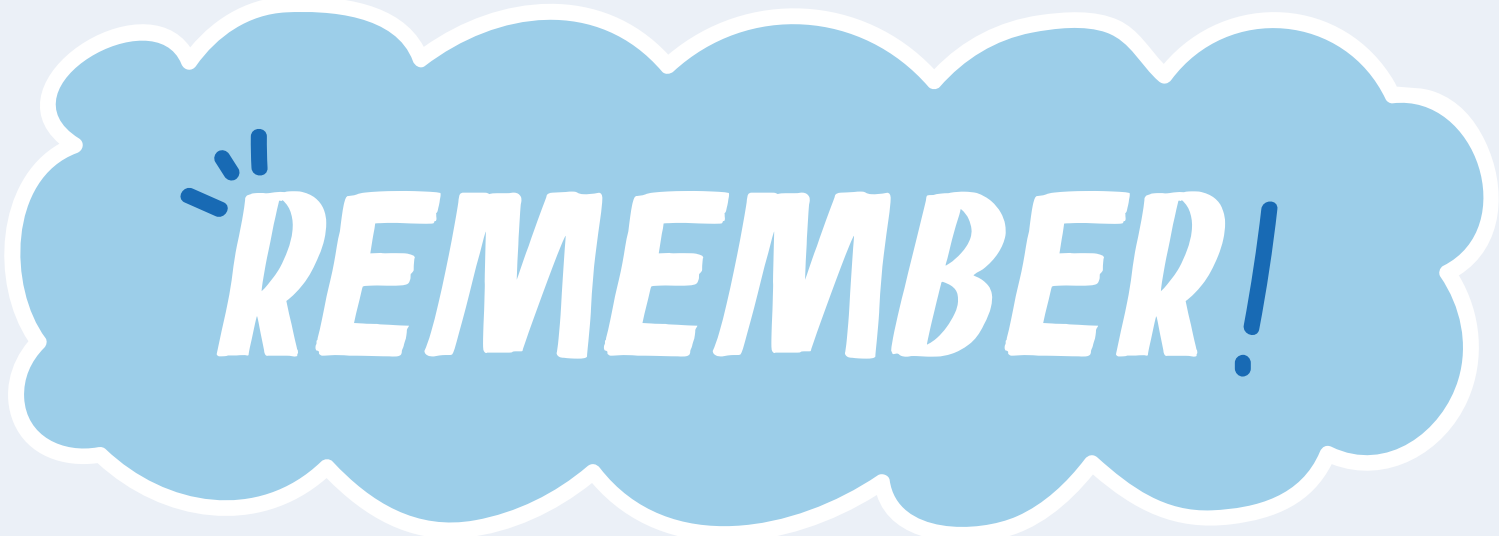
- Set up a worshipful centering piece
- Pray at the beginning and end of each interview
- Do not leave the room during an interview; if you need to, do not come back in
- Do not enter the room after an interview has started
- Do not eat in front of candidates.
- Only the notetaker should have a computer/tablet open.
- Don't assume anything about a candidate.
- Be respectful.
- see pages 17-19



Interview Practice

CRUCIAL REMINDERS

- Do not interview if materials are missing.
- Do not give a pending recommendation.
- “Not yet,” is an affirmation.
- If dCOM member has a relationship with candidate, should not be on interview team.
- Discontinuance is not a bad thing.
- If you are unsure, ask Jason.
- Do not renew license without the renewal steps completed.
- You are an extension of the Board.



REMEMBER!

QUESTIONS?



RESOURCE PAGE

All things dCOM can be found here:

<https://vaumc.org/dcomresources/>

