

Virginia Annual Conference

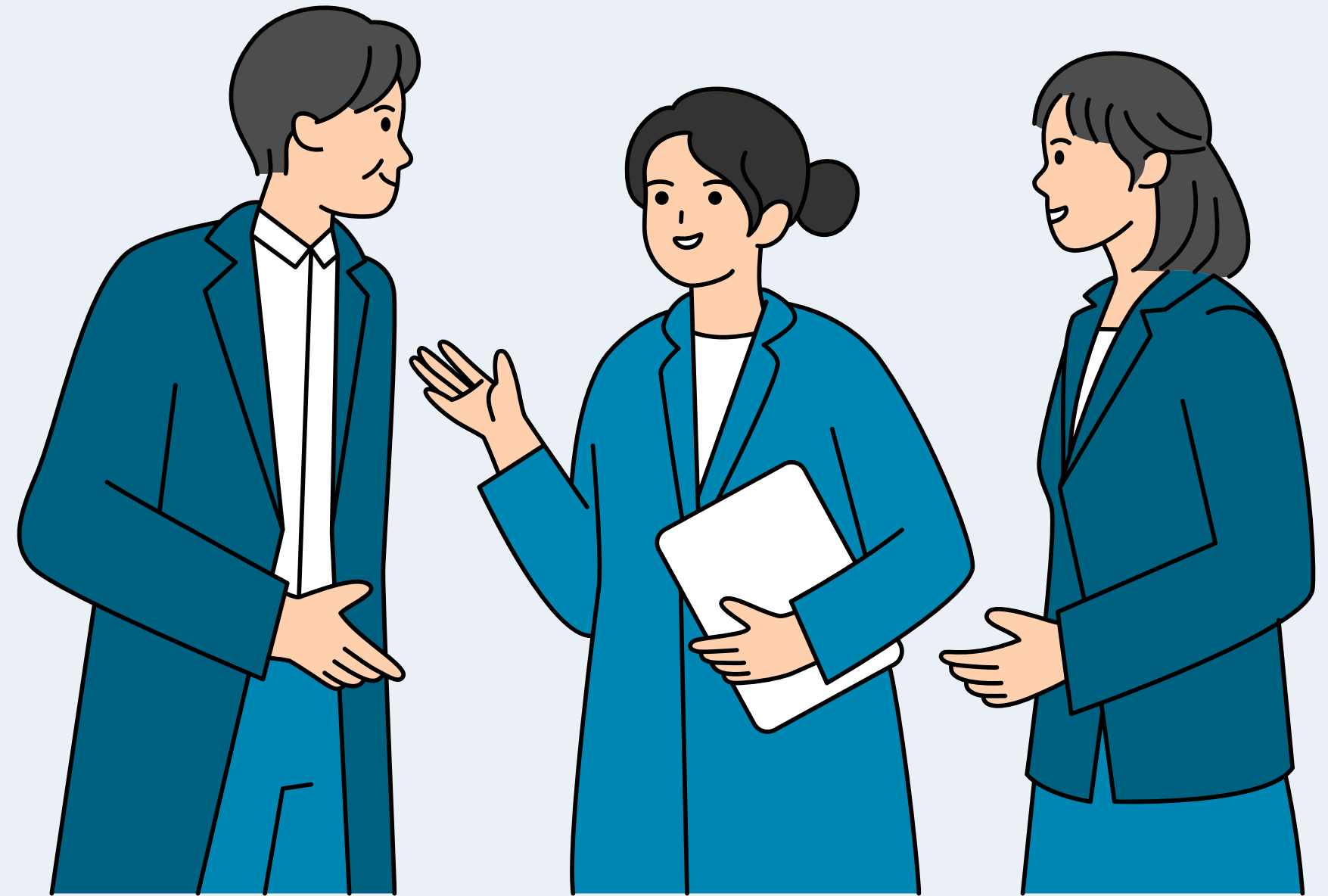
# DCOM TRAINING

2025



# GOALS FOR THE DAY

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

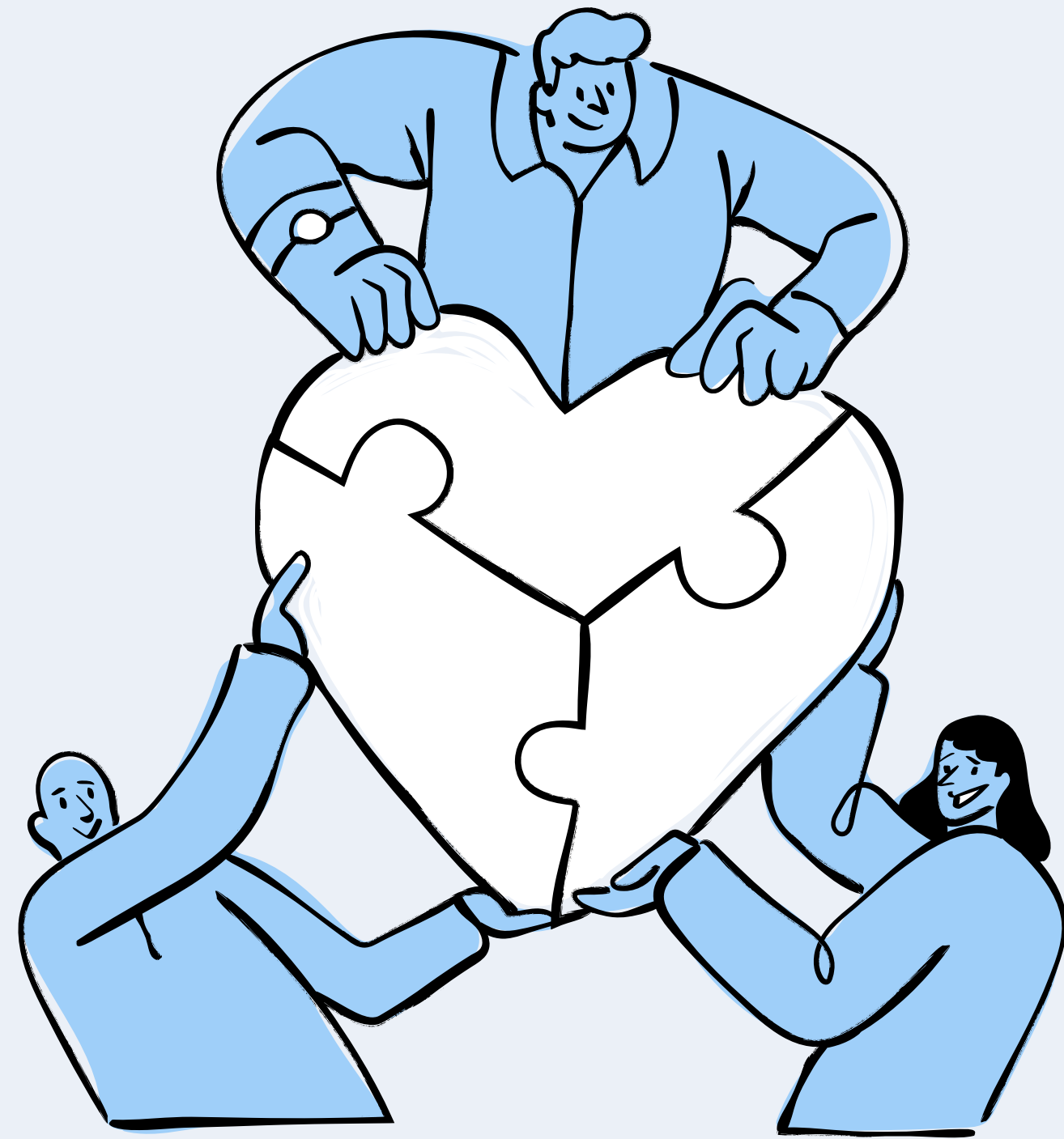


# BREAKTHROUGH PRAYER

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

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

# THE DCOM MEETING

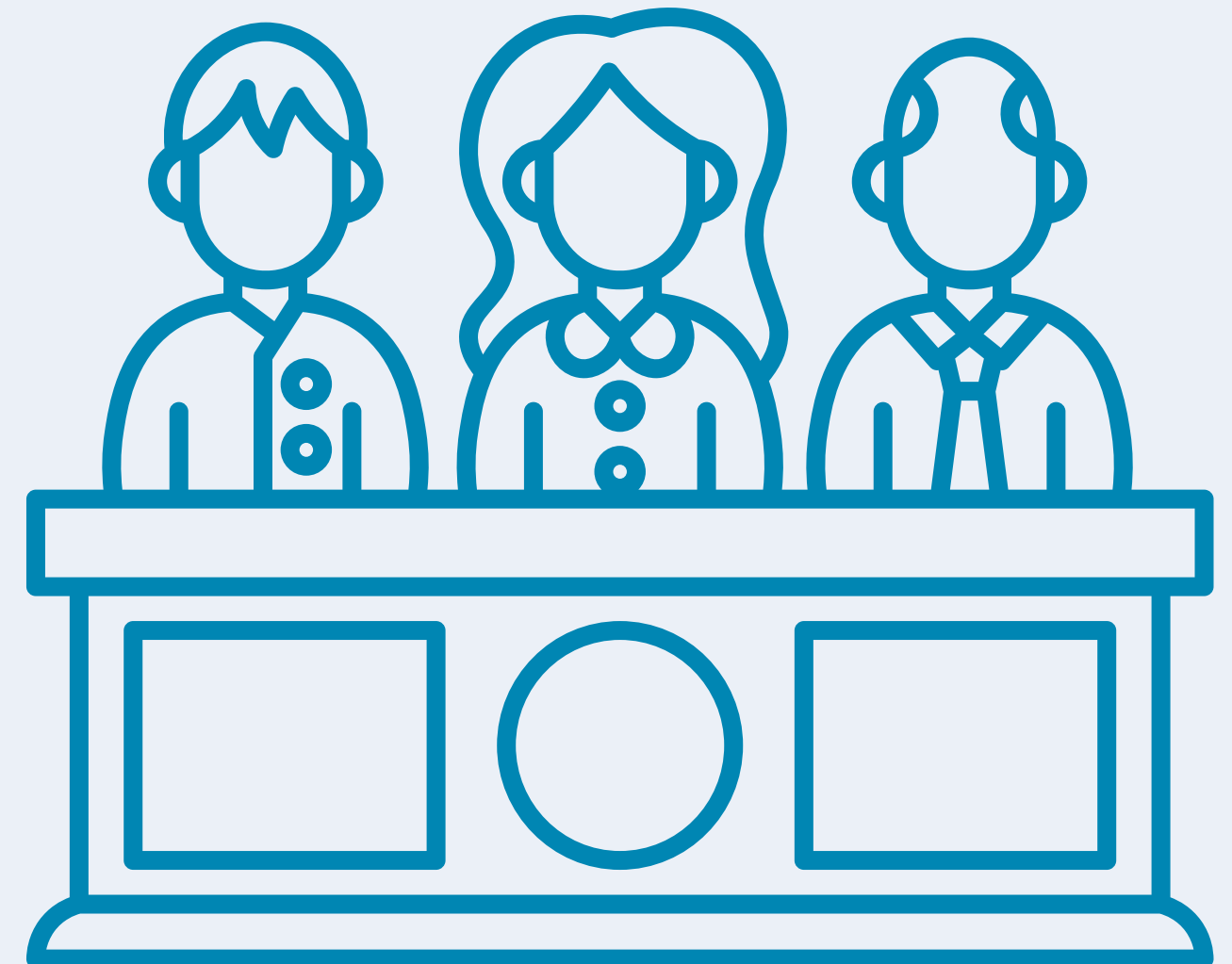
- Prayerfully prepare for interviews.
- Updates from BOM Rep (if needed).
- Full dCOM meets within 24 hours of final interview (in-person or on Zoom).
- Makes recommendation and provides feedback (reported on Action Report Form and Feedback Form).





# ELECTION OF OFFICERS

- Executive Committee (current officers) makes recommendations to full dCOM.
- 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



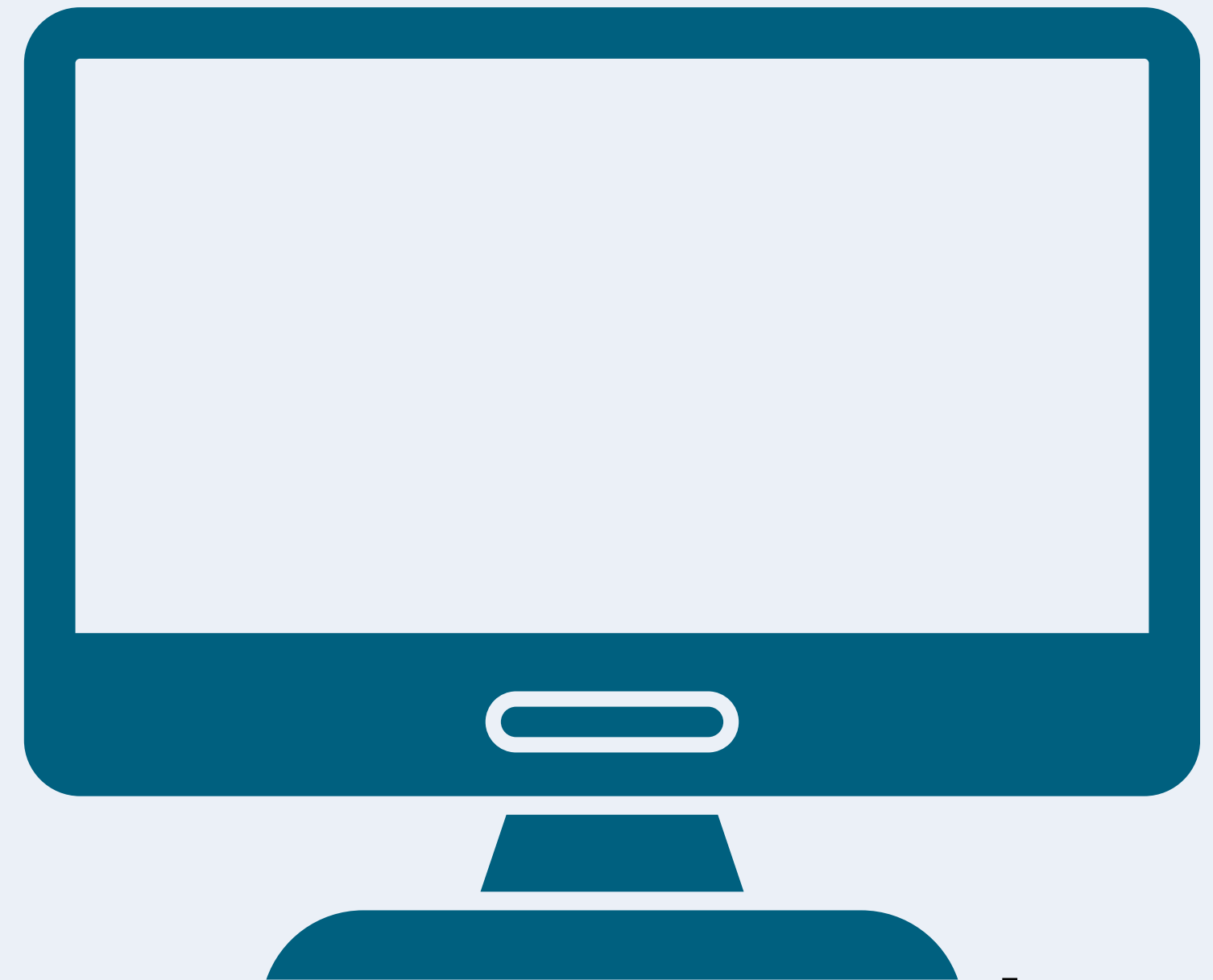
# TEAM LEADER

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



# REGISTRAR

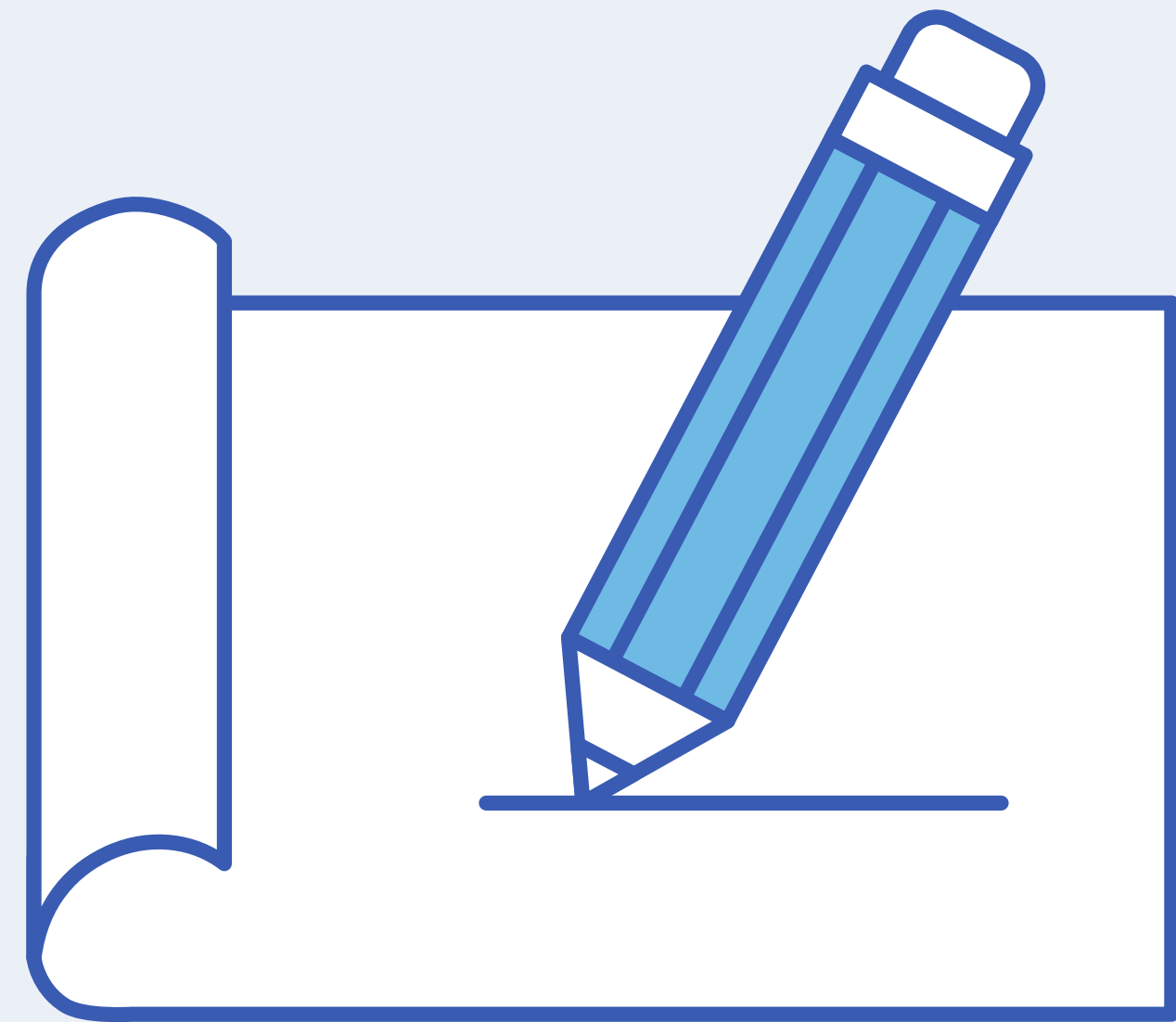
- Reviews Unity track to ensure all files have been completed.
- Completes Action Report Form in Unity.
- Maintains tracking of candidates and local pastors



**demo**

# SECRETARY

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



**demo**

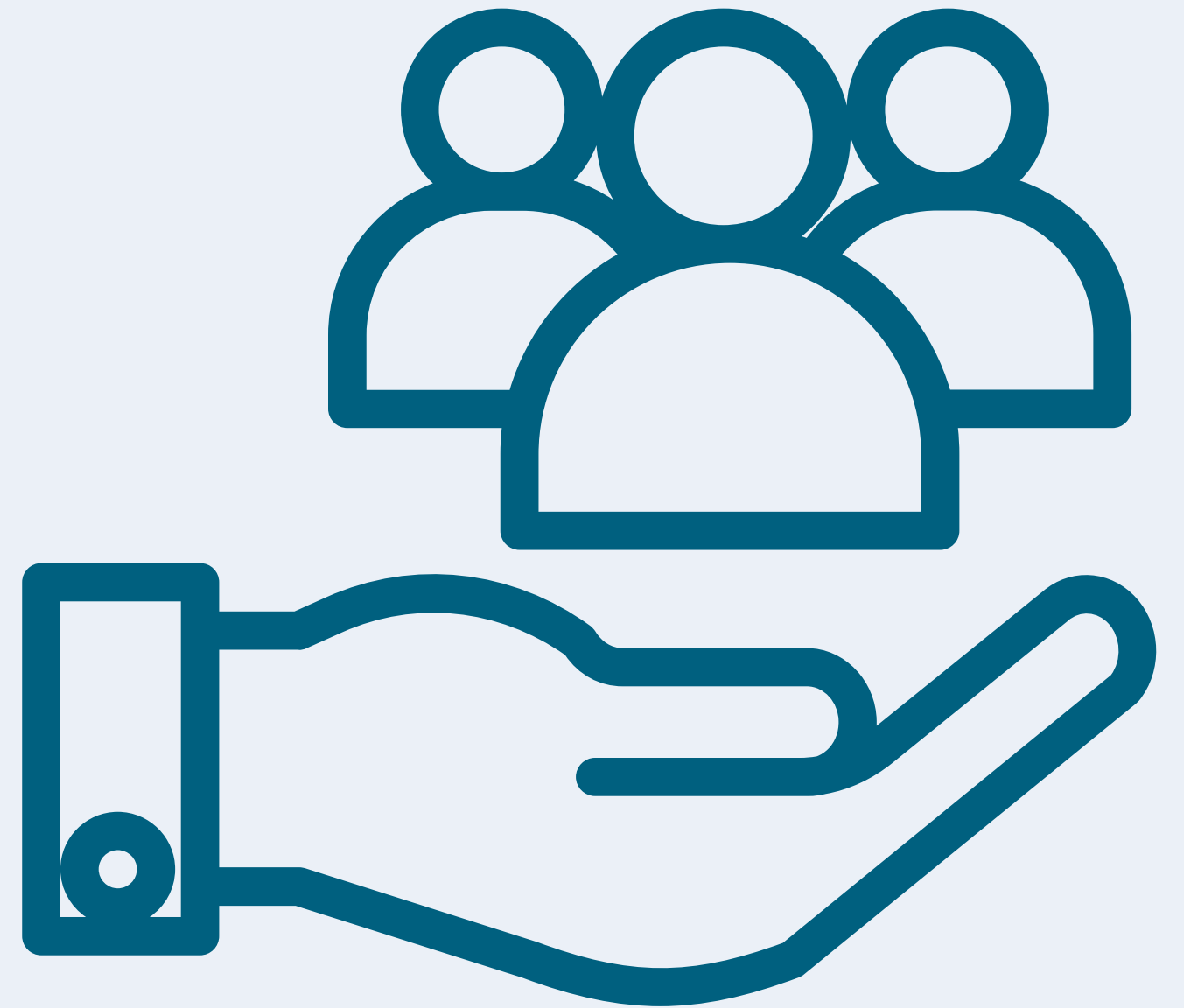
# BOM REP

- 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



# 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 17-48
- Standardized questions for consistency with candidates/local pastors



# 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



# LICENSED LOCAL PASTOR

- Must be a Certified Candidate
- Instructions included in Handbook (pg. 29-30)
- 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.





# ASSOCIATE MEMBERS

- Local pastor who has completed COS, ACOS, or seminary
- Application cycle opens mid-June
- NEW process: dCOM interviews, if recommended, participates in year of provisional residency, then interviews with BOM
- Requirements on page 39, includes “mini” paper
- Discerning Fruitfulness in Ministry
- Interview questions on page 41



# PROVISIONAL MEMBERS

- Certified candidates or local pastors who have completed the educational requirements (by May of commissioning year)
- Requirements on page 43
- Discerning Readiness for Ministry
- Submit “mini” papers
- Interview questions on page 45



# 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.



# 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/>

