



## **Summary of Requirements for Ordination In ABC Rochester/Genesee Region**

### **The candidate must...**

- ☐ Be a member in good standing in an ABCRGR church for at least one year prior to ordination.
- ☐ Provide a letter of sponsorship from home church (see “home church” below)
- ☐ Communicate and meet regularly with assigned mentor throughout the process.
- ☐ Communicate and meet regularly with pastor of home church or a designee throughout process.
- ☐ Sign the ABCRGR ministerial code of ethics
- ☐ Provide official transcripts of M.Div. or equivalent to executive minister.
- ☐ Provide two references to Executive Minister by sending DocuSign link to references for their completion.
- ☐ Complete background authorization check sent to candidate upon onset of process.
- ☐ Complete a Center for Ministry review at an ABC-approved center and provide evaluation to executive minister.
- ☐ Successfully complete an approved course in American Baptist History and Polity and send documentation to executive minister.
- ☐ Chaplaincy: Successfully complete one unit of CPE and provide evaluation to Executive Minister. All Others: One unit of CPE is recommended but not required. If completed, provide evaluation to Executive Minister.
- ☐ Successfully complete Field Education/Supervised Ministry.
- ☐ Complete a Ministerial Boundaries training through ABCRGR or provide documentation of attendance of one in another region or denomination within the timeframe of the ordination process.
- ☐ Attend Orientation to American Baptist Life (OTABL), the ABC Biennial Mission Summit, or an ABCRGR event approved for this purpose by the ABCRGR executive minister and complete a reflection paper on the experience.
- ☐ Complete the ordination paper.
- ☐ Have pastor and mentor review paper and send written (email) notification to Executive Minister that the paper is ready to be sent to the Ordination Review Committee.
- ☐ Meet with the Ordination Review Committee at least twice: once at the beginning of the process, and once when the ordination paper and all other elements of the process are complete. (Additional meetings may be scheduled as needed.)
- ☐ Successfully complete the permanent council meeting.

### **The home church must...**

- ☐ Provide a letter of sponsorship about the candidate to the executive minister at the onset of the candidate's process. (Form will be sent to church pastor.)
- ☐ Provide spiritual support to candidate throughout the process, including regular check-ins with the candidate.

### **The pastor or designee must ...**

- ☐ Support the candidate in the writing of her/his ordination paper, working alongside the candidate's mentor in the process.
- ☐ Sign off on the candidate's paper being sent to the Ordination Review Committee. (Send an email to the Executive Minister.)
- ☐ (May) attend the candidate's conversation with the Ordination Review Committee. The pastor/designee will be invited to give comments at the end of the meeting, prior to the ORC's deliberation.
- ☐ Work with the executive minister to schedule a permanent council meeting, when appropriate. The region office sends out the notice but it is sent under the name of the pastor and church.
- ☐ Attend, with church delegates, the permanent council meeting to support the candidate as well as participate in the vote.
- ☐ Plan and host the ordination service. The church invites other region churches by providing complete information to the region office for the office to distribute.

### **The mentor must...**

- ☐ Have regularly-scheduled meetings with the candidate for the purpose of:
  - Spiritual support
  - Encouraging the candidate to attend to all elements of the process in a timely fashion
  - Helping the candidate to deepen her or his understanding of the act of ordination
  - Helping the candidate deepen her or his understanding of, and ability to articulate, her or his call to ministry
  - Working with the candidate on the ordination paper
  - Consulting with the candidate's pastor as needed on areas of concern, support, or in the process of the writing of the paper
- ☐ Sign off on the submission of the candidate's paper to the Ordination Review Committee via email to Executive Minister.
- ☐ (May) attend the candidate's conversation with the Ordination Review Committee. The mentor will be invited to give comments at the end of the meeting, prior to the ORC's deliberation.
- ☐ (May) attend the permanent council meeting to provide support to the candidate. May also vote if the mentor meets the requirements for permanent council delegates.