

Appendix 3

Name: _____

Member church: _____

Ordination Process Checklist for MLC/ABCRM Office

Text in italics designates work to be completed by Administrative Assistant in ABCRM office.

Prior to first meeting with MLC:

- Applicant made initial contact with Ministry and Mission Coach.
Coach gives all contact information to designated staff person in Region office who maintains MLC documents, who informs the Executive Minister.
- Applicant met with Executive Minister.
- Scheduled meeting with coach and representative of MLC (date)_____.
- Met with coach and representative of MLC Chair (date)_____.
- Completed application form and submitted \$100.
File form and inform Coach and MLC Chair. Forward money to ABCRM financial manager and place a copy of the check in the applicant's file. Designated staff person will initiate the background check.
- Receive report and file in applicant's file. Notify the MLC Chair immediately upon receipt of report.*
- Email completed application form and letter from church to coach and chair no later than two (2) weeks prior to meeting.*
- Submitted letter from church recommending ordination. *Place in candidate's file.*
- (If candidate is seeking recognition from another denomination) Submit a copy of ordination certificate. *Place in applicant's file.*
- Submitted autobiographical sketch/personal faith history. *Place in applicant's file.*
- Email autobiographical sketch/personal faith history to MLC plus Coaches and Executive Minister no later than two (2) weeks prior to first meeting.*
- Supplied references. *Place in applicant's file. Copies of references are made for MLC members and supplied for the face-to-face meeting.*
 - Reference #1
 - Reference #2
 - Reference #3
 - Reference #4
- Supplied official transcript. *Place in applicant's file. A copy is made for the MLC Chair and supplied for the face-to-face meeting.*
- Scheduled first meeting with MLC Chair (date) _____

Next step for all chaplaincy candidates

- Documents submitted to Chaplains' Committee. (The MLC will form a Chaplains' Committee as needed to evaluate the candidate's preparation and suitability for chaplaincy and to advise the candidate about the process for obtaining chaplaincy credentials.)
- Recommendation received from Chaplains' Committee.

First meeting with MLC

- Signed “The Covenant and Code of Ethics for Ministerial Leaders of American Baptist Churches.”
Place in candidate’s file.
- Received name and contact information of mentor. (The MLC will assign a mentor for all candidates to encourage, support, and guide them through the process.) *Record information in candidate’s file.*

Prior to second meeting with MLC

- Submitted ordination/position paper. *Place in candidate’s file.*
- Email ordination/position paper to entire MLC plus Coaches and Executive Minister no later than two (2) weeks prior to second meeting.*
- Completed other recommended work. *Place in candidate’s file.*

During the second meeting with MLC

- Discussed ordination/position page.
- MLC makes recommendation.
- Upon approval, MLC Chair gives (mails) signed copy of ordination certificate to candidate along with letter to congregation. *Prepare certificate and letter for proper signatures.*

Following second meeting with MLC

- Received letter from church that ordination/recognition is completed. *Place in candidate’s file. Record name in the American Baptist Churches Information System (ABCIS).*
- Contact Region’s communication coordinator for publicity purposes.
- Remove name from MLC contact list. *Remove name from MLC contact list.*
- Maintain the file for three years after completion or three years of inactivity. After three years and after the MLC has reviewed the files, may transfer information to electronic media and shred the hard copy.*