**Ordination**

After the first complete year of Licensing toward Ordination and certainly within six months prior to the end of the licensing period, the process of moving toward Ordination ought to begin.

**Candidates**

Counsel with area church minister and congregational leadership to discern a personal sense of readiness for ordination.

Update MLI and complete the ordination interview questionnaire.

Request reference letter from pastoral mentor.

Submit MLI and questionnaire to Leadership Administrative Assistant at least two weeks prior to the ordination interview

Arrange interview date with Leadership Administrative Assistant. This includes finding a congregational representative (and employer representative when applicable) to attend interview.

Participate in the ordination interview.

Following a positive ordination interview, work with congregational leader and area church minister to plan an ordination service. Identify special persons whom you would like to invite to attend and/or participate in this event.

Participate in the ordination service, receiving it as a gift of the church for blessing your ministry among and with the people of God.

Continue with annually completing the accountability document, but more than that continue to carry out competent and caring ministry for Christ and the church.

**Congregational Leaders**

Counsel with minister and area church minister to discern a personal sense of readiness for ordination. Refer to Congregational Discernment for Ordination to help guide the congregational discernment process.

Following the discernment process and sensing the minster’s readiness send a letter of request for ordination to the are church minister.

Work with the candidate to ensure that a congregational representative is available to attend the ordination interview.

Participate in the ordination interview.

Following a positive ordination interview, work with the minister and area church minister to plan ordination service. Involve a cross-section of the congregation. Determine involvement of candidate’s spouse.

Invite neighbouring congregations and ministers to attend the ordination service.

Host the ordination service. Anticipate it not only as a special day in the life of your pastor, but also as a special blessing of the ministry of the church.

**Area Church**

Counsel with the minister and the congregational leadership regarding their sense of the minister’s readiness for ordination.

Provide minister and congregation link to Credentialing Information.

Receive letter from congregation and inform candidate what documents to prepare.

Arrange interview date with candidate and interviewing committee.

Receive expected materials for ordination interview and distribute to committee members.

Participate in ordination interview.

Arrange Leadership Council meeting to review interview notes and approve ordination request.

Send a letter to the minister and congregational representative noting Leadership Council’s decision.

Following a positive ordination interview, work with the minister and congregational leader to plan a licensing service. (Could be combined with an installation service)

Participate in the ordination service. Give a Certificate of Ordination to the newly ordained minister, along with any additional materials.