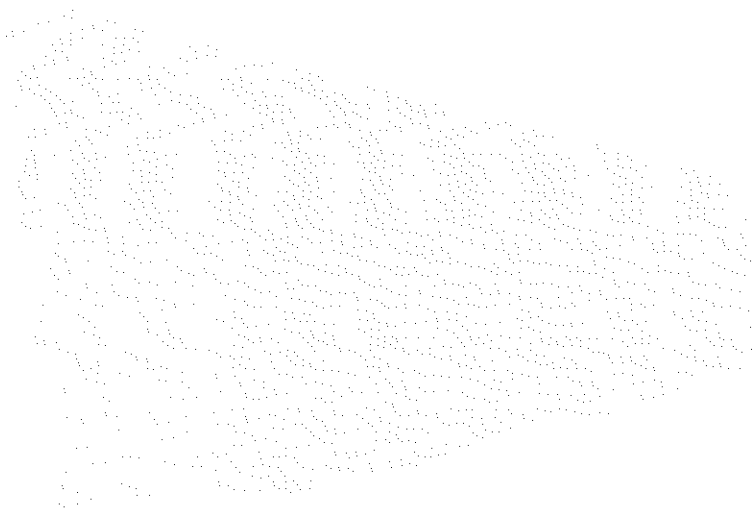


The Northwest District of
The Wesleyan Church

BOARD OF MINISTERIAL

DEVELOPMENT

INFORMATION PACKET & PROGRAM OVERVIEW



NORTHWEST DISTRICT -- BOARD OF MINISTERIAL DEVELOPMENT

INFORMATION PACKET & PROGRAM OVERVIEW

NOTE: It is expected that each ministry candidate will complete this entire process within 7 years or less.

ENROLL AT HEADQUARTERS – *All prospective students MUST enroll with our Wesleyan Headquarters office!*

- This is a vital step in ministerial preparation, as they are the clearinghouse for all academic course work. This will not only register the student in the official student database – but will also provide us access to the student transcripts.
- *If you are not registered with Headquarters, we are unable to accept you into our program.*
- To register and complete the online process, simply go to: <https://secure.wesleyan.org/em/enroll>

NOTE: *The student should be prepared with a payment method, as there is a \$20 enrollment fee.*

BIG TIP: *While Headquarters tracks student transcripts, the student needs to be personally responsible to track their progress as well. While HQ does an excellent job, it must be kept in mind that they are working with thousands of students, and from time to time, records can get confused or mixed up. Each semester a student finishes course work, he/she should keep a hard or electronic copy of his/her semester grade report showing completed courses, the professor's finals email of completed courses, or the semester transcript. In this way, should complications arise down the road, the student has proof of course work completed.*

INITIAL STEPS:

- **Membership** – Student must be a member in a local Wesleyan Church within the Northwest District;
- **Call to Ministry** – Student must communicate a call to ministry to his/her local pastor;
- **Initial Paperwork** – Student completes and submits all initial paperwork, which will include:
 - *Letter of Recommendation* from your Local Board of Administration;
 - **DBMD #1 Form** - Complete this *Personal Data Inventory* online – and email to Wayne (at wayne.mueller@northwestdistrict.org) within 45 days;
 - **DBMD #2 Form** – Four (4) *Reference Forms* are needed and must be selected from the recommended list (one of which must be from the local pastor). Please provide self-addressed stamped envelopes for your references. Also... be sure to sign the 1st page!
 - **NOTE: ALL FORMS are AVAILABLE on our District website.** Go to: www.northwestdistrict.org; On Home Page...scroll down to "**Reports & Applications**"; Then...Scroll down to **DBMD Forms...** & choose proper form!
 - **Personal Credit Score** – Please provide a copy of your personal credit score.
- **Processing Fee** – Student (or recommending local church) must submit a \$100 fee – to be used for administering and interpreting testing tools, as well as other administrative costs. (Please make checks/payment payable to: The Northwest District);
- **Annual Service Report** – Student will be required to submit the first of his/her *Annual Service Reports*;
- **DBMD Interview** – Student will be scheduled for an initial interview with the DBMD;
- **Background Check** – Student will agree to be screened for a criminal background. Please fill out (and sign) the 'Authorization Request' for background check and information (copy included). Return to: wayne.mueller@northwestdistrict.org.

ANNUAL STEPS:

- **Two Classes Per Year** – Student must complete a minimum of two classes each year to maintain Ministerial Student status;
- **Annual Reports** – Student must complete/submit the online version of the **DBMD #3 – Subsequent Years Form**, as well as the appropriate *Annual Service Report*, prior to May 25th each year.

Academic Training Requirements of the Wesleyan Church

Category/Class	Class Number	Ordained	Commissioned	Lay Special Worker	Lay Minister
<u>General Ed</u>					
Sociology or Cultural Anthropology	C21	Required			
Psychology	C22	Required			
Philosophy/Ethics	C31	Required			
<u>Bible</u>					
*Old Testament Intro	C03	Required	Required	Required	"Choose one from C03, C04 or C14
*New Testament Intro	C04	Required	Required	Required	"
**Methods of Bible Study	C14	Required	Required	Required	"
Old Testament Elective	OT1	Required			
New Testament Elective	NT1	Required			
<u>History</u>					
General Church History	C25	Required	Required		
*Wesleyan History/Discipline	C35	Required	Required	Required	Required
<u>Theology</u>					
*Intro to Theology	C05	Required	Required	Required	Required
Advanced Theology	C32	Required			
Doctrine of Holiness	C42	Required	Required	Required	
<u>Practical Ministries</u>					
Christian Education	C23	Required	Required	Required	"Choose two from among C23, C28, C29, C33, C34, C36, C38, and C44
Spiritual Formation	C26	Required	Required		
Evangelism/Church Health	C28	Required	Required	Required	"
Global and Intercultural Ministries	C29	Required			"
*Intro to Homiletics	C33	Required	Required		"
Pastoral Ministries	C34	Required	Required		"
Worship	C36	Required			"
*Church Leadership/Management	C38	Required	Required		"
Expository Preaching	C43	Required			
Pastoral Counseling	C44	Required	Required		"
Elective in Specialty				Required	
Elective in Specialty				Required	
<u>Supervised Ministry</u>					
Supervised Ministry	C55	Required	Required		

* These are the six courses required to become a licensed minister, which is the first step toward ordination or commissioning.

** Methods of Bible Study should be taken very early in a student's studies. It is strongly recommended that Methods of Bible Study be one of the first classes that a student completes.

AUTHORIZATION OF BACKGROUND INVESTIGATION

I have received, read, and understand:

- The Disclosure of Background Investigation;
- The federal governmental notice entitled, "A Summary of Your Rights Under the Fair Credit Reporting Act";
- The document entitled "Additional State Law Notices" (and if a California applicant/employee, the Notice Regarding Background Investigation Pursuant to California Law).

My signature below indicates my authorization for _____ ("the Company") to obtain consumer and/or investigative consumer reports about me from a consumer reporting agency in considering me for hiring, promotion, assignment, reassignment, retention, discipline, or other employment purposes.

By signing below, I also acknowledge that the facsimile (FAX) or photocopy of this document shall be valid and accepted with the same authority as the original. I agree that, if employed by the Company, this authorization will remain in effect throughout the term of my employment, or to the extent allowed by law.

California, Minnesota, and Oklahoma Applicants/Employees Only: Please check this box if you would like a free copy of the consumer or investigative consumer report prepared on you? Yes No

Would you like your copy sent via e-mail for faster delivery? Yes No

E-mail

Address: _____

Date: _____

Signature: _____

PERSONAL DATA NEEDED FOR BACKGROUND CHECK—PLEASE COMPLETE

First Name	Middle Name	Last Name		
Street Address	City	State	Zip Code	Phone
Date of Birth	Social Security Number	Driver's License Number	State of License	

List any other cities and states in which you have lived during the previous 7 years.

List any other LAST NAMES you have used during the previous 7 years and/or for higher education).

District Board of Ministerial Development

DBMD RESPONSE FORM

CANDIDATE'S NAME: Kyle Marker

INTERVIEW DATE: November 7, 2019

GENERAL FEEDBACK/OBSERVATIONS:

- Thank you for accepting and keeping your interview appointment.
- Thank you for providing faithful and effective ministry at GracePoint Church, especially in Worship Leading.
- Thank you for successfully completing the Sociology class.
- Thank you for investing in the lives of other aspiring worship pastors.
- Thank you for extending your leadership into two other campus locations – Watertown and Aberdeen.
- You have been recommended to continue as a Licensed Minister in the Northwest District of The Wesleyan Church.

RECOMMENDATIONS:

- Consider working towards the completion of your Application for Supervised Ministry Credit with Pastor Aaron Cloud.
- Daily practice those spiritual disciplines that will promote spiritual growth and can create greater intimacy with God.
- Regularly invest in your marriage relationship with Kelsey, and with your two children.
- Maintain a strong accountability relationship with one or more godly men in the Brookings/Watertown area.
- Keep learning all that you possibly can from effective ministry leaders, like Pastors Steve, Aaron, Dave, Ben, Matt, and Serenity, along with your Cross Training Classes.

REQUIREMENTS/ASSIGNMENTS:

- Each candidate is expected to complete a minimum of two classes each year in order to maintain eligibility.
- Be prepared to file the online version of the DBMD #3 Form, as well as the Annual Service Report, when they are called for in April of 2020.
- Your next interview should be scheduled in November of 2020.

DEADLINE for COMPLETION: May 25, 2020

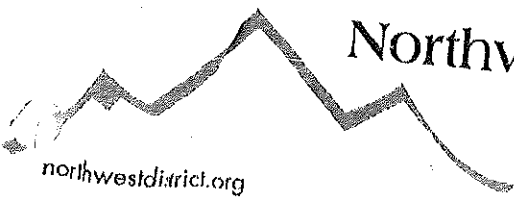
DBMD MEMBER SIGNATURE: Rev. Wayne A. Mueller DATE: November 15, 2019

CALENDAR OF EVENTS/ACTIVITIES FOR NORTHWEST DISTRICT DBMD

1. Late June or early July- Conduct the annual Ordination Service. Contact all participants, order all necessary materials and gifts, prepare all pocket credentials for all personnel. Distribute pocket credentials.
2. July-August- Connect with numerous interns, youth pastors, childrens' pastors who might be serving at one of our three summer camps held at our District Campgrounds to observe readiness for increased ministry and evaluate quality of ministry.
3. September-Meet with our District Westside Team in or near the Portland, OR area to conduct annual interviews. Prepare Response Forms to be delivered to the ministry candidates and their local church Lead Pastor.
4. October- Meet with our District Eastside Team in Sioux Falls at Celebrate Church to conduct annual interviews. Prepare Response Forms to be delivered to the ministry candidates and their local church Lead Pastor.
5. November-Plan for and execute road trip to Oklahoma Wesleyan University to meet with ministry candidates and any other students from the NW District. We work in conjunction with the Head of the Religion Division.
Meet with our District Eastside Team in Brookings, SD at GracePoint Church to conduct annual interviews. Prepare Response Forms to be delivered to the ministry candidates and their local church Lead Pastor. (This includes some candidates from eastern ND.)
6. December early-Meet with our Rapid City Team in Rapid City at Crossroads Church to conduct annual interviews with candidates from Gillette, Spearfish, Rapid City, Hot Springs. Prepare Response Forms to be delivered to the ministry candidates and their local church Lead Pastor.
Inform Ordination candidates of necessary paperwork preparations, place and time for interviews along with dress code and other procedural steps needed. (Email and hard copy.)
7. January mid month-Meet with our District Eastside Team to conduct annual interviews in Sioux Falls at The Ransom Church. Prepare Response Forms for the ministry candidates to be delivered to the ministry candidates and their local church Lead Pastor. Meet with our District Rapid City Team to conduct annual interviews in Rapid City at Fountain Springs Church. Prepare Response Forms for the ministry candidates and their local church Lead Pastor.

8. February early-Meet with our District Eastside Team to conduct annual interviews in Sioux Falls at Celebrate Church. Prepare Response Forms for the ministry candidates and their local church Lead Pastor.
Meet with the District Ordination Council in Billings, MT one day prior to our Winter Retreat to conduct Ordination interviews. Provide next day feedback to all Ordination candidates in person and in writing.
Still working to set up a road trip to Indiana Wesleyan University to connect with District ministry students there and conduct 45 minute interviews while on campus.
9. March-Meet once again with our District Eastside Team to conduct annual interviews in Sioux Falls at Celebrate Church or The Ransom Church. Prepare Response Forms for the ministry candidates and their local church Lead Pastor.
10. Late March/early April-dependending on the date for Easter, meet with our District Westside Team to conduct annual interviews in Spokane, WA or Hermiston, OR. Prepare Response Forms for the ministry candidates and their local church Lead Pastor.
Mid April-inform the ministry candidates of their need to prepare their annual reports for the DBMD (#3)and for the Wesleyan Church (ASR).
Carefully read and respond to any questionable information on the ASRs submitted.
11. May-Meet with our District Eastside Team in Sioux Falls to finish any new or previously unavailable ministry candidates for their annual interviews. Prepare Response Forms for the ministry candidates and their local church Lead Pastor.
12. Late June-Meet with all available District Team Members in Rapid City at our District Campgrounds to complete any remaining annual interviews just prior to District Conference. Prepare Response Forms for the ministry candidates and their local church Lead Pastor.

On an ongoing basis make sure that the District Superintendent is included in all paper trails, hard copies and/or electronic.



Northwest District of the Wesleyan Church

northwestdistrict.org

August 22, 2020

Hunter Bayles
3300 E. Third St
Sioux Falls, SD 57103

Dear Hunter,

Greetings in the name of our Lord Jesus Christ! We rejoice with you in your desire to enter into specialized Christian ministry and the subsequent desire to seek ministerial credentials within The Wesleyan Church and the Northwest District in particular. We are looking forward to assisting you in the years of your ministry preparations as you seek Ordained Minister status.

The Northwest District Board of Ministerial Development is looking forward to guiding and assisting you through the educational and practical requirements that will lead to your desired status of licensing, commissioning, or ordination. We trust that you will be able to look to us for encouragement, support, accountability, and for any aspect of your life and growth as it relates to your spiritual maturity and ministerial preparation.

Enclosed you will find a "Ministerial Preparation Information Packet" which will serve as a guide for you through the ministerial training process. Let me summarize some of the initial steps:

- 1) **Membership in a local Wesleyan Church** within the District in which you will be licensed.
- 2) A **letter of recommendation** from your Local Board of Administration or Elder Team. (We do already have this from The Ransom Church.)
- 3) An evaluation of your **educational transcripts** for any course work previously taken will be advantageous. Copies of your transcripts should be sent to: The Division of Education and Clergy Development, P.O. Box 50434, Indianapolis, IN, 46250-0434.
- 4) You also need to **Enroll at Headquarters**. (This **Enrollment Form** is available at: www.wesleyan.org/em/enroll. You will need to complete & submit this form online) – *Be aware that enrollment requires a \$20 fee.*
- 5) **DBMD Form #1** – **Complete this form online** – and then email it to me at wayne.mueller@northwestdistrict.org. (**This is DUE by OCTOBER 1ST, 2020!**)
- 6) **DBMD Forms #2**. For your convenience, a copy of this form has been attached. You may make copies to send to your references. Four (4) references are needed and must be chosen from the recommended list. You should provide self-addressed stamped envelopes for your references. **Please sign the appropriate spots on this form (on the 1st page of the document)**... giving us your permission to copy these reports for studying as a committee. These can also be filled out online, then scanned and emailed. **Please ask references to complete and return to us by OCTOBER 1ST, 2020.**