

Dear Mission West Commissioned Ministers,

As the Central, Hi Plains and Tres Rios Areas are working together in many of our ministries, including the certification, training and support of Commissioned Ministers (formerly known as Licensed Ministers) we have moved to one annual date for the renewal of commissions. Again in 2017, every Commissioned Minister Certificate will be renewed for one year on May 1.

Attached to this email, you will find all the documents you need to complete for renewal of your commission. We will send this information via US mail to any commissioned ministers who do not have e-mail access. All of these forms are available online at missionwestccsw.org – click on clergy support and then click on commissioning & standing (in the lower left corner of the screen). There you will find a link to:

Standing Renewal forms for Commissioned Clergy

These online forms, however, must still be printed out, completed and mailed or scanned and emailed to us.

Please complete the following forms for Commissioned Minister Standing Renewal and return to our Mission West office in Amarillo by **April 1, 2017**:

1. Commission Request Form (this form also requires signature of board chairperson)
2. Disclosure Form
3. Verify Form
4. Education Attendance Record Form (2016)

Each commission will begin on May 1, 2017 and expire April 30, 2018. After forms are reviewed by Lead Minister, Rev. Charlotte Hoppe and the chairperson for your Area Committee on Ministry, a copy of these forms will be filed in the Mission West office and the originals will be sent to the Regional Office, where the certificate is prepared and signed by the Interim Regional Minister. The Regional office will return a signed certificate and standing card to our Mission West office and I will add my signature and the certificate and standing card will then be mailed to you. We will also keep a copy of your certificate and standing card in your file in our office.

Mailing address for completed forms:

Mission West
2717 Stanley St. Ste A
Amarillo, TX 79109

Also included for your information and use are:

1. 2017 Mission West School for Ministry Schedule

2. Education Event Approval Form

In 2013 the Christian Church (Disciples of Christ) in the Southwest approved a new educational policy to comply with the 2011 Christian Church (Disciples of Christ) Policies and Criteria for the Order of Ministry. That policy, which guides our education program can be viewed on the Mission West website.

Each commissioned minister is required to attend three (3) education events per year. One (1) event out of the three (3) may be a non-Mission West event, if its content falls within one (1) of the Areas of Ministerial Practice and the Approval Form is submitted six (6) weeks in advance.

Only one outside class can count toward required courses. The other two classes we offer are required. We do not require annual interviews, as do other areas. We depend upon seeing and talking with our commissioned ministers at our Area sponsored classes to check in with them concerning their ministries and to offer support as needed.

Each year we keep a record of your attendance at education events in your file, but please also submit an Attendance Record Form to help us keep accurate count. This year we have included this form for 2017, as well, so you can track as the year goes along. Failure to attend three (3) education events per year may result in a one (1) year probationary period. Continued non-compliance may result in forfeiture of commission.

All of these forms and a copy of the CCSW Education Policy are available on the Mission West website - <http://missionwestccsw.org/clergy-support/commissioning-standing>. Scroll to the bottom of this page and you will find all forms needed for the renewal of your commission.

If you have any questions, you may call or email the Mission West office and Angeline will answer or consult with me or the Area Committee Chairpersons:

Angeline Martinez
Mission West Administrative Assistant
806-358-9590
missionwest@ccsw.org

Rev. Mike Hunter, Central Area, mhunter@fccmidland.org
Rev. David Theel, Hi Plains Area, dtheel@ccsw.org
Rev. Matt Every, Tres Rios Area, pastormattevery@outlook.com

Thank you for your dedicated service in the ministry with the folks and congregations of Mission West. I appreciate you! If I can answer any questions or be supportive in any way, please be in touch!

Blessings,
Charlotte

*Rev. Charlotte J. Hoppe
Lead Minister*

*Mission West
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