

**Required Items to be Submitted**  
**by the**  
**Cornerstone District Committee on Ordained Ministry (DCOM)**  
**for your**  
**Interview**  
**2017-18** (Updated Oct. 2018)

**Please note:**

1. **This is not an exhaustive list.** People come to DCOM for many reasons not covered below. (e.g., introductory interviews, updates from seminary students, requesting approval as Certified Candidates, disciplinary measures, etc.) At each step of the process, there may also be other requirements outlined by our *Book of Discipline*. This document does not list the requirements from the *Discipline*, but just those unique to the Cornerstone District. Also, at times the Cornerstone DCOM gives a unique requirement to a candidate. You are responsible to submit all required items, not just the ones on this list. Your mentor is a good resource if you are unsure what is required at your step of the process.
2. **Each item should be sent electronically to [cornerstonedcom@unyumc.org](mailto:cornerstonedcom@unyumc.org)** (which will automatically deliver it to each member of the District Committee on Ordained Ministry), **except:**
  - a. **Sermons**, which only need to be sent to Rev. Nick Perry, PO Box 33, Chautauqua, NY 14722, [nicholasperry@yahoo.com](mailto:nicholasperry@yahoo.com).
  - b. **Transcripts**, which only need to be sent to Rev. Jerry Piper, DCOM Registrar, at 2745 West River Road, Olean, NY 14760, [kjpiper@roadrunner.com](mailto:kjpiper@roadrunner.com)
3. **Due date is 14 days prior to your scheduled interview.** All required items are to be post-marked or e-mailed at least 14 days before your scheduled interview. This is a firm deadline. If required items are not submitted by the deadline, then DCOM will be UNABLE TO VOTE and most likely will request that you reschedule your interview.

**If You Are:**

1. **Serving a church and coming for your annual interview, and not seeking a status change** (a status change is, for example, being approved for a Local Pastor's License or being recommended to BOOM for Commissioning). Please submit:
  - a. Most recent **Report of the Pastor** (This is the Pastor's Charge Conference Report you are required to submit to the District Office each fall, #9 on the 2018-19 Regional Church Conference Information, found under the "Resources" tab on the Cornerstone District website.)
  - b. **Written Answer** to the following questions (in one double-spaced page): *What does it mean to be a disciple of Jesus? How are you equipping your church to be disciples who make disciples? Give some specific examples.*
  - c. **Mentor's Report** - filled out by your mentor and signed by the mentor and you.
  - d. **A transcript, if you are working on your education.**

- i. Unofficial transcripts are fine until your education is complete; then we require an official transcript.
  - ii. Note that Local Pastors are required to show progress on the Course of Study or Seminary each year. There is a deadline for completion, and you are responsible to stay aware of your progress toward the deadline.
  - iii. Note in 2b above, transcripts are to be sent only to DCOM Registrar Rev. Jerry Piper.
- 2. **A Certified Candidate coming to be voted on for the first time to become a Licensed Local Pastor.** Please submit:
  - a. **A DVD or digital file** of a sermon from a recent worship service. It is helpful if the entire service is recorded, so the Committee gets the context in which the sermon is delivered.
    - i. Note in 2a above on page 1, sermons are to be sent only to Rev. Nick Perry.
  - b. Most recent **Report of the Pastor** (This is the Pastor's Charge Conference Report you are required to submit to the District Office each fall, #9 on the 2018-19 Regional Church Conference Information, found under the "Resources" tab on the Cornerstone District website.)
  - c. **A Mentor's Report** - filled out by your mentor and signed by the mentor and you.
  - d. **Written Answer** to the following questions (in one double-spaced page): *What does it mean to be a disciple of Jesus? How are you equipping your church to be disciples who make disciples? Give some specific examples.*
  - e. **A transcript, if you are working on your education.**
    - i. Unofficial transcripts are fine until your education is complete; then we require an official transcript.
    - ii. Note that Local Pastors are required to show progress on the Course of Study or Seminary each year. There is a deadline for completion, and you are responsible to stay aware of your progress toward the deadline.
    - iii. Note in 2b above on page 1, transcripts are to be sent only to DCOM Registrar Rev. Jerry Piper.
- 3. **A Local Pastor or Certified Candidate coming to be recommended to the Board of Ordained Ministry for Commissioning.** Please submit:
  - a. **A DVD or digital file** of a sermon from a recent worship service. It is helpful if the entire service is recorded, so the Committee gets the context in which the sermon is delivered.
    - i. Note in 2a above on page 1, sermons are to be sent only to Rev. Nick Perry.
  - b. Most recent **Report of the Pastor** (This is the Pastor's Charge Conference Report you are required to submit to the District Office each fall, #9 on the 2018-19 Regional Church Conference Information, found under the "Resources" tab on the Cornerstone District website.)
  - c. **A Mentor's Report** - filled out by your mentor and signed by the mentor and you.

- d. **Written Answer** to the following questions (in one double-spaced page): *What does it mean to be a disciple of Jesus? How are you equipping your church to be disciples who make disciples? Give some specific examples.*
- e. **A transcript, if you are working on your education.**
  - i. Unofficial transcripts are fine until your education is complete; then we require an official transcript.
  - ii. Note in 2b above on page 1, transcripts are to be sent only to DCOM Registrar Rev. Jerry Piper.
- f. **Written answers** to the questions in the 2016 Book of Discipline Paragraph **324.9, letters e, f, and p** (2-3 double-spaced pages each).
  - e. What is your conception of the activity of the Holy Spirit in personal faith, in the community of believers, and in responsible living in the world?*
  - f. What is your understanding of the kingdom of God; the Resurrection; eternal life?*
  - p. Explain the role and significance of the sacraments in the ministry to which you have been called.*