



## THE WESLEYAN CHURCH

### INSTRUCTIONS TO THE DISTRICT BOARD OF MINISTERIAL DEVELOPMENT REGARDING USE OF QUESTIONNAIRE FORMS

The district board of ministerial development is the district body charged with overseeing the development and progress of each candidate up to the point of ordination or commissioning. It is responsible to test the validity of the candidates' calls, identify their strengths and weaknesses, counsel them, encourage them, direct their academic preparation in cooperation with Education and the Ministry, guide them in personal, social, spiritual and leadership development, and make recommendations relative to their readiness for and advancement in ministry. The DBMD is responsible to consider and/or examine each candidate through personal interview, initially and annually.

#### USE OF FORMS

**DBMD NO. 1.** The *Personal Data Inventory Questionnaire (#1)* provides the information for beginning a candidate's file. Upon receipt of the recommendation from the candidate's local church conference, this form should be sent to the person seeking standing with the DBMD. The form should be received back in time for copies to be made and supplied to the members of the DBMD so they can be familiar with the candidate prior to the initial interview.

**DBMD NO. 2.** At least three *Initial Reference Forms (#2)* should be supplied to the candidate along with the *Personal Data Inventory Questionnaire (#1)*. The candidate should be instructed to ask individuals of the DBMD's choosing to fill out the reference forms. The DBMD may want to use persons such as: most recent pastor, vice-chair of the local board of administration, theology professor, member of the local church, or persons of the candidate's choosing. The candidate should be instructed to sign all of the waiver statements and to provide stamped envelopes addressed to the chair of the DBMD.

**DBMD NO. 3.** The *Subsequent Years Questionnaire (#3)* should be used annually for the intervening years between the initial interview and the final interview prior to ordination. If it is used for two or more years, the DBMD should look for responses which may differ from the previous year, noting the growth and development of the candidate in matters of faith, practice and understanding.

**DBMD NO. 4 AND NO. 5.** The *Ordination Application Questionnaire (#5)* should be sent to the candidate along with 3 copies of the *Ordination Reference Form (#4)* in advance of the final interview for ordination. It is suggested that the *Ordination Application Questionnaire* be completed near the middle of the conference year so that any uncertainties about the candidate's readiness could be worked out prior to a deadline necessary for recommending that candidate for ordination. Again, sufficient copies should be made of the returned forms so the DBMD members can be prepared to ask pertinent questions regarding the candidate's responses.

**DBMD NO. 6** This form is used with Ordained Ministers in the Process of Transfer in the final interview before their ordination is to be validated (Completing their transfer into the Wesleyan Church). This form should be used in conjunction with the Transferring Ministers Application form (filled out by the minister and sent to the General Superintendents office for approval to transfer; copies of this form should be kept in the ministers file and distributed to the DBMD) to guide the interview with the minister.