

## **Process for Approval of a Ministry Site for a Deacon Appointment To a Setting Beyond the Local Church, *Book of Discipline, 2004*, ¶331**

### **PROCESS OUTLINE**

The ABLC ministry site approval process involves at least these steps:

1. This process applies to Full Connection Deacons and Probationers Commissioned towards Deacons Orders.
2. Deacon receives appropriate information from the Chairperson of the Conference Relations Committee (CRC), Board of Ordained Ministry (BOOM).
3. Deacon is informed that this process involves a period of time, perhaps multiple CRC interviews and modifications of the ministry site plan.
4. Deacon prepares and submits appropriate materials in response to the request of the CRC Chairperson and CRC according to the time line established by CRC..
5. Deacon meets and interviews with the CRC Committee concerning the Deacon's request for ABLC ministry site approval, an Appointment Beyond the Local Church (ABLC), and appropriate changes in Conference relationship.
6. CRC makes recommendation to BOOM Executive Committee/BOOM/Cabinet concerning ABLC ministry site approval.
7. When the ABLC site has been approved, CRC may then act on the request to make appropriate changes in Conference relationship.
8. When Deacons in full connection serve in an agency or setting beyond the local church, the Bishop, after consultation with the Deacon and the pastor-in-charge, shall appoint the Deacon to a secondary appointment within a local church where they will take missional responsibility for leading other Christians into ministries of service. In this ministry, the Deacon shall be accountable to the pastor-incharge, the charge conference, and other bodies that coordinate the ministry of the local church (*Discipline 2004*, ¶ 331.4).
9. If the Bishop and Cabinet consider an appointment not to be in the best interest of the Church, the Bishop may choose not to make the appointment. In such event, the Bishop shall be in consultation with the Deacon and the Board of Ordained Ministry. The Deacon shall then seek another appointment, request a leave of absence, transitional leave, relinquish his or her credentials, or be terminated by disciplinary procedures (*Discipline 2004*, ¶ 331.6.c).
10. Deacons in full connection, at their request or with their consent, may be appointed to a non-salaried position. Such missional appointments will serve to express the Church's concern for social holiness, for ministry among the poor, and for advancing emerging needs of the future. (*Discipline 2004*, ¶331.6,d).

#### **Submit all materials to:**

Walter Grubbs, Chair  
Conference Relations Committee  
5015 Filbert Avenue  
Fair Oaks, CA 95628  
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Cell: (916) 996-2671  
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## Steps for Those Seeking ABLC Ministry Site Approval

A Full Connection Deacon or a Probationer Commissioned towards Deacons Orders requesting a primary appointment in a setting Beyond the Local Church (ABLC) shall provide to the Conference Relations Committee (CRC), the Bishop, and the Cabinet the following:

- I. A letter to the CRC Chairperson, the Bishop, and the Cabinet requesting ABLC site approval and other appropriate changes in Conference relations.
- II. A completed personnel form.
- III. Title of ABLC ministry site, address, and mission statement.
- IV. Written response to these questions for Deacons seeking an ABLC appointment under the provisions of *Book of Discipline, 2004*, ¶331:
  - A. Within the context of your call to ordained ministry as Deacon, what is your sense of call to the particular form of ministry which you now propose to enter?
  - B. The Church in Mission:
    1. How does ministry in the setting you propose fulfill and enrich the effectiveness of the church in mission?
    2. How is the proposed ministry congruent with the Church's missional commitment in and to the world?
    3. In what ways does serving in your proposed setting minister to identifiable needs in the world that relate to the mission of the church?
    4. In what specific ways does your proposed ministry respond to the needs of persons in special circumstances and unique situations?
  - C. Fulfilling the ministry of the Deacon to which you were ordained:
    1. In this position, how will you fulfill servant ministry in the world? Clarify your intentionality of servant leadership in order to establish a clear distinction between the work to which all Christians are called and the work for which Deacons in full connection are appropriately prepared and authorized.
    2. How, in the proposed ministry, will you live out your call to the ministry of the deacon connecting the congregation with the needs of the world?
    3. How, in the proposed ministry, will you fulfill the vows of ordination to Word and Service?
    4. How will you teach and proclaim the Word?
    5. Do you anticipate that you will assist Elders in the administration of the sacraments of baptism and the Lord's Supper? Do you anticipate that you will conduct marriages and bury the dead?
    6. How will you form and nurture disciples?
    7. How will you participate in the Order of Deacons or the Fellowship of Probationary Deacons to mutually support, care for, and hold accountable its members for the sake of the life and mission of the church?
    8. How does the proposed setting of ministry provide opportunity to maintain a relationship and accountability with the Order of Deacons or the Fellowship of Probationary Deacons and the structure of the Church?
    9. How will you maintain a close working relationship with and effective participation in the work of the Annual Conference? Will you assume whatever responsibilities you are qualified and requested to assume?
- V. The following written materials concerning your ABLC ministry site:
  - A. A ministry job description outlining duties, tasks, and relevant relationships.
  - B. A copy of the written employment agreement between the Deacon and the ABLC site.
  - C. A statement of hours to be spent in ministry. Full-time employment is the norm. Anything less than a full time arrangement must be approved in advance as per the *Discipline*, ¶331.7.

- D. A list of your specific gifts, training, education, work experience and experiences of grace that you bring to the unique requirements of your proposed ministry site.
  - E. A list of your goals as a Deacon for the first year in this ABLC appointment.
  - F. A list of the resources available for continuing growth in effectiveness in your proposed field of ministry.
  - G. A description of how you will demonstrate and support the covenant relationship that forms our interdependent and complementary common ministry as United Methodist Deacons.
  - H. A list of the persons who will make up your personal support community. Indicate those who relate to the United Methodist Church and our clergy covenant relationship.
  - I. A description of the accountability structure that exists within the ministry setting.
    - 1. An organizational chart of the ABLC site agency that demonstrates your accountability in the organization.
    - 2. The process for your performance evaluation. Who does the evaluation? On what basis? To whom is the evaluation reported? For what period of time?
    - 3. How the evaluation will be shared with appropriate structures of the Conference, including your District Superintendent and CRC/BOOM Chairpersons.
  - J. Demonstrate that the ABLC ministry site is financially viable.
    - 1. The financial arrangements between you and the ABLC site.
    - 2. When "self-employed," the financial arrangements for support.
    - 3. From the ABLC site, the provision for the Deacon's health care and pension support.
    - 4. Include an actual, detailed financial report for the past twelve months that includes income and expenses.
  - K. You and/or your agency will provide written proof of insurance coverage, naming the Conference as an additional insured.
- VI. Your secondary appointment arrangement. Give the name and address of the local church to which the Bishop will appoint you. After consultation between you, the District Superintendent, and the pastor-in-charge, provide written consent of the pastor-in-charge (*Book of Discipline, 2000, ¶1322.11*) and a written response to the following questions:
- A. How will your gifts be used in this local church?
  - B. What will be your primary field of service in this local church?
  - C. How you will be used in the worship and study life of the congregation?
  - D. What are the lines of accountability in the local church for the Deacon?
  - E. How much time can you give?
- VII. Provide additional materials requested by the CRC Chairperson and/or Committee.
- VIII. All completed materials shall be in the hands of the CRC Chairperson according to the time line established by CRC.
- IX. In consultation with the District Superintendent and the CRC Chairperson, the Deacon shall arrange for an Accountability Committee which shall report annually to CRC/BOOM, the Bishop, and the Cabinet.
- A. An Accountability Committee is required for all ABLC Deacons.
  - B. The Accountability Committee will be formed by the applicant before the interview.
  - C. The Accountability Committee will include at least three to five persons. Include a list of members with addresses and contact information.
  - D. The Accountability Committee shall include at least:

1. Two persons of the applicant's choice, one of whom is familiar with the requirements of the proposed ministry and possessing some skills in assessing an applicant in such a ministry.
  2. One member shall be a member of the Conference Relations Committee named by CRC.
  3. Two members shall be clergy members in full connection of this Annual Conference.
  4. One member shall be the pastor-in-charge in the secondary appointment and of the Charge Conference to which the applicant will be related.
  5. One member shall be a member of the Staff-Parish Relations Committee of the Charge Conference of the secondary appointment to which the applicant will be related.
- E. The Accountability Committee shall:
1. Meet at least two times per appointment year.
  2. Submit annual report/evaluation to the Bishop, District Superintendent, and CRC/BOOM Chairpersons by January 15.
  3. Areas of review and appraisal include, but are not limited to, ministry performance related to the ministry job description and ministry satisfaction.
- X. On completed receipt of the above items, attend a scheduled interview with the Conference Relations Committee.
- XI. The Deacon may be requested to submit additional materials, modify the ABLC site plan, clarify responses, and/or answer additional questions/concerns before CRC makes a positive recommendation on the ABLC site plan. An additional interview may be required by the CRC.
- XII. CRC makes a positive recommendation to BOOM Executive Committee/BOOM, Cabinet concerning ABLC site approval.
- XIII. After positive recommendation for approval of the ABLC site by the CRC, CRC may then act on the request to make appropriate changes in Conference relationship.
- XIV. After positive recommendation for approval of the ABLC site by the CRC Committee, the Deacon will work with the Bishop and Cabinet on the appointment to the ABLC site.

**Personnel Form**  
**Applicants Requesting ABLC Ministry Site Approval**

Conference Relations Committee, Board of Ordained Ministry  
California-Nevada Conference, The United Methodist Church

Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Present Conference Relationship: \_\_\_\_\_

Date Commissioned: \_\_\_\_\_ Conference: \_\_\_\_\_

Date Ordained Deacon: \_\_\_\_\_ Conference: \_\_\_\_\_

**APPOINTMENT HISTORY:**

Seminary and Professional Education: \_\_\_\_\_

Date all requested materials received by CRC Chairperson: \_\_\_\_\_

Date of CRC interview: \_\_\_\_\_ CRC Recommendation: \_\_\_\_\_

Date of BOOM action: \_\_\_\_\_ BOOM Recommendation: \_\_\_\_\_

**DATE LETTERS SENT:**

Deacon: \_\_\_\_\_ Senior Pastor: \_\_\_\_\_ Bishop/Cabinet: \_\_\_\_\_

Dist. Supt.: \_\_\_\_\_ Board of Pensions: \_\_\_\_\_ Others as needed: \_\_\_\_\_