

Plan of Formation:

1. Marks Self-Assessment
 - a. *Compete a self-assessment of The Marks of Faithful and Effective Ministers utilizing the Assessment Workbook, the Journaling the Journal document or write a brief (3-5 page) paper describing 5 strengths and five areas for growth you identified.*
2. Portfolio Preparation
 - a. History of Congregation involvement and the UCC
 - i. *Write a 1 to 2-page paper outlining your involvement with the UCC*
 - b. Spiritual Practices and Disciplines and Self-Care
 - i. *Write a 3 to 5-page paper describing your spiritual disciples and practices, as well as your regular self-care strategies*
 - c. Marks development demonstration paper
 - i. *Identify one or more of the Marks*
 1. *Write a 1 to 3-page paper outlining how you will make specific growth from Experience to Passion for this (these) Mark(s)*
 - a. *Demonstrate how you will deepen your learning*
 - b. *Identify the resources used*
 - d. Explore Theological Education with a focus toward Master of Divinity course objectives and skills/knowledge demonstration paper
 - i. Theology – write a 3 to 5 page paper, not including the case studies
 1. Thinking Theologically
 - a. *Describe what it means to think theologically*
 - b. *Based on your theology, what is it God calls us to do?*
 2. *What are the theological lenses through which you view ministry?*
 - a. *Provide 2 case studies demonstrating thinking theologically.*
 - ii. Exegesis and Homiletics – Write a 3 to 5-page paper and a completed sermon based on the scriptural text provided
 1. Scriptural Interpretation
 - a. *Describe your process of exegesis for the text provided*
 - b. *Identify the commentaries or resources used for your exegesis*
 2. Sermon Preparation
 - a. *Complete a Sermon message for your current or future context*
 - iii. Arts of Ministry
 1. Liturgy – share a 1 to 2-page paper describing how you plan liturgy
 - a. *What does the bulletin look like? What components are essential to worship?*
 - b. *Provide a bulletin for a regular Sunday worship service.*
 - c. *Provide a bulletin for a special service such as World Day of Prayer or Good Friday, Thanksgiving Eve, a funeral.*
 2. Sacraments – write a 3 to 5-page paper, not including the case studies

- a. *What is your theological understanding of baptism and communion?*
 - b. *How would you describe the theology of the sacraments to your congregation?*
 - c. *Describe how you do the sacraments, sharing a bulletin or service of baptism or communion.*
 - d. *Write two Case Studies which exemplify your theological understanding of the sacraments*
 - iv. Equipping the congregation – Write a 3 to 5-page paper
 - a. *In your paper share how you identify leaders.*
 - b. *Demonstrate how you develop bible study, Confirmation, prepare new members, etc. (If you have developed a study, include the curricula used.)*
 - c. *Share what you are doing to equip the congregation to work in mission with the church and the world.*
 - v. Theories & Methods of Religion – write a 3 to 5 page paper
 - a. *How do you deal with Ecumenical issues of differences in theological perspective?*
 - i. *You may include Interfaith, ecumenical, and/or non-believers in your reflections*
 - b. *Describe your ecumenical/mission participation.*
 - vi. Religious and Denominational History and Polity – Write a 3 to 5-page paper, not including the case study
 - 1. *Describe UCC Polity and Covenantal Relationships*
 - 2. *How do you interpret the UCC's non-doctrinal approach to faith? How do you interpret personal faith responsibility?*
 - 3. *How do you engage the congregation with the wider church?*
 - 4. *Develop a Case study describing a situation where you have had to define or re-define UCC polity.*
3. Congregational Assessment – These will be prepared by the ordained Member in Discernment Committee for distribution to a broad cross-section of the congregation.
- a. Pastoral Care
 - b. Worship Leadership
 - c. Inter-personal relationships
 - d. Leadership – formal and informal
4. Marks Self-Assessment – A final 3 to 5-page paper
- a. This paper will outline growth during the preparation period and any highlights of learning related to the Marks of Faithful and Effective Ministers

5. Ordination Paper

a. **Outline for Ordination Paper**

- i. Expression of your faith journey, including:
- ii. The role of home and local church.
- iii. The role of education in your professional development.
- iv. An understanding of your call to the ordained ministry.
- v. Affirmation of Christian belief
 1. How do you experience God, Jesus Christ, and the Holy Spirit?
 2. What concepts or images are most meaningful to you in your understanding of the Christian faith (i.e. creation, judgment, grace, the Scriptures, revelation, resurrection, etc.?)
 3. How do you experience sin, repentance, forgiveness, prayer, and eternal life as part of your humanity?
 4. How has your life pilgrimage informed your doctrine of the church and what is your current understanding of this doctrine?
- vi. What is your understanding of the church's mission?
- vii. What is your understanding of the United Church of Christ, including its polity, history, and practices?
- viii. What role do the sacraments and rites play in the life of the church?
- ix. What other aspects of the church's life and mission are important to you?
- x. Understanding of Ordained Christian Ministry
- xi. What will it mean for you to be ordained?
- xii. How do you understand your role in the priesthood of all believers?

Supervised Ministry Guidelines for Licensing and Plan of Formation Candidates

The Penn Northeast Conference Committee on Ministry, through its Authorization Working Group, assigns Members in Discernment, who are finishing their licensing requirements or working on a Multiple Paths to Ordination Plan of Formation to a setting for Supervised Ministry.

The following Guidelines for the Member in Discernment and the host congregation are meant to direct the process in such a way that additional skills and abilities are developed. The giftedness of the Member in Discernment (MID) may lead to specific assignments in the host church, but essential competencies need to be ascertained and developed prior to licensure or ordination. A copy of the Student Pastor Learning Goals outline is attached to this document. Please also see the Attachments from the Licensing and Commissioning Member in Discernment Manual, the Marks of Faithful and Effective Ministers which add more detail to the skills needed.

Responsibilities of the Host Congregation:

1. Provide a supportive learning environment for the Member in Discernment.
2. Appoint a support team or committee to meet regularly with the MID to offer ongoing feedback and support.
3. Provide access to as many facets of the congregation's life as possible during the Supervised Ministry time.
4. Provide time and support for the Pastor to work individually with the MID and meet with the MID and the Authorization Working Group of Committee on Ministry as needed.
5. Allow the Student Pastor to participate in governing board and other team and committee meetings.
6. Allow the Student Pastor to participate in administrative decision making.

Responsibilities of the Host Pastor:

1. Provide opportunities for the Student Pastor to participate in worship preparation and delivery including Sunday worship, baptisms, weddings and funeral as available.
2. Provide opportunities for the Student Pastor to prepare and preach sermon messages to the congregation and offer Children's Messages as they are scheduled.
3. Work with the Student Pastor to review the liturgical seasons, liturgical planning and work with the Worship and Music Team as available.
4. Allow the Student Pastor to participate in the planning and conducting of communion services during worship or to shut-ins.
5. Allow the Student Pastor to accompany the host pastor during pastoral calls and hospital/nursing home visits.
6. Provide opportunities for feedback and reflection time with the Student Pastor helping her/him to understand their strengths and areas for growth.
7. Report to the Authorization Working Group as to the Student Pastor's progress and development.

Responsibilities of the MID:

1. Complete the Student Pastor Learning Goals Outline and share it with the pastoral supervisor, the host congregation and the Authorization Working Group.

2. Convene and participate in meeting with the congregational support team or committee on a monthly basis. Report progress and seek feedback.
3. Meet regularly with the supervising pastor to obtain feedback, share resources, and plan for the supervised ministry time and experience.
4. File required reports with the congregation and the Authorization Working Group.
5. Complete their 9-12-month assignment to the satisfaction of the host pastor and congregation