

**Board of Ordained Ministry
Eastern Pennsylvania Conference
United Methodist Church**

WRITING REQUIREMENTS

Candidate Requirements for Presentation and Written Material

Excellence in ministry requires excellence in verbal expression, whether written or spoken. Because of this, the Board of Ordained Ministry has set the following standards to apply to all written responses to meet the requirements for commissioning and ordination as Deacon or Elder. They are intended to aid candidates in the preparation of material that will be professional in appearance, uniform in format, and complete in terms of the requirements of the Board.

1. All materials shall be submitted on time and by the dates specified by the Board. Materials **will not** be accepted beyond the due date. If not received or postmarked by the due date, the BOM interview may be cancelled.

2. Format

- A. All written material shall be typewritten or computer generated.
- B. All written material shall be presented on 8.5 x 11 inch, 20-24 pound paper. It shall be clean and neat in appearance and free of errors. Proofreading is expected even if you use a spelling, grammar, or punctuation analysis program.
- C. In making corrections, do not use strikeovers, interlineations, or cross-outs of letters or words.
- D. Set the left margin at 1.5 inches, and all others at 1 inch.
- E. All pages shall be numbered in order.
- F. Font should be between 10 and 12 points. Print must be legible and readable.
- G. An author must be cited when a direct quotation is used. Plagiarism will not be tolerated! Theologians, authors, or works cited should be so noted. Endnotes or Footnotes (or MLA or APA) are acceptable for quoted sources. Scriptural references should be cited parenthetically, identifying the translation used.
- H. Spacing: All responses should be double-spaced, with the exception of indented quotations.
- I. All written material should be submitted to Interview Teams in the appropriate format.
- J. Each response shall begin with the stated Discipline question.

3. Length of Response

Responses to all written material should be clear and concise, but should demonstrate the following:

- A. Familiarity with theological disciplines and doctrines.
- B. Familiarity with the Doctrinal Standards of The United Methodist Church.
- C. Familiarity with scripture as the source of our faith.
- D. Familiarity with the history of the Christian Church and the history and traditions of the United Methodist Church.
- E. For those preparing for the Order of Deacon, familiarity with the field of specialization should be demonstrated.
- F. **For each disciplinary question, write no more than three pages.**

4. Audience

As you write your materials, consider the following audiences:

- A. The audience for the disciplinary questions is the Board of Ordained Ministry.
- B. The audience for the autobiographical and religious development essays is the Board of Ordained Ministry.
- C. The audience for the Bible Study is an unknown group. A hypothetical leader should be able to use your material easily (based on what appears on the page).
- D. The audience for the sermons and bulletins is the local church in which the materials was shared.
- E. The audience for the fruitfulness project is the Board of Ordained Ministry.

5. Please note that your own beliefs and theological journey should be reflected in your responses.

Growth is expected during the provisional period, and therefore, responses to ordination questions should reflect growth. As such, restatement of an answer provided for commissioning is considered an inadequate response. Written work should reflect growth acquired through the practice of ministry. As such, it is highly recommended written responses reflect the provisional member's practice of ministry. In short, 'what does it look like?'

It is the candidate's responsibility to submit good content, written in the correct form. Give careful attention to the appearance of your work. Is it attractive and easy to read? Are there any typing errors or misspelled words? Poorly written work may be (and has been) returned or rejected.

The Board of Ordained Ministry looks for exceptional candidates to lead the church. The written material submitted can and should be a sample of the quality of work, which indicates the quality of the candidacy of the individual submitting that work. Remember that this is a professional interview, dress as such and present yourself as such. It is the opinion of the Board of Ordained Ministry that Christ and His Church deserve no less at any level than the best of which we are capable.

May God bless you in this endeavor.