**Agendum for the Ordination Council**

This agendum reflects suggestions in “Recommended Procedures” and includes insights and best practices from ordination councils in the past.

* Opening Prayer
* Introductions
  + Candidate for ordination and family, special friends
  + Sponsor for candidate
  + Ministerial Concerns and Standards Department
    - Special note should be made of the persons acting as moderator and the secretary of the council
  + Mission Northwest region staff and/or representative for Mission Northwest
* Role call of churches present and number of voting delegates
  + see III.D.3 (p.14) and Addendum #6
* Explanation of the general process to be followed at the council and the values which undergird this event – by the moderator of the council or Mission Northwest region staff
* Description of what the candidate has completed to this point, including call to a particular ministry
  + See “Minimum Standards for Ordination”
  + Letters read as appropriate from local church and others in support of the candidate
* Guidelines for the conduct of the council will be shared
  + Role of the sponsor explained – III.A.4 (p. 11); III.D.3.f (page 14)
  + General time allowed for the questions and discussion given
* Examination of the candidate through discussion of the paper
  + Going through the paper section by section seems to work best
  + Moderator needs to keep tabs on the time
  + Time should be allowed for questions to the candidate not necessarily covered in the paper
    - Special thought should be given to ministry situation scenarios; i.e., giving the candidate a typical ministry event and asking what his/her response would be
  + After the question period has ended, the candidate and family and sponsor\* are excused from the meeting. Give thought ahead of time to where the candidate might wait, looking for a comfortable place and providing some refreshment if possible
* Discussion by the council of eligibility for ordination follows. The discussion seeks to discern one of the following:
  + Recommend to the church that ordination proceed
  + Recommend to the church that ordination should be deferred to some future time, giving reasons for the deferment
  + Recommend to the church that ordination not take place.
* Once the decision has been made with vote recorded by the secretary, the candidate is informed
  + If the vote is to recommend to proceed with ordination, the candidate should be informed before the entire group
  + If the vote is to recommend to defer ordination or not to ordain, the chair of the council, secretary, sponsor and region staff or representative should meet privately with the candidate
* Closing prayer

Records of the proceedings should be in written form with copies to the local church, the department and the Mission Northwest region office. Records should include

* Date and place of meeting
* Number of churches attending and number of delegates present
* Record of the recommendation and the actual number of the vote