



**VENTURE**  
CHURCH NETWORK MIDWEST

# Ordination Manual

**2021 Edition**



**Venture Church Network Midwest**

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## **PURPOSE**

The purpose of ministerial credentialing, like ordination, is important for several reasons. First, it is meant to acknowledge God's call upon a person's life for ministry. Next, it is to verify that this person meets the qualifications and standards of Venture Church Network Midwest (VCNMidwest) for ministerial credentials. Lastly, it is meant to provide legal status in the exercise of that person's ministry responsibilities.

## **DEFINITION**

Ordination is the recognition and confirmation of God's call upon an individual for ministry of the Gospel. The message to the ordination candidate is the same, "We believe you are called and worthy of your position." Ordination is an acknowledgment of a certain role within the body of Christ and does not confer special spiritual power or authority. It is the verification that this person meets the qualifications of church leadership according to the standards of God's Word. Lastly, ordination also affirms the calling of the authorizing church that it is calling a gifted person to fill a position of leadership.

## **ORDAINING CHURCH**

The concept of setting aside men for ministry is rooted in Scriptures and is a clear practice of the church in the New Testament. In many cases, ordination is the requirement of the state for the fulfillment of recognized, legitimate ministerial functions. Ordination is both a privilege and responsibility of the local VCNMidwest church. It is not the conferring of power or grace, but rather a clear recognition that God has called a man to Himself for specific vocational ministry among His people. Ordination is the recognition by God's church, giving a gifted man to the body of Christ for service, as seen in Ephesians 4:11-16.

Plain and simple, ordination is a function of the local church. Because an ordained individual can influence and impact other local churches, the ordination process can be a cooperative effort with affiliated churches. Involvement from other churches primarily takes place through representation and input at the ordination council.

Venture Church Network (previously CBAmerica), which is made up of eight geographic regions, are not the endorsing agencies for the ordination of individuals in ministry. The ministerial credential is given by the local church and is held in trust by the individual being licensed or ordained. The credential remains with the person, so long as the standards of the ministry are maintained. Credentialed ministry will be carried out under the authority of the ordaining church. If a credentialed person moves, the ministry will then be continued under the authority of the church, where they have their membership. That church carries the responsibility of being the custodian of accountability for the person who is ordained within Venture Church Network.

## **GENERAL REQUIREMENTS**

Not every individual who enters the ministry and is called to serve in a local church, should pursue ordination. It is both a privilege and responsibility of the local church. The actions of the local church in ordination are far-reaching. They affect all the churches within our Midwest region and those of “like faith” outside our Association. As a result, it is imperative that ordination be properly understood, seriously approached, uniformly practiced and widely respected.

There are certain requirements that must be met before a candidate pursues the process of licensing and ordination.

1. They must be members in good standing of the VCNMidwest church that is initiating the ordination process.
2. They must have at least two or three years of ministry experience prior to the ordination recommendation.
3. They must have a clear testimony of their conversion experience.
4. They must have clear evidence of God’s call to ministry.
5. They must have specific qualifications for church leadership (1 Timothy 3:1-7 and Titus 1:6-9) and behave consistent with a mature Christian.
6. They must hold to sound doctrine in accordance to and in full agreement with Venture Church Network, VCNMidwest and their local church.
7. They must undergo an examination by the ordaining church and be confirmed by an Ordination Council appropriate for their ministry assignment.
8. They must agree to maintain membership and accountability to their local church, even if their responsibilities go beyond the immediate ministry of that church.

## **PROCESS**

One would think that the process for ordination is complicated, but it is not. Even though the process is simple, each step must be respected in order to ensure a good outcome.

1. Recognition by the individual himself, that he is gifted and set apart by God for ministry (I Cor. 9:16; I Tim. 1:12; 2:7) is essential as the first step.

2. Ordination should be initiated by the local body as it recognizes God's call upon the individual for ministry (I Tim. 3:2-7; Titus 1:6-9). Many churches are unfamiliar with the process of ordination and they may fail to initiate the proceedings correctly. It's appropriate that the candidate request the initiation of ordination through the VCNMidwest Regional Executive Director, Senior Pastor or Church Board member.
3. The ordination process begins by a vote of the church leadership or membership and this action is to be recorded in official church minutes. Notification of this action should then be forwarded to the VCNMidwest Regional Executive Director by email.
4. The decision to proceed forward for ordination should be announced at a public service, so the entire Body of Christ can celebrate (Acts 13:2-3; 14:23; I Tim. 4:14).

Bring the candidate forward in church service accordingly to the bylaws. It is here the candidate can be examined by the leadership and members of the church.

5. The candidate is to write a formal doctrinal statement or positional paper (see appendix A). To assist in this process, a mentor or coach will be assigned to the candidate by the VCNMidwest Regional Executive Director. The mentor will proofread the paper and assist the candidate by recommending changes/revisions.
6. The VCNMidwest Regional Executive Director will initiate the organization of a pre-ordination council, composed of the coach or mentor and pastors from other VCNMidwest churches.

The purpose of this council is to assist the candidate in preparation of a written doctrinal statement and to help him in his oral defense of the document. They will also give assistance to the local ordaining church during the process, if needed. The pre-ordination council will review the candidate's general qualifications, conversion, call to ministry and personal character. If necessary, the ordaining church can appoint three to six people from its membership to meet with the council. The members will give testimony of the candidate's character, family relationships, ministry skills, as well his ability to preach the Word of God. This pre-ordination council does have the authority to assign the candidate areas for further study, if deficiency or weakness are discovered. They will determine if the candidate is ready for the official ordination council.

7. Official church action is required with a vote to call an ordination council to convene at the ordaining church of the candidate.
8. The Ordination Council will examine the candidate in areas of doctrine, Christian character and call to ministry. It should be made up of messengers from no fewer than five churches, with a minimum of five pastors involved. Members of the church calling the Council will participate as observers only. The candidate, his family and members of the calling church will be excused when the Council goes into executive session. The Council will vote to recommend or reject the ordination of the candidate.

9. Official action of the church is required to vote on the recommendation of the ordination council. The local church is encouraged to seriously consider their recommendation. This vote should be a recommendation to ordain the candidate. Upon approval, the ordination will be recognized by VCNMidwest and recorded at the regional office.
10. The ordaining church will plan and implement a public service or celebration of the candidate's ordination. (See Appendix E for service sample)

## **RE-ORDINATION**

Ordination is a recognition conferred in trust by a local church upon a qualified minister. Ordaining churches bear the responsibility of being the custodian of that entrustment upon every man they ordain. Whenever a church calls a man who is ordained by another church, it bears the responsibility of investigating carefully his character and will become the primary custodian of the accountability for the ordination entrusted to him. Sometimes individuals have been ordained through a denomination whose practices, beliefs and /or policies are widely divergent from those held by Venture Church Network. If this were to occur, the local church should have their ordination confirmed by VCNMidwest by following the steps for ordination outlined in the PROCESS section of this manual.

## **REVOCAION**

In the event that an ordained minister conducts himself in a manner that violates Biblical standards (1 Timothy 3:1-7; Titus 1:5-9) and espouses beliefs opposed to the doctrinal position of his church and that of VCNMidwest, he has violated the trust of his ordination. He has disqualified himself from ministry and it is under these conditions that his ordination should be revoked.

The VCNMidwest church in which a man is serving, may initiate the revocation of his ordination certificate. The following steps should be followed:

1. His lifestyle is unbecoming to that of a minister of the Gospel. This ungodly behavior may include, but not be limited to the following areas. They are immoral conduct, heretical teaching, declared change of doctrinal beliefs to positions inconsistent with his church, Venture Church Network and VCNMidwest. Others may include, but may not be limited to improper financial dealings, fraud or refusal to pay legitimate debts.
2. The local church where the pastor resides should vote to call a disciplinary council and charges forwarded to the VCNMidwest Regional Executive Director.

Upon receiving written charges against an ordained man from two or three people in the church that the leadership board finds credible (1 Timothy 5:19-25), the church should organize itself in such a way as to investigate thoroughly each accusation. Any investigation should be done with great care and concern for the truth. It is important for the church to notify the man of the accusations and the impending investigation. Only after the accused man is given every opportunity to present his side of the situation, should the investigation proceed.

3. A council should be formed consisting of the VCNMidwest Regional Executive Director, three VCNMidwest pastors appointed by the VCNMidwest Board of Directors and three lay representatives from VCNMidwest churches appointed by the ordaining body.
4. Minutes of specific discussion, proceedings and subsequent decisions shall be put in writing with copies sent to the accused man. When the charges have been sufficiently verified, the church should proceed with revocation.
5. The church leadership will hear the recommendation from the council and vote accordingly to proceed. The church SHOULD act in a manner consistent with the council's recommendation.
6. If the church is the church that ordained the man, it should no longer recognize the ordination, require that he surrender his ordination certificate, inform VCNMidwest of its action and then notify the appropriate agencies who hold his ordination.
7. If it is not the church that ordained the man, it should no longer recognize the ordination and formally request that he surrender his ordination certificate. They should notify the ordaining church of the revocation decision and request that they investigate the accusations for themselves, then take appropriate action. They must inform VCNMidwest of its action.
8. A notice of the revocation should be sent to all Venture Church Network Regional Executive Directors.
9. Individuals who have had their ordination revoked, must present to the VCNMidwest Board a statement of agreement for this action by the church(s) which revoked the original ordination. The steps towards re-ordination following the receipt of this statement, will be determined on a case-by-case basis by the VCNMidwest Board and Regional Executive Director. Steps will then be outlined for the restoration of the man where it is possible and appropriate.

# COUNCILS

## PRE-ORDINATION COUNCIL

The pre-ordination council is to evaluate the candidate and his doctrinal statement. The goal of this evaluation is to determine the candidate's readiness for an ordination council. If a church so desires, a pre-ordination council can assist them in evaluating and preparing candidates. A church may seek the help of VCNMidwest for the formulation of a pre-ordination council. At such time, the Regional Executive Director will select a council for the candidate, which will be made up of at least 2-4 ordained ministers from sister VCNMidwest churches.

The candidate's wife should also be interviewed to insure she is supportive of her husband's pursuit of vocational ministry. The candidate's relationship with his children should be examined as well.

The pre-ordination council should discuss the following areas with the candidate:

1. His conversion and assurance of salvation
2. His conviction of a call to ministry
3. His character – marriage, family and business relationships (debts, credit, etc.)
4. His educational qualifications for ministry
5. His ability to communicate the Word of God
6. Any areas of doctrinal differences or deviation from that of VCNMidwest

The pre-ordination council should also examine the candidate's written doctrinal statement and make suggestions for improvement in accuracy, originality, clarity and completeness. They should also critique the candidate's ability to defend orally his doctrinal statement.

Once the council has completed their examination with the candidate, they shall make a written recommendation to the church. The recommendation may take one of the following forms.

1. The church should call an ordination council.
2. The church should delay calling an ordination council until the candidate completes certain studies. He would meet again with the council for examination on those items. A date of completion should be set.
3. The church should delay until the candidate completes other specific deficiencies, such as formal course work, gaining certain experience, fulfilling legal or financial obligations. A date of completion should be set.
4. The church should not call an ordination council.

## ORDINATION COUNCIL

The ordination council is to evaluate the candidate relative to his testimony, call to ministry and doctrinal position. The goal is to assess qualification and fitness for ministry, as well as to determine the candidate's alignment with Venture Church Network and VCNMidwest beliefs and practices.



Invitations to the Ordination Council should be issued to the following:

1. The VCNMidwest Regional Executive Director
2. Full-time pastoral staff members of all VCNMidwest churches in the area of the candidate
3. Two lay representatives from VCNMidwest churches in that area is encouraged
4. (OPTIONAL) Pastors and lay representatives from other evangelical churches in the area of the candidate that is not affiliated with VCNMidwest. Voting rights can be extended to these individuals, ONLY IF THEY ARE IN A GENUINE MINORITY.

Officers for the Ordination Council are the Moderator and the Secretary. These officers are elected by the council at the time they have convened to examine the candidate. Specific duties for each officer are listed in Appendix D.

The following procedure can be followed at a typical ordination council:

1. Council called to order by the Moderator Pro-tem
2. Open in prayer
3. Roll call of churches
4. Recognition of any guests present
5. Reading of the official action of the church
6. Reading of the recommendation of the pre-ordination council
7. Reading of the letter of invitation sent to the churches
8. Motion to officially form the council
9. Election of the Moderator
10. Election of the Secretary/Clerk
11. Introduction of the candidate, his wife and family
12. Prayer for the candidate
13. OPTIONAL. . . some councils want to hear the candidate preach from the Word
14. Examination of the candidate (See Appendix B)
15. Motion to close the examination and move to the Executive Session
16. Dismissal of candidates and all guests
17. Executive Session takes place
18. Decision of the Executive Session:
  - a. Is the council satisfied that Mr. \_\_\_\_\_ is a Christian?
  - b. Is the council satisfied that Mr. \_\_\_\_\_ has experienced a divine call and has adequately prepared himself for a full time church vocation?
  - c. Does the council believe that Mr. \_\_\_\_\_'s doctrinal views are in harmony with the Scriptures and the qualifications and standards of VCNMidwest?
  - d. Are there any things the council wishes to direct to Mr. \_\_\_\_\_ in a way of recommendation or commendation?
19. The recommendation from the council will proceed with one of the following:
  - a. Recommend that the church proceed with ordination
  - b. Recommendation with reservation that the church delay ordination or proceed

with ordination with awareness of specific areas of concern to the council. These concerns, as specified by the council, should be in writing and then addressed by the church board.

- c. Recommendation not to proceed with the ordination process and list in writing the subsequent reasons
20. Motion, discussion and vote on a recommendation to the church about the ordination of the candidate.
21. Signing of the ordination certificate by members present at the council (VCNMidwest will provide a certificate upon request)
22. Candidate and guests invited back to the examination area
23. Recommendation of the council read to the candidate
24. Vote to adjourn the council, announcements, closing prayer and dismissal

## **OTHER CONSIDERATIONS**

1. Extra copies of the candidate's doctrinal paper should be available at the ordination council.
2. The church, as host, should make refreshments available to the council members. In many cases the examination goes as follows: 10:00am examination – part 1, lunch, 1:00pm examination – part 2 and then refreshments/snacks at the completion.

## **ORDINATION SERVICE**

The purpose of the ordination service is to rejoice in God's call of the individual to ministry and to publicly acknowledge the candidate's ordination. A specific date and time is determined by the ordaining church and the candidate. The service should be scheduled at least one week after the ordination council. The elements of the service are to be set by the ordaining church and the candidate. It is recommended that the church collect a special offering on behalf of the candidate during the ordination service. The offering is traditionally given to the candidate for the purchase of professional supplies and materials. A sample order of service is provided in Appendix E.

## **LICENSING**

A license is an expression by a local church recognizing in one of its people evidences of God's calling and gifting for ministry. It is granted upon examination and approval by that church. It is issued for a defined purpose and period of time, according to the church's governing documents. A license concludes upon the holder's leaving the issuing church. It is not usually transferred from one church to another. However, it may be transferred if the receiving body acts to accept that license. Timothy was charged, "Do not be hasty in the laying on of hands."

In the normal process of one's calling, there should be that time of making certain of God's appointment to serve in a vocational ministry. It is reasonable to issue a license during a period of training and/or internship, when this person is involved in a local church ministry and has responsibilities which extend far beyond the normal involvement of a layman. Some examples of these might be a theological student who is the pastor of a small church. It could be a graduate of seminary who is called to a full-time ministry and is not yet ready for ordination. It could be a retired person serving as a minister of visitation or a pastor desiring a chaplaincy position in a hospital. It could also be one who is serving as an Associate Pastor in a church.

Licensing is never to be construed as ordination or a substitute for it. The license for ministry may provide a credential acceptable for recognition by governmental and social agencies. Requirements for ministerial licensing vary from state to state. It is advised to contact the governmental office at the county seat, where the candidate resides. This agency will give the necessary requirements appropriate to that county.

It is important to note that the license does give the authority to perform all the duties of an ordained man within that local church. One of the questions that may be asked by the Internal Revenue Service is whether or not, the person licensed by the church, is able to perform all necessary clerical duties: child/parent dedications, baptisms, weddings, funeral services, etc. Licensing must have time limitations, which will be established by the church and faithfully enforced. The suggested maximum without reviewing the status of the licensee is two years. Many churches prefer to review this credential annually and extend the licensing one year at a time. The decision to license a staff person for the work of the ministry or extend a license, should be properly recorded in the minutes of the church. The local church can revoke or withdraw the license, assuming there is a sufficient reason (I Timothy 5:19). A suitable Certificate of License should be provided to the staff person by the local church and this should be displayed in the office or ministry area where that individual serves. The administrative office of VCNMidwest is able to provide an official Licensing Certificate upon request at no charge.

# APPENDIX A

## SAMPLE FORMS AND LETTERS

### SAMPLE RESOLUTIONS

#### 1. Resolution to Call an Ordination Council

We, the congregation of \_\_\_\_\_, believe \_\_\_\_\_ has been chosen by God for Gospel ministry. We will convene an ordination council for the purpose of evaluating the candidate's call, testimony, character and doctrinal positions.

The time and date of the council will be established after the candidate has successfully completed the pro-ordination council requirements.

#### 2. Resolution to Ordain

We, the congregation of \_\_\_\_\_ with the confirmation of the Ordination Council, do hereby ordain \_\_\_\_\_ to the ministry of the Gospel.

### INVITATION TO THE ORDINATION COUNCIL

#### Sample Letter of Invitation

The congregation of \_\_\_\_\_ church has voted to call an Ordination Council for \_\_\_\_\_ in the setting apart to the work of the gospel ministry. Your pastoral staff and two lay representatives from your congregation are invited to serve on the council. The council will convene at \_\_\_\_\_, on \_\_\_\_\_ at \_\_\_\_\_.  
start time date location

The following churches have been invited to participate in the examination of \_\_\_\_\_. (List the churches invited to examine the candidate.)  
candidate's name

Please return the enclosed, postage paid, reply card by \_\_\_\_\_.  
date

In Christ, \_\_\_\_\_  
(Letter to be signed by the Senior Pastor, Clerk or Board Chair.)

#### Sample Reply Card

(A self-addressed, postage paid 4x6 postal card should be used.)

NAME OF CHURCH:

\_\_\_\_\_ We will send representatives to the council.

\_\_\_\_\_ We will NOT send representatives to the council. Please send \_\_\_\_\_ copies of the doctrinal statement.

PLEASE RETURN THIS CARD BY \_\_\_\_\_.  
date

## **APPENDIX B**

### **DOCTRINAL STATEMENT**

The ordination candidate must offer a written document presenting his basic biographical information and doctrinal beliefs that are supported by appropriate biblical references. Avoid disclaimers which detail what you do not believe. This document should be 15-25 pages.

The doctrinal statement should cover the following topics and subtopics:

1. Biographical Information
  - a. Candidate's general background data, education and work experience
  - b. Candidate's conversion/testimony
  - c. Candidate's call to ministry
  - d. Candidate's character qualifications
  - e. Candidate's family information (spouse, children)
  - f. Candidate's spousal conversion/testimony
  
2. Bibliology
  - a. Special and general revelation defined and distinguished
  - b. Inspiration, inerrancy and infallibility defined
  - c. Illumination and method of interpretation defined
  - d. Issues related to the Canon being closed
  
3. Theology Proper
  - a. Trinity – distinguish ontological and economic aspects
  - b. Nature, works and attributes
  - c. Creation
  - d. Providence
  - e. Decree, plan and will of God
  
4. Christology
  - a. Deity, attributes and pre-existence
  - b. Incarnation, humanity and hypostatic union
  - c. Earthly ministry – purpose and activities
  - d. Death, resurrection, ascension and return
  - e. Past, present and future sessions
  
5. Pneumatology
  - a. Deity and "personhood"
  - b. Old/New Testament ministry and works
  - c. Ministry related to Christ, believers and the world
  - d. Spiritual gifting
  - e. Position on "sign" gifts
  - f. Terms and concepts of spirit baptism, indwelling, sealing, filling and fruit

6. Angelology and Satanology
  - a. Existence, creation and nature of angels
  - b. Holy angels – their purpose, work and ministry
  - c. Satan – who he is, his rebellion/fall, his present activity and judgment
  - d. Demons – their fall, work and judgement
  - e. Demonic oppression and possession – who can be possessed and how
  
7. Anthropology and Hamartiology
  - a. Theory of creation – literal, day/age, etc.
  - b. Define “imago dei” (image of God)
  - c. Composition of man (trichotomy/dichotomy)
  - d. The temptation and fall of man: original state, sin nature, sin defined, the results of sin (penalty, depravity, inability)
  - e. Transmission of sin – imputation, inheritance of sin
  
8. Soteriology
  - a. Your position on the five points of Calvinism
  - b. The basis and cause of our salvation
  - c. How does one become a Christian – What is man’s responsibility?
  - d. The results of salvation
  - e. Term: repentance, faith, regeneration, justification, election, foreknowledge, security, redemption, reconciliation, propitiation, conviction, glorification, sanctification and preservation
  
9. Ecclesiology
  - a. Origin, essence and foundation of the church
  - b. Church and Israel distinctions
  - c. Christ as Head, purpose and ministry of the church
  - d. Church leadership and government
  - e. Church ordinances of baptism and Lord’s Supper
  - f. Baptist beliefs and church history
  
10. Eschatology
  - a. Death and resurrection
  - b. Intermediate state
  - c. The Great Tribulation – purpose, time and participant
  - d. Rapture and the Second Coming of Christ
  - e. The resurrection
  - f. Millennial view
  - g. The Bema Seat and Great White Throne Judgments
  - h. Final state, new heaven and earth

## 11. Practical Ministry

The candidate should be prepared at the time of the ordination council to interact on the following practical topics. The candidate has the option of whether or not to include these topics in the doctrinal statement.

- a. Philosophy of ministry
- b. Personal experience in ministry
- c. Devotional life – methods, areas of study, personal growth
- d. Methods and plan on discipleship – doing training to others
- e. Methods and plan of evangelism – doing outreach to others
- f. The application of doctrine to specific situations
- g. Position on divorce and remarriage

## APPENDIX C

### PROCEDURES FOR ORDINATION COUNCIL

The following procedure can be followed at a typical ordination service:

1. Council called to order by the Moderator Pro-tem
2. Open in prayer
3. Roll call of churches
4. Recognition of any guests present
5. Reading of the official action of the church
6. Reading of the recommendation of the pre-ordination council
7. Reading of the letter of invitation sent to the churches
8. Motion to officially form the council
9. Election of the Moderator
10. Election of the Secretary (Clerk) of the council
11. Introduction of the candidate, wife and family
12. Prayer for the candidate
13. OPTIONAL . . . some councils want to hear the candidate preach
14. Examination of the candidate (See Appendix B)
15. Motion to close the examination and move to the Executive Session
16. Dismissal of candidate and all guests
17. Executive Session takes place
18. Decision of the Executive Session:
  - a. Is the council satisfied that Mr. \_\_\_\_\_ is a Christian?
  - b. Is the council satisfied that Mr. \_\_\_\_\_ has experienced a divine call and has adequately prepared himself for a full time church vocation?
  - c. Does the council believe that Mr. \_\_\_\_\_'s doctrinal views are in harmony with the Scriptures and the qualification and standards of VCNMidwest?
  - d. Are there any things the council wishes to direct to Mr. \_\_\_\_\_ in the way of recommendation or commendation?
19. The recommendation from the council should proceed with one of the following:
  - a. Recommend that the church proceed with ordination
  - b. Recommendation with reservation – that the church delay ordination or proceed with ordination with awareness of specific areas of concern to the council. These concerns, as specified by the council, should be addressed by the Church Board.
  - c. Recommendation not to proceed with the ordination process
20. Motion, discussion and vote on a recommendation to the church about ordination of the candidate.



21. Signing of the Ordination Certificate by all members present at the council  
(CBNC will provide a certificate upon request)
22. Candidate and guests invited back
23. Recommendation of the council read to the candidate
24. Vote to adjourn the council, announcements, closing prayer and dismissal

#### OTHER CONSIDERATIONS

1. Extra copies of the candidate's doctrinal paper should be available at the ordination council.
2. The church, as host, should make refreshments available to the council members. In many cases, the examination goes as follows: 10:00am examination-part 1, 1:00pm examination-part 2, and then refreshments/snacks at the completion.

## **APPENDIX D**

### **ORDINATION COUNCIL OFFICERS**

- A. Moderator Pro-tem – The Moderator Pro-tem will be someone who has been appointed by the VCNMidwest Regional Executive Director or someone within the Ordination Council.

Specific responsibilities are:

1. Call the meeting to order and open in prayer.
2. Read the church resolution to call the Ordination Council.
3. Give a statement of purpose for the council and remind council members that they are assembled to evaluate the candidate and his beliefs, not to debate or to push the candidate to adopt their doctrinal positions.
4. Call for a vote to seat the council.
5. Call for the election of a Moderator and Secretary. The Moderator Pro-tem is eligible for nomination to either of these positions.
6. Turn the meeting over to the elected Moderator.

- B. Moderator – The Moderator is to exercise control over the council proceedings.

Specific responsibilities are:

1. To make sure questions asked of the candidate are appropriate and clear
2. To make sure the proceedings don't degenerate to a debate or teaching/preaching session
3. The moderator may ask questions of the candidate, though his primary function is to oversee the proceedings
4. To initiate any necessary breaks in the council session – lunch, coffee, etc.
5. To introduce the candidate, his family and open the examination time
6. To call for a vote to move to Executive Session
7. To oversee the Executive Session
8. To announce the decision of the council to the candidate
9. To call for a vote for adjournment, make closing announcements, close in prayer and dismiss the council

- C. Secretary – The Secretary is to keep record of the council proceedings.

Specific responsibilities are:

1. To keep minutes of the council proceedings
2. To make a roster of council members and guests present
3. To get the Certificate of Ordination signed and delivered to the candidate
4. To complete and distribute an official record of the council proceedings

The official record should include a copy of the official action of the church in calling the council, minutes of the proceedings and a copy of the candidate's doctrinal statement. Copies should be sent to: the candidate, the ordaining church and VCNMidwest office. The Secretary should also retain a copy of the minutes.

## **APPENDIX E**

### **ORDINATION SERVICE SAMPLE**

Prelude

Opening Prayer

Welcome

Opening Song/Special Music

Charge to the Church (5-7min.)

Congregational Song

Special Music

Scripture Reading

Charge to the Candidate (5-7min.)

Prayer of Dedication (laying on of hands)

Presentation of the Ordination Certificate

Special Offering\*

Closing Song

Prayer\*\*

\*An offering is traditionally given to the minister for professional supplies and resources.

\*\*The service is traditionally followed by a reception time for the newly ordained minister.

## **APPENDIX F**

### **RECOGNITION OF EXISTING ORDINATIONS**

The goal of the VCNMidwest ordination procedure is to add a higher level of accountability and credibility to the ordination process. The following is the procedure for the recognition by VCNMidwest of pre-existing ordinations.

Any man ordained by a VCNMidwest church wishing to have his ordination recognized and wishing to express his accountability to this Association of Churches, may present a photocopy of his Ordination Certificate to the VCNMidwest regional office. The Ordination will then be recognized.

Some men are ordained by a non-VCNMidwest church, who are currently serving in a VCNMidwest church. Often times this pastor wants his ordination to be recognized by VCNMidwest and wishes to express his accountability to the association. In these cases, he may present a photocopy of his Ordination Certificate to VCNMidwest. He must also provide a signed copy of his local church's doctrinal statement, indicating agreement with that doctrinal statement. The Ordination will then be recognized when the church confirms they called this pastor.