

Before the Commissioning Interview

By June 1, schedule District Committee on Ordained Ministry (dCOM) commissioning interviews.

Interviews to recommend certified candidates to the Board of Ordained Ministry (BOM) for commissioning and provisional membership should be scheduled **between July 1 and September 15**, giving consideration to students and school breaks. Contact certified candidates from your District who have completed or are completing their last year of theological education—along with those who self-delayed or were continued the previous year—to determine how many interviews you'll need to schedule. Plan to allow at least one hour per interview--at least 45 minutes for the actual interview plus a total of at least 15 minutes for dCOM discussion before and/or after the interview. Divide committee, if necessary, so that no more than eight members are present in any interview.

By June 15, notify dCOM and certified candidates requesting commissioning and provisional membership with interview dates and times.

Give dCOM and candidates detailed information about the interview location. Tell candidates what they should expect and what they should wear.

No later than two weeks prior to the interview, candidates should forward to you (and/or upload into Dove):

- **Current transcript(s)**
- **Any changes in contact information or seminary**
- **Written responses to Disciplinary questions**
(¶ 324.9.a through p)
- **Certified mentor's recommendation letter**
- **Any other District requirements**

After interviews are scheduled and dCOM and certified candidates are notified, collect the rest of the information you will need for the interview (or verify that the information is available to you in Dove):

- **Personal Data Inventory**

Two weeks before the interviews, confirm that all candidate information has been received.

Forward candidates' information to dCOM members who will be present during that interview:

- **Personal Data Inventory**
- **Any changes in contact information or seminary**
- **Written responses to Disciplinary questions**
(¶ 324.9.a through p)

dCOM members should prepare for interviews by:

- Prayerfully reviewing candidates' information