

Before the Relicensing Interview

By February 1, schedule District Committee on Ordained Ministry (dCOM) relicensing interviews.

Recertification interviews are usually scheduled in person in the spring. However, fall interviews are acceptable.

Contact local pastors currently appointed in your District to determine how many interviews you'll need to schedule. Plan to allow at least 45 minutes per interview--at least 30 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 February 15, notify dCOM and local pastors with interview dates and times.

Give dCOM and local pastors 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, local pastors should forward to you (and/or upload into Dove):

- Current license
- Most recent course of study transcript(s)
- Any changes in contact information or appointment
- Any other District requirements

Two weeks before the interviews, confirm that all local pastor 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 appointment

dCOM members should prepare for interviews by:

- Prayerfully reviewing candidates' information