



Minnesota Annual Conference of the United Methodist Church

SITE VISIT INSTRUCTIONS

The purpose of the site visit is to enable the board of ordained ministry (BOM) to obtain first-hand knowledge of the fruitfulness and effectiveness for ministry of the clergy applying for full membership in the annual conference.

Goals:

- To visit the candidate in their ministry setting.
- To learn about the candidate's project demonstrating "fruitfulness in carrying out the church's mission of 'Making Disciples of Jesus Christ for the Transformation of the World.'" (ordination requirement – 2016 Book of Discipline ¶1335.7)
- To listen to people from the candidate's ministry setting regarding their assessment of the candidate.
- To assess the candidate's ability to function within their ministry setting based on the Making Disciples project and the Minnesota Annual Conference Clergy Competency Model (nine characteristics of effective clergy leadership).

Schedule:

A team consisting of two or three members of the BOM shall visit the ministry setting of candidates for ordination and full membership in the Annual Conference. Interviews are typically conducted in late October and November, and must be completed by the first week of December. The site visit is not a substitute for the BOM interview but supplementary to the information provided in the candidate's written material.

Elements of the site visit:

- 1) The site visit team will meet privately for 30 minutes to prepare for the interviews.
- 2) The team will meet with the candidate for one hour to discuss the Making Disciples project.
- 3) The team will meet with a group of people who have participated in the Making Disciples project. This will be a 30- to 45-minute conversation concerning the fruitfulness and effectiveness of the candidate and the project. The candidate **will not** be present for this meeting.
- 4) The team will meet with the Staff/Pastor Parish Relations Committee or Oversight Committee for one hour, discussing their response to the ministry of the candidate based upon the Minnesota Annual Conference Clergy Competency Model (nine characteristics of effective clergy leadership). The candidate **will not** be present for this meeting.
- 5) In a multiple staff ministry setting the lead pastor/director/supervisor will not be included in the SPRC/Oversight Committee conversation. Instead, a separate verbal consultation of about 30 minutes with the lead pastor/director/supervisor will be held with the site visit team, based on the nine characteristics of effective clergy leadership. The candidate **will not** be present for this consultation.
- 6) The site visit team will meet privately for 30 minutes to discuss the results of the interviews and prepare a short verbal summary.
- 7) The team will meet with the candidate and the SPRC or Oversight Committee to provide a brief verbal summary of their report before concluding the site visit.

- 8) Following the site visit, the team will prepare a final report using the MDP Site Team Assessment Report form. The team leader will email this report to the candidate and the BOM Conference Membership Registrar within two weeks of the site visit.

Note: Site visits for candidates in ministry settings outside of Minnesota will be determined on an individual basis by the Executive Committee of the BOM.

Responsibilities of the Candidate:

- Once contacted by the site visit team leader, the candidate will work with the team leader to schedule a date and time for the site visit (and scheduling of all interviews within the site visit), taking into consideration the availability of the team members, the SPRC/Oversight Committee, and the Making Disciples Project participants.
- Email a copy of the Making Disciples Project written report to the site visit team leader at least one week before the scheduled site visit.
- Determine whether your congregation or other ministry setting will provide a meal for the site visit team and participants in the interviews. The entire site visit takes approximately 4-5 hours and sometimes extends through a regular mealtime. **This is not required.**
- Identify and reserve suitable spaces in the ministry setting for conducting interviews and for private consultation space for the interview team.
- Complete the top portions (your name, date/time of site visit, etc.) of the following forms and then:
 - Provide a copy of the MDP Participant Evaluation Form to each participant who will be attending the site visit interview. Ask each participant to fill out the form **before** coming to the interview. This will guide the discussion, and the site visit team leader will collect the evaluation forms at the end of the interview.
 - Provide the MDP SPRC Feedback Form to the chair of the SPRC or Oversight Committee, with instructions to complete the form as a committee while **the candidate is not present**. The site visit team leader will collect the feedback form at the end of the interview.
 - If you are serving in a church with multiple clergy, provide the MDP Multi-staff Leader Review Form to the lead clergy.
- Expect to receive a copy of the site visit team assessment report within two weeks of the site visit. This report will become part of your file for the ordination interview.

Forms referenced above can be found on the website at: <https://www.minnesotaumc.org/commissioning-and-ordination-requirements>