

Specific Ministry Pastor Admission Sequence

1. A need is identified for a pastor. The need may be:
 - a. A congregation with a pastoral vacancy that can be effectively served by an Specific Ministry Pastor (SMP).
 - b. A congregation that desires an additional “staff pastor.”
 - c. A church plant.
 - d. Some other specialized ministry position, (*e.g., institutional chaplaincy, campus pastor, special culturally specific and/or linguistic setting*).
2. A man who meets the scriptural qualifications for ministry (see the attached “Admission Criteria” document) is identified by the congregation itself and/or the circuit and or district in which the ministry is located.
3. The applicant is invited to complete an application to the SMP program and submit it and related documents to his district office.
4. The district examines the application and the individual in order to determine whether the individual and the ministry qualify to be nominated for the SMP program. This examination shall include:
 - a. An interview by the District Interview Committee
 - b. An examination of the individual’s credentials to assure that he can be placed as a vicar in the district.
 - i. Has he demonstrated, or will he demonstrate, competence in the seven prerequisite areas?
 - ii. Does he have the spiritual and personal qualities to serve as a pastor in the specific ministry for which he is being nominated?
 - iii. Has he met, or will he meet, any additional requirements related to this specific ministry (*e.g. church planter’s assessment tool*)?
 - c. A review of the application to assure that everything is in order.
 - i. Has he applied for the required background check?
 - ii. Has he asked that educational transcripts be sent to the seminary?
 - d. An agreement and plan to cover the cost of the SMP program.
5. The district office will send the completed application package, along with a Letter of Nomination to the seminary. Included in this package will be:
 - a. Letter(s) of recommendation from the congregation or ministry/mission where he will be serving.
 - b. Letter(s) of recommendation from his current pastor.
 - c. Letter of recommendation from the pastor-supervisor.
 - d. Record of progress and plan to meet admission competencies.
 - e. A “Partnership Covenant” signed by the applicant, the sponsoring congregation, the pastor-supervisor, and the district agreeing to complete the entire curriculum, including coursework and seminars following examination and ordination.
 - f. Application fee payable to the seminary.
 - g. The District President’s Letter of Nomination will clearly identify:
 - i. The place of service.
 - ii. The specific type of ministry.
 - iii. The pastor who will serve as the pastor-supervisor for the applicant.
6. The seminary will act on the application and notify the applicant and the district of its decision.