Commission on Ordained Ministry
The American Baptist Churches of Massachusetts
Ordination Process Sheet
ALL DOCUMENTS SHOULD BE SENT DIRECTLY TO TABCOM
email: minprep@tabcom.org or by mail to
TABCOM, 189 Prescott St. Groton, MA 01450, attn Min Prep

	Candidate	Church	Assn	COOM	Ref page
Candidate feels called to ordained ministry	X				3
Candidate completes application for preordination license	X				3
Church supports candidates call to ordained ministry		X			3
Church signs application, including date of vote; pays fee for initial preordination license		X			3
(and will pay renewal fee annually for up to seven years)					
Church pastor or other appointed individual will be assigned to mentor the candidate		X			3
Church mails application and fee to TABCOM office along with photo of candidate		X			3
Commission on Ordained Ministry (COOM) opens file for candidate				X	3
Candidate signs CORI Request form and submits to TABCOM	X			X	3
Candidate signs Code of Ethics form and submits to TABCOM	X			X	3
Candidate signs self -disclosure and Release form and submits to TABCOM	X			X	3
COOM notifies, Association, Min Prep and Church that the candidate file has been opened				X	
Association schedules initial meeting with candidate within 3 months of application	X		X		4
Association will submit a summary of the Interview to Min prep			X		4
Association will assign a mentor to communicate throughout the ordination process			X		4
Candidates meets with Min Prep to review their progress & ministerial				X	4
history to date. At this time an educational plan for the candidate will be developed					
Candidate submits signed copy of transcript/certificate of completion from the	X				5
SoM or a letter from the registrar indicating the projected date of completion					
Candidate completes the Watchcare Program	X				5
Church checks in with candidate along the ordination process		X			3
Candidate completes evaluation from approved Career Development Center.	X				5
(cost is shared by the candidate, church, and/or association)		X	X		
Candidate completes course in Baptist polity and History	X				6
Candidate completes course in Personal Ethics and Boundaries	X				6
Candidate completes Summer Project and submits report to COOM	X				6
COOM continues to track the candidates process towards ordination				X	

	Candidate	Church	Assn	COOM	Ref page
The Following four references are to be submitted directly to TABCOM	X				6
Watchcare Pastor **Name** _____	X				6
Lay person **Name** _____	X				6
Ordained Minister **Name** _____	X				6
Internship Super. **Name**	X				6
Candiate submits 3 -5 page paper detailing the candidates life's story, call to ministry and	X				7
spiritual journey; commitment to the American Baptist Churches USA					
Church provides candidate with opportunity to preach/participate in the life of the church		X			3
Association Committee on the ministry helps the candidate develop the ordination paper			X		7
Candidate attends association and TABCOM events	X	X	X		
Candidate completes all remaing requirements for ordination	X				
Min Prep will schedule a meeting with candidate				X	8
Min Prep after meeting with candidate will decide whether candidate will move forward				X	8
Min Prep informs candidate of its decision				X	8
Min Prep sends letter to candidate, church and association regarding their decision				X	8
Association Committee on the Ministry will meet with candidate to read paper on			X		8
the candidate's theological understanding					
Association informs church that candidate is ready to proceed to ordination			X		
Assoc and Church set date for ordination council in accordance with bylaws of Assoc		X	X		
Ordination Council Held and vote taken on candidate's call to ordained ministry	X	X	X		
Church in cooperation with Candidate and Association sets date for ordinatoin	X	X			8
Church and Candidate format the program for the ordination service	X	X			9
Candidate is ordained	X	X	X		9