

# GUIDELINES FOR COUNCIL MODERATORS



## **MODERATOR**

The moderator for the council of a candidate seeking a Certificate of Ordination (COO) or Certificate of Christian Ministry (CCM) shall be appointed by the District Superintendent and/or the Chair of the District Board of Ministerial Standing (DBOMS).

## **MODERATOR'S RESPONSIBILITY**

1. To make sure that the candidate's paper meets the paper requirements and the candidate is prepared for the council (this guidance or preparation is often done through a mentor).
2. To ensure that the proper number of qualified members make up the council (*Steps Toward Credentialing*, page 9, B.1). Some districts have permanent credentialing councils.
3. To establish the date, time and place of the council.
4. To ensure that a well-prepared secretary/scribe is present to take appropriate minutes for the council, and to ensure that an audio recording of the council is made.
5. To educate the council members of their purpose prior to the council.
6. To convene the council, remind members of the purpose of the council, set the proper spiritual framework for the council and lead the council through the entire process to its conclusion.
7. To guide the questioning process in such a manner that a clear understanding of the candidate's position will be understood by all.
8. To evaluate questions so that that determined to be unnecessary or unanswerable are redirected or rephrased or determined to be inappropriate and therefore not requiring an answer.
9. To keep the council from debating with itself and becoming teachers of the candidate. Inquiry, not teaching, is the main intent of the council. However, there are times, albeit exceptions, the candidate may be uncertain on a major doctrine where input is important and essential.
10. To budget the time of the council so that everything required is completed. This means one must keep an eye on the clock to avoid spending too much time on one article or issue as that will take the necessary time to address another article. (Generally the CCM council is three hours and the COO council is four hours.)
11. To recommend (or not) the candidate to the Board of Ministerial Standing. If not, ensure the right follow up is determined by the council so the candidate knows the next steps in the process. (Use the "Motions To Be Passed By District Credentialing Councils" documents.)