

NWYM Recording Process

Prepared by the Recording Subcommittee of the Board of Leadership Development and Enrichment, Spring 2011

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Overview of Recording

Friends believe that only God ordains a minister. God's people recognize God's ordination and record those called and gifted for public ministry. For legal purposes and tax requirements, the term "recording" is interchangeable with the term "ordination."

Friends also believe ministers may be called by God in a single instant, but they develop over time. They need godly character, biblical knowledge and ministry skills to maximize their effectiveness. The local church and its leaders play a significant role in discerning God's gifting, equipping for ministry and encouraging those called to a lifelong ministry.

Both recording and licensing require Christ-like character and spiritual gifts for ministry. Both grant the legal right to perform all ministerial functions such as weddings, funerals, jail visitation and any other services restricted only to recognized pastors, ministers or clergy.

Recording is intended to be for life. It can be rescinded only under the conditions stated in Faith and Practice. In contrast, licensing and commissioning lasts only as long as the person is serving in a recognized ministry position. It is automatically discontinued when the person is no longer serving in such a recognized staff or ministry position. It is not for life and does not continue into retirement.

Recording requires extensive testing of competence in Bible, theology and ministry. In contrast, licensing and commissioning require only testing on Friends theology, history and polity. Licensed and commissioned ministers, however, are urged to become life-long learners and to further develop ministry skills.

Entering the recording process does not guarantee any specific timeline or outcome for the candidate. The Board of Leadership's Sub-Committee for Recording is given the task of working with the Holy Spirit to discern the specific steps, interviews, and process as well as the outcome for each candidate.

Outline of Recording

The recording process takes place in two phases. Phase one is heavily dependent upon the work of the local church to discern and encourage believers involved in ministry within their congregation. At the conclusion of the first phase, the local congregation should be able to determine the course of action for the candidate whether it be commissioning, licensing, or pursuing the recording process.

Process for Recording

Phase One: Local Church

1. Elders recognize and identify a call to ministry
 - a. The Elders fill out *Elder Questionnaire* (Page 7-8)
2. Meeting for clearness
 - a. Conduct a *Meeting for Clearness* per guidelines (Page 9)
3. Applicant initiates and completes ministry portfolio
 - a. Ministry Portfolio contains applicant's Candidate Information Sheet (Pages 11-14), Statement of Faith (Pages 15-16), background check, transcripts, work samples (i.e. sermons, writings, journal).
4. Applicant submits Ministry Portfolio to local church Elders as well as the local church Clerk of the Meeting
5. Local church Elders and/or evaluation team review applicant's Ministry Portfolio by interview
 - a. *Determination is made at this point as to which path the church pursues:*
 - i. Commissioning: *Submit to the local church for recognition by monthly meeting minute.*
 - ii. Licensing: *Submit to the NWYM Board of Elders as a recommendation for ministry licensing*
 - iii. Recording: *Submit to the Board of Leadership's Sub-Committee for Recording as an applicant for recording*
6. Local Church Elders submit recommendation to the church's Monthly Meeting for review.
7. Elders Questionnaire and applicant's Ministry portfolio sent along with official minute from the Monthly Meeting (*recording clerk*) and recommendation from elders.

Outline of Recording (continued)

Phase two is where the Board of Leadership's Sub-Committee for Recording works with and guides the applicant through the rest of the process. These two phases are in place to help guide a congregation and a candidate through a mutually blessed and encouraging process as well as enable to Sub-Committee for Recording to function effectively in the lives of each candidate.

Process for Recording

Phase Two: NWYM Board of Leadership's Sub-Committee for Recording

1. Recording Sub-Committee reviews applicant's ministry portfolio
2. Initial interview between applicant and Sub-Committee to determine if they will be placed in the Recording process (changing from applicant to candidate). This is conditional on the following psychological evaluation.
3. Psychological evaluation conducted by the approved Recording Sub-committee evaluator. Cost of \$700 for the evaluation will be split between applicant's local church and the Sub-Committee. Results will be shared with applicant and a designated member of the Sub-Committee.
4. Sub-Committee assigns a mentor who works with the candidate and forwards their Statement of Faith to the NWYM Board of Elders.
5. Sub-Committee, mentor and candidate work to create a development plan (*Page 16*) which contains theological, ministry, leadership, communication, interpersonal skills and educational/reading aspects.
6. Sub-Committee conducts two small group meetings with the candidate over the course of the process to evaluate their progress and Statement of Faith.
7. Upon approval of Sub-Committee, the NWYM Board of Leadership and the NWYM Board of Elders, the candidate will share his/her testimony on the floor during the NWYM business meeting.

Recording Process Checklist

Recording Applicant _____

Sponsoring Church _____

Coordinator _____

Date _____

Phase 1 Steps	Step Description	Responsibility	Completed?
Identifying the Call	Elders discern a calling and fill out the Elder Questionnaire	Local Church Elders	
Meeting for Clearness	Elders conduct a <i>Meeting for Clearness</i> per guidelines	Local Church Elders	
Ministry Portfolio	Applicant completes the Candidate Information Sheet, the Statement of Faith Questions, Background Check, Transcripts and Work Samples	Applicant	
Submitting Ministry Portfolio	Applicant submits a copy of completed Ministry Portfolio to the Local Church's Clerk of Elders and Clerk of the Meeting	Applicant	
Evaluation <i>Part 1</i>	Local Church Elders evaluate the applicant's Ministry Portfolio and determine whether to pursue <i>Commissioning, Licensing, or Recording</i> .	Local Church Elders	
Evaluation <i>Part 2</i>	Local Church Elders submit their recommendation to the Monthly Meeting for review	Local Church Elders and Monthly Meeting	
Submission	Chair of Local Church Elders submits Elder Questionnaire, Recommendation and Ministry Portfolio to Sub-Committee for Recording	Local Church Elders and Applicant	

Phase 2 Steps	Step Description	Responsibility	Completed?
Review	Recording Sub-Committee reviews applicant's Ministry Portfolio	Recording Sub-Committee	
Initial Interview	Recording Sub-Committee meets with applicant to determine if the applicant will be placed in the recording process	Recording Sub-Committee working with applicant	
Psychological Evaluation	Psychological evaluation of the applicant done by Sub-Committee approved psychologist	Applicant and approved Psychologist. Cost is split between local church and Sub-Committee	
Mentorship	Sub-Committee assigns a mentor to work with the applicant	Sub-Committee	
YM Elders	Sub-Committee forwards the candidate's Statement of Faith to the NWYM Board of Elders for review	Sub-Committee and NWYM Board of Elders	
Development Plan	Sub-Committee, Mentor, and Candidate work to form a Development Plan for the candidate to work through	Sub-Committee, Mentor, Candidate	
Small Group Meeting #1	Recording Sub-Committee conducts first of two small group meetings with the candidate	Sub-Committee and Candidate	
Small Group Meeting #2	Recording Sub-Committee conducts second of two small group meetings with the candidate.	Sub-Committee and Candidate	
YM Testimony	Upon approval of the NWYM Board of Leadership, Sub-Committee for Recording, and Board of Elders, candidate will share his/her testimony on the floor of the NWYM Annual Business Sessions	Sub-Committee, NWYM Recording Clerk, Candidate	

**NWYM COMMITTEE FOR RECORDING
ELDERS & MENTORS QUESTIONNAIRE
Regarding Recording Candidates**

Name of Candidate _____ Date _____

Address _____

Candidate's email _____

Church _____ Clerk of Elders _____

Person completing questionnaire _____

Address _____

Email of the person completing questionnaire _____

I. COMMITMENT TO CHRIST

- A. In what ways does the candidate demonstrated evidence of acceptance of Jesus Christ as Savior, the baptism of the Holy Spirit, obedience to the Lord and a lifestyle consistent with the call of Christ?

- B. How long has the candidate been a Christian?

II. COMMITMENT TO FRIENDS

- A. Is the candidate an active member in good standing in your Church?

- B. Does he/she have an understanding of the Christian faith as practiced by NWYM of Friends and a commitment to our doctrines and testimonies?

- C. How has the candidate demonstrated her/his commitment to the local church, and to Northwest Yearly Meeting? How does she/he convey that commitment to others?

III. EVIDENCE OF A CALL TO PROCLAMATIONAL MINISTRY

- A. “A person may occasionally exhort, give personal testimony, or offer vocal prayer eloquently and in the power of the Spirit without having received, necessarily, a special gift in public ministry.” (*NWYM Faith & Practice*, p. 62)

Others may have spiritual gifts of teaching, music, counseling or leadership. How have you sensed that the prospect has received *a definite call from God to proclamational ministry* that should be recorded by Northwest Yearly Meeting?

Questionnaire—Elders and Mentors

- B. If married, do you discern that the candidate’s spouse is fully supportive of the call to ministry?
- C. Is the candidate able to communicate clearly her/his thinking and message when they publicly and privately teach from God’s Word?
- D. Do you discern that the candidate feels a definite call to *full time* pastoral (or other) ministry? Please explain.

IV. CONSISTENCY OF TESTIMONY

- A. Does the candidate possess a tender spirit?

Is he/she given to dogmatism and/or defensiveness?

Is he/she able to maintain healthy relationships?

- B. Does the candidate maintain a positive outlook?

Is candidate able to encourage others?

Does candidate demonstrate the compassion of Christ?

- C. Does the candidate demonstrate a sense of balance (as opposed to going off on tangents)?

Is he/she able to manage time well?

- D. When the candidate deals with conflict or “differences,” does he/she demonstrate a diligence “to resolve them promptly in a spirit of forgiveness and understanding?”

Is he/she “careful of the reputation of others?” (Query #6)

- E. Is the candidate a person with whom the membership at large feels comfortable and confident without finding it necessary to make undue “allowances?”

Meeting for Clearness Guidelines:

- 1.) Gather a group, ideally 5-8 spiritually mature people, to consider next steps in ministry, possibly including commissioning, licensing or recording.
- 2.) In order to maintain some objectivity, the group should include some people who are not particularly invested in the issue or in close relationship with the potential candidate.
- 3.) Find a place to meet that is free from distractions. Allow plenty of time and space to listen to each other and to the Holy Spirit.
- 4.) It may be helpful to choose a facilitator to clarify questions and issues.
- 5.) Ask questions gently and tactfully. Affirm each other and listen attentively.
- 6.) It is essential that complete confidentiality be maintained, so that all may share freely.
- 7.) The goal is discernment: corporate clarity about options and direction forward.
- 8.) If corporate clearness is not reached, it may be best to set aside the issue and revisit it at a later time.
- 9.) If clearness is reached, present the group consensus to the elders of the local meeting.

Completing a Ministry Portfolio

The Ministry Portfolio is a file of information compiled by the recording candidate. It will be submitted by the candidate to the local church elders and presiding clerk. Copies will be forwarded on to the recording subcommittee along with a minute from the monthly meeting upon local church approval of the candidate.

The portfolio will consist of the following items:

1. Candidate Information Sheet (*Pages 11-14*)
2. Statement of Faith (*Pages 15-16*)
3. Background check consent form – NWYM will run the checks.
4. Transcripts from college and graduate school if applicable.
5. Work samples – two or three of the following: a printed sermon manuscript, a CD or DVD of a presentation such as a sermon or class lesson, a writing sample such as a newsletter article or devotional piece, a brief position paper on a biblical or theological topic.

CANDIDATE INFORMATION SHEET

Name _____ Date _____

Address _____ Phone () _____

City _____ State _____ Zip _____ E-mail _____

Date of Birth ____/____/____ Place _____

I HISTORY OF CHURCH MEMBERSHIP (Names of churches where you have been a member and the approximate date of each)

II EDUCATION

A. High School _____

B. College _____

C. Seminary _____

D. Other graduate or trade school _____

E. Please supply the Committee for Recording with transcripts of college, seminary and/or other graduate work.

III. PHYSICAL CONDITION

A. State of health: _____ Excellent _____ Good _____ Fair _____ Poor _____

B. Are there any physical reasons or limitations why you would not be able to serve a local church?

IV. FINANCES

A. Are you meeting your financial obligations on time? Yes _____ No _____

B. Do you attempt to live within your income and resist pressures for financial obligations beyond your means? Yes _____ No _____

C. Do you tithe 10% of your income? Yes _____ No _____
If not, would you be open to instruction and counsel in this important area of stewardship?
Yes _____ No _____

D. Is your spouse presently employed outside the home? Yes _____ No _____

V. MARITAL STATUS

A. _____ Single _____ Engaged _____ Married _____ Divorced _____ Remarried

B. Spouse's Name _____
Maiden Name _____

- 1. Date of birth ____/____/____
- 2. State of health: _____ Excellent _____ Good _____ Fair _____ Poor
- 3. Education: High School _____
College _____
Grad School _____

4. Please comment on the level of support for your ministry, which you receive from your spouse (or parents): _____

C. Children's Names and date of birth:

- 1. _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____

VI. SELF IMPROVEMENT

A. List a few of the helpful books which you have read within the past 12 months

B. Are there seminars, conferences or conventions that you've attended recently which have contributed to your ministry?

C. Do you anticipate any further formal education?

VII. PERSONAL SPIRITUAL JOURNEY & MINISTRY CALLING

A. **On a separate sheets, please write out:**

- 1. Your Spiritual Journey and Life with Christ, with emphasis on any significant spiritual steps (including areas of growth and challenge) which has led you to consider ministry among Friends.
- 2. Your **CALLING INTO MINISTRY**, identifying your spiritual gifts and skills for ministry, personality traits, and how God is calling you concerning ministry and/or recording.

B. In what forms of Christian service have you been involved? Please describe.

C. Why have you chosen to minister among Friends through NW Yearly Meeting?

D. In your ministry in NWYM, will you cooperate with, and promote, our wider ministries of missions, youth, camping, higher education (especially at George Fox University) and the annual sessions of NWYM?

E. Do you maintain a daily practice of reading the Scriptures and giving time for personal prayer and meditation?

F. Do you uphold and teach the doctrinal standards of Friends as stated in Faith and Practice of the Northwest Yearly Meeting?

G. Do you use alcoholic beverages, habit-forming drugs or tobacco? If yes, please explain.

H. Are there problem areas in your life which you are struggling to overcome? Example: gambling or lotteries, pornography or reading sexually explicit materials, inappropriate or excessive internet use, anger, depression, workaholism, etc? If so, are you willing to seek help and address such areas as a necessary part of the recording process?

I. What do you see as your own personal strengths and weaknesses?

J. Historically, Friends have maintained the testimony of peace and many have refrained from performing military service. If you were called upon by the U.S. Government, how would you respond to a summons to serve in the military?

- Refuse to Register
- Non-combatant service
- Full military service
- Conscientious objector, willing to do alternative service

K. Have you ever considered, or been involved in any other vocation? Please explain.

L. Do you have any mental, spiritual or ethical reservations about entering the Friends ministry?

M. Will you be prepared to give, in your oral interview with the NWYM Recording Subcommittee, something of your childhood training, conversion, call to ministry & other significant milestones in your spiritual journey?

N. List three most recent employers and reasons for leaving (if applicable)

VIII. LEGAL

Have you ever been (if you answer yes to any of the following, please explain):

- | | |
|---|--|
| 1. Accused of sexual harassment? | Yes <input type="radio"/> No <input type="radio"/> |
| 2. Formally charged with sexual harassment? | Yes <input type="radio"/> No <input type="radio"/> |
| 3. Arrested for any violation of the law? | Yes <input type="radio"/> No <input type="radio"/> |
| 4. Indicted for any violation of the law? | Yes <input type="radio"/> No <input type="radio"/> |
| 5. Convicted of any violation of law? | Yes <input type="radio"/> No <input type="radio"/> |
| 6. A defendant in a criminal proceeding? | Yes <input type="radio"/> No <input type="radio"/> |
| 7. Dismissed or released from another church? | Yes <input type="radio"/> No <input type="radio"/> |

IX. REFERENCES

Please list five people who are well acquainted with you who can give us helpful information. (If you are now a pastor, please give the name of someone in your congregation.) All information from references is kept strictly confidential.

A. Pastor _____
Name Address

B. Major college or seminary professor of school attended

Name Address

C. One who is best qualified to evaluate your Christian service (Pastor, S.S. Teacher, S.S. Sup't, Church Leader, etc.)

Name Address

D. Another person who knows you well:

Name Address

E. Your most recent employer:

Name Address

IX. OTHER CONCERNS—Please list other concerns or information (if any) which might be helpful to the Board of Ministerial Service:

Candidate's Signature _____

Questions to Consider

As You Prepare to Write Your Statement of Faith

As you work on your own personal statement of faith, we hope the following questions, as a guide, will stimulate the expression of your beliefs. Please write “from the heart” as well as “from the head.” We encourage you to be as complete and concise as you can, framing your statement within 3-4 pages, if possible. Use your own format, but *please speak to each of the following questions* and place your name at the top of each page.

1. What is your understanding of God?
2. Who is Jesus Christ? What is your understanding of the Trinity? The atonement?
3. How do you understand the work of the Holy Spirit?
4. What is your understanding of the purpose and nature of Scripture? How does Scripture influence your life?
5. How would you describe the Fall in terms of humanity’s need for salvation? What is Christ’s role in our redemption?
6. What is your understanding of justification and sanctification? The “Baptism of the Holy Spirit” means different things to different people. What does it mean to you?
7. How do you relate to the historic Friends testimonies on baptism and communion?
8. What is your doctrine of the church?
9. How do you understand “the kingdom of God,” present and future? How do you understand heaven? The final judgment? Hell?
10. How does one experience Christ?
11. How would you explain the nature and purpose of worship? How do you view times of unprogrammed, or “Open Worship?”
12. What is the purpose of spiritual gifts? How would you encourage members of the Friends Church to exercise their spiritual gifts in ministry during a meeting for worship? What are your views on women in ministry?
13. How do you understand, and respond to the traditional Quaker testimony in the area of war and peace?
14. In what ways do you think the church should witness to justice (race, gender, political and economic discrimination)?

Questions to Consider For Statement of Faith--continued

15. What is Christ's call to simplicity? Integrity of speech and behavior?
16. What are your convictions in the area of stewardship?
17. How would you state your own position in regard to the respect for human life?
18. What does it mean for you that your body is the temple of the Holy Spirit?
19. What do you think should be the contemporary Christian witness to human sexuality in the light of scripture and the current debate?
20. What do you feel is the importance of the home in the Christian scheme of things?
21. What vital elements, in your understanding, are necessary to sustain and nourish one's own spiritual life?
22. How does your loyalty to Christ relate to your commitment to Friends?

Recording Candidate Personal Development Plan

The Development Plan is a covenant between the recording candidate and the Board of Leadership Development Sub-Committee for Recording.

The timeline from entering the recording process to the point of recognition at Yearly Meeting is not based on a fixed timetable. It usually averages about two years, but may take longer.

After the recording sub-committee approves a candidate for entry into the recording process, a mentor will be assigned to them. Mentors will be chosen based on spiritual maturity and experience, willingness to serve in this role, appropriateness for the individual candidate, geographic proximity to the candidate, and having completed mentor training.

It is suggested that mentors and candidates meet at least every two months, but preferably monthly. This contact would typically be for one to two hours at a location mutually agreed upon. Typically it will be the mentor's responsibility to initiate the meetings.

Over the course of the mentoring process, conversations will center around three main areas of development: **LEARNING, LIVING AND LEADERSHIP.**

LEARNING: the mentor should have a copy of all the documents filed by the recording candidate. The statement of faith will provide a springboard for discussions of theological matters. It is not the intention of the mentor to sway the theological perspective of the candidate, but to help the candidate wrestle with issues of faith in a way that produces growth.

The reading list should be discussed from time to time and the mentor will be furnished with a copy of the list. The mentor will also encourage the candidate to make continuing education a priority through seminars, workshops and personal study.

LIVING: A personal relationship with Christ that is growing is foundational for a qualified minister. The mentor and candidate should build a strong enough personal bond that questions of personal spirituality and character development are always appropriate. Dealing with family issues, stress, personal conflicts, temperament, health and wellness, and personal goal-setting are all areas where the candidate will be encouraged to grow.

LEADERSHIP: The recording process is about leadership development. Candidates are in the process due to a perceived gifting in the area of spiritual leadership. Whether or not the candidate is currently employed by a church or other ministry, they will be expected to serve in some ministry capacity during the recording process. This ministry and training for further ministry will provide for much of the interaction between mentor and candidate.

Mentors will be given access to helpful questions for discussion that may be used in the mentoring process. Each mentor and recording candidate are encouraged to work out a plan that will be practical and mutually beneficial.

At the close of the recording process, the mentor will typically be the one to introduce the candidate for final recognition at the Yearly Meeting banquet.

READING LIST FOR CANDIDATES FOR RECORDING

Northwest Yearly Meeting of Friends

I. BIBLE STUDY

1. READ THE ENTIRE BIBLE.

2. W.W. Klein, Craig Bloomberg, and Robert L. Hubbard, *Introduction to Biblical Interpretation* (Nelson Reference, 1993).
3. Virkler, H.A., *Hermeneutics: Principles and Processes of Biblical Interpretation* (Baker Book House, 1996).
4. *Fee, Gordon D. and Stuart, Douglas, *How to Read the Bible For All Its Worth: A Guide to Understanding the Bible* (Zondervan, 1993).

OPTIONAL READING ...

1. *Wald, Oletta, *The Joy of Discovery* (Augsburg, 1975).
2. Osborne, Grant, *The Hermeneutical Spiral* (InterVarsity Press, 1997)

II. BIBLICAL LITERATURE

1. Achtemeier, Paul, Green, Joel Green, and Marianne Meye Thompson, *Introducing the New Testament* (Eerdmans, 2001).
2. Ladd, George Eldon, *A Theology of the New Testament* (Eerdmans, 1993).
3. LaSor, W.S., Hubbard, David, and Bush, F.W., *Old Testament Survey*, 2nd Edition (Eerdmans, 1996).
4. Anderson, Bernhard, *Contours of Old Testament Theology*, (Fortress Press, 1999).

OPTIONAL READING...

1. Brown, Raymond *Introduction to the New Testament* (Doubleday, 1997).
2. *Drane, John, *Introducing the Old Testament* (Harper & Row, 1987).

III. THEOLOGY

C. GENERAL ...

1. *Bloesch, Donald G., *Essentials of Evangelical Theology*_volumes 1 and 2 (Harper & Row, 1982).
2. Olson, Roger E., *The Story of Christian Theology: Twenty Centuries of Tradition and Reform* (InterVarsity Press, 1999).
4. Grenz, Stanley J. and Olsen, Roger E. *20th Century Theology: God and the World in a Transitional Age* (InterVarsity Press, 1997).
5. Thielicke, Helmut, *A Little Exercise for Young Theologians* (Eerdmans, Reprint 1996).

OPTIONAL READING ...

1. McGrath, Alister, *Christian Theology: An Introduction*, 3rd Edition (Blackwell Publishers, 2001).
2. Moltmann, Jurgen, *Theology of Hope* (Fortress Press, 1993).

B. FAITH AND PRACTICE OF FRIENDS ...

1. **Barclay's Apology in Modern English*, ed. By Dean Freiday (Friends' Bookstore).
3. *Beebe, Ralph & Lamoreau, John, *Waging Peace: A Study in Biblical Pacifism* (Barclay Press, 1981).
3. *Faith and Practice of Northwest Yearly Meeting* (Barclay Press, 1987).
4. *Gurney, Joseph John, *A Peculiar People* (Friends United Press, 1979).
5. *Punshon, John, *Encounter With Silence*.

OPTIONAL READING ...

1. Ball, Charles, *Remembering Our Heritage* (SWYM, 1979).
2. Barnett, Paul, *The Treasures of Friends* (Barclay Press, n.d.).
3. Beals, Charles, *The Essential Baptism* (Barclay Press, n.d.).
4. Hinshaw, Seth B., *The Spoken Ministry Among Friends* (NCYM, 1987).
5. *Macy, Herman H., *What About the Ordinances?* (Barclay Press, 1959).
6. *Mills, Paul, ed., *The Bible & War* (Barclay Press, 4th ed., 1982).
7. *Trueblood, Elton, *The People Called Quakers* (Friends United Press, 1971).

C. APOLOGETICS – READ ONE OF THE FOLLOWING ...

1. *Trueblood, Elton, *A Place to Stand* (Harper & Row, 1969).
2. McLaren, Brian, *Finding Faith* (Zondervan, 1999).
2. McDowell, Josh, *Evidence That Demands A Verdict*, Vol. I or II* (Nelson, 1993).
3. *Little, Paul, *Know Why You Believe*, 3rd. ed. (InterVarsity, 1988).

IV. CHURCH HISTORY

A. GENERAL ...

1. *Gonzales, Justo, *The Story of Christianity* (Harper & Row, 1984).
2. Shelly, Bruce, *Church History in Plain Language* 2nd Edition (Word, 1996).

OPTIONAL READING ...

1. Eerdmans, *Handbook To History of Christianity*.
2. Walton, Robert, *Chronological & Background Charts of Christianity* (Zondervan, 1986).

B. AMERICAN CHURCH HISTORY ...

1. *Noll, Mark A., *A History of Christianity in the U.S. & Canada* (Eerdmans, 1992).
2. *Finke, Roger & Stark, Rodney, *The Churching of America, 1776-1990: Winner & Losers In Our Religious Economy* (Rutgers Univ. Pres, 1994).

C. CHURCH HISTORY, FRIENDS ...

1. **The Journal of George Fox*, Nickalls ed. (Cambridge, 1952).
2. *Williams, Walter, *Rich Heritage of Quakerism* (Eerdmans, 1987).
3. *Punshon, John, *Portrait in Grey: A Short History of Quakers* (Quaker Home Service, 1984).
4. Hamm, Thomas D., *The Transformation of American Quakerism: Orthodox Friends, 1800-1907* (Indiana Univ. Press, 1988).

OPTIONAL READING ...

1. *Barbour, Hugh & Roberts, Arthur, *Early Quaker Writings* (Eerdmans, 1973).

2. *Beebe, Ralph, *The Garden of the Lord* (Barclay Press, 1968).
3. Gwyn, Douglas, *Apocalypse of the Word: Life & Message of George Fox* (Friends United Press, 1986).
4. Russell, Elbert, *The History of Quakerism* (Friends United Press, 1979).
5. Vipont, Elfrida, *The Story of Quakerism* (Bannisdale Press, 2nd ed. 1960).

V. PASTORAL THEOLOGY

E. PASTORAL LEADERSHIP ...

1. *Greenleaf, Robert K., *Servant Leadership* (Paulist Press, 2002).
2. Cloud, Henry and Townsend, John, *Boundaries* (Zondervan, 2002).
3. Peterson, Eugene, *The Contemplative Pastor* (Eerdmans, 1993).

F. PASTORAL ADMINISTRATION ...

1. *Gangel, Ken, *Feeding and Leading* (Victor Books, 1989).
2. Olsen, Charles M., *Transforming Church Boards Into Communities of Spiritual Leaders* (Alban Institute, 1996).

G. CHRISTIAN EDUCATION ...

1. LeFever, Marlene, *Creative Teaching Methods: Be an Effective Christian Teacher* (David C. Cook, 1985).
4. Donahue, Bill and Robinson, Russ, *Building a Church of Small Groups* (Zondervan, 2001).
5. Fields, Doug, *Your First Two Years in Youth Ministry* (Zondervan, 2002).
6. Palmer, Parker, *To Know as We are Known: Education as a Spiritual Journey* (HarperSanFrancisco, 1993).
7. Robbins, Duffy, *The Ministry of Nurture* (Zondervan, 1990).

OPTIONAL READING ...

1. Roehlkepartain, Eugene C., *The Teaching Church: Moving Christian Education to Center Stage* (Abingdon, 1993).
2. *Fowler, James, *Stages of Faith* (Harper & Row, 1981).
3. Schultz, Thom & Joani, *Why Nobody Learns Much of Anything in Church: And How to Fix It* (Group, 1993).
4. Towns, Elmer, *Ten Sunday Schools That Dared to Change* (Regal Books).

D. PREACHING ...

1. *Robinson, Haddon W., *Biblical Preaching* (Baker, 1980).
2. *Berkley, James D., ed., *Leadership Handbook of Practical Theology, Vol. 1* (Word & Worship).
3. *Stott, John, *Between Two Worlds* (Eerdmans, 1994).

OPTIONAL READING ...

1. Craddock, Fred, *Preaching* (Abingdon, 1990).
2. *Broadus, *Preparation and Delivery of Sermons* (Harper Brothers, 1944 – a classic)

3. *Demaray, Donald, An Introduction to Homiletics 2nd edition (Baker, 1990).

E. EVANGELISM AND CHURCH MISSION ...

1. *Berkeley, James D., ed., *Leadership Handbooks of Practical Theology, Vol .2* (Outreach & Care)
2. Kimball, Dan, *The Emerging Church* (Zondervan, 2003).
3. McLaren, Brian, *More Ready Than You Realize* (Zondervan, 2002).
4. *Warren, Rick, *The Purpose Driven Church* (Zondervan, 1995).

OPTIONAL READING ...

1. Schaller, Lyle E., Activating the Passive Church (Abingdon, 1981).
2. Coleman, Robert E., The Master Plan of Evangelism 2nd Edition (Revell, 1994).

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