

**ESTABLISHING AN ORDINATION COUNCIL
AMERICAN BAPTIST CHURCHES OF MICHIGAN**

Following a candidate interview with the Region Commission on Ordination & Standing, and a favorable decision for the ordaining church to move forward in calling an ordination council, the following procedures will be helpful as you seek to establish the council:

1. Set a date, time and place for the council. At least 30 days prior to the date, mail or email an invitation to each of the churches in your area/association, and include a copy of the ordination paper. Each church is allowed three (3) voting delegates, usually the pastor and two members. Addresses of area/association churches can be obtained from the region office.

The region Executive Minister or his representative should also be invited to the council, and as a courtesy, members of Commission on Ordination & Standing.

2. Approximately one week before the date of the council meeting, call each area/association church to see if they plan to send one or more delegates to the council. Perhaps a few members of the church could assist with this task. The reason for the call is to help assure in advance that a quorum of at least one member from at least six area/association churches will be present. If a quorum of six is not present, technically the council is not a valid council. Getting a quorum is sometimes difficult, thus the reason for the calls.

Representatives from region churches outside the area/association may also be counted toward the quorum if the established council agrees.

You may also want to call the office of the Region Executive Minister to see if he is able to attend or if he will send a staff representative. The presence of the Executive Minister or his representative is not required for a valid council, but the invitation is an expected courtesy.

3. On the date of the ordination council it is suggested that you follow the procedures established for an ordination council as outlined in the Ordination Council Suggested Procedure document.

It is helpful to have a number of extra copies of your ordination paper available at the council.

4. The date of your ordination service should not be set until after the council has met and rendered a favorable decision. You can set the date "tentatively" and contingent upon the decision of the council.
5. If the council approves your ordination, it is appropriate to send all area/association churches an invitation to your ordination service. Include the Region Executive Minister and/or his representative in an invitation to attend.
6. Don't forget to send the minutes of the ordination council to those listed in the suggested council procedure document, but especially to the region office. Your ordination cannot be listed in the national American Baptist Information System until we receive a copy of the minutes, noting their approval for the church to proceed with an ordination service.