

**North American Baptist Conference**  
**Order of Procedure for an Ordination Council**  
(Approved as a part of the 1985 document)

1. The local church representative or the chair of the ordination credentials committee or the regional minister shall chair the meeting until a moderator and secretary of the council are elected.
2. A fitting opening would be a congregational hymn, Scripture, and prayer.
3. The church clerk shall read the minutes of the church meeting at which the decision was made to call the ordination council and shall read the recommendation from the credentials committee.
4. The church clerk shall read the letter of invitation and the names of the churches invited (may indicate that all churches in the local association plus specify other churches).
5. The delegate list is determined.
6. A moderator and secretary are elected by the council in session. The church clerk shall file items 3, 4, and 5 with the elected secretary.
7. The candidate shall be introduced by a representative of the local church who also shall present the evidence supporting its desire to ordain the candidate, particularly mentioning the candidate's character and ministry among them.
8. The candidate shall present statements on Christian conversion, call to the ministry, preparation for the ministry, Christian service, relationship to the North American Baptist Conference and doctrinal beliefs.
9. After the candidate's statement has been presented, the members of the council shall have opportunity for cross-examination.
10. After cross-examination and the vote by the council to conclude the public examination, the council shall withdraw into executive session for voting delegates only.
11. In private session, the council shall discuss each section of the statement.
12. The council shall vote to declare itself satisfied/not satisfied that the candidate is called into the Gospel ministry, that the candidate has completed a satisfactory course of training, that the doctrinal statement is acceptable, and that it is recommended to the church that it proceed with the ordination service. If not satisfied, the council shall propose remedial steps for the candidate so that deficiency can be addressed. Further action dependant upon those steps being completed.

13. The moderator of the council selects a committee or three to confer with the candidate and delegate of the ordaining church to make plans for the ordination service.
14. The moderator and secretary of the council shall be responsible to determine the minutes of the meeting which are to be read at the ordination service. A copy of these minutes is to be given to the candidate, the local church, the association, the Regional Minister, and the Placement Coordinator at the North American Baptist Conference International Office in Oakbrook Terrace, Illinois.
15. A certificate of ordination secured by the clerk of the ordaining church shall be properly signed and prepared for presentation to the candidate at the public service.
16. The moderator of the council shall appoint reporters for local and Conference publications.
17. The council shall vote to dissolve and adjourn.
18. The Council shall then return to the public meeting, announce through the moderator its decision and the church's plan for the ordination service.