



# The Methodist Church of Southern Africa

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Methodist Connexional Office  
33 Ernest Oppenheimer Ave  
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Dear Bishops/Superintendents/Synod Supervisors of Studies

## **RE: GUIDELINES FOR ORDAINED MINISTRIES DURING COVID-19**

The countries of our Connexion, together with the world are facing various restrictions as necessitated by the attempt to flatten the curve of COVID-19 infections. The COVID-19 restrictions require a new set of guidelines for operation during these challenging and unconventional times. Below, are a set of guidelines for handling the business of training for the ordained ministries.

Whereas various factors have been taken into consideration in the formulation of these guidelines, there is an awareness that contexts may vary and what works in one context may not necessary work in another. Difficulty in the application of these guidelines should be communicated to the Unit with urgency for a speedy resolution. There is a need for supervisors of studies to be meticulous in administration and communication to prevent adverse effects to those who are in training. I implore you to communicate as much as possible with the EMMU office, the probationers and superintendents. Please note the following:

- Not all people have the technological means to meet virtually. This necessitates that we communicate, remain sensitive and find creative ways of meeting e.g. whatsapp video calls and group calls etc.
- A good balance of gender, age and race is of paramount importance to balanced sub-committees.

<b>PHASE</b>	<b>GUIDELINES</b>
<b>Candidates 2020</b>	<p style="text-align: center;"><b><u>Screening</u></b></p> <p>All candidates have been screened except for Clarkbury Synod candidates.</p> <p>Conversation is on-going between the Synod SSS and Synod Bishop on the possibility of a virtual screening interview.</p> <p><b>Considerations:</b> Not all candidates will have the facilities for a virtual interview. Should we fail in securing a virtual meeting, we must apply the following guideline:</p>

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General Secretary: Rev Michel W Hansrod  
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General Treasurer: Mrs Thini Ngonyama  
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**Guideline:** Candidature for Clarkbury be frozen for this year. The names of the candidates who were due for screening be carried forward to 2021 for screening. Such candidates will not require nomination nor re-write exams but will proceed to screening. Candidates who would have qualified for re-candidature in 2020 will be allowed to re- candidate in 2021 with the same requirements that were applicable in 2020.

**Trial Service**

**Guideline:** SSS to form a trial service marking panel of four (4) people. The candidate is to conduct one (1) trial service. Candidate’s trial sermon and prayers to be done on video and sent to SSS for marking by the SSS and the panel. A full script of the sermon, prayers and hymns must also be sent to SSS.

**Synod Witness Service**

**Guideline:** SSS to form a listening committee of four (4) people. Video recordings on the Candidates call to the ordained ministry be sent to SSS. The SSS shall send these to the listening committee who will make a recommendation to the Synod gathering through the SSS.

**Synod Vote and Synod Recommendations**

The SSS shall prepare the mark schedules for all candidates. All marks and reports will be considered by Synod gatherings for synod vote and recommendations. Direction on this will be guided by the PB directive around Synods.

**The Undertakings**

**Guidelines:** The Synod Bishop will make a telephone call to each candidate at the relevant time during the Synod gathering. The Bishop will facilitate the process of the candidate’s declaration of the undertakings for records.

**Candidates 2021**

**Nominations**

**Guideline:** Relax the requirement for the SOV certificate. All Synods are to arrange a SOV upon the easing of restrictions. It is a requirement for all candidates to attend the SOV.

**Guideline:** New candidates to be nominated after a telephonic conversation with the Superintendent. The closing date remains unchanged for forms to EMMU.

The process of candidature remains the same except for the above considerations.

**Superintendents Reports**

**Guideline:** Superintendents reports can be submitted via email.



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<b>Probationers</b>	<p style="text-align: center;"><b><u>Trial Service</u></b></p> <p><b>Guideline:</b> SSS to form a trial service marking panel of four (4) people. Probationer's trial sermon and prayers to be done on video and sent to SSS for marking by the SSS and the panel.</p> <p>A full script of the sermon, prayers and hymns must also be sent to SSS.</p> <p style="text-align: center;"><b><u>P2A</u></b></p> <p><b>Guideline:</b> Relax and Suspend the submission of P2 forms till October. Mentorship is encouraged and forth nightly telephonic conversation with the convenor of the PMC be a requirement so that some mentorship takes place.</p> <p style="text-align: center;"><b><u>Synod Exegesis</u></b></p> <p><b>Guideline:</b> SSS to receive written submission of the exegesis. Synod oral be relaxed for 2020 and probationers be marked only on their written submissions.</p> <p style="text-align: center;"><b><u>IST</u></b></p> <p><b>Guideline:</b> IST assignments be submitted to the IST convenor on due dates. The assignments that require gatherings and interviews with people be suspended for later in the year. The required number of days spent in IST is relaxed for 2020.</p> <p style="text-align: center;"><b><u>Synod Vote</u></b></p> <p>The SSS shall prepare the mark schedules for all probationers. All marks and reports will be considered by Synod gatherings for synod vote and recommendations. Direction on this will be guided by the PB directive around Synods.</p>
<b>Prospective Ordinands</b>	<p style="text-align: center;"><b><u>Exit Screening Interview</u></b></p> <p><b>Guideline:</b> Exit screening interview (P6) shall be relaxed.</p> <p style="text-align: center;"><b><u>Exit Theology Exam</u></b></p> <p><b>Guidelines:</b> The SSS convenes a listening committee of four (4) people who will conduct an oral examination of the recommended probationer. This will be a virtual examination. The examination can also be conducted on video call or whatsapp group call.</p>

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	<p style="text-align: center;"><b><u>Form P2B</u></b></p> <p><b>Guideline:</b> Relax and Suspend the submission of P2 forms till October. Mentorship is encouraged and fortnightly telephonic conversation with the convenor of the PMC is a requirement so that some mentorship takes place.</p> <p style="text-align: center;"><b><u>Form P3</u></b></p> <p>Relax the requirement for form P3 for this year</p> <p style="text-align: center;"><b><u>Self-Assessments</u></b></p> <p>To be submitted electronically no later than the 1<sup>st</sup> of June.</p>
<p><b>Ordinands</b></p>	<p style="text-align: center;"><b><u>Ordination Assignments</u></b></p> <p>To be submitted on due dates. Chaplain to submit all results to the registrar.</p> <p style="text-align: center;"><b><u>Superintendent's Reports</u></b></p> <p>To be submitted electronically</p> <p style="text-align: center;"><b><u>Form P2B</u></b></p> <p><b>Guideline:</b> Relax and Suspend the submission of P2 forms till October. Mentorship is encouraged and fortnightly telephonic conversation with the convenor of the PMC is a requirement so that some mentorship takes place.</p> <p style="text-align: center;"><b><u>Form P3</u></b></p> <p>Relax the requirement for form P3 for this year</p> <p style="text-align: center;"><b><u>Trial Service</u></b></p> <p><b>Guideline:</b> SSS to form trial service marking panel of four (4) people including two (2) Ordained Ministers. Ordinands' trial sermon and prayers to be done on video and sent to SSS for marking by the SSS and the panel. A full script of the sermon, prayers and hymns must also be sent to SSS.</p> <p style="text-align: center;"><b><u>Ordinands' Exit Interview</u></b></p> <p><b>Guidelines:</b> The SSS convenes a screening committee of four (4) people who will conduct Ordinands screening interview using form P7. This will be a virtual examination. The interview can also be conducted on video call or whatsapp group call.</p> <p style="text-align: center;"><b><u>Synod Oral</u></b></p> <p><b>Guidelines:</b> The SSS convenes a listening committee of five (5) people. The Synod Bishop shall be the examiner. The Bishop shall receive the oral examination questions from the Unit and examine the Ordinands' on a virtual meeting platform. The examination can also be conducted on video call or whatsapp group call.</p>



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	<p style="text-align: center;"><b><u>Synod Witness Service</u></b></p> <p><b>Guideline:</b> SSS to convene a listening committee of four (4) people. Video recordings on the Ordinands' account of their journey to be sent to the SSS. The SSS shall send these to the listening committee who will make a recommendation to the Synod gathering through the SSS.</p> <p style="text-align: center;"><b><u>Synod Vote and Synod Recommendations</u></b></p> <p>The SSS shall prepare the mark schedules for all Ordinands. All marks and reports will be considered by Synod gatherings for synod vote and recommendations. Direction on this will be guided by the Presiding Bishop's directive around Synods.</p> <p style="text-align: center;"><b><u>The Undertakings</u></b></p> <p><b>Guidelines:</b> The Synod Bishop will make a telephone call to each Ordinand at the relevant time during the Synod gathering. The Bishop will facilitate the process of the Ordinands' declaration of the undertakings.</p>
<b>Superintendent's training</b>	Postponed till further notice.
<b>Review of Ministry</b>	<b>Guidelines:</b> A "Review of ministry in a COVID-19 context" is available from the Synod Bishop.

The above guidelines are applicable whilst we are under COVID-19 restrictions. They are subject to change as the restrictions around COVID-19 change.

Yours in His Service

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