

## **Guide for Writing an Ordination Paper**

### **Introduction**

Within the Ordination Protocol, one very important step is the development of a paper that describes both experience and beliefs. This paper will be submitted to the members of the Credentials Committee who will read it and prepare to interview the candidate. Suggestions and recommendations for improvement will be made and the paper will be edited prior to the calling of an Ordination Council. In the event that the Credentials Committee recommends process continuation, a council will be called and the final draft of the paper will be sent to the participating churches for distribution to the council delegates. At the time of the Ordination Council, the candidate will read the paper and entertain questions. It is based on both the written and verbal expression of beliefs that the council will make its recommendation regarding ordination.

Given the significance of the ordination paper in relation to the entire protocol, it is imperative that appropriate care and attention be given to the development of this document. With this in mind, the following guidelines are to be followed as an ordination candidate prepares the paper. Adherence, even from the earliest stages of development, will facilitate the process and minimize the amount of time and attention absorbed by the Credentials Committee and Ordination Council in editorial discussion.

With this in mind, the following guidelines are designed to enable the candidate to express himself or herself and write in an appropriate manner. Likewise, the guide is based on two sources: The Canadian Writing Guide and the Taylor Seminary Guide for Research and Writing.

**[Title of Your Paper Here]**



*[leave 13 spaces]*



**A STATEMENT OF TESTIMONY, CALL AND BELIEFS  
PRESENTED TO**

[First Draft – The BC Association. Credentials Committee]

[Second Draft – The BC Association Ordination Council]



*[leave 14 spaces]*



**In Fulfillment  
of the Requirements for Ordination  
In the British Columbia Association**



*[leave eight spaces]*



**by**

[Insert Your Name Here]

[Insert Name of Place of Ordination]

[Insert Month and Year Here]

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NOTE: Please add two more sections: Under Scripture add a section on Man and a section on Satan.

Under the section on Church add another sub point called Governance

## 1. Writing Style

A. Font Type – Times New Roman

B. Font Size – 12

C. Line Spacing – Double

D. Margins

Top – 1”

Bottom – 1”

Left – 1.25”

Right – 1.25”

E. Page Numbers – Bottom Centre

F. Outline Format

1.

A.

1)

2)

B.

2.

G. Capitalizations – General rules:

1) Titles are not capitalized unless used with a name, i.e.: pastor, Pastor Bob Jones. The exception to this rule is in relation to Deity, i.e.: Son, Son Jesus Christ

2) Pronouns are not capitalized, i.e.: him, his. The exception to this rule is when the pronoun refers to Deity, i.e.: Him (God), His (Jesus).

3) Words referring to holy writings are capitalized, i.e.: Scripture, Bible, the Word.

4) Titles of religious denominational groups are capitalized, i.e.: Baptist, Catholic.

5) Capitalization of descriptors is mixed, i.e.: the Almighty God, God is almighty.

H. Numbers – Single digit numbers are written out (one, not 1) unless in a reference (Rom 5:1). Multiple digit numbers are not written out unless used to begin a sentence (Twelve disciples ate with Jesus, not 12 disciples ate with Jesus), or unless used in a reference (Rom 12:12).

## 2. Writing Content

It is the purpose of the ordination paper to express details and information about the candidate in a way that all who read it will understand who the candidate is and what they believe. However, it is not the purpose of the paper to be exhaustive. With this in mind, one must carefully observe the following:

A. Narrate – The paper should be written and presented in a narrative format that is easy to read and understand. Whenever possible avoid the use of bullets, rather use complete sentences. The candidate is telling a story, therefore it should be written and presented conversationally.

- B. Summarize – Once again an ordination paper cannot contain everything the candidate believes on every subject, rather the paper expresses the trajectory of belief on a limited number of topics. Likewise, the list of topics should be in keeping with the main theological distinctives or concerns of the denomination and region in which the ordination is to take place. This being said, not only should the paper be easily understood, even by the average church layperson, but it should be reasonable in length. The writer must also keep in mind that the final draft is to be read and discussed publically in a meeting that will last one to two hours. Aside from the biographical section of the paper, the doctrinal portion should be 12 to 15 pages in length.
- C. Documentation – Given the purpose and nature of the ordination paper it is recommended that quoting other sources and authorities be avoided. The Credentials Committee and Ordination Council are not interested in what a noted theologian or favorite author believe. Rather their only concern is what the candidate believes. While it is permissible to include a brief quote, it is not recommended. If however the candidate finds quoting unavoidable, proper recognition of the source is required in the form of a footnote citation and bibliography. The acceptable format is as follows:

**Footnote:**

**Single Author**

Sydney H. T. Page, *Powers of Evil: A Biblical Study of Satan and Demons* (Grand Rapids: Baker, 1995), 15.

**Multiple Authors**

Stanley J. Grenz and John R. Franke, *Beyond Foundationalism: Shaping Theology in a Postmodern Context* (Louisville, Ky.: Westminster John Knox, 2001), 9.

**Bibliography:**

**Single Author**

Page, Sydney H. T. *Powers of Evil: A Biblical Study of Satan and Demons*. Grand Rapids: Baker, 1995.

**Multiple Authors**

Grenz, Stanley J., and John R. Franke. *Beyond Foundationalism: Shaping Theology in a Postmodern Context*. Louisville, Ky.: Westminster John Knox, 2001.

3. Plagiarism

While it is understood that the ordination paper is a personal expression of experience and beliefs, and while quoting is not recommended except in limited circumstances, it

must also be noted that if and when the writer borrows material from another source appropriate credit must be given.

#### 4. Abbreviations

While there may be few cases when abbreviations are used, there are a limited number of rules to keep in mind.

A. Denomination or Association – The abbreviations NAB or BC Assn. may be used if at the first occurrence of the title the abbreviation is indicated in brackets, i.e.: North American Baptist Conference (NAB); British Columbia Association (BC Assn.).

Although it has become fashionable and comfortable to use abbreviations one must be careful not to assume that every reader will understand. That being said, it is common and appropriate to use abbreviations in relation to books of the Bible, especially when identifying where personal beliefs are rooted. The proper abbreviations of books of the Bible is as follows (Note the absence of periods):

#### Old Testament

Gen	Genesis	Song	Song of Songs (Song of Solomon)
Exod	Exodus	Isa	Isaiah
Lev	Leviticus	Jer	Jeremiah
Num	Numbers	Lam	Lamentations
Deut	Deuteronomy	Ezek	Ezekiel
Josh	Joshua	Dan	Daniel
Judg	Judges	Hos	Hosea
Ruth	Ruth	Amos	Amos
1-2 Sam	1-2 Samuel	Joel	Joel
1-2 Kgs	1-2 Kings	Obad	Obadiah
1-2 Chr	1-2 Chronicles	Jonah	Jonah
Ezra	Ezra	Mic	Micah
Neh	Nehemiah	Nah	Nahum
Esth	Esther	Hab	Habakkuk
Job	Job	Zeph	Zephaniah
Ps/Pss	Psalms	Hag	Haggai
Prov	Proverbs	Zech	Zechariah
Eccl	Ecclesiastes	Mal	Malachi

#### New Testament

Matt	Matthew	Phil	Philippians
Mk	Mark	Col	Colossians
Lk	Luke	1-2 Thess	1-2 Thessalonians
Jn	John	1-2 Tim	1-2 Timothy
Acts	Acts	Titus	Titus
Ro	Romans	Phlm	Philemon
1-2 Cor	1-2 Corinthians	Heb	Hebrews
Gal	Galatians	Jas	James
Eph	Ephesians	1-2 Pet	1-2 Peter

1-2-3 Jn    1-2-3 John  
Jude        Jude

Rev        Revelation

NOTE: If you are able to imbed the scripture when you put in a text that would be very helpful to the Credentials Committee.