

STEPS IN RECORDING

1. The Ministry and Counsel of the Monthly Meeting may recommend a candidate for recording as a minister of the Gospel of Jesus Christ to the Monthly Meeting. The sponsoring meeting must have observed the candidate's ministry for a minimum of one year before making a recommendation.
2. The Monthly Meeting must appoint a committee of three to prayerfully deliberate whether the person should be recorded as a minister of the Gospel of Jesus Christ.
3. The applicant to be recorded must obtain and answer in writing the questions for ministers contained in the most current version of the Iowa Yearly Meeting Discipline.
4. The applicant must submit their answers to the questions for ministers to the committee of three appointed by the Monthly Meeting. The committee of three is to prayerfully deliberate and consult with the applicant and review the applicant's answers to the questions for ministers.
5. The committee of three makes a report to the Monthly Meeting.
6. The Monthly Meeting prayerfully deliberates and approves or disapproves the recommendation that the applicant continue the recording process. If the Monthly Meeting recommends the applicant continue, it should forward a minute of recommendation and the written answers to the questions for ministers to the Iowa Yearly Meeting Superintendent and the Presiding Clerk of Iowa Yearly Meeting Ministry and Counsel.
7. The Ministry and Counsel of the Monthly Meeting recommending the applicant to begin the recording process should consult with the Iowa Yearly Meeting Superintendent about their recommendation and have the applicant sign a release for a criminal history check on the form to be provided by the Iowa Yearly Meeting Superintendent.
8. The Iowa Yearly Meeting Superintendent notifies the Presiding Clerk of Iowa Yearly Meeting Ministry and Counsel of the results of the applicant's criminal history check and a copy is placed in the applicant for recording file.
9. Iowa Yearly Meeting Ministry and Counsel or the Training and Recording Committee, if one has been appointed, shall meet with the applicant and the applicant's spouse, if possible. The applicant shall be given the information on the Ministry Assessment and Profile and shall sign a release for the results to be available to the Iowa Yearly Meeting Superintendent and the Iowa Yearly Meeting Ministry and Counsel.
10. The candidate for recording, and if married their spouse, shall complete the Ministry Assessment Profile.
11. The candidate is given the written application for recording to complete. The completed application is to be sent to the Iowa Yearly Meeting Superintendent and to the Presiding Clerk of Iowa Yearly Meeting Ministry and Counsel. A copy shall be kept in the candidate's file.
12. Iowa Yearly Meeting Ministry and Counsel recommends the applicant become a candidate for recording or recommends discontinuation of the recording process. If the applicant is recommended to be a candidate for recording, the candidate should be asked to appear at the next Ministry and Counsel General Body of Representatives meeting to give a personal testimony.
13. The candidate shall obtain a transcript of all study beyond high school and provide a copy to the Iowa Yearly Meeting Superintendent and the Presiding Clerk of Iowa Yearly Meeting Ministry and Counsel. A copy shall be maintained in the candidate's file.

14. Iowa Yearly Meeting Ministry and Counsel or the Training and Recording Committee shall recruit and appoint a sponsor for the candidate for recording. The sponsor and the candidate shall meet with the Iowa Yearly Meeting Ministry and Counsel or the Training and Recording Committee to develop the recording process requirements to be completed by the candidate. The candidate must have completed two years of practical ministry among Friends before being recorded.
15. The candidate must complete all requirements to be recorded as a minister of the Gospel of Jesus Christ within four years of being accepted as a candidate and being appointed a sponsor unless an extension is recommended by Iowa Yearly Meeting Ministry and Counsel.
16. The candidate should notify the Superintendent of Iowa Yearly Meeting and the Presiding Clerk of Iowa Yearly Meeting Ministry and Counsel no less than 60 days prior to the annual Iowa Yearly Meeting sessions at which the candidate desires to be recorded as a minister of the Gospel of Jesus Christ that the candidate has completed all the requirements to be recorded.
17. Iowa Yearly Meeting Ministry and Counsel recommends to the Iowa Yearly Meeting Ministry and Counsel General Body of Representatives that the candidate be recorded as a minister of the Gospel of Jesus Christ or recommends discontinuation of the recording process.
18. Iowa Yearly Meeting Ministry and Counsel General Body of Representatives recommends to the Iowa Yearly Meeting General Body of Representatives that the candidate be recorded as a minister of the Gospel of Jesus Christ or recommends discontinuation of the recording process. If the General Body of Representatives approves the recommendation to record the candidate as a minister of the Gospel of Jesus Christ, then an appropriate minute is made.
19. A recording service is held at the annual session of Iowa Yearly Meeting.

Approved 2/05/11