



Peninsula – Delaware Annual Conference  
of the United Methodist Church



## **Board of Ordained Ministry**

Chair: Rev. John Mitchell

Vice-chair: Rev. Darlene Dixon

### **BOOM Technical readers / writers policy**

#### *Technical Reading Review Committee*

The BOOM will appoint a technical reading review committee composed of members of the BOOM and other members of the Annual Conference. The purpose of this committee is to ensure excellence in the written materials which are submitted to BOOM.

The technical reading review committee will approve or not approve written materials for submission to the full board as a part of the interview process for ordination and commissioning. Their review is a technical review of grammar, spelling and consistency of style, such as footnotes, bibliographic annotation, pagination and layout.

If a paper is not approved, the paper will be returned to the candidate with written comments. The BOOM Registrar will notify the candidate that he/she will be deferred for one year. It is important that the candidate understand that simply turning in a paper does not mean he/she will be interviewed. A candidate will not be approved for the interview process until his/her paper is reviewed and approved.

When a paper is not approved, the candidate will be required to use a BOOM-approved technical reader for the second submission of the paper the following year. The BOOM will develop this approved list.

The technical reading review committee will be composed of a diverse group of readers to include women and men, laity, local pastors, deacons, if possible, and elders, and reflect the ethnic diversity of the group of candidates being considered.

The responsibility for content will remain with the four sub-committees established by BOOM for interviewing of candidates. The Church Administration committee will no longer be required to review papers for technical reading issues.

#### *Technical Writers*

Candidates will be strongly encouraged to use a technical writer prior to the *first* submission of their paperwork. A candidate can ask anyone to review his/her first submission of papers; however, the BOOM list of approved writers will be made available to each candidate in the initial guidance provided by the Registrar.

A technical writer is not to review the paper for the content. The technical writer reviews each paper for grammar, spelling and consistency of style and form in the same manner as the technical reading review committee. The technical writer's fee cannot exceed 50.00 dollars an hour.

If the technical writer approves the paper for submission to BOOM it will not need to be reviewed by the technical reading committee and it will be accepted by BOOM.

The list of approved technical writers will include women and men and be ethnically diverse. This list of readers will be reviewed annually for quality control purposes by the executive committee of the BOOM.

This policy will take effect July 2008.

### **APPROVED TECHNICAL WRITERS FOR BOOM**

**2009-2010**

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