



**Request for Biennial Review and Renewal
of
Professional/Para-Professional Certification in the United Methodist Church**

Print or type all information. Check appropriate area of certification. Additional comments about your work and needs are helpful. You may give more detailed answers by attaching additional pages—provide two copies of each attachment. Mail all copies to the Registrar for your conference Board of Ordained Ministry

PROFESSIONAL PARA-PROFESSIONAL

- Camp/Retreat Ministry Christian Education Evangelism Music Ministry
 Older Adult Ministry Spiritual Formation Youth Ministry

Ethnic Group: African American Asian American Caucasian Hispanic American Native American Pacific Islander
Name _____

Present Position _____

Mailing Address _____

City/State/Zip _____

Telephone **Work** _____ **Home** _____

Fax _____ **E-mail** _____

Current Conference Membership _____
Current Church Membership _____

I have have not changed positions during the past two years. (If change, give name and address of former position and date of change)

To what professional groups do you belong?

For Use by Annual Conference Board of Ordained Ministry

Date Renewal Received _____ **Date Renewal** Approved Not Approved _____
Certification Not Renewed Conference denies Voluntary Retired, chooses not to renew
Signed for Annual Conference _____

Upon approval of renewal the annual conference chairperson will date and sign. File original copy with the records in the conference office and send a copy to the Division of Ordained Ministry, Education Team/Certification, General Board of Higher Education and Ministry, P. O. Box 340007, Nashville, TN 37203-0007.

What professional periodicals and books have you read?

What professional conferences, workshops, or courses have you attended during the last year?

What experiences have been helpful in your personal enrichment and spiritual growth?

Evaluation of professional performance of applicant to be completed by person who has primary supervision of applicant's work: (You may use a separate page for the evaluation). The supervisor is the person who works most closely with the certified person and is in a position to evaluate his/her work and to whom he/she is accountable for accomplishing ministry goals and tasks. This person may be the senior pastor, chair of the pastor/staff relations committee, an agency supervisor, a district superintendent, or a staff person in the conference council on ministries.

(This evaluation is to be reviewed by both applicant and supervisor and signed in each other's presence.)

Applicant

Supervisor