

Revised 04/23/09

Paragraphs Of Discipline updated for the 2008 Discipline
(Important note: Paragraph numbers or quotes from the Discipline are for information only and shall not be subject to vote by the annual conference in adopting a policy. Any policy, which may negate, conflict, or ignore the Discipline, shall be null and void. See Judicial Decisions.)

SOUTH CAROLINA CONFERENCE

POLICY GUIDELINES

BOARD OF ORDAINED MINISTRY

THE UNITED METHODIST CHURCH

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If Candidate for:

Probationary Elder

Associate Membership

Elders in Full Connection/Orders

All Local Pastors

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If Candidate for:

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Probationary Deacon

Deacon in Full Connection/Orders

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Adopted by the 2009 AC

THE BOARD OF THE ORDAINED MINISTRY 2008-2012

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Lay Member: Martha Thompson

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To: Candidates and Clergy
From: Kenneth L. Nelson, Chair
South Carolina Annual Conference Board of Ordained Ministry

God's call to ordained ministry is a sacred one. Through her Discipline, The United Methodist Church has established high standards for those who are to be ordained. It is a sacred trust to enter into and share in the covenant in ministry in the United Methodist Church. Therefore, the work of discernment, mentoring, and the work of the District Committee on Ordained Ministry and the Board of Ordained Ministry is a holy endeavor. Through these processes, the United Methodist Church calls forth servant leadership for Christ's Church and representative of Christ's ministry.

In reading these guidelines, it is apparent that you have already begun the process of discerning your call to ministry. As you review these guidelines, you will discover that there are those who will help you in your journey. Your pastor, District Superintendent, and Mentors (assigned and informal) will assist you as you seek God's will for your life in ministry. Along with these guidelines and The Book of Discipline, these persons will help you move into candidacy and into service as a Local Pastor, an Associate Member, a commissioned minister, or as a Deacon or Elder in Full Membership in the Annual Conference. These leaders will labor to help you discern your call to ministry and understand the processes towards ordination set by the Book of Discipline.

The South Carolina Annual Conference Board of Ordained Ministry intends these guidelines to assist both candidates and pastors with the process of entering and faithfully living out their call to ordained and licensed ministry. Likewise, they guide the work of the Conference Board as it seeks to fulfill her call "to enlist and assist persons called of God in becoming certified and effective ministerial leaders of the United Methodist Church."

As scripture is primary in the quadrilateral, so it should be noted that the **Book of Discipline** is that which is primary amongst the sources used to guide our life and work together. Our policy guidelines are supplemental resources which give particular expression to this Board's fulfilling its sacred call "to enlist and assist persons called of God in becoming certified and effective ministerial leaders of the United Methodist Church."

Should you have questions about the requirements for certification, licensing, commissioning, or ordination, or these guidelines, please contact the Chair of the Board of Ordained Ministry, Kenneth L. Nelson (803-796-9486 or 888-678-6272 or klnelson@umcsc.org) or Timothy J. Rogers, Coordinator of Clergy Services at (803) 786-9486 or 888-678-6272 or tjrogers@umcsc.org

Jesus, said, "The harvest is plentiful, but the laborers are few; therefore ask the Lord of the harvest to send out laborers into his harvest." (Matthew 9:37) May God bless you as you seek to respond in faith to the "Lord of the Harvest."

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BOARD OF ORDAINED MINISTRY
UNITED METHODIST CHURCH
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All candidates and District Committees on Ordained Ministry are advised that this BOM POLICY is available in District Offices and may be accessed on the SC Conference Web page (www.umcsc.org) under Conference Offices / Clergy Services / BOM Policy Guidelines.

THE SOUTH CAROLINA CONFERENCE POLICY GUIDE:

Important Note: *Discipline* references are for information only and are not subject to vote or change.

I. The Meaning of Ordination and Conference Membership (Pars. 301-304)

- A. Disciplinary requirements are outlined in Paragraphs 301-304

II. Clergy Orders in The United Methodist Church (Pars. 305-309, 323)

- A. Order of Deacon and Order of Elder - Par. 306
- B. Purpose of an Order - Par. 307
- C. The Organization of the Order - Par. 308
The meeting of the Orders shall be coordinated by the Chair of the Order of Elder, Chair of the Order of Deacon, and Chair of the Fellowship of LP and Associate Members
- D. Membership in an Order - Par. 309
- E. Fellowship of Local Pastors and Associate Members - Par. 323

III. Candidacy For Licensed and Ordained Ministry (Pars. 310-314)

- A. Disciplinary requirements are outlined in Paragraphs 310-314
The Discipline states that Candidates contact the pastor of their local church, another ordained deacon or elder, or their district superintendent to inquire about the process of candidacy. Persons are encouraged to use the resources *The Christian as Minister* and the *Ministry Inquiry Process*.
- B. Additional requirements in the S.C. Conference:
 - 1. Psychological Testing (Par. 310.2B): The District Committee on Ordained Ministry (DCOM) shall require that the cost of this initial testing shall be divided between the Board of Ordained Ministry and the Candidate, and that any additional testing shall be *paid by the Candidate*. Candidates for reinstatement shall pay the total fee cost of testing.
 - 2. Criminal Background Check (310.2b): The District Committee on Ordained Ministry shall require a Criminal Background Check as a part of the application process for reinstatement of Candidacy. All Candidates shall pay the cost of this background check required by the District Committee on Ordained Ministry.
 - 3. Prior to certification by the District Committee on Ordained Ministry, each candidate for ministry shall have a satisfactory written Credit Statement (06 SCBOM) and a satisfactory MEDICAL (F103) examination by a physician of the candidate's choosing and the resulting required information returned to the Conference Board of Ordained Ministry. The report of the physical shall be sent to the Office of Clergy Services who shall certify to the District Committee that the requirement has been satisfied. A current MEDICAL FORM (F103) and Credit Statement (06 SCBOM shall be required on TRANSFERRING certified candidates. (Par. 315.6(2)c)
 - 4. To be continued as a CERTIFIED candidate (Par. 312), an annual written report (08a SCBOM) from the Mentor shall be reviewed by the District Committee with a copy sent to the Registrar for Candidacy Mentors. The report will include: number of times met, content and focus of meetings, progress in spiritual formation, progression in candidacy, progress in areas of concern as expressed by BOM, and questions or concerns which the Mentor or candidate would like to discuss with the DCOM or BOM.
 - 5. A Certified Candidate TRANSFERRING under par. 312.3 from another Annual Conference shall request in writing that their complete personnel file, including items specified in Par. 310.2, be forwarded to the receiving District Committee on Ordained Ministry with a copy to the Office of Clergy Services.
 - 6. To be certified as a candidate one must submit to the district Committee on Ordained Ministry documentation of the successful completion of the TABE (Test of Adult Basic Education). This test may be taken at a county Adult Education Office in South Carolina. The cost of taking the TABE will be incurred by the candidate.
- C. Board policies and procedures:
 - 1. The enrollment form (F101) for Candidacy for Ministry Studies is provided by the District Superintendent. When completed and signed by the District Superintendent, the Mentor, and the candidate, the enrollment form and accompanying fee are sent to the Division of Ordained Ministry with a copy to BOM Associate Registrar for Candidacy.

2. The Associate Registrar for Candidacy, not the Board Registrar, has responsibility for the supervision of procedures related to the Candidacy Program. This includes the keeping of records of certified candidates and persons enrolled in the candidacy studies, receiving reports from district committees concerning the certification of candidates and the assignment of Mentors, and the training of Mentors. Correspondence regarding all such matters should be directed to The Associate Registrar for Candidacy.
3. Biographical Form (F102) shall be completed and filed with DCOM and copy to the Associate Registrar for Candidacy and office of Clergy Services.
4. Candidates for Ordained Ministry who have enrolled in Candidacy Studies through the Division of Ordained Ministry prior to 1/01/97 may complete the requirements for candidacy certification under the provisions of the 1992 Discipline. Once certified as candidates for ordained ministry, these CERTIFIED candidates may qualify for license, commissioning, ordination, and conference membership under the provisions of the Discipline in effect at the time of application.

IV. License for Pastoral Ministry (Pars. 315-320)

- A. Disciplinary requirements are outlined in Paragraphs 315-320. Paragraph 324.6 gives the requirements for Local Pastors who seek Provisional Membership and Commissioning.
- B. Additional requirements in the S.C. Conference:
 1. Certified Candidates who have completed one-third of the Master of Divinity Degree are required to attend the one-day Workshop on Sexual Ethics at a one-day event or in conjunction with The License for Pastoral Ministry School. The Workshop on Sexual Ethics is required for the License for Pastoral Ministry.
 2. A person must have RECEIVED the certification as a CANDIDATE for Ordained Ministry by APRIL 1ST of the year in order to attend The License for Pastoral Ministry School.
 3. To be approved for service as a First-time Full-time Local Pastor, regardless of prior service, the Board requires an interview with the DCOM, physical, psychological testing, criminal background check, statement of credit worthiness. All expenses shall be the responsibility of the candidate.
 4. In addition to the requirements of Par. 319 for continuation as a Local Pastor, all Local Pastors are required to have an annual interview with the District Committee on Ordained Ministry. Local Pastors who have not completed the Basic Course of Study or a Master of Divinity degree are required to have a mentor. Superintendents may assign mentors to Local Pastors who have finished the Basic Course of Study, or a Master of Divinity degree from an approved and accredited seminary, but they are not required. In any case in which a Mentor is assigned, an annual Mentor's report is required.
 5. For Local Pastors enrolled in the Course of Study, for continuation as Local Pastor each year the Board requires, in addition to the Course of Study report sent from the Division of Ordained Ministry, a written statement of educational plans for the ensuing year is submitted to the District Committee on Ordained Ministry.
 6. For Local Pastors enrolled in college or seminary, for continuation as Local Pastor each year the Board requires a written statement of "progress in study" and educational plans for the ensuing year. The Board may require a transcript.
 7. For reinstatement (Par. 320.4) as a Local Pastor, the Board requirements are the same as for Full-time Local Pastor if a full-time appointment is anticipated as outlined in #3 above..
 8. A Full-time Local Pastor may be enrolled in no more than six semester hours at a time without approval of the District Committee on Ordained Ministry.
 9. The continuing education requirement for a first year local pastor is fulfilled by attending licensing school. Course work in the Basic Course of Study is not required until the second year of service. However, if a first year Local Pastor wants to begin the Basic Course of Study during their first year, the Board has the option of supporting the request.
- C. Additional requirements in the S.C. Conference:
 1. The License for Pastoral Ministry School is held annually. The candidate is responsible for the registration fee and the cost of meals, lodging and books.
 2. The Board interprets Par. 316.3 strictly. Only those persons actually appointed to a charge for the current year shall be listed as Local Pastors. Certified candidates who have completed License for Pastoral Ministry School and not currently appointed are listed in the Conference Business Questions.

3. The Board shall list as a Local Pastor only those persons who have satisfactorily completed the License for Pastoral Ministry School or, the alternate requirement of one-third of the Master of Divinity Degree, and when an appointment is made by the bishop. Certified Candidates shall not be listed as a Local Pastor until the requirements are satisfied and the Board certifies completion of the school.
4. To be listed as a Full-time Local Pastor requires fulfillment of the conditions of Par. 318.1 and the appropriate responses to the Report of Non-ministerial Activity required by the Board of Pensions. Those who fail to meet any of these conditions shall be listed as Part-time Local Pastors unless they qualify as Student Local Pastors (Par. 318.3).
5. For Local Pastors the formula for equating PART-TIME service to FULL TIME service shall be three part-time years are equal to one (1) full-time year.

V. Associate Membership (Pars. 321-323, 369.2) Applicants under Pars. 321-323

- A. See Disciplinary requirements in Paragraphs 321-323
- B. Additional requirements in the S.C. Conference:
 1. Associate Members seeking Provisional Membership shall be assigned a Mentor who shall submit a written report annually on their progress to the BOM Division of Elders' Registrar.
 2. Personal Interview with Board to review submitted written materials, to include a sermon, Bible Study, Disciplinary Questions, and other supplementary materials.
 3. Cost of all testing shall be the candidate's responsibility
 4. Be present for the opening Clergy Session of Annual Conference
 5. Board of Ordained Ministry Application Process to be submitted by due date

VI. The Commissioned Minister as Provisional Member (Pars. 324-327)

- A. Commissioning and Provisional Membership
 1. Disciplinary requirements and information are outlined in Paragraphs 304 324-327
 2. Candidates for provisional membership who seek to fulfill their educational requirements by attending seminary shall be required to complete their seminary degree before they may be approved for provisional status. All candidates for provisional membership shall be required to complete the basic theological studies before they may be approved for provisional membership.
- B. Continuation in Provisional Membership
 1. Disciplinary requirements and information are outlined in Paragraph 327.
 2. Additional requirements in the S.C. Conference:
 - a. All candidates for Provisional Member/Commissioning shall successfully complete a Sermon (elder track) or a Contextual Project or Sermon (deacon track); and a Bible Study on the assigned book.
 - b. For continuance in Provisional Membership, the Board may require any or all of the following: a written statement of educational progress and plans for the ensuing year, a transcript, and an interview with the BOM.
 - c. For continuation in Provisional Membership for provisional members who were formerly associate members the Board may require, in addition to the report of progress in the twenty-four hours of the basic graduate theological studies sent by the Division, a written statement of educational plans for the ensuing year and/or an interview with the Board.
 - d. Any question regarding satisfactory completion of the United Methodist studies requirement shall be resolved by referring the seminary transcript to the Division of Ordained Ministry for evaluation.
 - e. Provisional Members shall be required to meet annually with the District Committee on Ordained Ministry of the district under which they are appointed for support and nurture. They shall present, a transcript, if not a theological graduate, of progress in their educational studies. DCOM shall report the satisfactory progress to the Office of Clergy Services.
 - f. The BOM shall review written Annual Report from the Mentor and a copy of the report sent to the Conference Division of Elders' Registrar for provisional elders or to the Conference Division of Deacons' Registrar for provisional deacons.
 - g. After election and commissioning to provisional membership, candidates shall complete the **two** year Formation in Ministry program designed by the Committee on Formation in Ministry and approved by the Conference Board of Ordained Ministry.
- C. Discontinuance from Provisional Membership (Par. 327.6)

A provisional member will not be continued when it has become evident that it is impossible to obtain

full connection within the eight year period stipulated by *The Discipline*. In such instances or when a provisional member is discontinued for lack of progress in study, the person will not be considered for readmission until all of the educational requirements of full connection have been completed.

VII. The Ordained Deacon in Full Connection (Pars. 328-331)

- A. Disciplinary requirements and information are outlined in Paragraphs 304, 328-331; alternate academic fulfillment requirements can be found in Par. 324.5
- B. Additional requirements in the S.C. Conference:
 - 1. The two year provisional period required for full deacon may be served in a conference other than South Carolina, provided that supervision is performed and documentation of such is supplied to the South Carolina Conference Board of Ordained Ministry.
 - 2. The two year "Formation in Ministry", including Residency, is a program of the S.C. Conference. It is a requirement for admission to Full Membership for all applicants. The Formation in Ministry program begins in the first year of full-time appointment within the geographical bounds of the S.C. Conference after academic requirements for the Masters in a Specialized Ministry Degree have been completed, including twenty-four hours in Basic Theological Studies. Exceptions to this requirement may be approved by the Board.
 - 3. The following shall be required for all persons seeking admission into Full Membership as Deacon:
 - a. A statement from the District Committee on Ordained Ministry indicating the candidate's strengths and areas where a need for continued growth is indicated. (Note: This will necessitate an interview with the candidate for Full Membership just as with candidates for Provisional Membership and other relationships.)
 - b. A checklist from the candidate's district superintendent, which would relate the results of supervisory observation with regard to both behavior and function.
 - c. All persons seeking full membership and deacon's orders shall have successfully completed at least three quarter hours or two semester hours in EACH of the following:
 - Black History or Black studies;
 - Public Speaking or Communication;
 - Women's Studies;
 - One unit/quarter of Clinical Pastoral EducationThe requirements for Public Speaking or Communication, Women's studies, Black History, or Black Studies may not be taken by correspondence or directed study, but may be taken at undergraduate level at approved universities and colleges.
- C. Board policies and procedures:
 - 1. Transitional Leave (Par. 354.2c) or Incapacity leave (Par. 357) shall not be counted as fulfilling the two years full-time service required for admission to Full Membership.
 - 2. Maternity/Paternity leave taken under Par. 356 shall not prevent a period of provisional membership from being considered as full-time service in fulfillment of the requirements for admission to Full Membership.
 - 3. The norm for the required full-time service under the supervision of a district superintendent is defined as "servant ministry". An extension ministry may be considered fulfilling the full-time service requirement only if the provisional member performs ministerial duties sufficient to allow the district superintendent and the Board to evaluate the candidate's competence in ministry. Board approval of a written request for Less than full-time service for Provisional Members shall be counted in one-quarter increments and processed under with the same specified conditions prescribed for the Full Deacons.

VIII. The Ordained Elder in Full Connection (Pars. 332-336)

- A. Disciplinary requirements and information are outlined in Paragraphs 332-336
- B. Additional requirements in the S.C. Conference:
 - 1. The two year provisional period required for full elder may be served in a conference other than South Carolina, provided that supervision is performed and documentation of such is supplied to the South Carolina Conference Board of Ordained Ministry.
 - 2. The two year "Formation in Ministry", including Residency, is a program of the S.C. Conference. It is a requirement for admission to Full Membership for all applicants. Enrollment in The Formation

- in Ministry program shall begin in the first year of full-time appointment after Commissioning.
3. Provisional Members who are candidates for full connection and ordination are required to have served full-time under episcopal appointment for at least two full annual conference years. Those appointed to Less Than Full-Time Service shall be credited with years of service under episcopal appointment in amounts equal to the years designated in the "Less Than Full-Time Service" question in the Business Questions. At least one of the two years shall be served within the geographical bounds of the S.C. Conference (SCBOM Policy). Exceptions to this requirement may be approved by the Board.
 4. The following shall be required for all persons seeking admission into Full Membership as Elder:
 - a. A statement from the District Committee on Ordained Ministry indicating the candidate's strengths and areas where a need for continued growth is indicated. (Note: This will necessitate an interview with the candidate for Full Membership just as with candidates for Provisional Membership and other relationships.)
 - b. A checklist from the candidate's district superintendent, which would relate the results of supervisory observation with regard to both behavior and function.
 - c. A statement summarizing the candidate's participation in the "Formation in Ministry" Program by the Director of the program. This is to be a mutual statement by the director and the candidate and is to be signed by both.
 - d. All persons seeking full membership and elder's orders shall have successfully completed at least three quarter hours or two semester hours in EACH of the following:
 - Black History or Black studies;
 - Homiletics or preaching;
 - Women's Studies; and
 - One unit/quarter of Clinical Pastoral Education
 The requirements for Women's studies, Black History, or Black Studies may not be taken by correspondence or directed study, but may be taken at the undergraduate level at approved universities and colleges.
- C. Board policies and procedures:
1. Leave of absence or incapacity leave shall not be counted as fulfilling the two years full-time service required for admission to Full Membership.
 2. Maternity/Paternity leave taken under Par. 356 shall not prevent a period of provisional membership from being considered as full-time service in fulfillment of the requirements for admission to Full Membership.
 3. The norm for the required full-time service under the supervision of a district superintendent is the pastoral ministry of the local church. An extension ministry may be considered fulfilling the full-time service requirement only if the provisional member performs pastoral duties outlined in Par. 340 sufficient to allow the district superintendent and the Board to evaluate the candidate's competence in pastoral ministry.
 4. Any question regarding satisfactory completion of the Methodist Studies requirement (Par. 324.4a) shall be resolved by referring the seminary transcript to the Division of Ordained Ministry for evaluation.

IX. Appointments to Various Ministries (Pars. 337-342)

- A. General Provisions Par. 337
- B. The Itinerant System Par. 338
- C. Definition of A Pastor Par. 339
- D. Responsibilities and Duties of Elders and Licensed Pastors Par. 340
- E. Unauthorized Conduct Par. 341
- F. Support for Elders in Full Connection Appointed to Pastoral Charges Par. 342

X. Appointments to Extension Ministries (Pars. 343-345)

- A. Appointments Extending the Ministry Par. 343
- B. Provisions for Appointment to Extension Ministries Par. 344
- C. Provisions for Appointment to Ecumenical Shared Ministries Par. 345

XI. Clergy from Other Annual Conferences, Other Methodist, & Christian Denominations (Par. 346-348)

- A. Provisions for Clergy from Outside the Annual Conference Par. 346
- B. Transfers Par. 347
- C. Recognition of Orders from Other Denominations Par. 348

XII. Mentoring and Mentors (Par.349)

- A. Mentors Par.349

XIII. Evaluation for Continuing Formation for Full Members and Local Pastors (Par. 350-352)

- A. Evaluation of Pastor's Effectiveness in Ministry Par. 350
- B. Continuing Education and Spiritual Growth Par. 351
- C. Sabbatical Leave Par. 352

XIV. Changes of Conference Relationships (Par. 353-360)

- A. Provisions for Change in Conference Relations Par. 353
- B. Voluntary Leave of Absence Par. 354
- C. Involuntary Leave of Absence Par. 355
- D. Maternity or Paternity Leave Par. 356
- E. Incapacity Leave Resulting from Health Matters and Disabling Conditions Par. 357
- F. Retirement Par. 358
- G. Honorable Location Par. 359
- H. Withdrawal Par. 360

XV. Complaints (Par. 361)

XVI. Administrative Complaints (Par. 362-363)

XVII. Readmission to Conference Relationship (Pars. 364-368)

- A. Readmission to Provisional Membership Par. 364
- B. Readmission After Honorable or Administrative Location Par. 365
- C. Readmission After Leaving the Ministerial Office Par. 366
- D. Readmission After Termination by Action of the Annual Conference Par. 367
- E. Readmission After Involuntary Retirement Par. 368

XVIII. General Provisions (Pars. 369)

XIX. Requirements which apply to more than one application process

- A. Particular attention is called to:
 - 1. The term "one year" means one full conference year from one session of the Annual Conference to the next. Similarly, "two years" is counted from one session of Annual Conference to the second subsequent session. The term "year" in Par. 311.1a, in reference to application for candidacy where it is local church membership any 365-day period equals one year (two years equals 730 days).
 - 2. References to the University Senate, a body within the United Methodist Church defined in Paragraphs 1414-1418 appear in Paragraphs 312.2, 315.2b, 335 and elsewhere. It cannot be assumed that a college or seminary which is an associate or full member of the Association of Theological Schools, is necessarily also listed by the University Senate. The list of approved schools published annually by the University Senate (Par. 1417.4) is definitive in determining the fulfillment of the educational requirements for all conference relationships.
 - 3. The recommendation of the District Committee on Ordained Ministry is required for all readmissions and reinstatements in which the applicant was last appointed, or a Certified Candidate or in the candidacy process where discontinued. (See Pars. 313.2, 320.4, 364-368).
- B. Additional requirements in the S.C. Conference:
 - 1. A personal interview with the Board is required for the following: recommendations for Associate, Provisional and Full membership; ordination as a Deacon or Elder; transfer from another denomination under Par. 347.3; readmission under Pars. 364-368; and reinstatement of Local Pastor Par. 320.4.

2. A personal interview with the Board may be required for continuation as Local Pastor (FL, PL, SP), continuation as a Provisional Member, or for any other matter in which a recommendation from the Board is required. In addition, the Board may require an interview with a First Time Full-time Local Pastor.
 3. The Board reviews psychological testing (as required by the Discipline) of all applicants for Candidacy for Ministry, Full-time Local Pastor (for first-time full-time), Associate Membership, Provisional Membership, Full Membership, ordination as Deacon or Elder, transfer under Par. 347.3, and readmission under Pars. 364-368.
 4. Psychological testing at the applicant's expense may be required for reinstatement of local pastor status under Par. 320.4 or for any other matter in which a recommendation of the Board is required.
 5. Guidelines for psychological testing and interviewing, including Testing Application and Consent Letter, are prepared as a separate document by the Board's Committee on Psychological Testing and are available upon request.
 6. Submitting a physical examination reported on the form provided by the Division of Ordained Ministry is required of all applicants for candidacy, Full-time Local Pastor, Associate Membership, Provisional Membership, Full Membership and readmission.
 7. A physical examination is required for Readmission and Reinstatement under Pars. 320.4, 364-368, or for any other applications in which recommendation of the Board is required.
 8. A statement of debts and other financial obligations is required of applicants for Certified Candidate, Full-time Local Pastor, Associate Membership, Provisional Membership; Full Membership, readmission under Pars. 364-368, and transfer under Par. 347.3. The Board asks all applicants to give written consent to a credit investigation as a part of this statement. These procedures grow out of the traditional question asked of applicants in Pars. 330.5d (18) and 336 (18).
 9. Anytime action upon an application is deferred because of concerns arising from the credit statement, a complete new CREDIT statement will be required prior to any reconsideration.
 10. Any applicant who does not complete the application process for a particular relationship prior to the opening of the Annual Conference session will be required to complete again the entire application process the next year application is made. No part of an application may be carried forward to a succeeding year except psychological testing and seminary information.
 11. The Board requires payment by the candidate for the disciplinary Criminal Background Statement.
 12. When any candidate seeks a status which requires the completion of the 24 hours of basic graduate theological studies, at least one-half of the 24 semester hours shall be completed in the same seminary on campus. One-fourth of the 24 seminary hours may be taken as independent study from an accredited seminary approved by the University Senate.
- C. Board policies and procedures:
1. The Board of Ordained Ministry considers applications for ordination and conference relationship according to the requirements of the *Book of Discipline*, the Annual Conference, and the Board in effect at the time the applicant makes application for that relationship.
 2. Under the authority of Par. 635.1(e), the Board sets November 1st as the deadline for the completion of District Committee reports to the Board for Full Connection candidates. There shall also be deadlines set by the Board Registrar for completion of the requirements for applicants for Local Pastor; Associate Membership, Provisional Membership; Full Membership, ordination, readmission, transfer (from other denominations), and other relationships which require the recommendation of the Board.
 3. The Board of Ordained Ministry has four major committees: Call and Disciplined Life; Proclamation and Preaching; Bible Study; and Theology and Doctrine. These Committees will evaluate candidates for readiness for ministry. Particular attention will be paid to both the oral and written use of proper grammar and composition. Failure in more than one committee will constitute a recommendation to the Board for disapproval for one conference year and the candidate will be required to resubmit the entire work the next conference year subject to final action by the Board. Failure to gain approval in only one of the four committees may result in continuing contact with that particular committee with approval of the Board. The Board may allow the candidate to submit work and have an interview at the next full Board meeting, needing only to satisfy requirements in that one area. Upon denial of the application by the Board, the

candidate shall be required to complete the entire application process in a later conference year, within the applicable time limits. The Board of Ordained Ministry secretary will advise in writing any candidate who is not approved by the Board, and the candidate's assigned mentor, that the candidate shall seek the support of their assigned DCOM Mentor, and any other consultant recommended by the Board, with regard to any deficiencies noted by the Board or one of its committees.

4. Policies and Procedures for Academic Style and Intellectual Integrity

Standards for Academic Style:

All work submitted to the Board should be guided by standards of academic style commonly required by institutions of higher learning. Footnotes and bibliography should be done in accordance with the most recent edition of *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate Turabian.

Standards for Intellectual Integrity:

At a level more fundamental than academic style, all work submitted to the Board should exhibit a standard of intellectual integrity appropriate for the covenant of ordained ministry within the Body of Christ. The Board defines intellectual dishonesty as submitting work that is not one's own.

The Board will investigate intellectual dishonesty in the following way. When a candidate's two readers and the chair of the relevant committee find evidence of possible intellectual dishonesty, the candidate will be notified that s/he will be examined about this issue as a part of his/her regularly scheduled Board interview process. If evidence of intellectual dishonesty is found, the candidate may either withdraw from the ordination process for one year or write a letter of appeal to the chairperson of the Board requesting consideration at the next regularly scheduled Board meeting. If evidence of intellectual dishonesty is discovered when it is too late to give notice to the candidate prior to their interview, the Board will make every effort to comply with the spirit of these provisions.

Signed Statement:

Completion of the following statement indicates that you understand both the standards of academic style expected by the Board and the meaning and consequences of intellectual dishonesty. Submit a signed copy of this statement to the Board of Ordained Ministry:

"I certify that the work I am submitting is my own. I have given proper credit to all sources of information and have neither given nor received unauthorized assistance, as defined in section XIX.C.4 of the S. C. Conference Board of Ordained Ministry Policy Guidelines."

5. Each year the Board's Committee on Proclamation and Preaching prepares instructions for the requirement of a written proclamation/sermon for applicants for Associate Membership, Provisional Membership, Full Membership as Elders, and Full Membership as Deacons. These instructions are distributed by the Office of Clergy Services for the respective Division to all known applicants and become part of the requirements for that relationship. Those pursuing Associate membership or Elder Track Membership shall submit a sermon. Those pursuing Deacon Track membership shall submit either a contextual project or a sermon.
6. Committee on Theology and Doctrine prepares instructions for the oral and written doctrinal questions in the current Discipline for Associate Membership (324.9.a-i), all Provisional Membership (324.9.a-i), Deacons in Full Connection (330.5a) and Elders in Full Connection (335(7)a). The doctrinal questions with instructions are distributed by the Office of Clergy Services to the respective known applicants. The completed responses of the applicants are read and evaluated by the Committee on Theology and Doctrine.
7. Committee on Call and Disciplined life prepares instructions for the oral and written disciplinary questions concerning the applicant's call and disciplined life for candidates for Associate Membership (324.9.j-p), Provisional Membership (324.9.j-p), Deacons in Full Connection (330.4b) and Elders in Full Connection (335(7)b-c). The call and disciplined life questions with

- instructions are distributed by the Office of Clergy Services to the respective known applicants. The completed responses of the applicants are read and evaluated by the Committee on Call and Disciplined Life.
8. Committee on Bible Study prepares instructions for presenting a plan and outline for teaching an assigned book of the Bible for the applicants for Associate Member, Provisional Member, Elders in Full Connection; and prepares instructions for a Contextual Project for Deacons. These are distributed by the Office of Clergy Services.
 9. Instructions concerning a written response to the ordination qualifications outlined in Par. 304 will be distributed by the Office Clergy Services for the respective Division to all applicants for ordination as Deacon or Elder.
 10. Official forms provided by the Division of Ordained Ministry or the Board along with other materials or instructions necessary for the completion of requirements for conference relationship, status changes, etc. shall be prepared for distribution in conjunction with the Board Registrar of the respective Division and Clergy Services.
 11. Required personal interviews with the Board will take place at one of the Board's regular meetings (usually in November and February). The Board may, in very unusual or emergency circumstances, consider exceptions when advance written request has been made to the Board Registrar, and schedule interviews at its meeting prior to the opening of the Annual Conference session. Demands of time dictate that such exceptions be rare.
 12. With regard to applications, which include the requirements of a physical examination, the Coordinator of Clergy Services may seek clarification or further explanation from the examining physician concerning the findings and evaluation of the examination. The Coordinator of Clergy Services may ask written consent of the applicant to secure additional medical information or may ask the applicant to undergo further examination by a physician or physicians of the Committee's choosing at the Board's expense.
 13. Those recommended for election to Associate Membership, Provisional Membership, Full Membership, and Orders shall be present for the opening Clergy Session of the Annual Conference. Those recommended for Readmission and those received by Transfer should be present. Also Applicants for Readmission, Reinstatement, or Transfer shall be present at the Clergy Session.
 14. Those recommended for election to Associate Membership, Provisional Membership, and Full Membership in the Annual Conference are required to be present when their respective classes are received, usually on the first full day of the Annual Conference session. Only the presiding Bishop may grant exceptions to this requirement, since the reception of the classes is an Episcopal function. Appropriate dress is necessary.
 15. The Board approves for attendance at the Course of Study schools, or for the one-year allowable correspondence courses, only those persons currently appointed to pastoral charges. Only those studies which are required for a conference relationship (AM, PM, FM) toward which the student is progressing will be approved.
 16. Persons seeking to be certified as candidates for ministry, approved for service as Full-Time Local Pastors, or admitted to conference membership must have the physical capacity for service. Applicants with physical impairments shall be referred to the Medical Advisory Review Committee for evaluation and recommendation on their physical fitness to fulfill the disciplinary responsibilities and duties of word, sacrament, order, and service (Par. 340).
 17. In cases when an ad interim involuntary leave of absence is under consideration, the person involved shall be granted a hearing by the Board's Executive Committee, the Cabinet, and the Bishop, except where such presence, voice, or vote conflicts with the Discipline (Par. 355) or Judicial Decisions 917, 950. (Judicial Decision 950 states: "The bishop and district superintendents shall not participate as voting members in a hearing under the provisions of ¶ 352.1b (Par. 355) concerning involuntary leave of absence and may not remain in the hearing room either prior to the hearing or after the hearing has been concluded but prior to the issuance of a decision by the executive committee of the board of ordained ministry.")
 18. The Behavioral Health Guidelines provided by the General Board of Higher Education and Ministry shall be used by the Conference Board and District Committees in evaluating candidates for ministry.

XX. Additional requirements in the S.C. Conference applying to only one application process:

A. APPROVAL FOR SERVICE

1. The Approval for Service Committee shall be composed of three Cabinet representatives appointed by the Bishop and the BOM Administrative Registrar and three representatives appointed by the BOM Chairperson.
2. Interviewees are to be advised prior to the interview that no travel, lodging or other related expenses will be provided by the South Carolina Conference. If possible, interviews will be completed approximately six weeks prior to the first session of appointment making.
3. For Clergy from Other Annual Conferences or Other Methodist Denominations (Par. 346.1)
The Approval for Service Committee, at the request of the Bishop, may interview clergy from other annual conferences or other Methodist denominations and make recommendations to the Bishop concerning their possible appointment. As a part of that process, the committee may request or require such documentation as it believes necessary.
4. For Clergy from Other Denominations (Par. 346.2)
Candidates from other denominations shall be interviewed by the Conference Approval for Service Committee for recommendation to the Board of Ordained Ministry. Prior to approval for service, the Committee shall review their credentials/orders, Medical, Credit Statement, Psychological Testing, and Criminal Background Statements. The Committee shall interview for evidence of the candidate's assurance of their Christian faith and experience, and agreement with and willingness to support and maintain United Methodist Doctrine, discipline and polity. (Par. 346.2) After completion of an approval for service application prior to January 15, and at the discretion of the Committee, selections will be made for interviews. The Chair of the Approval for Service Committee, in consultation with the BOM Registrar, may waive this deadline requirement.
5. License for Pastoral Ministry School
Clergy from other denominations shall be required to complete the License for Pastoral Ministry School prior to appointment. Clergy from other Methodist denominations may be required to complete the License for Pastoral Ministry School prior to appointment. Clergy appointed ad interim shall attend the next available License for Pastoral Ministry School.

B. TRANSFERS

1. For Clergy from Other Annual Conferences (Par. 347.1)
 - a. Clergy from other annual conferences shall normally be required to serve under appointment in the annual conference pursuant to Par. 346.2 for two years prior to transferring, subject to the discretion of the Bishop.
 - b. Upon receipt of a letter from the candidate requesting transfer into the annual conference, the Bishop may request that the Executive Committee of the Board of Ordained Ministry interview the candidate and provide a recommendation regarding transfer.
2. For Clergy from Other Methodist Denominations (Par. 347.2)
 - a. Clergy from other Methodist Denominations shall serve under appointment in the annual conference pursuant to Par. 346.2 for two years prior to transferring.
 - b. Upon receipt of a letter from the candidate requesting transfer into the annual conference, the Executive Committee of the Board of Ordained Ministry shall determine that the candidate meets the requirements for conference membership established by the Discipline and the annual conference, including educational requirements. The Executive Committee shall require a psychological report, criminal background check (including related notarized statements), medical examination report, and credit check.
 - c. The Executive Committee shall forward to the Bishop its recommendation, together with an evaluation of the applicant from the supervising District Superintendent (if any), to the Bishop for consideration.

3. For Clergy from Other Denominations (Par. 347.3)

a. Recognition of Orders: Upon satisfactory completion of two years of service under appointment in the annual conference pursuant to Policy Guideline XX.A., the Board of Ordained Ministry, in accordance with Par. 347.3a, "...may recognize the orders of elders or ordained clergy from other denominations and receive them as provisional members or local pastors." Such persons shall satisfy the requirements for Provisional Membership. Persons so received may qualify for Elder in Full Connection or Deacon in Full Connection under the same disciplinary requirements applicable to all other Elder or Deacon applicants under the current Discipline. The two-year "Formation in Ministry" program, for Provisional Members may be satisfied by at least ten years prior service as an active clergy in good standing. In cases where the Formation in Ministry program is not required, a clergy mentor shall be assigned.

b. Requirements for Full Membership: After at least two years as a Provisional Member in satisfactory service, transfer candidates from other denominations (Par. 347.3) may apply for full conference membership and "...complete all the requirements of ¶ 335, including courses in United Methodist history, doctrine, and polity, before being admitted into full conference membership (Par. 347.3b)." All transfer applicants from other denominations seeking full membership and elder's orders shall have successfully completed at least three quarter hours or two semester hours at a University Senate list seminary in EACH of the following:

- Black History or Black studies;
- Homiletics, preaching, Public Speaking or Communication
- Women's Studies; and
- One unit/quarter of Clinical Pastoral Education

The requirements for Public Speaking or Communication, Women's studies, Black History, or Black Studies may not be taken by correspondence or directed study, but may be taken at the undergraduate level at approved universities and colleges

c. Admission to Full Membership for those Transferring from Other Denominations (Par. 347.3): The Board requires the same procedure as required for Full Elder: a physical, review of psychological testing, the credit statement, criminal background statement, responses to disciplinary questions (Par. 335.7), response to ordination qualifications (Par. 304 and Par. 335), including submission of a Sermon/Written Proclamation on a text specified by BOM, submission of a plan and outline for teaching a book or books of the Bible, a Board interview, all educational requirements for Full Membership, and any additional *Book of Discipline* or Board requirement for Provisional Membership or Deacon or Elder's orders. For transfer from another denomination (Par. 347.3), in addition to the responses to disciplinary questions required for Full Membership, satisfactory written responses to additional questions in United Methodist history, doctrine, and polity may be required by the Board. Letter of request for transfer shall be submitted by June 1 prior the next annual conference at which the Transferee is received as a full member in order that the candidate may participate in the Board Orientation for change of status applicants.

C. Other Requirements

1. Readmission to Provisional Membership (Par. 364) requires the same application process as "admission to Probationary Membership" as outlined by the *Book of Discipline* and Board policy in addition to the recommendations of Par. 364 even if the readmission is for the purpose of transfer to another annual conference.
2. Return to the effective relationship after involuntary retirement (Par. 368) requires psychological testing, medical evaluation, criminal background check, and the credit statement.
3. Applications for Sabbatical Leave (Par. 352) require a Board interview unless waived by the Board after examination of the submitted written plan for study or travel. Sabbatical leave will be granted only for study or travel for the purpose of returning to ministry after the leave ends. Persons applying for Sabbatical Leave shall apply to the Board of the Ordained Ministry prior to February 1st preceding the Annual Conference session.
4. An interview with the Board may be required for any person who requests recommendation of the Board to extend a Leave of Absence beyond the five year limit (Par. 354).

XXI. Financial aid through the Ministerial Education Fund (MEF)

- A. Course of Study Schools Participants: Through the MEF, the Board provides partial scholarships for attendance at the Course of Study schools. The scholarship is paid directly to Duke or Candler. Local

Pastors enrolled in the Advanced Course of Study who are working towards Full Membership as an Elder in the South Carolina Annual Conference may apply for ME Funds for a maximum of three full seminary courses per year. The scholarship funds for Course of Study and Advanced Course of Study classes are to be paid directly to the seminary.

- B. Certified Candidates for Ordained Ministry: Through the MEF the Board provides loan-grants to qualifying certified candidates for ordained ministry (Pars. 304, 310-314).
- C. Application forms may be requested from the Chairperson of the MEF or the candidate's district superintendent.
- D. MEF Policies and Procedures:
 - 1. Certification as a candidate for ordained ministry is prerequisite to apply for MEF.
 - 2. Completed application must be reviewed and signed by the District Superintendent; then mailed to the accredited higher educational institution to confirm enrollment as full-time student for minimum of 12 semester hours or equivalent; and returned to Chairperson of MEF prior to deadline.
 - 3. Each conference year application deadline is June 30 prior to fall term. Only one application is necessary for fall and winter terms. November 1st is the deadline for winter term applications only.
 - 4. Completed applications signed by the candidate, District Superintendent, and institutional representative must reach the Chairperson of MEF by the deadline. Loan-grants are based on availability of MEF and on needs formula related to marital status, number and ages of children, auto travel for ministry, and reported expenditures.
 - 5. Maintaining a "C" average grade is required to be eligible for additional loans in succeeding years.
 - 6. Pre-seminary undergraduate students who are certified candidates and appointed by the Bishop to a church within the South Carolina Conference, may apply for a loan-grant.
 - 7. Chair of MEF Committee will mail to the applicant borrower a legal note for the amount of the loan-grant to be signed by the borrower and returned to the Chairperson of MEF before checks can be forwarded to the institution. Obligation incurred by accepting this loan-grant from MEF may be discharged by:
 - a. Borrower serving 4 years after reception into full connection in S.C. Annual Conference, or Board of Ordained Ministry determines the years served in S.C. Conference merits discharge; or
 - b. Borrower's permanent incapacity or death occurs prior thereto.
 - 8. Prior to transferring into another Annual Conference, an MEF borrower with less than 4 years of active service may be required to satisfy the note(s) outstanding. However, in participating conferences in SEJ Association of Boards of Ordained Ministry, by mutual agreement the service time may be satisfied in any of these conferences with no exchange of MEF funds being required.
 - 9. In the event of discontinuance as a candidate, provisional member or full member prior to discharge of the obligation, the borrower shall repay the loan, plus interest at a rate and amount set by the MEF Committee. This includes transfers in SEJ.
 - 10. MEF shall not be available for graduate work beyond the Master of Divinity.
 - 11. MEF Committee may recommend to the Board amounts to be used for enlistment, basic professional education aid, continuing education, and professional growth of ordained ministers.
 - 12. Information on United Methodist Student Loans and Scholarships may be secured from the Office of Loans and Scholarships, GBHEM, P. O. Box 340007, Nashville, Tennessee 37203.
Web: www.gbhem.org/home.html

XXII. Additional Board Policies and Procedures:

- A. Records and Files
 - 1. In response to Par. 635.3.(e), the Division of Ordained Ministry has developed guidelines concerning files owned by the Board. Each Conference Board of the Ordained Ministry should develop a statement of record-keeping policy based on the Division's guidelines.
 - 2. Files maintained by the District Committees on Ordained Ministry are deemed by the Division of Ordained Ministry to be owned by the Board. It is the responsibility of the Board to ensure that all district committee files are kept according to the Division guidelines and the Board's statement of record-keeping policies.

- B. Mentors
1. Mentors shall be appointed by the District Committee on Ordained Ministry upon nomination of the District Superintendent. They shall be appointed for the quadrennium. They may be appointed ad interim, as needed for the remainder of the current quadrennium.
 2. As with other actions related to Candidacy for Ordained Ministry, the District Committee shall promptly notify the Candidacy Registrar when it completes the quadrennial appointment of Mentors, and when it assigns a Mentor to a candidate ad interim.
 3. Under Par. 349, Mentors are recommended by the Cabinet, selected, trained and held accountable by the Board. The District Committee on Ordained ministry, after consultation with the District Superintendent, assigns the Candidacy Mentor to the Candidate or Certified Candidate until they begin an appointive ministry as local pastor. The Conference Board of Ordained Ministry assigns Clergy Mentors, in consultation with the District Superintendent, to Provisional Members, Associate Members seeking Provisional Membership, and Local Pastors seeking completion of the Basic Course of Study. They work under direction of the District Superintendent and the District Committee on Ordained Ministry.
 4. A current listing of qualified trained Mentors may be obtained from the Candidacy Mentor Registrar. Only qualified trained Mentors may be used with the Candidacy program.
 5. The SCBOM requests that District Committees on Ordained Ministry, annually, work with the District Superintendent and make recommendations to the SCBOM for Mentor assignments for all classifications required by the Discipline to be assigned a Mentor. These recommendations shall be in the Candidacy Registrar's hands prior to the November meeting of the BOM in order for the Board to issue approval. The District Committee may make ad interim assignments with the BOM giving approval at its next meeting.
 6. It is the responsibility of the Candidate, Certified Candidate, Provisional Member, or Local Pastor to make contact with the Mentor to make certain that the required annual written report is made to the District Committee.
 7. It is the responsibility of the District Committee to review annually the report of the Mentor on each of the categories of ministry and to consider this in renewal of the License to Pastoral Ministry and the continuance of Certified candidates or Provisional Members.
- C. Definitions
1. Year of Service in some form of Congregational Leadership (Par. 311.1a)
"Congregational leadership" is any service in the local United Methodist church, which includes direct involvement in ministry that is sponsored and evaluated by the local Church Council.
 2. Status
"Status is a legal relationship or legal condition of a group of persons based on race, gender, or national origin."
- D. Professional Certification in Christian Education, Evangelism, Music, and Youth Ministry is available for Lay Persons; Diaconal Ministers; Associate Members; Commissioned Ministers; Deacons; and Elders. Guidelines are available from the Division of Deacon's Registrar.
- E. For any change of conference relation, readmission, or reinstatement, the Board of Ordained Ministry may require acceptable credit checks, physical examination, criminal background check, and psychological testing prior to recommending the change.
- F. If a Board Member has a relationship (mentor, relative, etc) appearing before the Board or a board committee, that Board Member shall be entitled to be present only in the committee meeting in which the Board Member is assigned. However, any Board member may elect to be recused from that meeting.
- G. Each Minister must be involved in a program of continuing education (Par. 351) throughout her/his years of Ministry. Twelve CEU's must be earned in each quadrennium with not less than one CEU being earned in any one year. Programs that don't fit the CEU pattern may be submitted to the District Committee on Ordained Ministry for approval. Continuing Education Covenant Groups for clergy will be sponsored annually by the Board of Ordained Ministry. Establishment of leaders and groups shall be administered through the Director of Continuing Education Covenant Groups of the Board. Three CEU's will be granted upon successful completion of a Covenant Group.
- H. An individual applying for membership in the South Carolina Annual Conference must submit a Statement of Disciplinary Compliance and Substance Abuse provided by the Office of Clergy Services on behalf of the Call and Disciplined Life Committee of the Board of Ordained Ministry.

XXIII. APPENDIX - CHECKLISTS

THE S.C. CONFERENCE BOARD OF THE ORDAINED MINISTRY

The Check Lists are designed as GUIDE for the making progress in the disciplinary process for Licensed and/or Ordained Ministry. Candidates may download a copy of the Check List from the SC Conference Web site (www.umcsc.org) by selecting *RESOURCES/CLERGY SERVICE/CANDIDATE FORMS*.

CERTIFICATION AS CANDIDATE FOR LICENSED AND ORDAINED MINISTRY
GUIDE FOR LICENSE FOR PASTORAL MINISTRY
PROVISIONAL MEMBERSHIP/COMMISSIONING TOWARD DEACON OR ELDER
THE ORDAINED ELDER IN FULL CONNECTION
THE ORDAINED DEACON IN FULL CONNECTION
ASSOCIATE CONFERENCE MEMBERSHIP
TRANSITION FD TO FE
TRANSITION FETO FD
READMISSION TO PROBATIONARY MEMBERSHIP

CANDIDACY PROCESS

SOUTH CAROLINA CONFERENCE

INQUIRING CANDIDATE (§311 & 311.1a)

1. Inquiring candidate must be a professing member in good standing of the United Methodist Church for as least one year. (See §311.1 for alternate membership requirements.)
2. Begin talks with pastor of local church or ministry setting. Use resources such as *The Christian as Minister*.

EXPLORING CANDIDATE (§311.1b,c)

1. Write District Superintendent requesting admission to candidacy process, and include statement of call. Be assigned a Candidacy Mentor.
2. Through District Office, register on-line with GBHEM in candidacy process. Pay fee of \$75.00. Receive *Candidacy Guidebook* and begin work with mentor. Complete first two sections.
3. Sign Psychological Consent Letter at District Office. Complete psychological testing.

DECLARED CANDIDATE (§311.1d,e)

1. Write statement of call and answer Wesley's historic questions in §310.
2. Confer with pastor and request meeting with PPRC (or equivalent).
3. After providing proof of graduation from high school or equivalent, and reviewing responses to 1. above, receive approval of PPRC.
4. Meet with Charge Conference (or equivalent) and, after examination and review of responses to 1. above, receive two-thirds approval of Charge Conference on written ballot.

CERTIFIED CANDIDATE (§311.2)

1. Complete the following:
 - a. Written response to queries in §311.2a.
 - b. Criminal background check.
 - c. Credit review.
 - d. Medical examination.
 - e. Statement of any convictions – or written accusations – of sexual misconduct or child abuse. (§311.2b)
 - f. The TABE (Test of Adult Basic Education).
 - g. Finish the *Candidacy Guidebook*.
2. Meet with the District Committee on Ordained Ministry.
 - a. Candidacy Mentor provides statement to DCOM.
 - a. Agree to the personal dedication outlined in §311.2d
 - b. Be examined by DCOM, including review of all materials and standards of §311.2c.
 - c. Be approved as a Certified Candidate upon three-quarters approval by written ballot.

CONTINUATION OF CANDIDACY (§312)

1. Request continuation by Charge Conference or equivalent body annually
2. Receive favorable recommendation from Charge Conference (§312.1)
3. Provide evidence of satisfactory progress in required studies (§312.2)
4. Annual report of Mentor to DCOM
5. Annual interview with DCOM for vote on continuation (§312)

**GUIDE FOR LICENSE FOR PASTORAL MINISTRY (PAR. 315-320)
Eligibility Requirements. (All Categories)**

Par. 315 states: "All persons not ordained as elders who are appointed to preach and conduct divine worship and perform duties of a pastor shall have a license for pastoral ministry. The Board of Ordained Ministry (635.2g) may recommend to the executive session of the annual conference the licensing of those persons who are:

1. **Provisional Members** commissioned by the annual conference.
2. **Local Pastors** who have completed the following:
 - a) The conditions for candidacy certification in ¶¶ 311.1-2 and;
 - b) The studies for the license as a local pastor as prescribed and supervised by the Division of Ordained Ministry or **one-third** of their work for a Master of Divinity degree at a school of theology listed by the University Senate;
 - c) Been examined and recommended by the district committee on ordained ministry (**¶ 665.8**); or
3. **Associate members.**
4. **Deacons in full connection**, seeking to qualify for ordination as an elder; or
5. **Licensed or ordained clergy from other denominations** who have training equivalent to the studies for license as a local pastor prescribed by the Division of Ordained Ministry, but do not meet the educational requirements for probationary membership in the annual conference.
6. **In every case, those who are licensed shall have:**
 - a) Released the required psychological reports, criminal background and credit checks, and reports of sexual misconduct and/or child abuse. They shall submit, on a form provided by the conference board of ordained ministry:
 - (1) a notarized statement detailing any convictions for felony or misdemeanor or written accusations of sexual misconduct or child abuse; or
 - (2) a notarized statement certifying that the candidate has not been convicted of a felony or misdemeanor, or accused in writing of sexual misconduct or child abuse.
 - b) Been approved by the board of ordained ministry (**¶ 635.2g**);
 - c) Provided the board with a satisfactory certificate of good health on a prescribed form from a physician approved by that board.

Having satisfied the provisions for the License as a Local Pastor (Par. 311)

- _____ 1. Certification as a Candidate for Ordained Ministry by District Committee on Ordained Ministry by **March 1** or the year attending Local Pastor License School. (SCBOM)
- _____ 2. Examined by the District Committee on Ordained Ministry.
- _____ 3. Completed the Local Pastor's License School; or completed one-third of the number of hours required for MDIV. graduation in an accredited seminary and the two-day session of the Local Pastor's License School.

Additional Eligibility Requirements (By Categories)

1. Full-time Local Pastor (318.1,3)

- _____ 1. Able to devote full time to charge to which appointed.
- _____ 2. Receive cash support per annum not less than the minimum amount set by the Annual Conference for full-time local pastors.
- _____ 3. Enrolled in no more than six semester hours without prior approval of the district committee on Ordained Ministry (SCBOM Section II,B.8) for Five-Year Course of Study enrollment, **FOUR** courses per year are required.

2. Part-time Local Pastor (318.2,3)

- _____ 1. Devotes less than full time to charge to which appointed. Enrolled in at least **TWO** Courses of COS.
- _____ 2. Receive less in cash support per annum than the minimum amount set by the Annual conference for full-time local pastors.

Board of Ordained Ministry Application Process (All Categories) (Par. 315)

- _____ 1. Recommended by the District Committee on Ordained Ministry through the Associate Registrar, Division of Elders for Local Pastors (01 SCBOM).
- _____ 2. Approved for service by the Clergy Session of the Annual Conference upon the recommendation of the Conference Board of Ordained Ministry. (635.2g)

Additional BOM Application Steps for First-Time Full-Time Local Pastors

- _____ 1. Report of a satisfactory Physical Examination on BOM (**FORM 103**)
- _____ 2. Submission of a satisfactory **credit** worthiness report (**06 SCBOM**)
- _____ 3. Favorable report from Psychological Testing
- _____ 4. **Interviewed** by the DCOM
- _____ 5. Satisfactory S.L.E.D. Criminal background check (**07 SCBOM**)

Continuation as a Local Pastor (Par. 319)

Eligibility Requirements. (All Categories)

- _____ 1. Submitted a **written** statement of **educational plans** for the ensuing year to the District Committee on Ordained Ministry (college, seminary or Course of Study).
- _____ 2. Met with and been recommended for continuation by the District Committee on Ordained Ministry to the Conference Board of Ordained Ministry through the Associate Registrar for Local pastors, Division of Elders (01 SCBOM). **License** to be **signed annually** at meeting with District Committee.
- _____ 3. Continuation approved by the Clergy Session of the Annual Conference upon the recommendation of the Conference Board of Ordained Ministry
- _____ 4. Satisfactory written report of Mentor if a Mentor is assigned.

Additional Eligibility Requirements (By Categories) (SCBOM)

1. Full-time Local Pastor (318.1)

- _____ 1. Completed annually a minimum of **FOUR courses** in the Ministerial Course of Study (Par. 343.1 c) until completion of the five-year program. (Must be completed within eight years. Par. 319.3)
- _____ 2. Making progress towards completion of a minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university or option as noted in Par. 318.3.
- _____ 3. Submitted appropriate responses to the District Committee on Ordained Ministry regarding non-ministerial activities

2. Part-time Local Pastor (318.2)

- _____ 1. Completed annually a minimum of **two courses** in the Ministerial Course of Study (Par. 318.2) until completion of the five-year program. (must be completed within twelve years. Par. 319.2)
- _____ 2. Making progress towards completion of minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university.

+++++

SUBJECT: LOCAL PASTOR: Under Par. 319.4, those appointed a local pastors may, upon completion of the Five Year Course of Study, continue as a local pastor without completion of 60 hours of college. After completion of COS, Local Pastors are required to acquire 3 Continuing Education Units per year and report this to Charge Conference.

SUBJECT: COURSE OF STUDY

- 1. Enrollment in the WEEKEND format for Part-time Local Pastors ONLY (Three Friday/Saturday per month for September/November/January/March) for COS at Duke cannot be crossed with the Two Months Format in July/August. You must continue for the 5-year course in the Weekend or Summer track. Part-time Local Pastors are required to complete a minimum of TWO courses In COS curriculum per year (Par. 318.2)
- 2. SC Conference current MEF support is \$800 for the COS Year for APPOINTED Local Pastors.
- 3. Applications for COS shall be signed by BOM Local Pastor Registrar (Rev. Athon M. (Mel) Arant, 415 Sams Point Rd., Beaufort, SC 29907. Phone: 843-522-1153) to be eligible for MEF.
- 4. Candidates are to request that a copy of the completed transcript for the COS be sent to: Office of Clergy Services, 4908 Colonial Drive, Columbia, SC 29203

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PROVISIONAL MEMBERSHIP AND COMMISSIONING TOWARD DEACON OR ELDER

Qualifications for Election to Provisional Membership (Par. 324)

- _____ 1. Certified Candidate for at least one year, no more than twelve. (From one Annual Conference to the next).
- _____ 2. Demonstrated gifts for ministries of service and leadership satisfying the DCOM (Par. 324.2)
- _____ 3. Undergraduate Requirement(Par. 324.3): Bachelor's degree or equivalent from college or university listed by the University Senate or acceptable accrediting body ;or for missional purposes exception with minimum 60 hours and requirements of Par. 324.3a-c
- _____ 4. Graduate Requirements for Elders (Par. 324.4): Master's degree from a graduate theological school; **basic theological studies, and South Carolina requirements.**
- _____ 5. **Elder track candidates must have** completed a minimum of 24 semester hours of graduate theological studies in the courses specified in Par. 324.4a. At least one-half of the 24 semester hours shall be completed in the same seminary on campus. One-fourth of the 24 semester hours may be taken as independent study from an accredited seminary approved by the University Senate.
- _____ 6. **Graduate requirements for Deacons (Par. 324.4a,c)** An MDiv. or a master's degree in area of specialized ministry in which person will serve. GPR at least that required for graduation
- _____ 7. In some instances a candidate wishing to serve as a Full Deacon may fulfill the academic requirements by (Par. 324.5):
 - a. shall have reached thirty-five years of age at the time to become a certified candidate;
 - b. completed a bachelor's degree, received professional certification or license in the area of ministry in which the candidate will serve, have completed a minimum of eight semester hours of graduate credit or equivalent quarter hours in the area of specialization, and have been recommended by the conference BOM;
 - c. have completed ~~ONE-HALF~~ of a minimum of twenty-four semester hours of the basic graduate theological studies of the Christian faith including the areas noted in Par. 324.5 c At least one-half of the 24 semester hours shall be completed in the same seminary on campus. One-fourth of the 24 semester hours may be taken as independent study from an accredited Seminary approved by the University Senate.
- _____ 8. **Local Pastors** may fulfill the requirements for provisional membership and commissioning (Par. 324.6) when they have:
 - a. Reached forty years of age;
 - b. Satisfied all requirements of 324.1-3 and 324.7-14
 - c. Completed the five-year Course of Study for ordained ministry; and
 - d. Completed the Advanced Course of Study in fulfilling their graduate theological studies, of which **shall include** a minimum of twenty-four semester hours of the basic graduate theological studies of the Christian faith including the areas in Par. 324.4a
- _____ 9. Written recommendation on the basis of ¾ majority vote by the DCOM (Par. 324.10)
- _____ 10. Satisfactory certificate of good health (Par. 324.8)
- _____ 11. Notarized Criminal Background Statement (Par. 324.12) and Credit Worthiness

SCBOM Application Process for Provisional Member

A- The following must be submitted to Clergy Services:

A. Supplemental Materials

- _____ 1. Application for Clergy Relationship with the Annual Conference (Form 105)
- _____ 2. College Transcript and MDiv or Master's Transcript
- _____ 3. Report of Mentor annually (08b SCBOM)
- _____ 4. Recommendation Letter from the District Superintendent and of DCOM action (~~03 SCBOM~~)
- _____ 5. Medical Report (Form 103) ; and Consent Letter in DS Office and psychological assessment
- _____ 6. Recommendation from Seminary (Form 109)
- _____ 7. Satisfactory Credit Worthiness Report (06SCBOM) and Criminal Background Statement (07SCBOM)

B. Written Work

- _____ 1. Disciplinary questions (Par. 324.9, a-p); and autobiographical statement (Par. 324.13) plus F102 update
- _____ 2. Plan and outline for teaching a book or books of the Bible
- _____ 3. Prepare and preach one written sermon, or contextual project if Deacon candidate, on biblical text assigned by BOM

C. Interview with BOM (time and location to be determined)

- _____ 1. Report at assigned date/time and location
- _____ 2. Interview with BOM Committees and Interview with entire BOM. Notification by mail of BOM decision.

D. At Annual Conference

- _____ 1. Attend Ministerial Session to be elected for commissioning
- _____ 2. Attend the Conference Session for introduction
- _____ 3. Attend commissioning service

Continuation As Provisional Member

- _____ 1. Regular progress in Ministerial Studies. Submit Transcript annually. (Par. 324.7)
- _____ 2. Work with Clergy Mentor assigned by BOM. Report of Clergy Mentor (08bSCBOM) due annually to District Office Par. 349.1b.
- _____ 3. Meet annually with DCOM for support; and Mentor submits annual report to District Office (08bSCBOM)
- _____ 4. Become Full Member within 8 years (Par. 327) after being Provisional Member for minimum of two years (Par. 330.1, 335)

THE ORDAINED ELDER IN FULL CONNECTION

Requirements for Admission (Par. 335)

1. Provisional Member of an Annual Conference for at least two years by the time of the Annual Conference Session (Par. 335).
2. Been previously elected as a provisional member (Par. 335(2))
3. Served full-time as a provisional member under Episcopal appointment and supervision for at least two full conference years following M.Div. graduation or completion of the Advanced Course of Study requirements. (335(1)); at least one of the two years being served within the geographical bounds of the S.C. Conference (SCBOM Policy) unless a waiver is granted by the Board.
4. Completed the Formation in Ministry Program
5. Completed the following educational requirements:
 - a. Graduation with a Bachelor of Arts or equivalent degree from a college or university listed by the University Senate or demonstrated competency equivalence through a process designed in consultation with the GBHEM (Par. 335(3)(a))
 - b. Graduation with the M.Div. or equivalent degree from a school of theology listed by the University Senate or its equivalent as determined by GBHEM (Par. 335(3)(b)) or satisfied educational requirements of Par. 324.6 for Local Pastors (335(3)(c))
 - c. Completed by the time of the Annual Conference Session a minimum of two semester or three quarter hours in each of the fields of United Methodist history, doctrine, and polity through listed courses in approved schools of theology or through the Division of Ordained Ministry (335(3)(d))
 - d. Completed by the time of Annual Conference Session at least one quarter/unit of Clinical Pastoral Education at a center accredited by the Association for Pastoral Education (SCBOM)
 - e. Completed three quarter hours or two semester hours each in Black History or Black Studies, homiletics or preaching, and women's studies. (SCBOM Policy)
6. Two-thirds affirmative vote of BOM and clergy members in full connection.

Board of Ordained Ministry Application Process for Elder Full Member

- _____ 1. Made written application to Clergy Services of Board of Ordained Ministry (F105)
- _____ 2. Report of a satisfactory Physical Examination on BOM form (F103)
- _____ 3. Submission of plans and outline for teaching a book or books of the Bible (Par.335(6))
- _____ 4. Sermon on a text specified by the Board (Par. 335(5))
- _____ 5. Submission of a written response to Disciplinary Questions Par. 335(7)
- _____ 6. Submission of a satisfactory credit worthiness report (06SCBOM)
- _____ 7. Evaluative statement of "gifts and graces" submitted by DCOM (04SCBOM)
- _____ 8. Supervision Observation Report submitted by the District Superintendent. (05SCBOM)
- _____ 9. Been interviewed and recommended by the Conference Board of Ordained Ministry
- _____ 10. Election by the Ministerial Session of the Annual Conference in Executive Session
- _____ 11. Attend introduction at Conference Session
- _____ 12. Attend Ordination Service

Revised 4/23/2009

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THE ORDAINED DEACON IN FULL CONNECTION

Eligibility Requirements. (Par. 330)

1. Provisional Member of an Annual Conference for at least two years by the time of the Annual Conference Session (Par. 330)
2. Full-time in ministry of service for two years (Par.330.1) as a provisional member under Episcopal appointment and supervision; at least one of the two years being served within the geographical bounds of the S. C. Conference (SCBOM) unless a waiver is granted by the Board.
3. Completed the Formation in Ministry Program
4. Supervision during the provisional period personally assumed or delegated by the district superintendent, and also provided by a Mentor assigned by the BOM
5. Lay persons directly involved in applicant's servant ministry shall be involved by the BOM in the annual evaluation. (Par. 330.1b)
6. Receive two-thirds affirmative vote of BOM and Clergy Members in full connection

Board of Ordained Ministry Application Process for Full Deacon Member

- _____ 1. Made written application to the Clergy Services/Registrar of BOM (F105)
- _____ 2. Satisfactory Physical examination (Form 103) and Criminal Background (07SCBOM)
- _____ 3. Submission of a written response to Disciplinary Questions (Par. 330.4); written Contextual Project; and written Bible Study.
- _____ 4. Submission of a satisfactory credit worthiness report. (06SCBOM)
- _____ 5. Evaluative statement of "gifts and graces" submitted by the DCOM (04SCBOM)
- _____ 6. Supervision Report submitted by the District Superintendent (05SCBOM)
- _____ 7. Supervision Report submitted by the Mentor (08bSCBOM)
- _____ 8. Interview and recommendation by BOM for ordination
- _____ 9. Election by the Clergy Session of the Annual Conference in Executive Session
- _____ 10. Attend Reception into membership at Conference Session and Ordination Service.
- _____ 11. Clergy Mentor Report to Associate Registrar for Mentors and Clergy Services
- _____ 12. At least three quarter hours or two semester hours in EACH of the following: Black History or Black Studies; Public Speaking or Communication; Women's Studies; and One unit/quarter of Clinical Pastoral Education

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Associate Members

Eligibility Requirements (Discipline Pars. 321-322):

- (1) reached age forty (by the time of the Annual Conference Session)
- (2) served four years as full-time local pastors (AC Policy IV.C.5, XX.A ... three part-time years are equal to one (1) full-time year)
- (3) completed the five-year Course of Study for ordained ministry in addition to the studies for license as a local pastor, no more than one year of which may be taken by correspondence or online / distance learning courses
- (4) completed a minimum of sixty semester hours toward the Bachelor of Arts or an equivalent degree in a college or university listed by the University Senate
- (5) been recommended by the district committee on ordained ministry and the board of ordained ministry
- (6) declared their willingness to accept continuing full-time appointment
- (7) satisfied the board regarding fitness for ministry physical examination (F103), psychological testing (application and Consent Letter.), criminal background (07SCBOM), credit statement (06SCBOM), and submit all reports of sexual misconduct and/or child abuse to provide additional information on the candidate's fitness for the ministry
- (8) submit sermon, Bible Study, and Disciplinary Questions
- (9) for the sake of the mission of Jesus Christ in the world and the most effective witness to the Christian gospel, and in consideration of his/her influence as a clergy member of the annual conference, be willing to make a complete dedication of himself/herself to the highest ideals of the Christian life; and to this end agree to exercise responsible self-control by personal habits conducive to bodily health, mental and emotional maturity, fidelity in marriage and celibacy in singleness, social responsibility, and growth in grace and the knowledge and love of God

Application Process:

- ____ 1. Written Application (F105) to Clergy Services
- ____ 2. Medical (F103)
- ____ 3. Credit Statement (06SCBOM).
- ____ 4. Criminal Background Statement (07SCBOM)
- ____ 5. Psychological Testing: Sign Consent Letter, schedule and complete testing
- ____ 6. Sermon on a text specified by the Board.
- ____ 7. Bible study on assigned Gospel
- ____ 8. Disciplinary Questions (324.9): Submit Doctrinal Questions Par. 324.9a-i; and Call & Discipline Life Questions Par. 324.9j-p and be prepared for examination during the interview.
- ____ 9. Recommendation of District Committee on Ordained Ministry (Par. 322), (01SCBOM).
- ____ 10. DS supervisory Observation Report (05SCBOM)
- ____ 11. F102 Biographical update (with Photo –approximately 2 X 2)
- ____ 12. Academic Integrity Statement (13SCBOM)
- ____ 13. Transcript: minimum of sixty semester hours toward B.A. or equivalent degree in a college or university listed by the University Senate
- ____ 14. Transcript: showing completion of 5 Year Course of Study, including License to preach School
- ____ 15 Interviewed/recommended by the Conference Board of Ordained Ministry (Par. 322)
- ____ 16. Election by the Ministerial Session of the Annual Conference in Executive Session

Applicants for Readmission to Provisional Membership:

Discipline States:

Section XVII. Readmission to Conference Relationship

¶ 364. Readmission to Provisional Membership—Persons who have been discontinued as probationary members under the provisions of ¶ 327.6 from an annual conference of The United Methodist Church or one of its legal predecessors may be readmitted by the annual conference in which they held previously such membership and from which they requested discontinuance or were discontinued, or its legal successor, or the annual conference of which the major portion of their former conference is a part, upon their request and recommendation by the district committee on ordained ministry, the board of ordained ministry, and the cabinet after review of their qualifications, as required in ¶ 324, and the circumstances relating to their discontinuance. When reinstated by vote of the clergy members in full connection, their provisional membership in the conference and their credentials shall be restored, they shall serve a minimum of three years of probation according to Par. 326 prior to ordination and they shall be authorized by licensing and/or commissioning to perform those ministerial functions for which they are qualified.

Note in Par. 364 above the following is applicable to your request for readmission. Please send copies of your request stating the reasons for discontinuance and the reasons for requesting readmission to the following:

1. Recommendation by Applicant's District Committee on Ordained Ministry Where Previously Exited
(Copy: DS of District when discontinued as PM and Chair of DCOM)
2. Recommendation by Cabinet
(Copy: Cabinet Secretary, 4908 Colonial Dr, Columbia, SC 29203)
3. Recommendation by SC Conference Board of Ordained Ministry:
(Copy to: Coordinator of Clergy Service, 4908 Colonial Dr, Columbia, SC 29203)

Readmission to Provisional Membership in SC BOM Policy requires the following from the Applicant for readmission be mailed to person noted above (DS, Chair of DCOM, Cabinet Secretary, Clergy Services)

1. Statement of the reasons for discontinuance and reason for readmission
2. Record of circumstances related to the discontinuance from Permanent Personnel Records (provided by Clergy Services or DS Office)
3. Readmission requires the same process as "Admission to Provisional Membership" as outlined in the Discipline Par. 324-327 and SC BOM Policy Guide Section VI

Copy: DS, Cabinet Secretary, Chair of DCOM

4/23/2009

07 CkList Readmission to PE or PD

FOR ORDAINED DEACONS IN FULL CONNECTION TO TRANSITION TO ELDER IN FULL CONNECTION

The following steps are recommended for ordained deacons who wish to be received as elders in full connection (Par. 309):

1. Ordained deacons in full connection who are in good standing and seek to be ordained as elders in full connection shall apply in writing to the Board of Ordained Ministry and inform the district superintendent and bishop of their intention.
2. The Board of Ordained Ministry will interview such persons, inviting them to articulate their call and their understanding of the ministry of the elder as outlined in the Book of Discipline (Par. 332-336)
3. The Board of Ordained Ministry will determine if such persons have completed all academic and other requirements for the order of elder according to the Book of Discipline, and South Carolina Conference policy guidelines.
4. Such persons shall have completed an appropriate formation time in the ministry of the elder. These persons should be appointed and serve as a licensed for Pastoral Ministry for at least two years prior to their ordination as an elder.
5. The Board of Ordained Ministry may require additional education to assure that their education is equivalent to the MDiv. Degree.
6. Upon the recommendation of the Board of Ordained Ministry and two-thirds vote of the Clergy session, such persons may be ordained elder and receive into the order of elders.
7. Following satisfactory completion of the listed requirements, such persons shall deposit their credentials as a deacon with the bishop and will no longer function as a deacon or participate in the order of deacons. The bishop will then issue credentials as an elder.

Revised 4/23/2009

08 **CkList** Transition FD to FE

FOR ORDAINED ELDERS TO BE RECEIVED AS DEACON IN FULL CONNECTION

The following steps are recommended for ordained elders who seek to be received as deacons in full connection (Par. 309):

1. Ordained elders in good standing seeking to become deacons in full connection shall apply in writing to the Board of Ordained Ministry and inform the district superintendent and bishop of their intention.
2. The Board of Ordained Ministry will interview such persons, inviting them to articulate their call and focus of ministry and how their ministry fulfills the ministry of the deacon in full connection as outlined in ¶328-331 of the *Book of Discipline*.
3. The Board of Ordained Ministry will determine if such persons have completed all academic and other requirements for the order of deacon in full connection according to ¶304 and ¶330 of the *Book of Discipline*.
4. The Board of Ordained Ministry may require evidence of a focus or specialization in an area of ministry within their graduate degree, and may as deemed appropriate, require additional education and/or professional certification as preparation for service in the desired area of ministry.
5. Upon the recommendation of the Board of Ordained Ministry and vote of the clergy session, such persons may be received into the Order of Deacons and annual conference as deacons in full connection. They will be recognized in the ordination service and asked to respond to their willingness to participate in the Order of Deacons. If they have not been previously ordained a deacon, they will be ordained.
6. Following satisfactory completion of the listed requirements, such persons shall deposit their credentials as an elder with the bishop and will no longer function as an elder and credentials as deacon in full connection will then be issued by the bishop. If they have not been previously ordained a deacon, they will be ordained.

Check List for FE to FD:

- _____ F105 Application signed and submitted to Clergy Services
- _____ Interview with BOM on call to ministry of Full Deacon
- _____ Transcript on Academic Requirements for Deacon (Pars. 324.4, 330)
- _____ Two years under appointment while licensed for the ministry of the order to which they are transitioning.
- _____ Have you been previously ordained a deacon?
- _____ Deposited Elder credentials with the conference secretary.

04/23/2009

09 CkList Transition FE to FD