

August 25, 2008

«Chair»
«Address»
«City», «State» «Zip»

Dear «Chair»,

Rev. «First» «Middle» «Last» is applying for ordination at the 2009 Annual Conference. The South Carolina Board of Ordained Ministry therefore requests that you have your committee complete the enclosed "Staff/Parish Relations Committee Recommendation for Full Conference Membership" form.

The form is very simple. It asks if your committee believes that the commissioned clergyperson serving your charge should be ordained and made a full conference member, and the reasons for your opinion. It further asks that the chair, the members of the committee, and the candidate sign the form. (The signature of the clergyperson simply indicates that they have seen the response. It does not indicate agreement or disagreement with the recommendation of the committee.)

Please understand that your response will be just one piece of information that the Conference Board of Ordained Ministry will consider in making its decision. The Board may reach a different conclusion from your recommendation.

Please understand also that no kind of congregational vote should be taken in preparing your response. This form asks for the opinion of your committee, based on your experience with Rev. «Last». Your work in responding to this request is subject to the same rules of confidentiality that governs the work of any S/PPRC.

When you have completed the form, please return it to your District Superintendent, who will forward it to the conference Board of Ordained Ministry along with other information involved in the ordination process. If you have any questions, please contact your District Superintendent for more guidance.

Thank you for your help in this very important process, and may God use you to bless the church throughout the coming years.

Sincerely,

Timothy J. Rogers
Coordinator of Clergy Services

c: Ordination Candidate
District Superintendent

**STAFF/PARISH RELATIONS COMMITTEE RECOMMENDATION FOR
FULL CONFERENCE MEMBERSHIP**

The South Carolina Conference Board of Ordained Ministry evaluates candidates for ordination and conference membership, and recommends persons for election. The commissioned minister appointed to your church is an applicant for full conference membership and ordination. While this is not a required part of the ordination process, the Board is interested in receiving input from your Pastor/Staff-Parish Relations Committee. We therefore ask that you complete this form, and return it to your District Superintendent, who will forward it to the Board of Ordained Ministry.

We ask that this form reflect the opinion of the entire committee. We ask that your commissioned minister, who is applying for full membership, see your response, although they do not have to agree with it.

Name of Charge: _____

Name of Clergy: _____

The S/PPRC of _____ does / does not (please circle one response) recommend the above named clergy for ordination and full membership in the annual conference.

Our reasons for this response are:

Signed: _____, Chair

_____	_____
_____	_____
_____	_____
_____	_____

Signed: _____, Clergy
(Signature shows that this response has been shared between committee and clergy.)

Due in District Office by October 15.