

June 23, 2016

(FE 2017)

**Memorandum to Candidates Eligible for Change of Relationship**

To Candidates Eligible for Change of Relationship at Annual Conference 2017

From: Coordinator of Clergy Services  
Board of Ordained Ministry, SC Conference

RE: Application Process and Requirements under the Discipline and BOM Policy.

1. The goal of Clergy Services is to assist your application process for a change in conference relations. Please read carefully the Discipline paragraphs applicable to your request. Additional requirements are noted in the updated BOM Policy Guidelines used by your District Committee. BOM Policy may be viewed online:  
<http://www.umcsc.org/PDF/clergyServices/BOMPolicyGuidelines/BOMPolicyGuide2014.pdf>
2. Review the current **Check List** of the minimum eligibility requirements related to your request. Be sure you are eligible under the Discipline and BOM Policy.
3. Complete and return the enclosed **Application For Clergy Relationship (F105)**, if not previously submitted; and sign/return **Verification of Packet Contents** of enclosures. The written requirements and all other forms must be submitted by indicated **due date** or earlier.
4. Your prompt and careful response to written and verbal requests related to this process is an essential part of the process. Timely response will be considered in making the decision on your readiness and/or effectiveness for membership in the SC Annual Conference.
5. Please note that the required psychological testing process involves your Consent Letter signed in the district Superintendent's office. If not previously tested, you are responsible to schedule a day for testing with Ministry Development Services of PPS, 6100 Sardis Road, Charlotte, NC 28270 Phone number 704-554-9222, FAX 704-554-9956.

If you have questions, please call 1-888-678-6272 or email [clergyServices@umcsc.org](mailto:clergyServices@umcsc.org)

Enc: Check List of Minimum Requirements  
Forms  
Instructions on Sermon, Discipline Questions, Bible Study



# VERIFICATION OF PACKET CONTENTS

**FE2017**

THIS FORM SHOULD BE RETURNED IMMEDIATELY TO:

Clergy Services  
4908 Colonial Dr., 122  
Columbia, SC 29203

THIS IS TO ACKNOWLEDGE RECEIPT OF THE FOLLOWING:

## **FULL MEMBER APPLICANTS:**

1. Memorandum to Candidates Eligible for Change of Relationship in Annual Conference
2. Verification of Packet Contents
3. **F102** Biographical Information Form (attach your photo – approximately 2x2)
4. **F103** Medical Report of Ministerial Candidate
5. **01SCBOM** Action Report to the BOM Registrar (Clergy Services)\*
6. **04SCBOM** Annual Observations – District Committee on Ordained Ministry\*
7. **05SCBOM** Annual Report of District Superintendent\*
8. **06SCBOM** Authorization To Allow Determination of Credit Worthiness
9. **07SCBOM** Notarized Criminal Background Statement
10. **08bSCBOM** Annual Clergy Mentor Report
11. **Statement of Fulfillment of Theological Studies\***
12. General Instructions
13. Sermon Guidelines
14. Disciplinary Questions Part I Theology and Doctrine  
Part II Call and Discipline Life  
The Fruitfulness Project
15. Bible Study Instructions
16. **13SCBOM** Policies and Procedures Academic Style and Intellectual Integrity
17. **2017** Timeline/Checklist
18. Recommendation Form S/PPRC or Service setting (will be mailed to Chair or Supervisor by Office of Clergy Services)

**THIS IS TO ACKNOWLEDGE that it is my responsibility to complete and return my response to the Office of Clergy Services.** This includes the items noted on the Verification Receipt. In addition the following shall be submitted by due date, **unless date other wise noted:**

\*Transcript for M.Div. Degree, including CPE, Communication or Homiletics, Black Studies, and Women's Studies,

(\* **Asterisk:** indicates items submitted by others, but your follow-up is essential)

I understand the submission of items 13,14 and15 shall be submitted by **September 16**. Failure to meet this deadline may result in my application for FULL MEMBER AND ELDER'S ORDERS not being considered by the Board of Ordained Ministry, unless an exception is granted by the Board for acceptable reasons.

Signature: \_\_\_\_\_

Name (Typed or Printed)\_\_\_\_\_ Date: \_\_\_\_\_

**FE2017**



**THE UNITED METHODIST CHURCH  
BIOGRAPHICAL INFORMATION FORM**

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ SSN: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_ School of Office Phone: (    ) \_\_\_\_\_

Birth Date: \_\_\_\_\_ Sex: M \_\_\_\_\_; F \_\_\_\_\_

Ethnic Origin: Asian; \_\_\_\_; African American/Black \_\_\_\_; Native American \_\_\_\_;  
Pacific Islander \_\_\_\_; White \_\_\_\_\_

Local Church: \_\_\_\_\_ City: \_\_\_\_\_

Conference: \_\_\_\_\_ District: \_\_\_\_\_

Briefly describe your involvement in your local church, such as leadership positions, groups you enjoy, church activities, etc.

Describe your church involvement in your local church, such as district or annual conference work, church camps, workshops, outreach, etc.

Your Educational Background:                      Dates Attended:    Degree or Credit Hours

High School: \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

College: \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Graduate School: \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Theological Seminary: \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

**or**

Courses of Study for Ordained Ministry Yr. 1 \_\_\_\_; Yr. 2 \_\_\_\_; Yr. 3 \_\_\_\_; Yr. 4 \_\_\_\_; Yr. 5 \_\_\_\_

Advanced Course Study:                      Semester Hours Credit \_\_\_\_\_

Marital Status: Single, never married \_\_\_\_;                      Married, in first marriage \_\_\_\_;

Married in second or more \_\_\_\_;                      Widowed \_\_\_\_;

Separated \_\_\_\_;                      Divorced \_\_\_\_

If married, spouse's name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Date of Marriage: \_\_\_\_\_ Spouse's Occupation: \_\_\_\_\_

Your Children, if any:

Name of Child:                      Date of Birth:                      Sex:                      Education:

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Dependents other than your spouse and children:

Name:	Date of Birth:	Sex:	Education:
_____	_____	_____	_____
_____	_____	_____	_____

Describe your community involvement and volunteer work, such as participation in community organizations, social clubs, service agencies, and other non-church-related volunteer service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your childhood family and other significant relatives:

Relation:	Age:	Sex:	Education:	Marital Status	Occupation
Father _____	_____	_____	_____	_____	_____
Mother _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Your work experience, such as current employment, previous employment, and military experience, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you served as a local pastor, diaconal minister, deacon or elder in The United Methodist Church? \_\_\_\_\_  
Conference? \_\_\_\_\_

**Current Conference Relationship (Indicate Date)**

Consecrated Diaconal Minister \_\_\_\_\_  
Licensed as a Local Pastor \_\_\_\_\_  
Associate Member \_\_\_\_\_  
Provisional Member \_\_\_\_\_  
Deacon in Full Connection \_\_\_\_\_  
Elder in Full Connection \_\_\_\_\_

Have you had a change in clergy relationship with a conference of The United Methodist Church? \_\_\_\_\_  
Conference? \_\_\_\_\_

**Change in Conference Relationship (Indicate Date)**

Discontinuance \_\_\_\_\_  
Leave of Absence \_\_\_\_\_  
Incapacity Leave \_\_\_\_\_  
Location \_\_\_\_\_  
Retirement \_\_\_\_\_  
Withdrawal \_\_\_\_\_  
Termination by action of the annual conference \_\_\_\_\_

WEB 2016

Form 102b

Copy distribution: DS Office File

Clergy Services, 4908 Colonial Drive, Columbia, SC 29203(or email: [clergyservicesr@umcsc.org](mailto:clergyservicesr@umcsc.org))

**THE UNITED METHODIST CHURCH**  
**MEDICAL REPORT OF MINISTERIAL CANDIDATE**

To: The Board of Ordained Ministry, South Carolina Conference

1. Complete Physical with laboratory tests is required by Board for completion of the medical examiner's report.
2. Indicate to the physician the address of the District Office who will receive this report:

**Part I: MEDICAL HISTORY REPORT**

*To be completed by the candidate.*

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

E-mail \_\_\_\_\_

Marital Status: Single, never married \_\_\_\_\_ Married, in first marriage \_\_\_\_\_ Married, in second or more \_\_\_\_\_  
Widowed \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_

Number of children \_\_\_\_\_

1. Check if you have ever had:
- |                                    |  |  |  |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Diabetes      | <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Poliomyelitis   |
| <input type="checkbox"/> Asthma    | <input type="checkbox"/> Epilepsy      | <input type="checkbox"/> Kidney trouble      | <input type="checkbox"/> Rheumatic fever |
| <input type="checkbox"/> Cancer    | <input type="checkbox"/> Heart trouble | <input type="checkbox"/> Peptic ulcer        | <input type="checkbox"/> Tuberculosis    |
2. Check if any member of your family has ever had:
- |                                    |  |  |  |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Diabetes      | <input type="checkbox"/> High blood Pressure | <input type="checkbox"/> Poliomyelitis   |
| <input type="checkbox"/> Asthma    | <input type="checkbox"/> Epilepsy      | <input type="checkbox"/> Kidney trouble      | <input type="checkbox"/> Rheumatic fever |
| <input type="checkbox"/> Cancer    | <input type="checkbox"/> Heart trouble | <input type="checkbox"/> Peptic ulcer        | <input type="checkbox"/> Tuberculosis    |

Explain: \_\_\_\_\_

3. What vaccinations or inoculations have you had? Give dates: \_\_\_\_\_

4. Have you ever had an electrocardiogram? If so, give date and attending physician: \_\_\_\_\_

5. Have you ever had a serious accident or operation? Explain: \_\_\_\_\_

6. Have you any impairment of sight? ☐ Yes ☐ No      Hearing? ☐ Yes ☐ No

7. If your weight has changed in the past two years, state approximate loss/gain \_\_\_\_\_

8. Have you ever been rejected for life insurance? ☐ Yes ☐ No

9. Have you ever received treatment for alcohol or drug habit? ☐ Yes ☐ No

10. Do you smoke? ☐ Yes ☐ No    If yes, How Long? \_\_\_\_\_ How much? \_\_\_\_\_

11. Have you ever been under observation or treatment in any hospital or sanitarium for a physical or nervous condition? ☐ Yes ☐ No    Explain: \_\_\_\_\_

**The above statements are true and accurate to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: MEDICAL EXAMINER'S REPORT***To be completed by the physician*

Patients Name \_\_\_\_\_

1. General Appearance : \_\_\_\_\_

2. Personal Hygiene: \_\_\_\_\_

3. Height: \_\_\_\_\_ Weight: \_\_\_\_\_

4. Temperature \_\_\_\_\_ Pulse: \_\_\_\_\_ Blood Pressure: \_\_\_\_\_ (Give readings before  
Temperature \_\_\_\_\_ Pulse: \_\_\_\_\_ Blood Pressure: \_\_\_\_\_ and after exercise)

5. Vision: \_\_\_\_\_

6. Hearing: \_\_\_\_\_

7. Condition of mouth and throat: \_\_\_\_\_

Pharynx: \_\_\_\_\_ Tonsils: \_\_\_\_\_

Mucous membranes: \_\_\_\_\_ Teeth: \_\_\_\_\_

Tongue: \_\_\_\_\_ Gum: \_\_\_\_\_

8. Evidence of goiter, enlarged glands, or other tumors: \_\_\_\_\_

9. Evidence of varicosity: \_\_\_\_\_ Hernia: \_\_\_\_\_

10. Evidence of disease or abnormalities of : Heart: \_\_\_\_\_

Lungs: \_\_\_\_\_

Thorax: \_\_\_\_\_

Spine: \_\_\_\_\_

Genitalia: \_\_\_\_\_

11. Evaluate nervous and mental condition: \_\_\_\_\_

Laboratory Tests (Required) Pap smear (all women) \_\_\_\_\_ Mammogram (all women) \_\_\_\_\_

PSA (for men over 50) \_\_\_\_\_ Cholesterol \_\_\_\_\_

Fasting Blood Sugar \_\_\_\_\_

**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of physician: (Type or Print Name) \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Signature of physician: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL FORM FROM DIVISION OF ORDAINED MINISTRY, GBHEM**

Form 103

Copy distribution: DS Office File  
Clergy Services



**District Committee on Ordained Ministry**  
**Action Report to the BOM Registrar (Clergy Services)**

District \_\_\_\_\_ Date \_\_\_\_\_

Full Name of Candidate \_\_\_\_\_ Current Status \_\_\_\_\_

Candidate's Address \_\_\_\_\_

The district Committee on Ordained Ministry took the following action(s) regarding the person listed above. Check the appropriate action(s). All votes require  $\frac{3}{4}$  majority approval.

\_\_\_\_\_ Supply (SY). This person is serving as a Supply.

\_\_\_\_\_ **DCOM has reviewed Medical, Criminal Background, TABE, Credit, and Psychological Results. DS initial** \_\_\_\_\_

\_\_\_\_\_ Granted certified candidate status according to (§310.2)

\_\_\_\_\_ Recommended (continuation) as certified candidate (§313)

\_\_\_\_\_ Certified as having completed the studies for licensing as a local pastor, to be listed as eligible for appointment, and is awarded the license as a local pastor when and if appointed to a local parish (§316)

\_\_\_\_\_ Recommended to the BOM for continued eligibility for appointment as a **local pastor** (§319)

\_\_\_\_\_ Recommended for election to provisional membership toward **deacon's** orders (§324)

\_\_\_\_\_ Recommended for election to provisional membership toward **elder's** orders (§324)

\_\_\_\_\_ Recommended for **associate membership** (§321)

\_\_\_\_\_ Annual Meeting with PE \_\_\_\_\_ or PD \_\_\_\_\_ (Complete & attach form 04SCBOM)

\_\_\_\_\_ Recommended for Transition from Full Deacon to Full Elder \_\_\_\_\_ or Full Elder to Full Deacon \_\_\_\_\_ (§309.2)

\_\_\_\_\_ Recommended for Transition from Provisional Deacon to Provisional Elder \_\_\_\_\_ or PE to PD \_\_\_\_\_ (§309.2)

Recommended for **readmission** to conference relationship:

\_\_\_\_\_ Readmission to provisional membership (§365) \_\_\_\_\_ Reinstatement as Local Pastor (§319.4)

\_\_\_\_\_ Readmission after honorable or administrative location (§366)

\_\_\_\_\_ Readmission after exit of ministerial office (§367)

Persons who are awarded the **license** as a local pastor, or who are continued in that status must be classified as one of the following **(If licensed, please check appropriate designation):** §318

\_\_\_\_\_ Full-Time Local Pastor Indicate progress in studies: COS: School \_\_\_\_\_ Year \_\_\_\_\_  
Seminary and Year \_\_\_\_\_

\_\_\_\_\_ Part-Time Local Pastor Indicate time: \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{2}$  \_\_\_\_\_  $\frac{3}{4}$

\_\_\_\_\_ **Student appointed as local pastor**

\_\_\_\_\_ **Discontinue from Status**

\_\_\_\_\_ **Other** \_\_\_\_\_

Signature of DCOM Chair or Registrar \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

District Superintendent Dissent \_\_\_\_\_ Comments Attached \_\_\_\_\_

Revised **WEB 2016**

01SCBOM

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Clergy Services, 4908 Colonial Drive, Columbia, SC 29203 (or email: [clergyservices@umcsc.org](mailto:clergyservices@umcsc.org)) Page 5



**ANNUAL OBSERVATIONS - DISTRICT COMMITTEE ON ORDAINED MINISTRY**  
**For Provisional Candidates Seeking Full Member status (FE or FD)**  
**(Use this form each year of provisional membership)**

\_\_\_\_\_  
Candidate's Name

\_\_\_\_\_  
District

**DCOM** observed/reviewed or discussed the following traits, which we believe will enhance and strengthen his/her ministry:

1.

2.

3.

It is our opinion that the Candidate needs growth in the following areas:

1.

2.

3.

A further observation of this Candidate leads us to believe that:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_\_ or No \_\_\_\_ Applicant Serving Full Time under appointment.

Applicant participating in Formation in Ministry: Year 1 \_\_\_\_ 2 \_\_\_\_ 3 \_\_\_\_ 4-8 \_\_\_\_\_

\_\_\_\_\_  
Chairperson DCOM

\_\_\_\_\_  
Date

(Complete and return by **October 21** to Clergy Services).

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Clergy Services, 4908 Colonial Dr., Suite 122, Columbia, SC 29203

Revised 2016

04SCBOM



**ANNUAL REPORT OF DISTRICT SUPERINTENDENT**

**On Provisional Member Seeking Full Membership**

Reference: 2012 Book of Discipline Pars. **330.1, 335**;

CANDIDATE'S NAME \_\_\_\_\_ **Deacon Elder** (Circle one)

PRESENT APPOINTMENT: District \_\_\_\_\_ Charge \_\_\_\_\_

Date appointed: \_\_\_\_\_

PROVISIONAL MEMBERSHIP YEAR: Report for **YEAR 1 2** (circle one) or later year \_\_\_\_\_

**Ministerial Standards: Observed by the District Superintendent**

1. Candidate's Commitment to itinerancy \_\_\_\_\_

2. Relationship to other ministers/parsonage families \_\_\_\_\_

3. Moral Character/ Life Style \_\_\_\_\_

4. Soundness of Doctrinal Stance \_\_\_\_\_

5. Maturity/Emotional Stability \_\_\_\_\_

6. Attitude toward UMC \_\_\_\_\_

7. Relational Skills \_\_\_\_\_

8. Work Habits \_\_\_\_\_

**FULFILLMENT OF DUTIES: Pastor or Place of Service (§ 328-336 2012 Discipline)**

(DS is asked to briefly comment on any of the listed duties of a pastor where there is a special concern. Use the back of this sheet, if necessary. If DS cannot recommend ordination, state clearly the reasons why.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOES SUPERINTENDENT RECOMMEND ORDINATION? Yes \_\_\_\_\_ No \_\_\_\_\_

Dated \_\_\_\_\_ DS Signature \_\_\_\_\_

Superintendent's Recommendation shared with District Committee:

Dated \_\_\_\_\_ Chairperson Signature \_\_\_\_\_

Response from the Provisional Member to the above report by the DS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Report Completed \_\_\_\_\_ PE/PD Signed \_\_\_\_\_

Revised WEB **2016**

05SCBOM

Copy distribution:

DS Office File

Clergy Services, 4908 Colonial Drive, Suite 122, Columbia, SC 29203 - **DUE from DS by October 21**



## AUTHORIZATION TO ALLOW DETERMINATION OF CREDIT WORTHINESS

I, \_\_\_\_\_ hereby authorize THE BOARD OF ORDAINED MINISTRY OF THE SOUTH CAROLINA ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH ("The Board") to investigate my credit worthiness, particularly in relation to extensions of credit as listed below. The undersigned applicant warrants that the following information is true, correct and complete, and that it may be relied upon by The Board in recommending me for a change in Conference relationship and/or by the Conference. I hereby authorize The Board to obtain from employees of any source such information as may be desired in connection with this application, and authorize such sources(s) to provide the same. A copy of this authorization shall be as valid as the original.

\_\_\_\_\_ Date

\_\_\_\_\_ (SIGNATURE OF APPLICANT)

Full Name & Address Of each Creditor or Account Opened	Date Credit/ Loan Granted	Purpose of Loan or Account	Current Balance	Monthly Payments	Payments Up to Date? YES / NO
1.					
2.					
3.					
4.					
5.					
6.					
7.					

IF ANY OF THESE ACCOUNTS ARE NOT CURRENT, LIST BELOW THE ACCOUNT AND THE AMOUNT PAST DUE, AND WHAT ARRANGEMENTS HAVE YOU MADE TO BRING THE ACCOUNTS UP TO DATE?  
(Continue on back of form, if needed)

Revised 2016

**Copy distribution:** DS Office File (DS office sends copy to Clergy Services)

(06SCBOM)





# SOUTH CAROLINA ANNUAL CONFERENCE BOARD OF ORDAINED MINISTRY

## NOTARIZED CRIMINAL BACKGROUND STATEMENT

(Par. 324.12) Please Print or type this form

Full Name: \_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No.

Have you ever been accused of a felony? \_\_\_\_ Yes \_\_\_\_ No.

If "Yes" state in detail the nature of the conviction or accusation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a misdemeanor? \_\_\_\_ Yes \_\_\_\_ No.

Have you ever been accused of a misdemeanor? \_\_\_\_ Yes \_\_\_\_ No.

If "Yes", please state in detail the nature of the conviction or accusation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of sexual misconduct? \_\_\_\_ Yes \_\_\_\_ No.

Have you ever been accused of sexual misconduct? \_\_\_\_ Yes \_\_\_\_ No.

If "Yes", please state in detail the nature of the conviction or accusation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_, Affirm that all the information provided by me on this form is true, correct and accurate.

I understand that if false information has been given, my application process TOWARD DEACON'S or ELDER'S ORDERS in the South Carolina Annual Conference of the United Methodist Church will be terminated, and I will be subject to any disciplinary actions as set forth by said Annual Conference. By signing this I further grant permission for The Board of Ordained Ministry to conduct Criminal Background Investigations whenever needed.

"A past felony conviction is not an absolute bar to employment with the South Carolina Annual Conference of the United Methodist Church. It is out policy to consider: 1) The nature and gravity of the offense or conduct; 2) The time that has passed since the offense, conduct and/or completion of the sentence; and 3) The nature of the job held or sought. It is also our policy to use to use individualized assessments to consider more complete information to determine whether exclusions based on past criminal conduct are job related and consistent with business necessity."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Notary Public Signature & Seal

State of South Carolina, County of \_\_\_\_\_  
Sworn before me on this date \_\_\_\_\_

\_\_\_\_\_  
Notary Public of The State of South Carolina

My commission expires \_\_\_\_\_

.....  
Please Send this form and the remittance fee (\$18.00) payable to SC Conference Treasurer to:

Office of Clergy Services, 4908 Colonial Dr., Suite 122, Columbia, SC 29203

Copy distribution: DS Office File

Clergy Services, 4908 Colonial Drive, Suite 122, Columbia, SC 29203

Revised 2016

07SCBOM-TRAK 1 Page 9



**ANNUAL REPORT OF CLERGY MENTOR**  
**(For Period September 1 to June 1)**  
South Carolina Conference Board of Ordained Ministry  
Due Annually to the Superintendent by **June 15**

Report for Mentee: \_\_\_\_\_

	<b>Appointed Local Pastor:</b>	<b>Provisional:</b>
<b>Current Status :</b>	<b>FL</b> (Full-time-12Hrs/4COS) - ¶318.1 _____	<b>PD</b> (MA or MDIV)- ¶ 326.1 _____
<b>(Check ONE)</b>	<b>PL</b> (Part-time 6Hrs/2COS) - ¶ 318.2 _____	<b>PE</b> (MDIV) - ¶326.2 _____
	Student Local Pastor ¶318.3 _____	

Address _____	City _____	State _____	Zip _____
---------------	------------	-------------	-----------

Mentor Assigned : \_\_\_\_\_ Date: \_\_\_\_\_ Number of Years: \_\_\_\_\_

**Date of Sessions**

The Board of Ordained Ministry recommends **nine sessions**/contact hours per year with Candidate.  
(For Provisional Candidates fewer sessions may be required. **Residency I will assign Mentors for PD & PE Candidates. DS Office recommends Clergy Mentor for appointed FL, PL, Student Local Pastor**)

Dates of Sessions: \_\_\_\_\_  
\_\_\_\_\_

Report Development Process: (Record Report details on **BACK OF THIS SHEET**)  
(Base Report on your agreed upon **Mentee/Mentor Covenant**)

- The **Mentee writes a first draft** of the report.
- The mentor reviews the report and makes amendments, if needed.
- The mentor and Mentee sign the report and keep a file copy
- The Mentee shall be responsible for sending the jointly signed report to the district office

**Basic principle:** The Mentee will sign off on the report last and submit the report to the district office.

Signature of Mentor _____	Date Completed _____	Signature of Mentee being counseled _____
---------------------------	----------------------	---

Signature of District Superintendent _____	Date Received _____	District Office _____
--	---------------------	-----------------------

Clergy Mentors/Mentees are assigned by August 15 for the year (**September 1 to June 1**). The dCOM and District Superintendent review Mentor/Mentee Reports. Board of Ordained Ministry in the Clergy Services Office reviews these Reports. Note: In a year when the Mentee candidate or Mentor move out of the district, the reports are for the period **September 1 to June 1**, and the report is **due to your Current DS** of the candidate by June 15. (Mentors/Mentees may make copies of form as needed.)

District Registrar: \_\_\_\_\_

**WEB 2016**

08bSCBOM

Copy distribution: DS Office before moving day.  
(DS mails copy to: Clergy Services, 4908 Colonial Drive, Columbia, SC 29203)



## STATEMENT OF FULFILLMENT OF THEOLOGICAL STUDIES

### For Candidates seeking Full Membership – FE

This form shall be filled out by each candidate for ordination as a deacon or elder seeking full membership. The Book of Discipline, 2012, ¶324.4.a requires candidates for deacon or elder to complete a minimum of 24 semester hours of graduate theological studies that include the areas listed below. The South Carolina Annual Conference requires that these studies be completed before commissioning and provisional membership. The Board of Ordained Ministry requires that a grade of “C” or above be earned in each of the courses below, or the candidate will not be credited with having completed that requirement. This applies to all courses taken **after June 2010**. If you applied under 324.5 or 325.6, please attach an explanation.

Next to each required area of study, list the course or courses you have taken, which you believe fulfill that requirement, the institution where you took those courses, and the semester hours (or equivalent) for each class. The same class may not be listed to fulfill more than one area.

<b>Courses Required by Discipline Prior to Provisional Membership</b>	<b>Name of Course/Date</b>	<b>Institution</b>	<b>Hours</b>
Old Testament			
New Testament			
Theology			
Church History			
Mission of the Church in the World			
Evangelism			
Worship/Liturgy			
United Methodist Doctrine			
United Methodist Polity			
United Methodist History			
<b>Courses Required by South Carolina Prior to Full Membership</b>			
Black Studies (survey course)			
Homiletics or Preaching			
Women Studies (survey course)			
CPE			

**Total Hours** \_\_\_\_\_

Candidate's Name \_\_\_\_\_ Date \_\_\_\_\_

## **DESCRIPTIONS OF REQUIRED COURSES**

**The following courses are required by *The Discipline*, and are required prior to Commissioning:**

Old Testament – A survey course on the Old Testament

New Testament – A survey course on the New Testament

Theology – A survey course in systematic theology

Church History – A survey course in church history

Mission of the Church in the World – A course focused on the mission of the church beyond the local church in South Carolina

Evangelism – A course on the theory or practice of evangelism

Worship / Liturgy – A course on the theory or practice of worship / liturgy

United Methodist Doctrine – A course on UM theology and doctrine

United Methodist Polity – A course on UM polity

United Methodist History – A course on UM History

**The courses are required by the South Carolina Conference prior to Ordination:**

Black Studies – A survey course on the history or culture of African Americans  
(May be undergraduate. May not be distance learning.)

Women's Studies – A survey course on the history and experiences of women in America  
or on feminist or womanist theology.  
(May be undergraduate. May not be distance learning.)

Homiletics – A course on the theory or practice of preaching

Clinical Pastoral Education (CPE) – A basic unit of CPE from an ACPE accredited site

***No course may be used to satisfy more than one requirement.***

***Courses must focus on the required area. Courses which merely include the focus area are not acceptable.***

**GENERAL INSTRUCTIONS FULL ELDER 2017**  
(Under Applicable Discipline and BOM Policy Guidelines)

1. Find the VERIFICATION OF PACKET CONTENTS form. Fill it out **TODAY and return** it to:  
Clergy Services, 4908 Colonial Drive, Columbia, SC 29203    1-888-678-6272
2. Study these instructions carefully.
3. Type your **full name, address, phone number and email address** at the top right of each page to help the committees easily identify your work.
4. Keep a copy of each item submitted for your file.
5. **TYPED** materials are preferred for all forms. Sermons, Bible Study, and Disciplinary Questions MUST BE TYPED in WORD format, 8 ½ x 11, double spaced, number pages, and return by email 1 copy to Clergy Services Office.
6. **Observe all deadlines listed on the Timeline/Checklist for Elder**
7. Email your work when completed. You do not need to wait until the deadline to mail a copy of all items to Clergy Services.
8. **ADDITIONAL REQUIREMENTS –**  
The Board amended its policy statement to require a written supervision/observation report from the District Superintendent and a statement from the District Committee on Ordained Ministry. These reports may necessitate additional interviews with the District Superintendent and the District Committee.
9. **Keep a copy and a backup copy of everything that you create or submit.** If you email, fax, or mail an item and it does not arrive, the only response that we can provide is that “we have not received it.”





## **2017 GUIDELINES FOR FE MEMBERSHIP SERMON**

### **THE FOLLOWING SHOULD BE SUBMITTED TO THE OFFICE OF CLERGY SERVICES:**

- One Copy of the sermon manuscript/transcript & OUTLINE of the sermon submitted by Email.
- One Copy of a statement describing the congregation to whom the sermon was preached, the need it sought to meet and why you think the sermon met the need submitted by email (may be part of the same file as the manuscript/transcript).
- One copy of your Exegesis of the biblical text (2-3 pages) and annotated bibliography. What is the central emphasis of the text? Make sure you include one sentence summary that expresses what message you seek to convey in this sermon submitted by email (may be part of the same file as the manuscript/transcript).
- 2 Audio recordings (CDs). NO CASSETTE TAPES WILL BE ACCEPTED. MP3s may be submitted by email.

### **PLEASE FOLLOW THESE INSTRUCTIONS:**

- 1) Your contact information should be on all your pages and disks.  
*Include your name, address, best telephone number to reach you, and email address*
- 2) The text for the sermon is **Isaiah 35:1-10 (The Return of the Redeemed to Zion)**  
*Sermons will be evaluated based on the handling of this specific text.*
- 3) The sermon delivery time should be 15 – 20 minutes; therefore a full text is required.  
*Do not submit a funeral eulogy, a communion meditation or short homily for a special day. Share a “regular” Sunday sermon. Write a full manuscript or a transcript. There is no one sermon model. If you preach using notes or outline or vary significantly from the manuscript, submit what you use in the pulpit also. Deliver the sermon in the way that you would on a regular Sunday.*
- 4) Your manuscript/transcript should be typewritten, double spaced and all the pages numbered.
- 5) Your exegesis of the text should include an Annotated Bibliography listing all sources consulted.  
***Don't forget to include a one sentence summary of what message you seek to convey.***

### **THE FOLLOWING AREAS WILL BE CONSIDERED IN THE EVALUATION:**

- The sermon will be examined for theological soundness, exegetical integrity and appropriate application. Your original ideas, grounded in Scripture and experience are encouraged. Theological questions relating to your sermon may be asked during the interview. For more information see the SERMON EVALUATION sheet.
- Clarity of communication skills will be considered very important, i.e., spelling, punctuation and proper use of the English language.
- Traditional forms or innovative presentations may be used, but you should note that the use of innovation will be open to the subjective evaluation of the reader, so they should be carefully done.
- Sermon Evaluation will include examination of the following aspects of the submitted sermon: Title, Introduction, Central Idea, Main Body, Conclusion, Sources, Illustrations, Transitions, Text/Exegesis, Analysis, Writing Style, Attitude, Cultural Sensitivity, Overall Impression, and Theological Content. For more details see the SERMON EVALUATION sheet. A copy of the evaluation of your sermon will be returned to you. The reader of your sermon will be pleased to discuss the evaluation with you.

# SERMON EVALUATION

*The following areas will be used to evaluate all submitted sermons.*

*The evaluation scale is: Satisfactory, Unsatisfactory & Needs Improvement*

**1. TITLE:**

- A. Is it attractive?
- B. Does it capture the imagination?
- C. Is it related to the main theme?

**2. INTRODUCTION:**

- A. Does it seize attention?
- B. Is it just right, too long or too short?
- C. Is it relevant to the sermon?

**3. CENTRAL IDEA:**

- A. Is the central idea well stated?
- B. Were the arguments sound?

**4. CONCLUSION:**

- A. Does it relate to the introduction?
- B. Does it reinforce the main theme?
- C. Does it call for decision or action?
- D. Does it end incisively?

**5. MAIN BODY OF SERMON:**

- A. Is it consistent with the introduction and the conclusion?
- B. Does it move the listener closer to God?

**6. SOURCES:**

- A. Does it weave the preacher's thoughts and experiences, Bible, commentaries, biography, history, literature, observation of contemporary life together?
- B. Is proper credit given to sources?

**7. ILLUSTRATIONS:**

- A. Is there a variety in illustrations? Does the preacher follow thru the image or example?
- B. Are the illustrations varied, apt, fresh, true to life, accurate and the right length?

**8. TRANSITIONS:**

- A. Are transitions natural, creative, easy to follow, varied and clear?

**9. TEXT/ EXEGESIS:**

- A. Does the sermon show evidence of good solid research?
- B. Does the sermon stay within the text?
- C. Did he/she try to cover just enough?

**10. ANALYSIS:**

- A. Is the outline of the sermon clear?
- B. Are main points and sub-points evident?

**11. APPEAL:**

- A. Is the appeal rational, logical, and systematic?
- B. Does the sermon raise your emotional sensitivity and affectionate qualities?
- C. Is there an intuitive, visionary, prophetic quality to the sermon?
- D. Does the sermon provide practical, down to earth suggestions for daily living?
- E. Does the sermon appeal to a combination of human needs, and personality types?

**12. WRITING STYLE:**

- A. Is it Literary, oral, abstract, concrete, conversational, clear, direct, energetic, flowing, truthful, natural, etc...?
- B. Does the sermon relate to the liturgy?
- C. Are sentences varied in length and form?

**13. ATTITUDE EXPRESSED:**

- A. Is it faith filled, friendly, prophetic, affirming, reconciling, interesting, informed, warm, etc...?

**14. CULTURAL SENSITIVITY:**

- A. Was inclusive language used?
- B. Was the message relevant?
- C. Was the preacher aware of current events?
- D. Was the preacher aware of social issues?
- E. Does the preacher show knowledge of areas outside religion?

**15. OVERALL IMPRESSION:**

- A. Is this sermon a true representation of the Good News?
- B. What is the weakest and strongest part of the sermon?
- C. Does the sermon give an overall impression of wholeness?

**16. THEOLOGICAL CONTENT:**

- A. Is the sermon theologically sound?

## **DISCIPLINARY QUESTION INSTRUCTIONS FROM THE COMMITTEE ON THEOLOGY AND DOCTRINE**

1. Answering the Disciplinary Questions offers you an opportunity to demonstrate your proficiency in articulating Christian theology and the doctrine of the Church.
2. Read and answer each question carefully. Each part of each question is to be addressed. Be aware that certain questions call for examples from your personal experience and/or ministry.
3. Each question requests that you address in writing at least one basic doctrine of the Church. You should, at a minimum, consider that doctrine(s) from the following viewpoints:
  - a. rootage of the doctrine in **Scripture**,
  - b. development of the doctrine within Christian **history/tradition**,
  - c. impact of the doctrine of the Methodist **experience** (and the Methodist experience in the doctrine), and
  - d. impact of the doctrine on your personal theology and the impact of your personal experience on your understanding of the doctrine.
4. Your answers are to be an exercise in critical **theological thinking**. Remember that the Discipline requires that you “should demonstrate the ability to communicate clearly in both oral and written forms” (2012 Discipline, Par. 335). Be aware that your reader will take seriously every word that you have written. Your responses should be written with the same care as your seminary work.

**DISCIPLINARY QUESTIONS FOR FULL ELDERS**  
**¶ 335.8 a, b, c (2012 Book of Discipline)**

**(FE2017)**

1. Type your full **name, address, phone number and email address** at the top right of each page to help the committees easily identify your work.
2. RESTATE each question in full and number it exactly as listed below. Note that several questions have more than one part. Answer each part of the question fully.
3. Answers must be **TYPED, Double-spaced** for 8 ½ x 11, **number** all pages.
4. E-Mail **ONE** copy **Part I and Part II separately** to Clergy Services
5. Your answers should be honest reflections of where you are presently on your journey of faith. Be straightforward in your answers. Give proper credit, if you make use of quotes or paraphrase.
6. The responses to Part I should be **no more than 25 pages**. The responses for Part II should be **no more than 15 pages**.
7. Papers not meeting all of the above instructions and requirements will be returned to the Sender.

**PART I FOR COMMITTEE ON THEOLOGY AND DOCTRINE**

**a) Theology**

1. Give examples of how the practice of ministry has affected your experience and understanding of:
  - a) God?
  - b) Humanity?
  - c) The need for Divine Grace?
  - d) The Lordship of Jesus Christ?
  - e) The work of the Holy Spirit?
  - f) The meaning and significance of the Sacraments?
  - g) The kingdom of God?
  - h) Resurrection and eternal life
2. How do you understand the following traditional evangelical doctrines?
  - a) Repentance
  - b) Justification
  - c) Regeneration
  - d) Sanctification?
  - e) What are the marks of the Christian life?
3. How has the practice of ministry informed your understanding of the nature and mission of the Church? What are its primary challenges today?
4. The United Methodist Church holds that Scripture, tradition, experience, and reason are sources and norms for belief and practice, but that the Bible is primary among them. What is your understanding of this theological position of the Church, and how has your practice of ministry been affected by this understanding?
5. How has the practice of ministry enriched your understanding of the meaning and significance of the sacraments?

## **Part II: FOR COMMITTEE ON CALLED AND DISCIPLINED LIFE**

### **b) Vocation**

1. How has the experience of ministry shaped your understanding of your vocation as an ordained elder?

### **c) The Practice of Ministry**

2. How has the practice of ministry affected your understanding of the expectations and obligations of the itinerant system? Do you offer yourself without reserve to be appointed and to serve as the appointive authority may determine?

3. Describe and evaluate your personal gifts for ministry and how they have resulted in fruitful ministry. What would be your areas of strength and areas in which you need to be strengthened in order to be more fruitful in ministry?

4. 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 your influence as an ordained minister, are you willing to make a complete dedication of yourself to the highest ideals of the Christian life; and to this end will you agree to exercise responsible self-control by personal habits conducive to physical health, intentional intellectual development, fidelity in marriage and celibacy in singleness, integrity in all personal relationships, social responsibility, and growth in grace and the knowledge of the love of God?

5. Provide evidence of your willingness to relate yourself in ministry to all persons without regard to race, color, ethnicity, national origin, social status, gender, sexual orientation, gender identity, age, economic condition, or disability?

6. Will you regard all pastoral conversations of a confessional nature as a trust between the person concerned and God?

7. Provide evidence of experience in peace and justice ministries.

### **The Fruitfulness Project Your paper should not exceed 10 pages.**

8. Prepare and Present a **Fruitfulness Project** as outlined (see pages following)

# SC Annual Conference Fruitfulness Project

## ***Introduction***

As of the 2012 General Conference, those seeking ordination in the UMC are required to complete a project "that demonstrates fruitfulness in carrying out the church's mission of making disciples of Jesus Christ for the transformation of the world."

This provides the Provisional Elder and Provisional Deacon an opportunity to describe ways in which God, through the power of the Holy Spirit, has led them into a specific fruitful ministry. The project created and led by you should demonstrate fruitfulness in carrying out the Church's mission. Be as creative as necessary to demonstrate your ministry and the equipping of others to fulfill the church's mission. You may use resources from another source, but not another complete curriculum.

You are expected to present a reflection paper that should address components/questions contained in this instruction packet. It will be an opportunity to describe life-giving ministry through the lens of fruitful practices in the area of theological reflection, leadership competencies and spiritual transformation.

**Your paper should not exceed 10 pages.**

## **Examples of Ministry Projects**

*(These projects are meant to spur on your creativity, but you are not limited to those listed below)*

List of suggestions for the first year of implementation:

- *Implement a Worship Design Team to lead the congregation into passionate worship.*
- *Begin home groups to reach un-churched persons.*
- *Leading a long-term Bible study, targeting a new population.*
- *Designing new 'Inviting' ministries.*
- *Starting a new member class where persons were intentionally led to a profession of their faith and were integrated into the life and work of the congregation.*
- *Starting a new music ensemble for potential new Christians.*
- *Start a community outreach project that seeks to address a social justice issue.*

List of suggestions for subsequent years:

- *Launching a new worship service.*
- *Starting a new church or satellite ministry.*
- *Launching a major outreach project to address a social justice issue.*
- *Beginning 'home' groups to reach un-churched persons.*
- *Leading a mission trip.*
- *Initiating a divorce recovery, grief, or a chemical dependency ministry.*
- *Leading a long-term Bible study, targeting a new population.*
- *Designing new 'Inviting' ministries.*
- *Starting a new member class where persons were intentionally led to a profession of their faith and were integrated into the life and work of the congregation.*
- *Leading a confirmation class from start to finish.*
- *Directing a major musical or theatrical production in which the public was invited to participate.*
- *Starting a new music ensemble for potential new Christians.*

## **AN OUTLINE OF THE PROJECT**

- I. Define your project
  - A. What is your understanding of making disciples of Jesus Christ?
  - B. What do you plan to do?
  - C. Why have you chosen this project?
  - D. What is your goal / desired outcome?
  
- II. Prepare for your project
  - A. Identify stakeholders
  - B. Identify participants
  - C. Identify resources needed
  - D. Identify tasks
  - E. Identify a timeline
  
- III. Do your project (This should be the major section of your paper)
  - A. Describe how the project was implemented
  - B. Provide a description of how leadership was shared
  - C. Unforeseen challenges (how did you adapt)
  - D. What happened as your project unfolded?
  - E. What went as you expected?
  - F. What surprised you?
  
- IV. Evaluate your project
  - A. How did the actual outcome compare to your goal / desired outcome
  - B. The project's fruitfulness
  - C. What went well?
  - D. What would you do differently if you did this again?

## A MORE IN-DEPTH DESCRIPTION

- I. Define your project
  - A. What is your understanding of making disciples for Jesus Christ?
  - B. What do you plan to do?
  - C. Why have you chosen this project for this setting?

You may consider specific needs in the congregation or community, such as the need for a support group, study group, a type of community outreach, etc.
  - D. What is your goal / desired outcome?

Be concise and specific in identifying your goals. Note that you DO NOT necessarily need to meet all of your goals or outcomes for your project to be “fruitful.”
- II. Prepare for your project
  - A. Identify stakeholders

Who has a stake in the outcome, and why?
  - B. Identify participants?

Who needs to participate in this project for it to succeed, and how? There are often more participants than immediately come to mind. (Leadership team, support team, target audience)  
These are all the people who need to be on board for the project to be fruitful. These will be different depending on your project.
  - C. Identify resources needed

What resources will you need for your project to be fruitful? These will be project specific. (People, facilities, finances, supplies, and equipment, etc.)
  - D. Identify tasks

Compile a comprehensive list of tasks that you must accomplish for your project to be fruitful, and who will be responsible for each.
  - E. Identify a timeline.

A timeline should be clearly identified. This can easily be done on blank pages of a calendar.



- III. Do your project (This should be the major section of your paper)
- A. Describe how the project was implemented (what did you actually do?)
  - B. Provide a description of how leadership was shared in this ministry (clergy and laity)
  - C. Unforeseen challenges (how did you adapt)
  - D. What happened as your project unfolded?
  - E. What went as you expected?
  - F. What surprised you?
- IV. Evaluate your project
- Evaluate your project after you have completed it. Include the following:
- A. How do the actual outcomes compare to your original goals /desired outcomes? Note that a project may be “fruitful” even if the actual outcome isn’t exactly what you expected.
  - B. The project’s fruitfulness: In your view, give specific evidence as to why you feel the project was fruitful as it relates to the requirements of ¶330.4(5) for Deacon or ¶335(7) for Elder.
  - C. What went well?
  - D. What you would do differently if you did this same project again?

**For Questions Contact:** Chairperson, Theology & Doctrine – Rev. Megan Gray, 4990 Dorchester Road, North Charleston SC 29418-5601 PH: 843 834-5891, email: [mlgray@umcsc.org](mailto:mlgray@umcsc.org)

**For Questions Contact:** Chairperson, Call & Discipline Life – Dr. Larry Parker, 38 Bungelow Village Way, Aiken, SC 29803, PH:, 803-230-8002 email; [lrparker@umcsc.org](mailto:lrparker@umcsc.org)

**Email Part I separately with bibliography to:** Clergy Services, [clergy@umcsc.org](mailto:clergy@umcsc.org).

**Email Part II separately with bibliography to:** Clergy Services, [clergy@umcsc.org](mailto:clergy@umcsc.org)



## 2017 BIBLE STUDY INSTRUCTIONS

To fulfill the requirements of the Discipline and the Policy Guidelines of the Board of Ordained Ministry, all candidates must prepare a plan for teaching from a book of the Bible. To meet this requirement you are expected to prepare a plan for teaching the Gospel of **Luke**.

Please prepare a plan for teaching 4 complete lesson plans following the instructions given below. Your Bible Study should be approximately 14-18 pages in length.

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY.  
EACH SECTION SHOULD BE COMPLETED AS THE DIRECTIONS REQUIRE.  
EACH SECTION WILL BE EVALUATED SEPARATELY.

- I. A description for the setting of the course.
  - A. To whom will you teach these lessons?
  - B. Where will you teach these lessons?
  - C. When will you teach these lessons? How long will each lesson be?
- II. An Introduction to this book (You will need to do reading and research on this book of the Bible and then write a short, scholarly paper IN YOUR OWN WORDS, using quotation marks to denote any words that are not your own, properly footnoting any quotations as well as any ideas that are not your own.) Your paper should be a scholarly discussion of the major themes and distinguishing characteristics of this book. It should include a bibliography of sources for this paper.
- III. Complete lesson plans for four sessions. These plans should be detailed enough and clear enough for a substitute to use to teach your class effectively.

Your lesson plans should include:

- A. Your purpose statement (A description of what you hope to accomplish in this session.  
This is the “big idea.”)
- B. A detailed description of how you will accomplish that purpose
  1. List two or three objectives that will help you accomplish your purpose  
(What specific things do you want to happen? What do you want the outcome of the lesson to be?)
  2. Introduction to the session (How will you begin?)
  3. Body of the lesson (What activities will you select? What material will you cover? What questions will you ask? How long will each part of the lesson take? How will you help participants discover the meaning of the lesson for their own lives?)

Note: Make sure everything you decide to do

- a. connects with the purpose of the session
  - b. is appropriate to the age and abilities of the participants
  - c. is appropriate to the setting/location
  - d. works together to create a meaningful “rhythm” and flow for the session
  - e. uses a variety of teaching methods to address the various learning style of your students
4. Conclusion (How will you end the session?)  
(Like a well developed paper, a well developed lesson plan has a clear and engaging beginning, a well-planned and cohesive body, and a strong conclusion.)

C. Resources and aides (Make a list of everything you will need to plan for and implement the lesson.)

1. Include the name and publisher of any audio or visual aides
2. Be sure to tell how each will be used to support the purpose of the lesson

***PLEASE NOTE: ALL CANDIDATES FOR FULL CONNECTION ARE EXPECTED TO TEACH THE BIBLE STUDY PRIOR TO THE ORAL INTERVIEW WITH THE BOARD OF ORDAINED MINISTRY. CANDIDATES FOR PROVISIONAL OR ASSOCIATE MEMBERSHIP ARE NOT REQUIRED TO TEACH THE BIBLE STUDY PRIOR TO THE ORAL INTERVIEW WITH THE BOARD OF ORDAINED MINISTRY.***

IV. Course evaluation - an instrument to be distributed to the class at the end of the series of lessons in order for participants to evaluate all facets of the course.

V. Personal growth statement - A statement describing your own personal growth as you researched, planned and prepared to teach these lessons.

VI. Bibliography of sources used for the lesson plans.

**Note: Please number your pages. Send 1 copy by email to the Coordinator of Clergy Services. Instructions must be carefully followed. If you have limited experience in writing lesson plans, please consult an educator for assistance.**

**For Questions Contact:** Bible Study – Rev. Fran Elrod, 145 East College Avenue, Hartsville, 29550, Ph:(864) 940-9520, email: [fmelrod@umcsc.org](mailto:fmelrod@umcsc.org)

**Email 1 copy to:** Clergy Services, [clergyservices@umcsc.org](mailto:clergyservices@umcsc.org)

## BIBLE STUDY EVALUATION

CANDIDATE \_\_\_\_\_ DATE \_\_\_\_\_

STATUS SOUGHT \_\_\_\_\_ READERS \_\_\_\_\_

	<u>E</u>	<u>A</u>	<u>M</u>	<u>U</u>
Section I <b>Description of the setting of the course</b>				
A. Who, when, where	—	—	—	—
Section II <b>Scholarly Paper</b>				
A. Themes and Characteristics	—	—	—	—
B. Bibliography for paper	—	—	—	—
Section III <b>Complete Lesson Plans</b>				
A. Purpose and Objectives	—	—	—	—
B. Introduction	—	—	—	—
C. Body of lesson (questions, activities, etc.)	—	—	—	—
D. Conclusion	—	—	—	—
E. Teaching Methods	—	—	—	—
F. Teaching Aids	—	—	—	—
Section IV <b>Evaluation instrument</b>	—	—	—	—
Section V <b>Personal Growth Statement</b>	—	—	—	—
Section VI <b>Bibliography for lesson plans</b>	—	—	—	—

E - Excellent      A - Acceptable      M - Marginal      U - Unacceptable

OVERALL BIBLE STUDY IS \_\_\_\_Acceptable\_\_\_\_Unacceptable



## **Policies and Procedures for Academic Style and Intellectual Integrity South Carolina Board of Ordained Ministry**

### **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. Please submit a signed copy of this statement to *the Office of Clergy Services*.

"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 XVIII.C.4 of the South Carolina Conference Board of Ordained Ministry Policy Guidelines."

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Signature

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Date

**Submit one signed copy, which will apply to all submitted work, and mail to Clergy Services**

Revised 2016





## TIMELINE/CHECKLIST FOR FULL ELDER APPLICANT

**DUE JUNE 23:**

- \_\_\_\_\_ 1. FORM 105 APPLICATION SIGNED REQUESTING FULL ELDER MEMBERSHIP
- \_\_\_\_\_ 2. Verification of Packet Contents

**DUE BY EMAIL TO CLERGY SERVICES SEPTEMBER 16:**

- \_\_\_\_\_ 3. Sermon on **Isaiah 35:1-10**
- \_\_\_\_\_ 4. Disciplinary Questions Part I Committee on Theology and Doctrine (with bibliography)  
Part II Committee on Call and Disciplined Life (with bibliography)  
Fruitfulness Project
- \_\_\_\_\_ 5. Bible Study on **Luke**

**DUE October 7:**

- \_\_\_\_\_ 6. Academic Integrity Statement (**13SCBOM**)
- \_\_\_\_\_ 7. Medical Report **FORM 103** in year of application
- \_\_\_\_\_ 8. Credit Worthiness Statement and Authorization (**06SCBOM**)
- \_\_\_\_\_ 9. Notarized Criminal Background Check (**07SCBOM**) **\$18.00** SC Conf. Treasurer
- \_\_\_\_\_ 10. Statement of Fulfillment of Theological Studies (**17SCBOM**)
- \_\_\_\_\_ 11. Seminary Transcript showing graduation with MDiv (confirm if in current permanent file)
- \_\_\_\_\_ 12. Report of Mentor signed by candidate and mentor (**08bSCBOM**) due to DS
- \_\_\_\_\_ 13. Updated autobiographical **FORM 102**
- \_\_\_\_\_ 14. Current photo (2x2)
- \_\_\_\_\_ 15. Psychological Assessment (Part II)

**DUE FROM DISTRICT OFFICE October 21:**

- \_\_\_\_\_ 16. DS Supervisory Observation Report (**05SCBOM**)
- \_\_\_\_\_ 17. DCOM Observation Report (**04SCBOM**)
- \_\_\_\_\_ 18. Recommendation Form from P/SPRC or Service Setting

**INTERVIEWS WITH FULL BOARD NOVEMBER 15-17, 2016.**

**Letter to candidates from BOM Registrar setting date and time of interview approximately 3-4 weeks prior to meeting.**

**FINAL APPROVAL AT ANNUAL CONFERENCE June 4-7, 2017, at TD Convention Center, Greenville, SC:**

- \_\_\_\_\_ 19. Must be approved by 2/3 majority vote of Clergy Session; Reception and Ordination Service at Annual Conference