

**GUIDE FOR  
DISTRICT COMMITTEE ON ORDAINED MINISTRY  
FROM  
OFFICE OF CLERGY SERVICES**

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## **TIMELINE GUIDE OF ACTION FOR DISTRICT COMMITTEE ON ORDAINED MINISTRY**

### **DISTRICT COMMITTEE ON ORDAINED MINISTRY (DCOM) DEADLINES**

- 1) Submit reports on Full Member applicants by **November 1**: (BOM meets in November)
  - a) 01SCBOM Action Report sent to Clergy Services
  - b) 04SCBOM Annual Observations by DCOM to Clergy Services
  - c) 05SCBOM Annual Report of District Superintendent on Probationary Member to Clergy Services
- 2) Submit Reports on Provisional Member applicants by **February 1**: (BOM meets in February)
  - a) 01SCBOM Action Report sent to Clergy Services
  - b) 04SCBOM Annual Observations by DCOM to Clergy Services
- 3) Submit Action Reports (01SCBOM) on all Local Pastors and all Certified Candidates by **April 1** (for preparation of Business Questions).

### **DISTRICT COMMITTEE ON ORDAINED MINISTRY / DISTRICT OFFICE REPORTS AND DEADLINES**

- 1) Conduct nurture interview with all new Declared Candidates as needed.
- 2) Conduct interview with all Declared Candidates seeking Certified Status as needed.
- 3) Make certain that for all newly certified candidates, all Medical Forms (F103), Credit Worthiness
- 4) Forms (06SCBOM), Criminal Background Forms (07SCBOM) and Psychological Assessments are
- 5) Properly filed in the Office of Clergy Services.
- 6) Conduct annual interview with all certified candidates, local pastors, and probationary members.
- 7) Submit Action Report (01SCBOM) each year on all newly certified candidates, continued certified
- 8) Candidates, local pastors, and those seeking probationary status.

### **DISTRICT OFFICE DEADLINES**

- January 15: Deadline for request for TRANSFER / APPROVAL FOR SERVICE.
- March 1: Submit names of all First-Time Local Pastors to recommend Certified Candidates for License for Pastoral Ministry School.
- March 1: Send names & addresses of persons who will be eligible for AC in 14 months for FE/FD Membership, and new PE, PD, AM, AM to Elder, & DM to FD.
- April 1: Review BQs 19, 20, 21 (FL (21a) PL (21b) SP (21c)), & 22
- April 1: Send MEF applications due June 30 and advise Candidates of other scholarships
- May 1: Review full BQ report prior to AC for adjustments; return to Clergy Services. (Note: Cite Name with Question #, and BQ# to be moved to. Include in Question 19, 20, or 21 all Candidates attending LPM School. Final adjustments mailed to DS office & printer.)
- May 1: Submit names of those who must attend the one-day Sexual Ethics Workshop.
- June 15: DS request transfer of Local Church Membership to Annual Conference for all new PM, PE, PD, FL, and PL (not SL) received at Annual Conference from their Home Church.
- June 30: DS Office transfers District Files of Retired, Deceased, and Terminated clergy members to Office of Clergy Services.
- July 1: Mentor Reports submitted to Office of Clergy Services. This report is to be returned by the Mentor to the District Office by June 15.
- August 1: Report Mentor assignments to Mentees and Mentor Registrar. Email changes to Office of Clergy Services. (Report period September 1 to June 1).
- September 1: Send MEF applications due November 30 and advise Candidates of other scholarships.
- November 1: DCOM and DS review disciplinary 90 or 120 day deadlines and give written notice to clergy. (Newsletter, etc.):  
LOA, Honorable Location, etc. Require WRITTEN requests:

Less Than Full Time (Par. 338.2a)	3 months prior to annual conference
Extension Position (Par.343)	120 days submit materials prior to annual conference
Sabbatical Leave (Par. 352)	6 month ordinarily before annual conference
Grant Vol. LOA (Par.354)	90 days prior to annual conference
End Leave of Absence (Par.354.4 or .11)	120 days prior to annual conference
Family Leave (Par. 354.2b)	90 days prior to annual conference
Maternity/Paternity Leave (Par. 356)	90 days prior to annual conference
Retirement (Par. 358)	120 days prior to annual conference
Involuntary Retired (Par.358.3)	180 days prior to annual conference with hearing
Honorable Location-Retired (Par.359)	90 days prior to annual conference

(Note: ad interim leave and retirement may be granted in accordance with the Discipline.)

## DISTRICT COMMITTEE ON ORDAINED MINISTRY - (DCOM)

### Examination of Persons Requesting to be Certified Candidates for Ordained Ministry (Elder or Deacon)

1. The Supporting Covenant of the Ordained Ministry: Beginning with the local church Pastor, members of the local church, and PPRC there is a clear need for caring, support, and guidance for each candidate. The journey starts in the family and local church. The support, which begins in the local church, is a lifetime journey within the Covenant relationship for those in Ministry together. The Discipline states:

*"Ordained persons exercise their ministry in covenant with all Christians, especially with those whom they lead and serve in ministry. They also live in covenant of mutual care and accountability with all those who share their ordination, especially in The United Methodist Church, with the ordained who are members of the same annual conference and part of the same Order. The covenant of ordained ministry is a lifetime commitment, and those who enter into it dedicate their whole lives to the personal and spiritual disciplines it requires."*  
(Par.303.3)

2. Provide a Record of the following Local Church Actions in Candidate's Permanent File:
  - a. Written Statement reflecting Call to ministry submitted to PPRC (Par. 310.1.d)
  - b. Written statement-requesting recommendation for Certification
  - c. Date interviewed by Pastor and PPRC on Wesley's historic questions (Par. 310.1.d (1), (2), (3))
  - d. Date recommended by candidates' Charge Conference by 2/3 written ballot (Par.310.1.e)
  - e. Year graduated accredited high school or certificate of equivalency (Par. 310.1.e)
3. Provide a Record of the Following DCOM Actions in Candidate's Permanent File:
  - a. Dates Psychological Testing results received and reviewed by DCOM and PAC (Par 310.2.b)
  - b. Date of TABE Test and result with score of 10 grade or higher
  - c. Date of Completion Report from Mentor for the Candidacy Studies
  - d. Date of Report on Credit Worthiness (SCBOM 6) via Clergy Services (Par 310.2.b)
  - e. Date of Report on Criminal Background Check (SCBOM 7) via Clergy Services (Par 310.2.b)
  - f. Date of satisfactory Medical (F103) report to Clergy Services
  - g. Review written response to statements in Par. (Par 310.2.a)
  - h. Confer with Clergy Services to make certain copies of all necessary forms are in CCS file
4. Questions for DCOM to ask Candidate at Interview (Par 310.2.a & d):
  - a. Share with us the most formative experiences of your Christian life.
  - b. Tell us about God's call to ordained ministry and the role of the church in your call
  - c. Your personal beliefs as a Christian?
  - d. Describe your personal gifts for ministry.
  - e. Your present understanding of your call to ministry as elder, deacon, or licensed ministry
  - f. Your support system (how do you spouse, children, family feel about your ministry and the itinerant system)
  - g. What other information can you share for determining gifts, evidence of God's grace, fruit, and demonstration of the call for the licensed or ordained ministry. (Par. 310.2.a)
  - h. Do you... "Agree for the sake of the mission of Jesus Christ in the world and the most effective Witness of the gospel, and in consideration of (your) ...influence as (a) minister, to make a Complete dedication of (yourself) ... to the highest ideals of the Christian life as set forth in ¶¶103-105; 160-166? To this end (do you) ... 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"? (Par. 310.2.d)
5. Progress in Studies Requirement

### **Progress in Study for Local Pastors in Seminary**

Clearly advise that the Certified Candidate is required to make satisfactory progress in studies each year (College, Seminary or Course of Study). Full Time Local Pastor in seminary (FL) not more than 6 hours per semester; Student Local Pastor (SP) (this is a student from another AC serving in SC¶318.3); Part-time Local Pastor (PL) at least 3 hours per term. Annually the Candidate shall meet the DCOM and submit a transcript To the DCOM. (Par.313.2)

*Number of hours for full time student status will be determined by your seminary*

### **Progress of Study for Student in College**

Students serving as (FL maximum of 6 hours per term) (PL maximum of 12 hours per term)

### **Progress in Study for Local Pastor in Course of Study**

#### **Requirements for FULL TIME LOCAL PASTOR - ¶318.1**

*"... who, unless they have completed the Course of Study, shall complete four courses per year in a Course of Study school or the correspondence curriculum prescribed by the General Board of Higher Education and Ministry (¶421.3d); (d) who, when they have completed the Course of Study, are involved in continuing educational (¶351); (e) who shall not be enrolled as a full-time student in any school."*

FULL TIME LOCAL PASTOR'S MUST HAVE PERMISSION FROM GBHEM-DCOM & THE BOOM TO TAKE MORE THAN 4 COURSES PER YEAR.

#### **Requirements for PART TIME LOCAL PASTOR - ¶318.2**

*"... (d) who, unless they have completed the Course of Study, shall complete two courses per year in a Course of Study school or the correspondence curriculum prescribed by the General Board of Higher Education and Ministry."*

#### **Time Limitations - Par. 319.3**

*"A full-time local pastor shall complete the Course of Study curriculum within eight years and a part-time local pastor within twelve, unless a family situation or other circumstance precludes the local pastor's opportunity to meet said requirements. The local pastor may be granted an annual extension beyond the prescribed limit upon a three-fourths vote of the district committee on ordained ministry, recommendation by the conference board of ordained ministry, and the vote of the clergy members in full connection."*

GBHEM sets the prescribed curriculum for studies for the Course of Study School (such as Duke or Candler). GBHEM will evaluate the courses taken at a Seminary LISTED BY THE UNIVERSITY SENATE. Applications to the Course of Study can be found online at the COS school's web sites (4 course per year for FL and 2 courses per year for PL). To have a transcript evaluated for possible COS of ACOS credit, a CATALOG description of the courses with the official transcript of the local pastor should be mailed to Clergy Services to be forwarded to GBHEM.

## **Examination of Persons Requesting to be continued as Certified Candidates for Ordained Ministry (Elder or Deacon)**

1. Review your educational status and note what progress has been made since the last interview.
2. What is unique about ordained ministry for you as compared to general ministry of laity?
3. Why did you choose ministry in The United Methodist Church?
4. What is your understanding of our system of itinerant pastors appointed by the bishop?
5. How can you relate to cross-racial appointments? What has been your journey in race relations?
6. What are specific ways the District Committee can be more supportive in your preparation to respond to your call to ordained ministry?
7. Relate to us your understanding of the Bible.
8. What are ways your family supports your call to ordained ministry?

(Note: Questions noted above are not intended to be exhaustive. If the DCOM knows the answer from submitted written data think of a new relative question for that particular candidate.)

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### **Questions for recommending Candidates for PE or PD see paragraph 324.9 (a) through (p) in the 2012 Book of Discipline.**

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## **CONFERENCE RELATIONS ABBREVIATIONS (from GCFA Department of Records)**

AF	Affiliate member (§§344.4, 586.4.d)
AM	Associate member (§§ 321-323)
DM	Diaconal Minister (consecrated under provisions of 1992 or earlier Discipline) (§ 369.1)
DP	Deacon recognized from other denomination serving UM probation (§§347.3.b)
DR	Retired Diaconal Minister (consecrated under provisions of 1992 or earlier Discipline) (§ 313.2)
EP	Elder/Full minister recognized from other denomination serving UM probation (§§348.3.b)
FD	Deacon in full connection (§§ 304, 328-331)
FE	Elder in full connection (§§ 304, 332-336)
FL	Full time Local Pastor (§ 318.1)
OD	Deacon member of other annual conference (§ 346.1)
OE	Elder member of other annual conference or other Methodist denomination (§ 346.1)
OP	Provisional member of other Annual Conference (§ 346.1)
OF	Full member of other denomination (§ 346.2)
PD	Provisional Deacon (§§ 324-327)
PE	Probationary Elder (§§ 324-327)
PL	Part time Local Pastor (§§ 318.2)
RD	Retired Deacon in full connection (§ 358)
RE	Retired Full Elder (§ 358)
RA	Retired Associate Member (§§358)
RL	Retired Local Pastor (§ 320.5)
SP	Student Local Pastor (§ 318.3)
LP	Other Local Pastor (§ 318.4)
RSY	Retired FM, PM, AM, RL (§ 358.6) UM Clergy supplying a charge with Pastoral Authority
SY	Supply, without authority of License for Pastoral Ministry (§ 316), assigned to a charge (Redefined RSY & SY by Cabinet 6/18/02)

### **General Conference Forms for Use with Candidates**

*(Any of these used should be in Candidate's Permanent File with copy to Office of Clergy Services)*

- F101 UMC Application for Candidacy Guidebook (Exploring Candidate) online
- F102 UMC Biographical Information Form (Exploring Candidate)
- F103 UMC Medical Report on Ministerial Candidate (Certified Candidate)
- F104 UMC Declaration of Candidacy for Ordained Ministry (Declared Candidate)
- F105 UMC Application for Clergy Relationship to the Annual Conference
- F106 UMC Application for Change of in Clergy Relationship to the Annual Conference Lay to Clergy  
*(Discontinued, Less Than Full Time, Extension, Sabbatical, Leaves, Retirement, Location)*
- F107 UMC Application for Readmission to Clergy Relationship with the Annual Conference
- F108 UMC Annual Report of Clergy Member on Leave of Absence
- F109 UMC Theological School Recommendation for Ordination and Conference Membership
- F110 Course of Study for Ordained Ministry
- F111 Enrollment Blank: Studies in UM History, Doctrine, and Polity
- F112 Candidacy Mentor's Request for the Assessment Packet for DOM Candidacy Assessment Office
- F113 DCOM Approval Report for Certified Candidate for Ordained Ministry

### **South Carolina Conference Forms for Use with Candidates**

*(Any of these used should be in Candidate's Permanent File with copy to Office of Clergy Services)*

- 01SCBOM Annual Action Report to CLERGY SERVICES (& Candidacy Registrar)
- 04SCBOM DCOM Report on Persons Seeking FE (Observations of "gifts & grace")
- 05SCBOM DS Report on PM or PE Seeking FE (due by Nov. 1)
- 06SCBOM Credit Worthiness Report
- 07SCBOM Criminal Background Statement (Certified Candidates and other new candidates)
- 08aSCBOM Annual Report of Candidacy Mentor (due June 15 to DS)
- 08bSCBOM Annual Report of Clergy Mentor (due June 15 to DS)
- 09SCBOM Honorable Location Annual Report
- 10SCBOM Transfer / Approved for Service Guidelines
- 11SCBOM Request for Transfer / Approved for Service
- 12SCBOM Transfer Policy from Policy Guidelines
- 13SCBOM SC BOM Academic Policy X.C.4 (Revised May 2003)
- 14SCBOM Service Requirements for PDs and PEs
- SCBOM Full Deacon Statement of Fulfillment of Theological Studies
- SCBOM Full Elder Statement of Fulfillment of Theological Studies
- 18SCBOM MEF Application Scholarships
- 19SCBOM Deacon-Non-Salaried Positions
- 21SCBOM Deacon-Appointment Forms
- 22SCBOM Deacon Questions

## Frequently asked Questions by District Offices:

### WHO EVALUATES COURSES TAKEN IN THE ADVANCE COURSE OF STUDY?

#### Advance Course of Study (ACOS):

1. An advanced course of study student may take all of the courses at the same school or several Schools.
2. FOR EVALUATION OF COURSES: ACOS students may send COPIES of all their graduate transcripts (seminary and non-seminary) to:  
GBHEM, PO Box 340007, Nashville, TN 37203-0007 ATTN: Robert Kohler  
GBHEM will sort out the credits needed and send a report to the conference.  
The original transcripts must be sent to Clergy Services, 4908 Colonial Dr, Columbia, SC 29203 for the Permanent Record.
3. Most of the courses in the ACOS are elective. The only required courses are UM History, Doctrine, and Polity. All the other required courses, including evangelism, are included in the basic Course of Study. However, GBHEM will look for some balance between Bible and theology on one hand, and the practice of ministry on the other. In addition to courses which can be taken through a theological school, GBHEM will recognize a basic unit of CPE as equivalent to six semester hours of graduate theological credit. Other educational programs can be evaluated on a case by case basis by the Division of Ordained Ministry for ACOS credit.
4. GBHEM guidelines for the ACOS require that all ACOS courses be second level courses. Credit will not be granted for introductory courses to the Bible, theology, or pastoral care since all of these courses have already been covered through the five year Course of Study.

GBHEM sets the prescribed curriculum for studies for the Course of Study school (such as Duke or Candler). GBHEM will evaluate the courses taken at a Seminary LISTED BY THE UNIVERSITY SENATE. Applications to the Course of Study can be found online at the COS school's web sites (4 course per year for FL and 2 courses per year for PL). To have a transcript evaluated for possible COS of ACOS credit, a CATALOG description of the courses with the official transcript of the local pastor should be mailed to Clergy Services to be forwarded to GBHEM.

### WHAT IS THE PROCESS FOR PSYCHOLOGICAL TESTING?

Consent letters shall be notarized & signed in the Office of the District Superintendent by all candidates prior to scheduled testing with **Ministry Development Services** 6100 Sardis Road, Charlotte, NC 28270 [mds@presbypsych.org](mailto:mds@presbypsych.org)  
Phone 704-554-9222, Fax 704-554-9956

1. Phase 1 shall be completed prior to Certification. Possible follow up consult according to test results. Note that the Candidate has the option not to allow test results to be forwarded to Clergy Services. (Note the DCOM may consider this as part of their deliberation) In case of follow up testing the cost will be paid by the candidate.
2. Testing is required for all new CANDIDATES (Par.310.2 & BOM Policy, Section III. C. (1) and Check List for Candidates). Cost noted on Consent Letter to be paid by the candidate. Readmission and Transfers pay the full cost.
3. Summary of test results (sent to DS Office by Clergy Services) are reviewed with DCOM and, if requested, with one assigned member of PAC. (Contact Rev. Mike Bruce for one of the PAC Team to meet with the DCOM.)



4. Results of the testing shall be considered by DCOM in conjunction with results of the TABE, Medical, Credit, and Criminal Background checks and the Candidacy Studies process.
5. Candidates for PD and PE are required to take Phase II. Cost is noted on Consent Letter to be paid by the candidate.
6. APPROVAL FOR SERVICE/TRANSFERS from other denominations (OF) ¶347.3 shall be required to complete Phase 1 testing after recommendation by Transfer/Approval of Service Committee. **Total Cost paid by candidate.**
7. Readmission candidates prior to DCOM and/or BOM Interview complete testing.  
Cost: Total paid by Candidate and none is paid by BOM.

#### **LOCAL PASTORS AFTER COMPLETING BASIC COURSE OF STUDY**

Under Par. 319.4, Local Pastors may remain as a Local Pastor upon completion of the Five Year Course of Study (Par. 319.3) without completion of 60 hours of college. Like all clergy, Local Pastors are required to acquire 3 units (30 hours) continuing education per year and report this to Charge Conference.

#### **COURSE OF STUDY**

1. Enrollment in the WEEKEND format (Three Friday/Saturdays per month for September/November/January/ March) for COS at Duke cannot be interchanged with the One Month Format in July.
2. You must continue for the 5-year course in the Weekend or the summer track.
3. SC Conference current MEF support is \$960 for the COS Year.
4. Applications for COS shall be signed by Local Pastor Registrar to be eligible for MEF.
5. Candidates are to request that a copy of the completed transcript for the COS be sent to:
6. Office of Clergy Services, 4908 Colonial Drive, Columbia, SC 29203.

#### **REQUIREMENTS FOR FIRST TIME FULL TIME LOCAL PASTOR**

1. Devote full time to the Charge to which appointed.
2. Receive cash support per annum not less than Equitable Compensation for FL.
3. Completed School of Pastoral Ministry or 1/3 of MDv in accredited seminary (Par. 315.2.C).
4. Enrolled in no more than six (6) hours without PRIOR approval of DCOM.
5. Progress in studies (Par. 318.1): Written statement of educational plan for each year to DCOM and annual transcript to DS Office
6. Meet annually with DCOM for recommendation on CONTINUATION as LP and License signed annually by DS. If not appointed, DS retains and files license until appointed.
7. Continuation approved by Clergy Session of the Annual Conference as recommended by BOM
8. Satisfactory written report from Mentor of Candidate (September to June) to DS Office and BOM Candidacy Registrar.

Note: These questions are updated periodically online [www.umcsc.org](http://www.umcsc.org) in File Library CLERGY SERVICES Web Site