

## **CERTIFICATION AS CANDIDATE FOR LICENSED AND ORDAINED MINISTRY**

### **Eligibility Requirements (See Par. 310-314)**

1. Hearing and Heeding the Call to servant leadership through licensed or ordained ministry.
2. Professing Member of the United Methodist Church (not necessarily the same local church) at least two years immediately preceding application for candidacy, including a year of service in congregation leadership. If affiliate member, requires consultation and approval of home church.

### **Beginning Candidacy: Steps in Process Toward Certified Candidate. (Par. 311.1)**

- a.) Begin talks with Local Pastor. Read and discuss with their Pastor, another ordained deacon or elder, or their District Superintendent. Use resources – “*The Christian as Minister*” and “*Ministry Inquiry Process*”
- b.) Apply to their DS in a letter stating their sense of call to licensed or ordained ministry for admission to the candidacy program. Send a copy to their District Committee on Ordained Ministry (DCOM).
- c) DCOM, in consultation with the DS, assigns a Candidacy Mentor.
- d) Registrar through the Candidacy Mentor (\$50) with Division of Ordained Ministry (GBHEM), Nashville, TN
- e) Complete with the Mentor the preliminary studies in the *Candidacy Guidebook*
- f.) Encourage Candidate to pursue education at one of the United Methodist seminaries.

### **Having Completed steps in Par. 311.1a-f and ready to publicly declare as a Candidate for licensed or ordained ministry, continue in process of Par. 311.2:**

- a) Interview with their pastor and SPRC on written statement of Call and Wesley’s historic questions Par. 305
- b) Request recommendation by their Charge Conference (2/3 written ballot) and confirm graduate of high school or equivalency.
- c) Continue Candidacy Studies with the assigned Candidacy Mentor until completed.

### **Having Completed steps in Par. 311.1 & .2 and desire to be a Certified Candidate for Licensed or ordained Ministry, continue in process of 311.3**

- a) Appear before the DCOM for examination
  - b) Submit to DCOM a written response providing evidence of understanding and expectations concerning the statements in Par. 311.3b relating to your Christian life, Call, usefulness, beliefs, gifts and relationships.
  - c) Submit to DCOM a written response providing evidence of understanding the ministries noted in Par. 311.3c
  - d) Complete and release required forms noted in Par. 311.3d (F101, F102, F103, 06SCBOM, 07SCBOM, Consent Letter for Psychological testing).
  - e) Provide other information as DCOM may require on call to licensed or ordained ministry,
  - f) Confirm commitment to the standards and highest ideals noted in Par. 311.3f
- (Where possible, the local church is encouraged to assist candidates with the expenses of Candidacy.)

### **Candidacy Forms:**

Forms 101,102 Biographical

Form 103 Medical

Form 104 Charge Conference Recommendation. (by 2/3 Majority on written ballot) to DCOM.

Credit Statement (06SCBOM)

Criminal Background Check (07SCBOM). Check for \$25.00 paid to SC Conference Treasurer

Psychological Consent Letter (\$ Fee noted in letter)

DCOM and DS Office:

1. Certification of Candidacy for Ordained Ministry presented by the DCOM with  $\frac{3}{4}$  affirmative vote
2. Certification reported to the Associate Registrar for Candidacy of the BOM and Clergy Services.(SCBOM 1)
3. Continuation of supervision by assigned Candidacy Mentor.
4. Transfer candidate (Par. 312.3): Candidate signs letter to release complete Personnel File, current Medical (F103), Credit (06SCBOM) Criminal Background Statement (07SCBOM 7), Consent Letter in DS Office and Psychological testing.

### **CONTINUATION OF CANDIDACY: Eligibility Requirements (Par. 312)**

**IMPORTANT:** Candidacy status must be renewed annually by the DCOM. (SCBOM 1)

1. Request continuation in writing to local church Charge Conference and DCOM.
2. Favorable recommendation of Charge Conference to DCOM. (Par. 312.1)
3. Evidence that the candidate is making satisfactory progress in the required studies. (Par. 312.2)
- a) Student preparing for probationary membership present annually to DCOM official transcript from their college or school.
- b) Non-Student shall complete License for Pastoral Ministry school and continue preparation through the Course of Study.
4. Meet with District Committee annually (DS signs License for Pastoral Ministry, if applicable)
6. Annual Report of Mentor to DCOM (08a SCBOM)
7. Continuation of Candidacy reported to the Registrar for Candidacy Mentors of BOM and Clergy Services (annually).

Revised 01/24/2004

**01CkList** Certified Candidate

## 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 (634.2g) may recommend to the executive session of the annual conference the licensing of those person who are:

1. **Probationary Members** commissioned by the annual conference.
2. **Local Pastors** who have completed the following:
  - a) The conditions for candidacy certification in ¶¶ 311.1-3 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 (¶ 663.8); or
3. **Deacons in full connection**, seeking to qualify for ordination as an elder; or
4. **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.
5. **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 (¶ 634.2g);
  - 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 one-day session of the Local Pastor's License School.

### Additional Eligibility Requirements (By Categories)

#### 1. Full-time Local Pastor (318.1)

- \_\_\_\_\_ 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)

- \_\_\_\_\_ 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.

#### 3. Student Local Pastors (318.3)

- \_\_\_\_\_ 1. Enrolled as a full-time student in a college or seminary (**24 hours per year**) approved by the University Senate.
- \_\_\_\_\_ 2. Receive cash support per annum not less than the minimum amount set by the Annual Conference for student 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 (02 SCBOM).
- \_\_\_\_\_ 2. Approved for service by the Clergy Session of the Annual Conference upon the recommendation of the Conference Board of Ordained Ministry. (634.2g)

### Additional BOM Application Steps (By Categories) (SCBOM)

1. Full-time Local Pastor (**First Time**)
  - \_\_\_\_\_ 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 or Conference **Board of Ordained Ministry**.
  - \_\_\_\_\_ 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 (SCBOM 2). **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.

**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. 344.3)
  - \_\_\_\_\_ 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. 344.4.
  - \_\_\_\_\_ 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.343.2 d) until completion of the five-year program. (must be completed within twelve years. Par. 344.3)
  - \_\_\_\_\_ 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.
- 3. Student Local Pastor (318.3)
  - \_\_\_\_\_ 1. Submitted a written statement of progress in study to the District Committee on Ordained Ministry.
  - \_\_\_\_\_ 2. Completed a full-time course load with a grade point average equal to that required by the institution for graduation (usually a "C: average) in an accredited college or seminary approved by the University Senate. Enrolled in at least **24 hours per year**, if in Seminary.

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**SUBJECT: LOCAL PASTOR:** Under Par. 319.4 of 2004 Discipline, Certified candidates appointed may be continued and remain as a Local Pastor upon completion of the Five Year Course of Study 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. Michael Rouse, 1930 Mt. Holly Dr., Rock Hill, SC 29730, Phone: 803-327-5779 ) 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

## Probationary Membership and Deacon's Orders 1992 Discipline

### **Eligibility Requirements.** (See Par. 413, 1992)

1. Certified Candidate for at least **one year**. (From one Annual Conference Session to the next).
2. Bachelor of Arts in Liberal Arts or equivalent from college or university listed by the University Senate or acceptable accrediting body (Par. 425.2, 1992).
3. At least ½ of work required for Master of Divinity degree (Par. 425.2, 1992). GPR must be at least that required for graduation.
4. Written recommendation with ¾ majority vote of DCOM. (Par. 414.3, 1992)
5. Local Pastors may apply if completed at least four courses in Course of Study for Ordained Ministry prior to 1/1/97 and complete all other educational and Disciplinary requirements under 1992 Discipline, Pars. 415, 416

### **SCBOM Application Process for Probationary Member:**

- A) The following must be submitted to Office of Clergy Service, 4908 Colonial Dr., Columbia, SC 29203
1. Application for clergy Relationship with the annual Conference (Form 105)
  2. College Transcript
  3. Seminary Transcript
  4. Report of Mentor (08SCBOM)
  5. Recommendation Letter from the District Superintendent
  6. Records of DCOM action and reports to BOM (03SCBOM)
  7. Medical Report (Form 103)
  8. Psychological assessments as required by BOM: Sign Consent Letter in DS Office & complete testing
  9. Recommendation from Seminary (Form 109)
  10. Satisfactory Credit Worthiness Report (06SCBOM) and Notarized Criminal Background Statement (07SCBOM)
- B) **Written Work**
- \_\_\_\_\_ 1. Prepare and preach one written sermon on a Biblical passage specified by the BOM (Par. 414.6, 1992)
  - \_\_\_\_\_ 2. Plan and outline for teaching a book or books of the Bible (Par. 414.7, 1992)
  - \_\_\_\_\_ 3. Disciplinary questions (Par. 414.8, a-q, 1992)
  - \_\_\_\_\_ 4. Rewrites of above as required by BOM (SCBOM).
- C) **Interview with BOM** (SCBOM)
- \_\_\_\_\_ 1. Report at assigned date/time and location
  - \_\_\_\_\_ 2. Interview with BOM Committees
  - \_\_\_\_\_ 3. Interview with entire BOM
  - \_\_\_\_\_ 4. Notification by mail of BOM decision
- Attend Ordination Retreat** in May (SCBOM)

### **Continuation as Probationary Member**

1. Regular progress in Ministerial Studies (Par. 417.1,2,5, 1992)
2. Work with Mentor assigned by BOM. (Report of Mentor due annually to District Superintendent's Office See Par. 417.3,4, 1992)
3. Become Full Member within 8 years after being admitted to Probationary Membership See Par. 417.1,2 1992
4. Meet annually with DCOM for nurture and support
5. Present transcript annually showing progress
6. Mentor annual report to BOM on form submitted to DS Office

## 2004 PROBATIONARY MEMBERSHIP AND COMMISSIONING TOWARD DEACON OR ELDER

### Eligibility Requirements. (see Par. 324, 2004 Discipline)

- \_\_\_\_\_ 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 (Par. 324.4): Master's degree from a graduate theological school, a MDiv. or a master's degree in area of specialized ministry in which person will serve (Par. 324.4c). GPR at least that required for graduation
- \_\_\_\_\_ 5. Completed a minimum of 24 semester hours of graduate theological studies in the Christian faith (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. 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 note 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.
- \_\_\_\_\_ 7. **Local Pastors** may fulfill the requirements for probationary 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 Advanced Course of Study, in fulfilling their graduate theological studies, of which a minimum of twenty-four semester hours of the basic graduate theological studies of the Christian faith including the areas in Par. 324.4a
- \_\_\_\_\_ 8. Written recommendation on the basis of ¾ majority vote by the DCOM (Par. 324.10)
- \_\_\_\_\_ 9. Satisfactory certificate of good health (Par. 324.8) (**F103**)
- \_\_\_\_\_ 10. Notarized Criminal Background Statement (Par. 324.12) (**SCBOM 7**) and Credit Worthiness (**SCBOM 6**)

### SCBOM Application Process for Probationary Member

#### A. The following must be submitted to Clergy Services:

- \_\_\_\_\_ 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 on biblical text assigned by BOM
- \_\_\_\_\_ 4. Rewrite of above as required by BOM (SCBOM Policy)

#### C. Interview with BOM (time and location)

- \_\_\_\_\_ 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 reception for commissioning during the Conference Session and Commissioning Service

### Continuation As Probationary 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. Become Full Member within 8 years (Par. 327) after being Probationary Membership for minimum of three years (Par 349).
- \_\_\_\_\_ 4. Meet annually with DCOM for support; and Mentor submits annual report to District Office (08bSCBOM)

## 1992 FULL CONFERENCE MEMBERSHIP AND ORDINATION AS ELDER

### **Eligibility Requirements.** (Par. 424, 1992 Discipline)

- \_\_\_\_\_ 1. Been a Probationary Member of an Annual Conference for at least **two years** by the time of the Annual Conference Session (424.1, 1992)
- \_\_\_\_\_ 2. Been previously ordained as a Deacon (424.2, 1992)
- \_\_\_\_\_ 3. Served full-time as a probationary member under episcopal appointment and supervision for at least two full conference years following MDiv. graduation or completion of the Advanced Course of Study requirements. (424.1, 1992); at least one of the two years being served within the geographical bounds of the S.C. Conference (SCBOM)
- \_\_\_\_\_ 4. Completed the Residence in Ordained Ministry Program. (SCBOM)
- \_\_\_\_\_ 5. Completed the following educational requirements:
  - 1. Graduation with the MDiv. Or equivalent degree from a school of theology approved by the University Senate or completion of two years of the Advance Course of Study beyond the requirements for probationary membership via Special Promise (Exceptional 424.3 d, 1992)
  - 2. 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 (424.3 c, 1992)
  - 3. (MDiv. After June, 1990) 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)
  - 4. (MDiv. After June, 1990) Completed three quarter hours or two semester hours each in Black History or Black Studies, homiletics or preaching, and women's studies. (SCBOM)

### **Board of Ordained Ministry Application Process for Full Members**

- \_\_\_\_\_ 1. Written application to Clergy Services of the 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. 424.6, 1992)
- \_\_\_\_\_ 4. Submission of a written sermon and cassette tape on a text specified by the Board (Par. 424.5, 1992)
- \_\_\_\_\_ 5. Submission of a written response to Disciplinary Questions
- \_\_\_\_\_ 6. Submission of a satisfactory credit worthiness report (06SCBOM)
- \_\_\_\_\_ 7. Evaluative statement of "gifts and graces" submitted by the District Committee on Ordained Ministry (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 Clergy Session
- \_\_\_\_\_ 11. Attend reception into membership service during the Conference Session
- \_\_\_\_\_ 12. Ordination Service (Effective Elder upon ordination by the bishop)

## THE ORDAINED ELDER IN FULL CONNECTION, 2004 DISCIPLINE

### Eligibility Requirements. (Par. 335, 2004 Discipline)

1. Probationary Member of an Annual Conference for at least **three years** by the time of the Annual Conference Session (335).
2. Been previously elected as a probationary member (335(2))
3. Served full-time as a probationary member under Episcopal appointment and supervision for at least three full conference years following M.Div. graduation or completion of the Advanced Course of Study requirements. (335(1)); at least one of the three years being served within the geographical bounds of the S.C. Conference (SCBOM Policy)
4. Completed the Continuing Education Covenant Group in Ordained Ministry Program (SCBOM XXIII.G)
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. 335.3a)
  - 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. 335.3b) or satisfied educational requirements of Par. 324.6 for Local Pastors (335.3c)
  - 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 (335.3d)
  - d. (M.Div. before June, 1990) 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. (M.Div. after June, 1990) Completed three quarter hours or two semester hours each in Black History or Black Studies, homiletics or preaching, and women's studies. (SCBOM Policy)
  - f. Evangelism – graduate course is required 2004 Discipline (Par. 324.4a)
6. Two-thirds affirmative vote of BOM and clergy members in full connection.

### Transitional Provisions to Elder's Orders for Associate Members (Par. 369.2)

1. Associate members in good standing as of 1/1/97 and been under appointment for four years of full-time service as an Associate Member.
2. Fulfilled the provisions of Par. 304
3. Received the recommendation of the cabinet
4. Minimum of twenty-four semester hours of the basic graduate theological studies of the Christian faith including the areas of: Old Testament; New Testament; theology; church history; mission of the church in the world; evangelism; worship/liturgy; and United Methodist doctrine, polity, and history. This requirement may be fulfilled either a school of theology approved by the University Senate or in a special Course of Study provided by the GBHEM. 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.
5. Provide a written statement demonstrating an understanding of the theology of the ordination of deacons and elders and a willingness to fulfill the purposes of those ordinations.
6. 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)
7. Completed three quarter hours or two semester hours each in Black History or Black Studies, homiletics or preaching, evangelism, and women's studies (SCBOM Policy)

### Board of Ordained Ministry Application Process for Elder Full Member (2004 Discipline)

- \_\_\_\_\_ 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. Written sermon and cassette tape 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 reception into membership at Conference Session and Ordination Service

Revised 1/24/2005

06 CkList Full Elder 2004

## THE ORDAINED DEACON IN FULL CONNECTION, 2004 DISCIPLINE

### **Eligibility Requirements.** (Par. 330, 2004 Discipline)

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

### **Transition for Certified Diaconal Minister to DEACON as of 1/1/97 (Par. 369.3)**

1. Good standing with the annual conference and completed a minimum of **three years** in an approved service appointment.
2. Applied in writing to BOM for the transfer of their credentials to ordained deacon in full connection before 12/31/2004 (Note extended time by 2000 General Conference)
3. Completed a continuing formation and education program developed by the GBHEM
4. Demonstrated an understanding of the call to order of deacon, and whose ministry fulfills and exemplifies the definition and description of the ordained deacon (Pars. 329, 330), and who has either met the educational requirements of the diaconate (Par. 324), or whose competence and experience is determined to be equivalent by the BOM through the Division of Deacons.

### **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; Evangelism, and One unit/quarter of Clinical Pastoral Education

1/24/2005

**07Ck** List Full Deacon



**2004 Associate Members (See par. 321-323, 2004 Discipline)**

**Eligibility Requirements (Discipline Pars. 321-323):**

- (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) 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

**Additional Requirements in SC Conference:**

- a) Personal Interview with Board to review submitted written materials.
- b) Cost of all testing shall be the candidate's responsibility
- c) Be present for the opening Clergy Session of Annual Conference
- d) Continue work with a Clergy Mentor during the process
- e) Board of Ordained Ministry Application Process to be submitted by due date:
  - \_\_\_ 1. Written Application (F105) to the Clergy Services
  - \_\_\_ 2. Medical F103
  - \_\_\_ 3. Psychological Testing: Sign Consent Letter, schedule and complete testing
  - \_\_\_ 4. Sermon and cassette tape on a text specified by the Board.
  - \_\_\_ 5. Bible study on assigned Gospel (SC Policy XX.C.B)
  - \_\_\_ 6. Disciplinary Questions (324.9 ), *2004 Discipline*. Submit Doctrinal Questions Par. 324.9a-i; and Call & Discipline Life Questions Par. 324.9j-p and be prepared for examination during the interview.)
  - \_\_\_ 7. Credit Statement (06SCBOM).
  - \_\_\_ 8. Recommendation of District Committee on Ordained Ministry (Par. 322), *2004 Discipline* (03SCBOM).
  - \_\_\_ 9. DS supervisory Observation Report (05SCBOM)
  - \_\_\_ 10. F102 Biographical update (with Photo –approximately 2 X 2)
  - \_\_\_ 11. Criminal Background Statement (07SCBOM)
  - \_\_\_ 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), *2004 Discipline*.
  - \_\_\_ 16. Election by the Ministerial Session of the Annual Conference in Executive Session

1/24/2005

**08a CkList Associate Member 2004**

## ASSOCIATE CONFERENCE MEMBERSHIP AND ORDINATION AS DEACON

(Shall have begun the process for AM/Ordination as Deacon **prior to January 1, 1997**-Par. 366.1)

### Eligibility Requirements. (Par. 419,420 **1992 Discipline**)

- \_\_\_\_\_ 1. Reached age 35 by the time of the Annual Conference Session.
- \_\_\_\_\_ 2. Served a minimum of four years as a full-time local pastor by the time of the Annual Conference Session (a local pastor who meets all the requirements for Associate Membership except the minimum four years of service as a full-time local pastor may request the Board Of Ordained Ministry to equate previous years service as a part-time local pastor to the Disciplinary requirements of full-time service for eligibility or Associate Conference Membership up to three years service may be granted for service as part-time local pastor. Applicants for Associate Membership must serve at least one year in a full-time appointment).
- \_\_\_\_\_ 3. Completed the studies for the License as a Local Pastor and the five year Ministerial Course of Study, no more than one year of which may be taken by correspondence.
- \_\_\_\_\_ 4. Completed a minimum of sixty semester hours or ninety quarter hours towards the B.A. or equivalent degree in a college or university listed by the University Senate (or competency equivalence, see. Par. 420.1. (4), *1992 Discipline* by the time of the Annual Conference Session.
- \_\_\_\_\_ 5. Cumulative grade average on the above sixty semester hours or ninety quarter hours not lower than the grade average required by the college or university for graduation (usually a "C" average).
- \_\_\_\_\_ 6. Willingness to accept continuing full-time appointment.

### Board of Ordained Ministry Application Process: Submitted by due date

- \_\_\_\_\_ 1. Written Application (F105) to the Clergy Services
- \_\_\_\_\_ 2. Medical F103
- \_\_\_\_\_ 3. Psychological Testing: Sign Consent Letter, schedule and complete testing
- \_\_\_\_\_ 4. Sermon and cassette tape on a text specified by the Board (420.1.9).
- \_\_\_\_\_ 5. Bible study on assigned Gospel
- \_\_\_\_\_ 6. Disciplinary Questions (420.1.9), *1992 Discipline*.
- \_\_\_\_\_ 7. Credit Statement (06SCBOM).
- \_\_\_\_\_ 8. Recommendation of District Committee on Ordained Ministry 420.1.5), *1992 Discipline* (03SCBOM).
- \_\_\_\_\_ 9. DS supervisory Observation Report (05SCBOM)
- \_\_\_\_\_ 10. F102 Biographical update (with Photo –approximately 2 X 2)
- \_\_\_\_\_ 11. Criminal Background Statement (07SCBOM)
- \_\_\_\_\_ 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 (420.1.5), *1992 Discipline*.
- \_\_\_\_\_ 16. Election by the Ministerial Session of the Annual Conference in Executive Session

12/2002

**08b CkList** Associate Member 1992 Discipline

## **Applicants for Readmission to Probationary Member:**

### **2004 Discipline States:**

#### **Section XV. Readmission to Conference Relationship**

¶ 363. Readmission to Probationary 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 probationary 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. 363 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 Probationary 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 Probationary Membership" as outlined in the Discipline Par. 324-327 and SC BOM Policy Guide Section VI

Copy: DS, Cabinet Secretary, Chair of DCOM

1/24/2005

**09 CkList** Readmission to PM

## 1992 TRANSITION PROVISION OF PAR. 369.2 OF 2004 DISCIPLINE

### 1992 ASSOCIATE MEMBER TO ORDAINED ELDER

Par. 369.2: "Persons with the status of associate members in good standing as of January 1, 1997, May, upon the recommendation of the conference board of ordained ministry and election by a Two-thirds vote of the clergy session, be elected full members of the annual conference and Ordained elders. This option shall be available until December 31, 2004. The following Qualifications shall be fulfilled prior to the boards recommendation to the clergy session:

- a) Fulfilled the provisions of ¶ 304.
- b) Received at the recommendation of the cabinet.
- c) Have completed or demonstrated that they have completed a minimum of twenty-four semester hours of the basic graduate theological studies of the Christian faith, including the areas of: Old Testament; New Testament; theology; church history; mission of the church in the world; evangelism; Worship/liturgy; and United Methodist doctrine, polity, and history. This requirement may be fulfilled in either a school of theology approved by the University Senate or in a special Course of Study provided by the General Board of Higher Education and Ministry.
- d) Provide a written statement demonstrating an understanding of the theology of the ordination of deacons and elders and a willingness to fulfill the purposes of those ordinations."

### OUTLINE OF STEPS IN PROCESS OF AM TO FE

- \_\_\_\_\_ good standing as of January 1, 1997 as current Associate Member
- \_\_\_\_\_ served full time for at least FOUR years in appointment prior to December 31, 2004
- \_\_\_\_\_ recommendation of the conference board (after all requirements completed)
- \_\_\_\_\_ two-thirds vote of the clergy session
- \_\_\_\_\_ This option is available until December 31, 2004 (all requirements completed by December 31, 2004; then meet with BOM prior to Annual Conference for Interview and Recommendation to next Annual Conference)

#### Requirements Fulfilled prior to the board's recommendation:

- \_\_\_\_\_ a) Fulfilled the provisions of ¶304. Qualifications for Ordination
  1. Conscious of God's call to ordained ministry, and their call shall be acknowledged
  2. Ministry require certain qualities of faith, life, and practice
  3. Church expects persons seeking ordination to:
    - a) Have a personal faith in Christ and be committed to Christ as Savior and Lord.
    - b) Nurture and cultivate spiritual disciplines and patterns of holiness.
    - c) Acknowledge a call by God to give themselves completely to ordained ministry following Jesus' pattern of love and service
    - d) Communicate persuasively the Christian faith in both oral and written form
    - e) Make a commitment to lead the whole Church in loving service to humankind.
    - f) Give evidence of God's gifts for ordained ministry, evidence of God's grace in their lives, and promise of future usefulness in the mission of the Church.
    - g) Be persons in whom the community can place trust and confidence.
    - h) Accept that Scripture contains all things necessary for salvation through faith in Jesus Christ; be competent in the disciplines of Scripture, theology, church history, and Church polity; and possess the skills essential to the practice of ordained ministry.
    - i) Be accountable to The United Methodist Church, accept its Discipline and authority, accept the supervision of those appointed to this ministry, and be prepared to live in the covenant of its ordained ministers.

2. 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 the influence of an ordained minister on the lives of other persons both within and outside the Church, the Church expects those who seek ordination to make a complete dedication of themselves to the highest ideals of the Christian life. To this end, they agree to exercise responsible self-control by personal habits conducive to bodily health, mental and emotional maturity, integrity in all personal relationships, fidelity in marriage and celibacy in singleness, social responsibility, and growth in grace and in the knowledge and love of God.
3. While persons set apart by the Church for ordained ministry are subject to all the frailties of the human condition and the pressures of society, they are required to maintain the highest standards of holy living in the world. Since the practice of homosexuality is incompatible with Christian teaching, self-avowed practicing homosexuals are not to be accepted as candidates, Ordained as ministers, or appointed to serve in The United Methodist Church.
4. The United Methodist Church entrusts those persons who are in the ordained ministry with primary responsibility for maintaining standards of education and preparation for ordination. Having been originally recommended by a charge conference and by authorization of the ordained members in full connection with the annual conference, according to the procedures set out in the Book of Discipline for the examination and approval of candidates for ordination, persons are elected to membership in the annual conference and ordained by the bishop.
5. In all cases where the district committee on ordained ministry, conference boards of ordained ministry, or ordained members in full connection in clergy session vote on granting any status regarding license, ordination, or conference membership, it is understood that the requirements set forth herein are minimum requirements only. Each person voting is expected to vote prayerfully based on personal judgment of the applicant's gifts, evidence of God's grace, and promise of future usefulness for the mission of the Church.

\_\_\_\_\_ a) received the recommendation of the cabinet.

\_\_\_\_\_ b) have completed or demonstrated that they have completed a minimum of twenty-four semester hours of the basic graduate theological studies of the Christian faith in the Advance Course of Study or approved Seminary (in addition to Five Year Course of Study)

\_\_\_\_\_ c) written statement demonstrating an understanding of the theology of the ordination of deacons and elders

\_\_\_\_\_ d) willingness to fulfill the purposes of those ordinations

Required by SC Conference:

\_\_\_\_\_ One Unit of Clinical Pastoral Education

\_\_\_\_\_ Three Quarter Hours or Two Semester hours in EACH (not by correspondence):

Black History or Black Studies

Homiletics or preaching

Women's Studies

\_\_\_\_\_ 60 Hours minimum College completed (Same as required for all AM)

## **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:

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 2004 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 2004 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 1/12/2005

11 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:

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 ¶328-321 of the *2004 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 *2004 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.

**BOM Policy Guidelines (Section VII & XX):**

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

- A. See Disciplinary requirements for Ordained Deacon in Paragraphs 304, 328-331.
- B. Additional requirements in the S.C. Conference.
- C. Board policies and procedures for Full Membership as Deacon.

**XX** Requirements, which apply to more than one application process

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**Check Lists 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 of Formation time in Specialized Ministry elected
- \_\_\_\_\_ Have you been previously ordained a deacon?
- \_\_\_\_\_ Deposited Elder credentials with the bishop's office.

**Check List: STEPS IN TRANSFER/APPROVAL FOR SERVICE from OTHER DENOMINATIONS**

**I. Process for APPROVAL FOR SERVICE (Par. 347.3 and SCBOM Policy XXI. A-E) for Clergy (Elder and Deacon tracks) from other denominations:**

- a. Submit completed Transfer/Approval for Service form prior to January 15
- b. Interview and recommendation by the Transfer/Approval for Service Committee AND/OR Board of Ordained Ministry in November and/or February
- c. Prior to BOM Interview complete and submit to Clergy Services Office the following:  
(Applicants pay cost of medical, credit check, criminal background and psychological)
  1. \_\_\_\_\_ Satisfactory Medical (F103)
  2. \_\_\_\_\_ Credit Statement (06SCBOM)
  3. \_\_\_\_\_ Criminal Background Statement (07SCBOM) (\$25.00 to SC Conference Treasurer.
  4. \_\_\_\_\_ Psychological Test: Sign Consent Letter in DS Office and complete Psychological Testing. Applicant is responsible for scheduling test with Rev. John Holler and for total cost prior to testing.
  5. \_\_\_\_\_ Doctrinal Agreement: Written statement from Candidate indicating agreement with and willingness to support and maintain United Methodist doctrine, discipline and polity, including written response to Disciplinary Questions Par. 324.9 for Probationary Members
  6. \_\_\_\_\_ Ordination Credentials: Submit Copy of Original.
    - a) FOR ELDER TRACK (Pars. 347.3 and 348)  
Examined by bishop and BOM and, upon BOM recommendation may be recognized as valid elders in The United Methodist Church while under appointment.
    - b) FOR DEACON TRACK (Pars. 331.8):  
"With approval and consent of the bishops or other judicatory authorities involved, deacons in full connection from other annual conferences, other Methodist churches, or other denominations may receive appointments in the annual conference while retaining their home conference membership or denominational affiliation. Appointments are to be made by the bishop of the conference in which the deacon in full connection is to serve. Upon the recommendation of the board of ordained ministry, clergy in such appointments may be granted voice but not vote in the annual conference to which they are appointed. Their membership on conference boards and agencies is restricted to the conference of which they are a member. Such appointments are renewable annually." (Par. 331.8)
  7. \_\_\_\_\_ Biographical Data (Form 102) with small photo
  8. \_\_\_\_\_ Review BOM Policy Section XXI.A-E for Transfer/Approval for Service.

**II. Process for TRANSFER (Par. 347.3 and SCBOM Policy XXI.A-E) for Clergy (Elder track) from other denominations:**

- a. \_\_\_\_\_ Same process as required for Full Elder including Sermon, Bible study, Disciplinary Questions and Interview with Board of Ordained Ministry (XXI)
- b. \_\_\_\_\_ Academic requirements including Homiletics; UM Doctrine, History & Polity; Women Studies, and Black Studies (XXI.C)
- c. \_\_\_\_\_ Letter of request for transfer by June 1 prior to the next annual conference at which the Transferee is received as a full member (XXI.D)
- d. \_\_\_\_\_ Medical, Credit, SLED, and Psychological (XXI.D)
- e. \_\_\_\_\_ Completed at least three years as Probationary Member in Approved Service (XXI)

Reply to: Clergy Services Office, 4908 Colonial Drive, Columbia, SC 29203

Revised 01/24/05

**13 CkList** Transfer/Approval for Service Other Denominations