

June 21, 2018

AM 2019

Memorandum to Candidates Eligible for Change of Relationship

To Candidates Eligible for Change of Relationship at Annual Conference **2019**

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/BOMPPolicyGuidelines/Final_Version_2017_Policy_Guidelines-Without_highlights.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**. 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 28210, Phone 704-554-9222, FAX 704-554-9956.

If you have questions, please call 1-888-678-6272 or email clergyservices@umcsc.org

Enc: Check List of Minimum Requirements

Forms

Instructions on Sermon, Discipline Questions, Bible Study

VERIFICATION OF PACKET CONTENTS**THIS FORM SHOULD BE SIGNED AND RETURNED IMMEDIATELY TO:**

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

THIS IS TO ACKNOWLEDGE RECEIPT IN THE ORIENTATION PACKET OF THE FOLLOWING:

ASSOCIATE MEMBER (AM)

1. Memorandum to Candidate Eligible for Change of Relationship at 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. **06SCBOM** Authorization to Allow Determination of Credit Worthiness
7. **07SCBOM** Notarized Criminal Background Statement
8. **08bSCBOM** Annual Clergy Mentor Report
9. Evaluation for Education Requirements
10. General Instructions for Associate Membership
11. Sermon Instructions
12. Disciplinary Questions Part I Theology and Doctrine
Part II Call and Discipline Life
13. Bible Study Instructions
14. **SCBOM** Policies and Procedures for Academic Style and Intellectual Integrity
15. **2019** Timeline/Checklist

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

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 of Packet Contents. In addition the following shall be submitted by due date.

1. *College Transcript showing completion of a minimum of **60 semester hours for BA** degree
2. *Transcript showing completion of at least **FIVE YEAR Course of Study** and LP Studies
3. Psychological assessment (Consent Letter in DS Office) and scheduled with Ministry Development Services of **PPS**, 6100 Sardis Road, Charlotte, NC 28210, Phone 704-554-9222, FAX 704-554-9956

I understand the submission 11,12, and 13 shall be postmarked by **November 9**. Failure to meet this deadline may result in my application for **ASSOCIATE MEMBER** 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: _____

**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 _____ Multiracial _____;

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 2018

Form 102b

Copy distribution: DS Office File
Clergy Services, 4908 Colonial Drive, Columbia, SC 29203(or email: clergyservicesr@umcsc.org)

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: _____

Signature of physician: _____ Date: _____
Street City State Zip

OFFICIAL FORM FROM DIVISION OF ORDAINED MINISTRY, GBHEM

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)

**SOUTH CAROLINA ANNUAL CONFERENCE BOARD OF ORDAINED MINISTRY
NOTARIZED CRIMINAL BACKGROUND STATEMENT (¶325.12)**

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 for the ASSOCIATE MEMBERSHIP 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 with all appropriate agencies.

"A past felony conviction is not an absolute bar to employment with the South Carolina Annual Conference of the United Methodist Church. It is our 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 _____

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 Drive ,Columbia, SC 29203

Copy distribution: DS Office File
(DS mails original with seals to Clergy Services, 4908 Colonial Drive, Columbia, SC 29203)

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Revised 2018

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: _____

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

Address _____	City _____	State _____	Zip _____
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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)**

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

**EVALUATION OF EDUCATIONAL REQUIREMENTS
(COURSE OF STUDY OR OTHER)-TRANSCRIPT FROM GBHEM**

GENERAL INSTRUCTIONS FOR ASSOCIATE MEMBERS FOR 2019

(See Par. 322, 2012 Discipline)

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 and phone number on each item submitted. Type your **name, phone number and email address only** at the top right of each page to help the committees easily identify your work.
4. **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.”
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 Associate Members**
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

2019 GUIDELINES FOR PE/PD/AM MEMBERSHIP SERMON

THE TEXT FOR YOUR AM SERMON WILL BE: **Mark 6:30-34, 53-56**

(Sermons will be evaluated on the basis of how well you exegete and proclaim this text in your context)

INSTRUCTIONS TO BE FOLLOWED IN SUBMITTING YOUR SERMON

(You may use this sheet as a checklist for your submissions)

_____ Contact information is on all pages and disks submitted.

- Include your name, address, best phone number to reach you and umcsc.org email address in the upper right hand corner of all pages submitted or in a conspicuous place on the disk.

_____ The sermon delivery time should be 15-20 minutes.

- Do not submit a funeral eulogy, a communion meditation or a short homily for a special day.

_____ The sermon should be preached and recorded during a “regular” Sunday worship service or a normal ministry setting and not preached in an empty sanctuary or room.

_____ Your manuscript/transcript should be typewritten, double-spaced and all pages numbered.

- Write a full manuscript/transcript. If you preach using notes or an outline or vary significantly from the manuscript, submit what you use in the pulpit, also.
- All sources used in the sermon manuscript must be documented in the manuscript.

_____ Submit all documents (sermon manuscript, exegesis, annotated bibliography, sermon summary statement, etc.) as ONE document via email. The audio can be sent in the same email as the above document or if it is a disk copy, by mail.

ITEMS TO BE SUBMITTED TO THE OFFICE OF CLERGY SERVICES:

(You may use this sheet as a checklist for your submissions)

_____ One copy of the exegesis of the text (2-3 pages in length).

_____ One copy of an annotated bibliography of all the sources you used in your preparation.

_____ One statement describing the central emphasis of the text.

_____ One sentence summary that expresses what message you seek to convey in this sermon.

_____ One statement describing the congregation to whom the sermon was preached.

_____ One statement describing the need the sermons sought to meet.

_____ One statement describing why you felt the sermon met that need.

_____ One copy of the sermon manuscript/transcript of the sermon preached.

_____ One copy of an outline of the sermon preached.

_____ 2 audio recordings (CDs) or 1 MP3. No cassettes will be accepted.

You should have 11 items in one document (10 if you submit 1 MP3 audio file) to submit to the Office of Clergy Services.

AREAS TO BE CONSIDERED IN THE EVALUATION:

- Clarity of communication skills is very important. Spelling, punctuation and proper use of the English language will be considered in the evaluation.
- 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.
- The sermon will be examined for theological soundness, exegetical integrity and appropriate application. Your original ideas, grounded in Scripture and experience are encouraged.
- Specific areas to be reviewed by the readers who will evaluate your sermon are: Title, Introduction, Central Idea, Main Body, Conclusion, Sources, Illustrations, Transitions, Text/Exegesis, Analysis, Writing Style, Attitude and Spirit of the Sermon, Cultural and Gender Sensitivity, Overall Impression and Theological Content.

If you have any questions, please contact:

Proclamation and Preaching Chairperson -

Rev. Frank Lybrand

Carteret Street United Methodist Church

408 Carteret Street, Beaufort, SC 29902

Office Phone: 843-524-3841

Email: felybrand@umcsc.org

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” (2016 Discipline, Par. 335). Be aware that your reader will take seriously every word that you have written. Your responses should be written with the utmost attention to spelling, grammar, punctuation, and style.
5. We expect all of our candidates to use **inclusive language** throughout their paperwork.

A few guides to inclusive language from our UMC seminaries may be found at:

<https://divinity.duke.edu/sites/divinity.duke.edu/files/documents/scos/COS%20%20Inclusive%20Language%20Policy.pdf>

<http://candler.emory.edu/programs-resources/course-study/policies-procedures.html>

<http://www.itc.edu/assets/pdf/Student-Handbook-2013.pdf>

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

For Questions Contact: Chairperson, Call & Discipline Life – Rev. Jeff Childress 309 Pelzer Highway, Easley, SC 29642. PH: 864-859-1567, email; jwchildress@umcsc.org

DISCIPLINARY QUESTIONS FOR ASSOCIATE MEMBER

(AM2019)

1. Type your FULL NAME, address and phone number on each item submitted. Type your name 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 in WORD format, Double-spaced** for 8 ½ x 11, **number** all pages.
4. E-Mail **ONE** copy **Part I (Theology and Doctrine)** and **Part II (Call & Discipline Life)** **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.

Prepare and submit a written response to the following questions: (Par. 324.9, 2016 Book of Discipline)

PART I: FOR COMMITTEE ON THEOLOGY AND DOCTRINE:

Theology

- (a) Describe your personal experience of God and the understanding of God you derive from biblical, theological and historical sources.
- (b) What is your understanding of evil as it exists in the world?
- (c) What is your understanding of humanity, and the human need for divine grace?
- (d) How do you interpret the statement “Jesus Christ is Lord”?
- (e) What is your conception of the activity of the Holy Spirit in personal faith, in the community of believers and in responsible living in the world?
- (f) What is your understanding of the kingdom of God; the Resurrection; eternal life?
- (g) How do you intend to affirm, teach and apply Part II of the Discipline (Doctrinal Standards and Our Theological Task) in your work in the ministry to which you have been called?
- (h) The United Methodist Church holds that the living core of the Christian faith was revealed in Scripture, illumined by tradition, vivified in personal experience and confirmed by reason. What is your understanding of this theological position of the Church?
- (i) Describe the nature and mission of the Church. What are its primary tasks today?
- (j) Explain the role and significance of the sacraments in the ministry to which you have been called.

PART II: FOR COMMITTEE ON CALL AND DISCIPLINED LIFE

- (k) Discuss your understanding of the primary characteristics of United Methodist polity.
- (l) How do you perceive yourself, your gifts, your motives, your role and your commitment as a provisional member and commissioned minister in the United Methodist Church?
- (m) Describe your understanding of diakonia, the servant ministry of the church, and the servant ministry of the provisional member and commissioned minister.
- (n) What is the meaning of ordination in the context of the general ministry of the church?
- (o) Describe your understanding of an inclusive church and ministry.
- (p) You have agreed as a candidate for the sake of the mission of Jesus Christ in the world and the most effective witness of the gospel, and in consideration of their influence as ministers, to make a complete dedication of yourself 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, integrity in all personal relationships, fidelity in marriage and celibacy in singleness, social responsibility and growth in grace and the knowledge and love of God. What is your understanding of this agreement?
- (q) “Knowing the dangers and blessings of technologies for social networking, what steps have you taken to safe guard your integrity as a disciple of Christ and a United Methodist minister? What steps have you taken or would you take to use this tool to make disciples for the transformation of the world?”

**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**

**For Questions Contact: Chairperson, Call & Discipline Life – Rev. Jeff Childress 309 Pelzer Highway,
Easley, SC 29642. PH: 864-859-1567, email: jwchildress@umcsc.org**

Email Part I separately with a bibliography to: Clergy Services, clergyservices@umcsc.org

Email Part II separately with a bibliography to: Clergy Services, clergyservices@umcsc.org

2019 BIBLE STUDY INSTRUCTIONS (AM)

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 from the **Gospel of Matthew**.

Please prepare four (4) complete lesson plans following the instructions given below, with the "Bible Study Evaluation" as a guide for success. Your Bible Study should be approximately 22-28 pages in length.

**PLEASE FOLLOW THE INSTRUCTIONS CAREFULLY.
EACH SECTION SHOULD BE COMPLETED AS THE DIRECTIONS REQUIRE.
USE ALL THE HEADINGS AND SUBHEADINGS PROVIDED TO FORMAT YOUR PAPER.**

I. Audience Context

Write a brief description of the context of the audience. Help us to understand for whom are you creating this Bible Study, and how your Bible Study connects the Gospel text to your context.

Note: You can highlight demographics of your audience in this section, which could include age, race/ethnicity, class, education, and location. It could be helpful for your readers to know if your audience is "churched" or new to the faith.

II. Course Setting

Write a brief description about the logistics of the Bible Study including the location of the class, classroom set-up, and the length of the lesson. Tell us why you made these intentional choices.

III. Introduction to the Gospel

Write a brief introduction to the assigned Gospel that includes the major themes and distinguishing characteristics of the book. Use scholarly resources and cite your sources in the Bibliography. The information presented in this section needs to be either integrated, represented, or otherwise connected in your lessons.

IV. Complete Lesson Plans

Create original, detailed, and complete lessons plans for 4 Bible Study sessions on the assigned Gospel. Each session must include the following:

Lesson #

A. Purpose Statement

(One sentence declaring your intention for the session and demonstrating what you hope to accomplish. The purpose statement is similar to a thesis statement - it should be focused and concise.)

B. Objectives *(Very short list of 2 or 3 ways in which you plan to accomplish your purpose and direct an intentional outcome.)*

C. Teaching Aids

(A list of materials, aids, and/or resources that will be utilized in the session.)

D. Introduction

(Articulate how the session will begin. Consider your transition into the Learning Activity.)

E. Learning Activity(s)

(Provide specific and detailed instructions on how you will teach the lesson content. It should be specific enough for a substitute teacher to pick up teach, so that your BOM Bible Study Readers can evaluate your content and teaching ability). Describe how you will use your aforementioned teaching aids. The Learning Activity(s) is the heart of your Bible Study session and is the implementation of your stated objectives. Consider your transition into the next Learning Activity or the Closing.)

F. Closing

(Articulate how the session will end.)

V. Participant Assessment

Create a course evaluation, or other creative tool, that will reveal what the student learned from your Bible Study.

VI. Personal Statement

Answer the following questions in a brief statement: Why do you think it is important to write a Bible Study in order to be commissioned? What is your understanding of the teaching role of the minister? What have you learned from this experience of Bible Study preparation?

VII. Bibliography

List the sources you used for your Bible Study submission in the Turabian format.

Other Notes:

- Be sure to follow the "General Instructions" found in your packet.
 - Type your full name, address, phone number, and email address at the top right of each page.
 - Typed materials must be submitted electronically in a Word document.
 - The format should be 8½ x 11 page, double spaced lines, with numbered pages.
- Your Bible Study submission shall be in only one (1) file in a Word document Any worksheets, activity sheets, charts, images, et cetera that you want your readers to see need to be in the same document file as your Bible Study and not in a separate file. If you send a secondary file, it will not be reviewed.
- Please use scripture references instead of fully typed out scriptures passages, as it is unnecessary and a waste of valuable page space.
- Cite your work correctly. If you used a direct quote, use quotation marks and footnote the source. If you are not using a direct quote, but sharing an idea that is not yours, you must still footnote your source. Be sure your footnotes, citations, and bibliography are in Turabian format.
- If your lesson includes open-ended questions, please make sure there is commentary, facilitator remarks, or a written follow-up answers so that a substitute teacher and your Readers are aware of your intent.

For question Contact: Bible Study-Rev. Jeffrey Salley, 1005 Blockade Runner Parkway Summerville, SC 29485 Cell: 843-276-9400 jsalley3@umcsc.org

Email 1 Copy to clergyservices@umcsc.org

BIBLE STUDY EVALUATION

CANDIDATE _____

DATE _____

STATUS SOUGHT Associate Member (AM).

PRESENTATION

Evaluate and rate the quality of the presented materials based on these factors:

- *Did the candidate follow instructions?*
- *Was the submission formatted well, proofread, and edited for grammar and readability?*
- *Does this submission represent the candidate's "best work"?*
- *Were the lessons written thoroughly and could be given to a substitute?*

INFORMATION

Evaluate and rate the content of information of the whole submission based on these factors:

- *What is the quality of the Bibliography?*
- *Does it include a variety of scholarly sources?*
- *Does the submission demonstrate the candidate's knowledge of the assigned Gospel and its unique characteristics?*
- *Were those characteristics fully integrated into the lessons?*
- *Does the information meet the expectations of a commissioned or ordained minister?*

TRANSFORMATION

Evaluate and rate how the candidate transformed the Gospel through the lessons and activities based on these factors:

- *Does the candidate demonstrate the ability to make the Gospel relevant and applicable to the specified audience?*
- *Does the candidate demonstrate readiness in ministry (provisional) or effectiveness in ministry (ordinand)?*
- *Does the candidate have a clear understanding of the teaching role of the minister? (Personal Statement)*

APPLICATION

Evaluate and rate the actual lessons as a whole based on these factors:

- *Were the purpose statements and objectives reasonable and realistic?*
- *Was the purpose met through the objectives?*
- *Was the audience context considered?*
- *Were the teaching methods and aids effective in elevating the content of the lesson?*

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."

Signature

Date

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

Name of Candidate

Associate Member 2019

TIMELINE/CHECKLIST FOR ASSOCIATE MEMBER

DUE JUNE 21:

- _____ 1. FORM 105 APPLICATION SIGNED REQUESTING ASSOCIATE MEMBERSHIP
- _____ 2. Verification of Packet Contents

DUE BY EMAIL TO CLERGY SERVICES NOVEMBER 9:

- _____ 3. Sermon on **Mark 6:30-34, 53-56-Jesus Feeds the Five Thousand**
- _____ 4. Disciplinary Questions Part I (Committee on Theology and Doctrine)
Part II (Committee on Call and Disciplined Life)
- _____ 5. Bible Study on **Matthew**

DUE January 4:

- _____ 6. Updated autobiographical **FORM 102**
- _____ 7. Medical Report **FORM 103** in year of application
- _____ 8. Credit Worthiness Statement and Authorization (**06SCBOM**)
- _____ 9. Notarized Criminal Background Check (**07SCBOM**) **\$16.00** SC Conf. Treasurer
- _____ 10. Report of Mentor signed by candidate and mentor (**08bSCBOM**) due to DS
- _____ 11. Academic Integrity Statement (**13SCBOM**)
- _____ 12. Seminary Transcript showing completion of Basic Course of Study (confirm if in current permanent file)
- _____ 13. Current photo (2x2)
- _____ 14. Psychological Assessment (confirm if in current permanent file)

DUE FROM DISTRICT OFFICE JANUARY 25:

- _____ 15. DCOM Action Report (**01SCBOM**)

INTERVIEWS WITH FULL BOARD FEBRUARY 12-14, 2019

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 2-6, 2019 at TD Convention Center, Greenville, SC:

- _____ 16. Must be approved by 2/3 majority vote of Clergy Session; Reception and Ordination Service at Annual Conference

