

June 21, 2018

FD 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/BOMPolicies/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 Content Receipt** of enclosures. The written requirements and all other forms must be submitted by indicated **due date** or earlier.

4. Your prompt and careful response to written and verbal requests related to this process is an essential part of the process. Timely response will be considered in making the decision on your readiness and/or effectiveness for membership in the SC Annual Conference.

5. Please note that the required psychological testing process involves your Consent Letter signed in the district Superintendent's office. If not previously tested, you are responsible to schedule a day for testing with Ministry Development Services of **PPS**, 6100 Sardis Road, Charlotte, NC 28270. Phone 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 RETURNED IMMEDIATELY TO:

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

THIS IS TO ACKNOWLEDGE RECEIPT OF THE FOLLOWING:

FULL MEMBER APPLICANTS:

1. Memorandum to Candidates Eligible for Change of Relationship in Annual Conference
2. Verification of Packet Contents
3. **F102** Biographical Information Form (attach your photo – approximately 2x2)
4. **F103** Medical Report of Ministerial Candidate
5. **01SCBOM** Action Report to the BOM Registrar (Clergy Services)*
6. **04SCBOM** Annual Observations – District Committee on Ordained Ministry*
7. **05SCBOM** Annual Report of District Superintendent
8. **06SCBOM** Authorization To Allow Determination of Credit Worthiness
9. **07SCBOM** Notarized Criminal Background Statement
10. **08bSCBOM** Annual Clergy Mentor Report
11. **Statement of Fulfillment of Theological Studies***
12. General Instructions
13. Contextual Project (**FD**) Guidelines and Sermon Guidelines
14. Disciplinary Questions Part I Call and Discipline Life
Part II Theology and Doctrine
Fruitfulness Project
15. Bible Study Instructions
16. **13SCBOM** Policies and Procedures for Academic Style and Intellectual Integrity
17. **2019** Timeline/Checklist
18. Recommendation Form S/PPRC or Service setting (will be mailed to Chair or Supervisor by Office Clergy Services)

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

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

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

I understand the submission of items 13,14, and 15 shall be postmarked by **September 14**. Failure to meet this deadline may result in my application for FULL MEMBER AND DEACON'S ORDERS not being considered by the Board of Ordained Ministry, unless an exception is granted by the Board for acceptable reasons.

Signature: _____
Name (Typed or Printed) _____ Date: _____

**THE UNITED METHODIST CHURCH
BIOGRAPHICAL INFORMATION FORM**

Date: _____

Full Legal 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: clergyservices@umcsc.org)

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

To: The Board of Ordained Ministry, South Carolina Conference

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

Part I: MEDICAL HISTORY REPORT *To be completed by the candidate.*

Name: _____ Date of birth: _____

Address _____
Street City State Zip

E-mail _____

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

Number of children _____

1. Check if you have ever had: Arthritis Diabetes High blood pressure Poliomyelitis
 Asthma Epilepsy Kidney trouble Rheumatic fever
 Cancer Heart trouble Peptic ulcer Tuberculosis
2. Check if any member of your family has ever had: Arthritis Diabetes High blood Pressure Poliomyelitis
 Asthma Epilepsy Kidney trouble Rheumatic fever
 Cancer Heart trouble Peptic ulcer Tuberculosis

Explain: _____

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

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

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

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

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

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

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

10. Do you smoke? Yes No If yes, How Long? _____ How much? _____

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

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

Signature: _____ Date: _____ F103

PART II: MEDICAL EXAMINER'S REPORT

(To be completed by the physician)

Patients Name _____

1. General Appearance: _____

2. Personal Hygiene: _____

3. Height: _____ Weight: _____

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

5. Vision: _____

6. Hearing: _____

7. Condition of mouth and throat: _____

Pharynx: _____ Tonsils: _____

Mucous membranes: _____ Teeth: _____

Tongue: _____ Gum: _____

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

9. Evidence of varicosity: _____ Hernia: _____

10. Evidence of disease or abnormalities of : Heart: _____

Lungs: _____

Thorax: _____

Spine: _____

Genitalia: _____

11. Evaluate nervous and mental condition: _____

Laboratory Tests (Required) Pap smear (all women) _____ Mammogram(all women) _____

PSA (for men over 50) _____ Cholesterol _____

Fasting Blood Sugar _____

SUMMARY OF FINDINGS AND RECOMMENDATIONS

Name of physician: (Type or Print Name) _____ Date: _____

Address: _____

Street City State Zip

Signature of physician: _____ Date: _____

OFFICIAL FORM FROM DIVISION OF ORDAINED MINISTRY, GBHEM

DCOM ACTION REPORT TO CLERGY SERVICES

District _____

Date _____

Full Name of Candidate _____

Current Status _____

Candidate's Address _____

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

____ Supply (SY). This person is serving as a Supply.

____ DCOM has reviewed Medical, Criminal Background, TABE, Credit, and Psychological Results. DS initial _____

____ Granted certified candidate status according to (§310.2)

____ Recommended (continuation) as certified candidate (§313)

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

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

____ Recommended for election to provisional membership toward deacon's orders (§324)

____ Recommended for election to provisional membership toward elder's orders (§324)

____ Recommended for associate membership (§321)

____ Annual Meeting with PE _____ or PD _____ (Complete & attach form 04SCBOM)

____ Recommended for Transition from Full Deacon to Full Elder _____ or Full Elder to Full Deacon _____ (§309.2)

____ Recommended for Transition from Provisional Deacon to Provisional Elder _____ or PE to PD _____ (§309.2)

Recommended for readmission to conference relationship:

____ Readmission to provisional membership (§365)

____ Reinstatement as a Local Pastor (§319.4)

____ Readmission after honorable or administrative location (§366)

____ Readmission after exit of ministerial office (§367)

Persons who are awarded the license as a local pastor, or who are continued in that status must be classified as one of the following

(If licensed, please check appropriate designation): §318

____ Full-Time Local Pastor Indicate progress in studies: COS: School _____ Year _____

Seminary and Year _____

____ Part-Time Local Pastor Indicate time: _____ 1/4 _____ 1/2 _____ 3/4

____ Student appointed as local pastor

____ Discontinue from Status

____ Other _____

Signature of DCOM Chair or Registrar _____

Address _____

Phone _____

District Superintendent Dissent _____ Comments Attached _____

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Clergy Services, 4908 Colonial Drive, Columbia, SC 29203 (or email: clergyservices@umcsc.org)

01SCBOM

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

Candidate's Name	District
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DCOM observed/reviewed or discussed the following traits, which we believe will enhance and strengthen his/her ministry:

- 1.
- 2.
- 3.

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

- 1.
- 2.
- 3.

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

Yes ___ or No ___ Applicant Serving Full Time under appointment.

Applicant participating in Formation in Ministry: **Year** 1 ___ 2 ___ 3 ___ 4 – 8 ___

Chairperson DCOM

Date

(Complete and return by **October 19** to Clergy Services).

Copy distribution: DS Office File

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

ANNUAL REPORT OF DISTRICT SUPERINTENDENT

On Provisional Member Seeking Full Membership

Reference: 2016 Book of Discipline ¶330.1, 335;

CANDIDATE'S NAME _____ **Deacon Elder** (Circle one)

PRESENT APPOINTMENT: District _____ Charge _____

Date appointed: _____

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

Ministerial Standards: Observed by the District Superintendent

1. Candidate's Commitment to itinerancy _____

2. Relationship to other ministers/parsonage families _____

3. Moral Character/ Life Style _____

4. Soundness of Doctrinal Stance _____

5. Maturity/Emotional Stability _____

6. Attitude toward UMC _____

7. Relational Skills _____

8. Work Habits _____

FULFILLMENT OF DUTIES: Pastor or Place of Service (¶ 328-336 2016 Discipline)

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

DOES SUPERINTENDENT RECOMMEND ORDINATION? Yes _____ NO _____

Dated _____ DS Signature _____

Superintendent's Recommendation shared with District Committee:

Dated _____ Chairperson Signature _____

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

Date Report Completed _____ PE/PD Signed _____

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05SCBOM

Copy distribution: DS Office File

Clergy Services, 4908 Colonial Drive, Suite 122, Columbia, SC 29203 - **DUE from DS by October 19**

AUTHORIZATION TO ALLOW DETERMINATION OF CREDIT WORTHINESS

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

_____ Date _____ (SIGNATURE OF APPLICANT)

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

IF ANY OF THESE ACCOUNTS ARE NOT CURRENT, LIST BELOW THE ACCOUNT AND THE AMOUNT PAST DUE, AND WHAT ARRANGEMENTS HAVE YOU MADE TO BRING THE ACCOUNTS UP TO DATE?

(Continue on back of form, if needed) Revised 2018

SOUTH CAROLINA ANNUAL CONFERENCE Board of Ordained Ministry

NOTARIZED CRIMINAL BACKGROUND STATEMENT

(Par. 324.12) Please Print or type this form

Full Name: _____

Street Address _____

Date of Birth: _____ Social Security No. _____

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

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

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

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

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

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

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

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

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

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

I understand that if false information has been given, my application process 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 date _____

Notary Public of the State of South Carolina

My commission expires _____

.....
Please Send this form and the remittance fee (\$18.00) payable to SC Conference Treasurer to:
Office of Clergy Services, 4908 Colonial Dr., Suite 122, Columbia, SC 29203

Copy distribution: DS Office File

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) - ¶318.1 _____	PD (MA or MDIV)- Par. 326.1 _____
(Check ONE)	PL (Part-time 6Hrs/2COS) - ¶318.2 _____	PE (MDIV) - Par.326.2 _____
	Student Local Pastor ¶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. Student Local Pastor**)

Dates of Sessions: _____

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

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

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

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

WEB 2018

08bSCBOM

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

**STATEMENT OF FULFILLMENT OF THEOLOGICAL STUDIES
For Candidates seeking Full Membership - FD**

This form shall be filled out by each candidate for ordination as a deacon or elder seeking full membership. The Book of Discipline, 2016, ¶324.4.a requires candidates for deacon or elder to complete a minimum of 27 semester hours of graduate theological studies that include the areas listed below. The South Carolina Annual Conference requires that these studies be completed before commissioning and provisional membership. The Board of Ordained Ministry requires that a grade of “C” or above be earned in each of the courses below, or the candidate will not be credited with having completed that requirement. This applies to all courses taken after June 2010. **If you applied under 324.5, please attach an explanation.**

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

Courses Required by Discipline Prior to Provisional Membership	Name of Course/Date	Institution	Hours
Old Testament			
New Testament			
Theology			
Church History			
Mission of the Church in the World			
Evangelism			
Worship/Liturgy			
United Methodist Doctrine			
United Methodist Polity			
United Methodist History			
Courses Required by South Carolina Prior to Full Membership			
Black Studies (Survey Course)			
Public Speaking or Communications			
Women Studies (Survey Course)			
CPE			

Total Hours _____

Candidate's Name _____ Date _____

DESCRIPTIONS OF REQUIRED COURSES

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

Old Testament – A survey course on the Old Testament

New Testament – A survey course on the New Testament

Theology – A survey course in systematic theology

Church History – A survey course in church history

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

Evangelism – A course on the theory or practice of evangelism

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

United Methodist Doctrine – A course on UM theology and doctrine

United Methodist Polity – A course on UM polity

United Methodist History – A course on UM History

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

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

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

Public Speaking – A course on the theory or practice of public speaking

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

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

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

GENERAL INSTRUCTIONS FULL DEACON 2019
(Under Applicable Discipline and BOM Policy Guidelines)

1. Find the VERIFICATION OF PACKET CONTENTS form. Fill it out **TODAY and return** it to:
Clergy Services, 4908 Colonial Drive, Columbia, SC 29203 1-888-678-6272
2. Study these instructions carefully.
3. Type your full **name, address, phone number and email address** at the top right of each page to help the committees easily identify your work.
4. Keep a copy of each item submitted for your file.
5. **TYPED** materials are preferred for all forms. Sermons, Bible Study, and Disciplinary Questions MUST BE TYPED in WORD Format, 8 ½ x 11, double spaced, number pages, and send a copy by email to Clergy Services Office.
6. **Observe all deadlines listed on the Timeline/Checklist for Deacon**
7. Email your work when completed. You do not need to wait until the deadline to mail a copy of all items to Clergy Services.
8. **ADDITIONAL REQUIREMENTS –**
The Board amended its policy statement to require a written supervision/observation report from the District Superintendent and a statement from the District Committee on Ordained Ministry.

These reports may necessitate additional interviews with the District Superintendent and the District Committee.
9. **Keep a copy and a backup copy of everything that you create or submit.** If you email, fax, or mail an item and it does not arrive, the only response that we can provide is that “we have not received it.”

2019 GUIDELINES FOR FD MEMBERSHIP CONTEXTUAL PROJECT

GENERAL DIRECTIONS: You may do a contextual project or a sermon

- 1) Your contextual project should be an original example of your ministry of Word and Service using a biblical text of your choosing.
- 2) Title of Project: Is it related to main theme?
- 3) Setting: Describe your context for ministry. Where do you serve? Who do you serve? What are your primary responsibilities?
- 4) Purpose: As a deacon you are called to a ministry of Word and Service. How does your project proclaim this ministry in your setting?
- 5) Brief Description of Project: In fifty words or less describe your audience, location, number of sessions, type of project.
- 6) Outline: Provide a detailed outline of the entire project.
- 7) Exegesis of the Biblical text you chose (2-3 pages)
- 8) Main Body: Provide a narrative of one component, presentation or session of your project.
- 9) Provide an audio or videotape of your presentation. Where matters of confidentiality would prohibit, secure written permission of the participants.

AREAS OF EVALUATION. All of these may not apply to your project.

- Sources: What supportive materials are being used? Is proper credit given to sources?
- Illustrations (where applicable): Are illustrations varied, fresh, true to life, accurate, right length?
- Transitions: Are transitions natural, creative, easy to follow, varied, clear?
- Text/Narrative: Does the project show evidence of good research?
- Appeal: Is the appeal rational, logical and systematic? Does the narrative/text provide practical help or support?
- Writing style: Literary, oral, abstract, concrete, conversational, clear, direct, energetic, flowing, truthful, natural.
- Cultural sensitivity: Was inclusive language used? Was the narrative/text sensitive to current events and social issues?

GUIDELINES FOR EVALUATING CONTEXTUAL PROJECT SCALE:

Satisfactory, Unsatisfactory, and Needs Improvement

A copy of the evaluation of your Contextual Project will be returned to you. The assigned readers will be pleased to discuss the evaluation with you.

For Questions Contact: Chairperson, Proclamation – Rev. Frank Lybrand, 408 Carteret Street, Beaufort, SC 29902, Office Phone: (843) 524-3841, email: felybrand@umcsc.org

2019 GUIDELINES FOR FD MEMBERSHIP SERMON

THE TEXT FOR YOUR FD SERMON WILL BE: I Kings 2:10-12, 3:3-14

(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 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 can 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: mgray@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 FULL DEACONS (FD2019)

¶ 330.5 a, b, c (2012 Book of Discipline)

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

PART I FOR COMMITTEE ON THEOLOGY AND DOCTRINE

a) Theology

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

Part II: FOR COMMITTEE ON CALLED AND DISCIPLINED LIFE

b) Vocation

1) How has the experience of ministry shaped your understanding of your vocation as an ordained deacon?

c) The Practice of Ministry

1) Do you offer yourself to be appointed by the bishop to a service ministry?

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

3) For the sake of the mission of Jesus Christ in the world and the most effective witness to the Christian gospel, and in consideration of your influence as an ordained minister, are you willing to make a complete dedication of yourself to the highest ideals of the Christian life; and to this end will you agree to exercise responsible self-control by personal habits conducive to physical health, intentional intellectual development, fidelity in marriage and celibacy in singleness, integrity in all personal relationships, social responsibility, and growth in grace and the knowledge of the love of God?

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

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

6) Provide evidence of experience in peace and justice ministries.

d) The Fruitfulness Project Your paper should not exceed 10 pages.

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

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

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

SC Annual Conference Fruitfulness Project

Introduction

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

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

You are expected to present a reflection paper that should address components/questions contained in this instruction packet. It will be an opportunity to describe life-giving ministry through the lens of fruitful practices in the area of theological reflection, leadership competencies and spiritual transformation. **Your paper should not exceed 10 pages.**

Examples of Ministry Projects

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

List of suggestions for the first year of implementation:

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

List of suggestions for subsequent years:

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

AN OUTLINE OF THE PROJECT

- I. Define your project
 - A. What is your understanding of making disciples of Jesus Christ?
 - B. What do you plan to do?
 - C. Why have you chosen this project?
 - D. What is your goal / desired outcome?

- II. Prepare for your project
 - A. Identify stakeholders
 - B. Identify participants
 - C. Identify resources needed
 - D. Identify tasks
 - E. Identify a timeline

- III. Do your project (This should be the major section of your paper)
 - A. Describe how the project was implemented
 - B. Provide a description of how leadership was shared
 - C. Unforeseen challenges (how did you adapt)
 - D. What happened as your project unfolded?
 - E. What went as you expected?
 - F. What surprised you?

- IV. Evaluate your project
 - A. How did the actual outcome compare to your goal / desired outcome
 - B. The project's fruitfulness
 - C. What went well?
 - D. What would you do differently if you did this again?

A MORE IN-DEPTH DESCRIPTION

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

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

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

- II. Prepare for your project
 - A. Identify stakeholders

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

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

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

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

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

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

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2019 BIBLE STUDY INSTRUCTIONS (FE/FD)

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. **Ordination candidates are required to write AND teach their Bible Study before submitting their work.**

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 and teach a Bible Study in order to be ordained? 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

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BIBLE STUDY EVALUATION

CANDIDATE _____ DATE _____

STATUS SOUGHT _____ Full Connection (Full Elder or Deacon) _____

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

Full Deacon 2019

TIMELINE/CHECKLIST FOR FULL DEACON APPLICANT

DUE JUNE 21:

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

DUE BY EMAIL TO CLERGY SERVICES SEPTEMBER 15:

- _____ 3. Contextual Project on **a biblical text of your choosing or Sermon on I Kings: 2:10-12, 3:3-14**
- _____ 4. Disciplinary Questions Part I (Committee on Theology and Doctrine)
Part II (Committee on Call and Disciplined Life)
- _____ 5. Bible Study on **Matthew**

DUE October 5:

- _____ 6. Academic Integrity Statement (**13SCBOM**)
- _____ 7. Medical Report **FORM 103** in year of application
- _____ 8. Credit Worthiness Statement and Authorization (**06SCBOM**)
- _____ 9. Notarized Criminal Background Check (**07SCBOM**) \$16.00 SC Conf. Treasurer
- _____ 10. Statement of Fulfillment of Theological Studies (**17SCBOM**)
- _____ 11. Seminary Transcript showing graduation with MDiv (confirm if in current permanent file)
- _____ 12. Report of Mentor signed by candidate and mentor (**08bSCBOM**) due to DS
- _____ 13. Updated autobiographical **FORM 102**
- _____ 14. Current photo (2x2)
- _____ 15. Psychological Assessment (**Part II**)

DUE FROM DISTRICT OFFICE October 19:

- _____ 16. DS Supervisory Observation Report (**05SCBOM**)
- _____ 17. DCOM Observation Report (**04SCBOM**)
- _____ 18. Recommendation Form from S/PPRC or Service Setting

INTERVIEWS WITH FULL BOARD NOVEMBER 13--15, 2018:

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:

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

