

SOUTH CAROLINA CONFERENCE BOARD OF ORDAINED MINISTRY

PROCEDURES FOR CLERGY MEMBERS (ELDERS/LOCAL PASTORS)
REQUESTING AN EXTENSION MINISTRIES APPOINTMENT

In the South Carolina Conference, all persons requesting consideration for an appointment to an extension ministry considered “other valid ministries” (§344.1d, 2016 BOD) must complete the following, be recommended by the Board of Ordained Ministry, and be approved for appointment by the cabinet:

1. Consult with your District Superintendent prior to any interviews relative to such an appointment. (§344, 2016 Discipline)
2. Make a request in writing to the bishop, with copies to the Board of Ordained Ministry and to your District Superintendent **at least 120 days prior to** (February 15) the Annual Conference for which the appointment is being requested. The Board of Ordained Ministry reviews requests and recommends to the Cabinet and Bishop for appointments to extension ministries. (§344.1b, d, 2016 Discipline)
3. The institution or agency desiring to employ an ordained minister shall consult in writing the bishop and secure approval before completing any agreement to employ the ordained minister. If the institution or agency is located in another area, the bishop of that area shall also be consulted (§344.2, 2016 Discipline).
4. Provide written information about your extension ministry setting including:
 - A letter requesting appointment to EM with a job title, salary, time designation, and local church charge conference indicated
 - Purpose of institution or agency
 - Board of Directors
 - Budget of the agency
 - Statement of accountability and procedures for evaluation
5. Answer the following questions:
 - Within the context of your call to ministry, identify your sense of call to the particular form of ministry which you propose to enter.
 - The Church in Mission
 - How does ministry in the setting you propose fulfill and enrich the effectiveness of the church in mission?
 - In what ways does serving in your proposed setting minister to identifiable needs in the world that relate to the mission of the church?
 - In what specific ways does your proposed ministry respond to the needs of persons in special circumstances and unique situations?

- ¶340 outlines the responsibilities of the four-fold ministry of **Word, Sacrament, Order and Service**, the ordination vows of an elder.
 - If Word is understood as the study, interpretation, proclamation, and practice of the gospel, how do you intend to witness to the Word? How do you intend to live redemptively in the world as a rehearsing of God's activity in Christ?
 - If sacrament is understood as a means of grace witnessed by symbolic self-giving in love, in what sense is your proposed ministry a lifestyle symbolic of the self-giving witnessed in the Eucharist? What do you perceive to be the sacramental dimensions in your proposed setting?
 - If order is understood as the ordering of the life of the church so as to enable the body of Christ to live redemptively in the world, how does serving in your proposed setting forward that task? How would you shape the meaning of discipleship for your community?
 - If service is understood as being the visible body of Christ through servant ministry in the midst of a broken and suffering world, how does your proposed ministry demonstrate the involvement of Jesus with human need? How will your ministry be a witness to the church's involvement with persons on behalf of the community of faith?
 - Describe your specific/special gifts, training, education, work experience, and experiences of grace required for the proposed ministry?
 - How does the proposed setting of ministry provide opportunity to maintain a relationship of accountability with the Order of Elders and the structure of the Church? How will you relate to a local congregation and live out your call and use your gifts for ministry in that setting?
 - In the context of being a part of our voluntary covenant community, are you prepared to accept an appointment to a local church if requested to do so?
6. Send items in #4 and #5 to The Chair of the Extension Ministry Committee of the Board of Ordained Ministry, your district superintendent, and the cabinet secretary.
 7. You will be expected to complete the annual report for persons serving in extension ministry and the annual compensation report. Submit to persons indicated on the forms.
 8. On recommendation of the cabinet and the Board of Ordained Ministry, such positions are to be confirmed by a two-thirds vote of the clergy members of the annual conference. (¶344.1, *2016 Discipline*)