Memorandum to Candidates Eligible for Change of Relationship

To: Candidates Eligible for Change of Relationship at Annual Conference 2017

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/BOMPolicyGuidelines/BOMPolicyGuide2014.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 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 number 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., 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. Sermon Guidelines
14. Disciplinary Questions Part 1 Theology and Doctrine
   Part II Call and Discipline Life
   The Fruitfulness Project
15. Bible Study Instructions
16. 13SCBOM Policies and Procedures Academic Style and Intellectual Integrity
17. 2017 Timeline/Checklist
18. Recommendation Form S/PPRC or Service setting (will be mailed to Chair or Supervisor by Office of 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 otherwise 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 submitted by September 16. Failure to meet this deadline may result in my application for FULL MEMBER AND ELDER’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: _________

FE2017
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 ______

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:
____________________  ___________________  ______  __________________
____________________  ___________________  ______  __________________
____________________  ___________________  ______  __________________

WEB 2016  continued on back  Form 102a
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 ____________________________
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 you ever been rejected for life insurance? □ Yes □ No

9. Have you 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: ________________
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: __________________________ Date: ________________

Address: ____________________________________________

Signature of physician: __________________________ Date: ________________

OFFICIAL FORM FROM DIVISION OF ORDAINED MINISTRY, GBHEM
Copy distribution: DS Office File
Clergy Services

Form 103  
Page 4b
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. All votes require ¾ 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)

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 _____________

____  Part-Time Local Pastor  Indicate time:  _____ 1/4  _____ 1/2  _____ ¾

____  Student appointed as local pastor

____  Discontinue from Status

____  Other ____________________________________________

Signature of DCOM Chair or Registrar ____________________________________________

Address __________________________________________
Phone __________________________________

District Superintendent Dissent __________  Comments Attached ____________

Revised WEB 2016  01SCBOM
Copy distribution:  DS Office File

Clergy Services, 4908 Colonial Drive, Columbia, SC 29203  (or email: clergyservices@umcsc.org)  Page 5
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

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 21 to Clergy Services).
Copy distribution: DS Office File
Clergy Services, 4908 Colonial Dr., Suite 122, Columbia, SC 29203
04SCBOM

Revised 2016

Page 6
ANNUAL REPORT OF DISTRICT SUPERINTENDENT
On Provisional Member Seeking Full Membership
Reference: 2012 Book of Discipline Pars. 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 2012 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 ORDIINATION? 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 __________________________

Revised WEB 2016 05SCBOM
Copy distribution:
DS Office File
Clergy Services, 4908 Colonial Drive, Suite 122, Columbia, SC 29203 - DUE from DS by October 21
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 source(s) to provide the same. A copy of this authorization shall be as valid as the original.

_________________________________________________ Date

_________________________________________________ (SIGNATURE OF APPLICANT)

<table>
<thead>
<tr>
<th>Full Name &amp; Address Of each Creditor or Account Opened</th>
<th>Date Credit/Loan Granted</th>
<th>Purpose of Loan or Account</th>
<th>Current Balance</th>
<th>Monthly Payments</th>
<th>Payments Up to Date? YES / NO</th>
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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 2016

Copy distribution: DS Office File (DS office sends copy to Clergy Services) (06SCBOM)
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 TOWARD DEACON’S or ELDER’S ORDERS 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 whenever needed.

“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 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
Clergy Services, 4908 Colonial Drive, Suite 122, Columbia, SC 29203
Revised 2016
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: _____________________________________________________________

Appointed Local Pastor:  
Provisional:  

Current Status: FL (Full-time-12Hrs/4COS) - ¶318.1  
(Provisional) PD (MA or MDIV) - ¶326.1  
PL (Part-time 6Hrs/2COS) - ¶318.2  
PE (MDIV) - ¶326.2  
Student Local Pastor - ¶318.3

Address  
City  
State  
Zip  

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

Signature of District Superintendent  
Date Received  
District Office

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 2016  
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 – FE

This form shall be filled out by each candidate for ordination as a deacon or elder seeking full membership. The Book of Discipline, 2012, ¶324.4.a requires candidates for deacon or elder to complete a minimum of 24 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 or 325.6, 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.

<table>
<thead>
<tr>
<th>Courses Required by Discipline Prior to Provisional Membership</th>
<th>Name of Course/Date</th>
<th>Institution</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Old Testament</td>
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<tr>
<td>New Testament</td>
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<td>Theology</td>
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<td>Church History</td>
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<td>Mission of the Church in the World</td>
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<td>Evangelism</td>
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<td>Worship/Liturgy</td>
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<td>United Methodist Doctrine</td>
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<td>United Methodist Polity</td>
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<td>United Methodist History</td>
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</table>

| Courses Required by South Carolina Prior to Full Membership   |                     |             |       |
| Black Studies (survey course)                                 |                     |             |       |
| Homiletics or Preaching                                       |                     |             |       |
| Women Studies (survey course)                                 |                     |             |       |
| CPE                                                          |                     |             |       |

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<tr>
<th>Total Hours</th>
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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


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.)

Homiletics – A course on the theory or practice of preaching

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 ELDER 2017
(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 return by email 1 copy to Clergy Services Office.

6. Observe all deadlines listed on the Timeline/Checklist for Elder

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.”
2017 GUIDELINES FOR FE MEMBERSHIP SERMON

THE FOLLOWING SHOULD BE SUBMITTED TO THE OFFICE OF CLERGY SERVICES:

• One Copy of the sermon manuscript/transcript & OUTLINE of the sermon submitted by Email.

• One Copy of a statement describing the congregation to whom the sermon was preached, the need it sought to meet and why you think the sermon met the need submitted by email (may be part of the same file as the manuscript/transcript).

• One copy of your Exegesis of the biblical text (2-3 pages) and annotated bibliography. What is the central emphasis of the text? Make sure you include one sentence summary that expresses what message you seek to convey in this sermon submitted by email (may be part of the same file as the manuscript/transcript).

• 2 Audio recordings (CDs). NO CASSETTE TAPES WILL BE ACCEPTED. MP3s may be submitted by email.

PLEASE FOLLOW THESE INSTRUCTIONS:

1) Your contact information should be on all your pages and disks.  
   Include your name, address, best telephone number to reach you, and email address

2) The text for the sermon is Isaiah 35:1-10 (The Return of the Redeemed to Zion)  
   Sermons will be evaluated based on the handling of this specific text.

3) The sermon delivery time should be 15 – 20 minutes; therefore a full text is required.  
   Do not submit a funeral eulogy, a communion meditation or short homily for a special day.  
   Share a “regular” Sunday sermon. Write a full manuscript or a transcript. There is no one sermon model. If you preach using notes or outline or vary significantly from the manuscript, submit what you use in the pulpit also. Deliver the sermon in the way that you would on a regular Sunday.

4) Your manuscript/transcript should be typewritten, double spaced and all the pages numbered.

5) Your exegesis of the text should include an Annotated Bibliography listing all sources consulted.  
   Don’t forget to include a one sentence summary of what message you seek to convey.

THE FOLLOWING AREAS WILL BE CONSIDERED IN THE EVALUATION:

• The sermon will be examined for theological soundness, exegetical integrity and appropriate application. Your original ideas, grounded in Scripture and experience are encouraged. Theological questions relating to your sermon may be asked during the interview. For more information see the SERMON EVALUATION sheet.

• Clarity of communication skills will be considered very important, i.e., spelling, punctuation and proper use of the English language.

• 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.

• Sermon Evaluation will include examination of the following aspects of the submitted sermon: Title, Introduction, Central Idea, Main Body, Conclusion, Sources, Illustrations, Transitions, Text/Exegesis, Analysis, Writing Style, Attitude, Cultural Sensitivity, Overall Impression, and Theological Content. For more details see the SERMON EVALUATION sheet. A copy of the evaluation of your sermon will be returned to you. The reader of your sermon will be pleased to discuss the evaluation with you.

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

The following areas will be used to evaluate all submitted sermons.
The evaluation scale is: Satisfactory, Unsatisfactory & Needs Improvement

1. TITLE:
   A. Is it attractive?
   B. Does it capture the imagination?
   C. Is it related to the main theme?

2. INTRODUCTION:
   A. Does it seize attention?
   B. Is it just right, too long or too short?
   C. Is it relevant to the sermon?

3. CENTRAL IDEA:
   A. Is the central idea well stated?
   B. Were the arguments sound?

4. CONCLUSION:
   A. Does it relate to the introduction?
   B. Does it reinforce the main theme?
   C. Does it call for decision or action?
   D. Does it end incisively?

5. MAIN BODY OF SERMON:
   A. Is it consistent with the introduction and the conclusion?
   B. Does it move the listener closer to God?

6. SOURCES:
   A. Does it weave the preacher’s thoughts and experiences, Bible, commentaries, biography, history, literature, observation of contemporary life together?
   B. Is proper credit given to sources?

7. ILLUSTRATIONS:
   A. Is there a variety in illustrations? Does the preacher follow thru the image or example?
   B. Are the illustrations varied, apt, fresh, true to life, accurate and the right length?

8. TRANSITIONS:
   A. Are transitions natural, creative, easy to follow, varied and clear?

9. TEXT/EXEGESIS:
   A. Does the sermon show evidence of good solid research?
   B. Does the sermon stay within the text?
   C. Did he/she try to cover just enough?

10. ANALYSIS:
    A. Is the outline of the sermon clear?
    B. Are main points and sub-points evident?

11. APPEAL:
    A. Is the appeal rational, logical, and systematic?
    B. Does the sermon raise your emotional sensitivity and affectionate qualities?
    C. Is there an intuitive, visionary, prophetic quality to the sermon?
    D. Does the sermon provide practical, down to earth suggestions for daily living?
    E. Does the sermon appeal to a combination of human needs, and personality types?

12. WRITING STYLE:
    A. Is it Literary, oral, abstract, concrete, conversational, clear, direct, energetic, flowing, truthful, natural, etc…?
    B. Does the sermon relate to the liturgy?
    C. Are sentences varied in length and form?

13. ATTITUDE EXPRESSED:
    A. Is it faith filled, friendly, prophetic, affirming, reconciling, interesting, informed, warm, etc…?

14. CULTURAL SENSITIVITY:
    A. Was inclusive language used?
    B. Was the message relevant?
    C. Was the preacher aware of current events?
    D. Was the preacher aware of social issues?
    E. Does the preacher show knowledge of areas outside religion?

15. OVERALL IMPRESSION:
    A. Is this sermon a true representation of the Good News?
    B. What is the weakest and strongest part of the sermon?
    C. Does the sermon give an overall impression of wholeness?

16. THEOLOGICAL CONTENT:
    A. Is the sermon theologically sound?
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” (2012 Discipline, Par. 335). Be aware that your reader will take seriously every word that you have written. Your responses should be written with the same care as your seminary work.
1. 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.
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 Part I and Part II 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.

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?

5. How has the practice of ministry enriched your understanding of the meaning and significance of the sacraments?
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 elder?

c) The Practice of Ministry
2. How has the practice of ministry affected your understanding of the expectations and obligations of the itinerant system? Do you offer yourself without reserve to be appointed and to serve as the appointive authority may determine?
3. 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?
4. 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?
5. 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?
6. Will you regard all pastoral conversations of a confessional nature as a trust between the person concerned and God?
7. Provide evidence of experience in peace and justice ministries.

The Fruitfulness Project   Your paper should not exceed 10 pages.
8. Prepare and Present a Fruitfulness Project as outlined (see pages following)
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?
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?

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 – Dr. Larry Parker, 38 Bungelow Village Way,
Aiken, SC 29803, PH: 803-230-8002 email: lrparker@umcsc.org

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

Email Part II separately with bibliography to: Clergy Services, clergyservices@umcsc.org
2017 BIBLE STUDY INSTRUCTIONS

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 the Gospel of Luke.

Please prepare a plan for teaching 4 complete lesson plans following the instructions given below. Your Bible Study should be approximately 14-18 pages in length.

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY.
EACH SECTION SHOULD BE COMPLETED AS THE DIRECTIONS REQUIRE.
EACH SECTION WILL BE EVALUATED SEPARATELY.

I. A description for the setting of the course.
   A. To whom will you teach these lessons?
   B. Where will you teach these lessons?
   C. When will you teach these lessons? How long will each lesson be?

II. An Introduction to this book (You will need to do reading and research on this book of the Bible and then write a short, scholarly paper IN YOUR OWN WORDS, using quotation marks to denote any words that are not your own, properly footnoting any quotations as well as any ideas that are not your own.) Your paper should be a scholarly discussion of the major themes and distinguishing characteristics of this book. It should include a bibliography of sources for this paper.

III. Complete lesson plans for four sessions. These plans should be detailed enough and clear enough for a substitute to use to teach your class effectively.

   Your lesson plans should include:
   A. Your purpose statement (A description of what you hope to accomplish in this session. This is the “big idea.”)
   B. A detailed description of how you will accomplish that purpose
      1. List two or three objectives that will help you accomplish your purpose
         (What specific things do you want to happen? What do you want the outcome of the lesson to be?)
      2. Introduction to the session (How will you begin?)
      3. Body of the lesson (What activities will you select? What material will you cover? What questions will you ask? How long will each part of the lesson take? How will you help participants discover the meaning of the lesson for their own lives?)
      Note: Make sure everything you decide to do
         a. connects with the purpose of the session
         b. is appropriate to the age and abilities of the participants
         c. is appropriate to the setting/location
         d. works together to create a meaningful “rhythm” and flow for the session
         e. uses a variety of teaching methods to address the various learning style of your students
      4. Conclusion (How will you end the session?)
         (Like a well developed paper, a well developed lesson plan has a clear and engaging beginning, a well-planned and cohesive body, and a strong conclusion.)
C. Resources and aides (Make a list of everything you will need to plan for and implement the lesson.)
   1. Include the name and publisher of any audio or visual aides
   2. Be sure to tell how each will be used to support the purpose of the lesson

**PLEASE NOTE: ALL CANDIDATES FOR FULL CONNECTION ARE EXPECTED TO TEACH THE BIBLE STUDY PRIOR TO THE ORAL INTERVIEW WITH THE BOARD OF ORDAINED MINISTRY. CANDIDATES FOR PROVISIONAL OR ASSOCIATE MEMBERSHIP ARE NOT REQUIRED TO TEACH THE BIBLE STUDY PRIOR TO THE ORAL INTERVIEW WITH THE BOARD OF ORDAINED MINISTRY.**

IV. Course evaluation - an instrument to be distributed to the class at the end of the series of lessons in order for participants to evaluate all facets of the course.

V. Personal growth statement - A statement describing your own personal growth as you researched, planned and prepared to teach these lessons.

VI. Bibliography of sources used for the lesson plans.

**Note: Please number your pages. Send 1 copy by email to the Coordinator of Clergy Services. Instructions must be carefully followed. If you have limited experience in writing lesson plans, please consult an educator for assistance.**

**For Questions Contact:** Bible Study – Rev. Fran Elrod, 145 East College Avenue, Hartsville, 29550, Ph:(864) 940-9520, email: fmelrod@umcsc.org

**Email 1 copy to:** Clergy Services, clergyservices@umcsc.org
BIBLE STUDY EVALUATION

CANDIDATE_____________________________DATE__________________

STATUS SOUGHT______READERS____________________________________________

Section I  Description of the setting of the course
A. Who, when, where  __   __    __   __

Section II  Scholarly Paper
A. Themes and Characteristics  __   __    __   __
B. Bibliography for paper  __   __    __   __

Section III  Complete Lesson Plans
A. Purpose and Objectives  __   __    __   __
B. Introduction  __   __    __   __
C. Body of lesson (questions, activities, etc.)  __   __    __   __
D. Conclusion  __   __    __   __
E. Teaching Methods  __   __    __   __
F. Teaching Aids  __   __    __   __

Section IV  Evaluation instrument  __   __    __   __

Section V  Personal Growth Statement  __   __    __   __

Section VI  Bibliography for lesson plans  __   __    __   __

E - Excellent      A - Acceptable      M - Marginal      U - Unacceptable

OVERALL BIBLE STUDY IS____Acceptable_____Unacceptable
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
Revised 2016
TIMELINE/CHECKLIST FOR FULL ELDER APPLICANT

DUE JUNE 23:

1. FORM 105 APPLICATION SIGNED REQUESTING FULL ELDER MEMBERSHIP
2. Verification of Packet Contents

DUE BY EMAIL TO CLERGY SERVICES SEPTEMBER 16:

3. Sermon on Isaiah 35:1-10
4. Disciplinary Questions Part I Committee on Theology and Doctrine (with bibliography)
   Part II Committee on Call and Disciplined Life (with bibliography)
   Fruitfulness Project
5. Bible Study on Luke

DUE October 7:

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) $18.00 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 21:

16. DS Supervisory Observation Report (05SCBOM)
17. DCOM Observation Report (04SCBOM)
18. Recommendation Form from P/SPRC or Service Setting

INTERVIEWS WITH FULL BOARD NOVEMBER 15-17, 2016.

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 4-7, 2017, 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