

South Carolina United Methodist Board of Ordained Ministry Board Representative Responsibilities

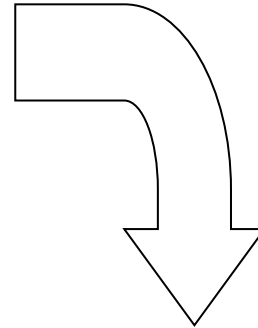
The Representative from the District Committee on Ordained Ministry to the Conference Board of Ordained Ministry will be the "*BRIDGE*" between those two groups for Continuing Education Covenant Group work. The Conference Board Representative (Bd. Rep.) will inform and educate District Committees about covenant group needs and processes.

1. The Board Representative will help DCOM identify needs for continuing education covenant groups.
2. The Board Representative will (with help of DCOM) identify and secure leadership for covenant groups.
3. The Board Representative will mail an application to the covenant group leader(s).
4. The Board Representative will make sure that the application is filled out and is sent to the chair of the continuing education team of the Board of Ordained Ministry by May 15 (address is on application).
5. The Board Representative will check in with leader(s) throughout their meeting season.
6. The Board Representative will receive evaluations from the Covenant Group and pass them on to the Conference Continuing Education Team so that they can continue to evaluate the covenant process and effectiveness.

***Responsibilities for Conference and District Teams
Regarding Continuing Education Covenant Groups
and Focus Groups***

**Conference Board of
Ordained Ministry**

1. Establishes guidelines
2. Organizes and trains District Board Reps.
3. Awards CEUs and sends certificates to the group leaders to be signed and distributed
4. Communicates and advertises all groups



**District Committee
on Ordained Ministry**

1. Identifies District Board Rep.
2. Identifies CECG leaders
3. Sends information to the BOM once leadership is chosen
4. Check in and monitor leaders and groups

**Continuing Education
Covenant Groups and
Focus Groups**

1. Determine type of group and topic you will use
2. Set time and place for meetings
3. Ensure application is completed
4. Complete year-end report with accomplishments and include roster of members and send to Board Rep on DCOM

