



South Carolina Conference

The United Methodist Church

BOARD OF ORDAINED MINISTRY POLICY GUIDELINES

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To: Candidates and Clergy
From: Fran Elrod, Chair
South Carolina Conference Board of Ordained Ministry

God's call to ordained ministry is a sacred one. Through her Discipline, The United Methodist Church has established high standards for those who are to be ordained. It is a sacred trust to enter into and share in the covenant in ministry in the United Methodist Church. Therefore, the work of discernment, mentoring, and the work of the District Committee on Ordained Ministry and the Board of Ordained Ministry is a holy endeavor. Through these processes, the United Methodist Church calls forth servant leadership for Christ's Church and representative of Christ's ministry.

In reading these guidelines, it is apparent that you have already begun the process of discerning your call to ministry. As you review these guidelines, you will discover that there are those who will help you in your journey. Your pastor, District Superintendent, and Mentors (assigned and informal) will assist you as you seek God's will for your life in ministry. Along with these guidelines and *The Book of Discipline*, these persons will help you move into candidacy and into service as a Local Pastor, an Associate Member, a commissioned minister, or as a Deacon or Elder in Full Membership in the Annual Conference. These leaders will labor to help you discern your call to ministry and understand the processes towards ordination set by *The Book of Discipline*.

The South Carolina Annual Conference Board of Ordained Ministry intends these guidelines to assist both candidates and pastors with the process of entering and faithfully living out their call to ordained and licensed ministry. Likewise, they guide the work of the Conference Board as it seeks to fulfill her call "to enlist and assist persons called of God in becoming certified and effective ministerial leaders of the United Methodist Church."

As scripture is primary in the quadrilateral, so it should be noted that *The Book of Discipline* is that which is primary amongst the sources used to guide our life and work together. Our policy guidelines are supplemental resources which give particular expression to this Board's fulfilling its sacred call "to enlist and assist persons called of God in becoming certified and effective ministerial leaders of the United Methodist Church."

Should you have questions about the requirements for certification, licensing, commissioning, or ordination, or these guidelines, please contact Rev. Fran Elrod (864-654-5547) or fmelrod@umcsc.org or Rev. A. Melton Arant Jr., Coordinator of Clergy Services at (803) 786-9486 or 888-678-6272 or marant@umcsc.org.

Jesus, said, "The harvest is plentiful, but the laborers are few; therefore ask the Lord of the harvest to send out laborers into his harvest." (Matthew 9:37) May God bless you as you seek to respond in faith to the "Lord of the Harvest."

INDEX FOR POLICY GUIDELINES 2016-2020

ACADEMIC

ACADEMIC INTEGRITY	XX.I	30
BLACK STUDIES	IX.4.d, VII.B.3.d	12,11
CLINICAL PASTORAL EDUCATION	IX.4.d, VII.B.3.d	12,11
CONTINUING EDUCATION	XXII.C.E	31
COURSE OF STUDY	XX.C.3	28
DISTANCE LEARNING	XX.B.8	28
HOMILETICS (PREACHING)/PUBLIC SPEAKING	IX.4.d, VII.B.3.d	12,11
WOMEN'S STUDIES	IX.4.d, VII.B.3.d	12,11
UNIVERSITY SENATE	XX.A.2	26
MINIMUM GRADE	IX.4.e	12
LICENSING SCHOOL OF PASTORAL MINISTRY	IV.B.1, IV.C	9
BASIC GRADUATE THEOLOGICAL STUDIES	VI.B.2.B, VII.B.3.d, IX.C.2	10,11,13

APPENDIX CHECKLISTS

APPROVAL FOR SERVICE

COMMITTEE	XII.A	13
OTHER ANNUAL CONFERENCES	XII.E	13
OTHER METHODIST DENOMINATIONS	XII.F	14
OTHER CHRISTIAN DENOMINATIONS	XII.G	17
APPROVAL FOR SERVICE LIST	XII.E.6.D, XII.F.7, XII.G.4	14,17,20

TRANSFERS

CANDIDACY	III.C.4	8
PROVISIONAL, ELDER & DEACON FROM OTHER AC	XIII.C	20
PROVISIONAL, ELDER & DEACON FROM OTHER METHODIST	XIII.D	21
DENOMINATIONS		
PROVISIONAL, ELDER & DEACON FROM NON-METHODIST	XIII.E	22
DENOMINATIONS		

BACKGROUND CHECKS & DISCLOSURES

CREDIT DISCLOSURE	III.C.1.a, XX.B.5	8,26
CRIMINAL BACKGROUND	XX.B.7	8,27
CRIMINAL BACKGROUND STATEMENT	III.C.1.c, XII.E.6.I, XII.F.6.A.IV,	8,14,15,17
	XII.G.1.B	

BOARD INTERVIEWS

PROCLAMATION/PREACHING EXAM.	XX.B.1, XX.B.2	26
BIBLE STUDY	VI.B.2.a	10
	VI.B.2.a	10

CONFERENCE RELATIONSHIP

APPLICATION PROCESS	XX.B.6, XX.C.1	28
FULL MEMBER ELDER	IX	12
FULL MEMBER DEACON	VII	
PROVISIONAL MEMBER	VI	10
ASSOCIATE MEMBER	V	10
LOCAL PASTOR	IV	9
CERTIFIED CANDIDATE	III	8
VOLUNTARY LEAVE OF ABSENCE	XVI.B, IX.C.1, XXII.H	25,12
INVOLUNTARY LEAVE OF ABSENCE	XVI.C	25
MATERNITY/PATERNITY LEAVE	XVI.D, VII.C.1, IX.C.2	25,11,13
MEDICAL LEAVE	XVI.E, VII.C.1, IX.C.1	25,11,12
TRANSITIONAL LEAVE	VII.C.1	11
SABBATICAL LEAVE	XXII.G	33
RETIREMENT	XVI.F	25
HONORABLE LOCATION	XVI.G	25
ADMINISTRATIVE LOCATION	XVI.H	25
WITHDRAWAL	XVI.I	25
FULL TIME SERVICE	VII.C.3, IX.B.3, IX.C.2	12,13
	XX.C.2	28

DEADLINES

DEFINITIONS

YEAR	XX.A.1	26
CREDITIALS "EQUAL TO THOSE OF UM ELDER"	XII.C, XIII.A	13,20
OTHER METHODIST DENOMINATION	XII.D, XIII.B	13,20
EQUATING PART-TIME TO FULL-TIME FORMULA	VI.C.5	10
FULL TIME SERVICE	VII.C.3	12
DISTRICT COMMITTEE ON MINISTRY (dCOM)	VI.B.2.c	10
FORMATION IN MINISTRY	VI.B.2.e, VII.B.2	11
MEDICAL/PHYSICAL/ PSYCHOLOGICAL		
PHYSICAL EXAM	III.C.1.b, XX.B.4	8,26
PHYSICAL CAPACITY	XX.C.5	29
MEDICAL ADVISORY REVIEW COMMITTEE	XX.C.5	29
PSYCHOLOGICAL	III.C.1.e, XX.B.3	8,26
MEF	XXI	31

MENTORS	IV.B.4, XIV.A, VI.B.2.a ,XIV.B, XIV.C, XIV.E, XIV.G	25, 9,24,10
PROFESSIONAL CERTIFICATION	XXII.B	33
READMISSION/REINSTATEMENT		
dCOM RECOMMENDATION	XX.A.3	26
AFTER HONORABLE LOCATION	XVIII.B	25
AFTER LEAVING MINISTERIAL OFFICE	XVIII.C	25
AFTER TERMINATION BY AC	XVIII.D	26
AFTER INVOLUNTARY RETIRMENT	XVIII.E	26
PROVISIONAL MEMBER	XVIII.A	25
LOCAL PASTOR	IV.3.B	9
CERTIFIED CANDIDATE	III.C.3	8
APPROVAL FOR SERVICE	XVIII.F, XII.F.8, XII.G.5	26, 17, 20

S.C. CONFERENCE POLICY GUIDELINES

BOARD OF ORDAINED MINISTRY

UNITED METHODIST CHURCH

OUTLINE OF CONTENTS

- I. The Meaning of Ordination and Conference Membership (§§301-304)**
 - A. See Disciplinary requirements in §§301-304
 - B. Additional requirements in the S.C. Conference for Ordination and Conference Membership.
 - C. Board policies and procedures for Ordination.
- II. Clergy Orders in The United Methodist Church (§§305-309, 323)**
 - A. Order of Deacon and Order of Elder §§306
 - B. Purpose of An Order §§307
 - C. The Organization of the Order §§308
 - D. Membership in an Order §§309.1
 - E. Fellowship of Local Pastors and Associate Members §§323
 - F. Changing Orders - §§309.2
- III. Candidacy for Licensed and Ordained Ministry (§§310-314)**
 - A. See Disciplinary requirements in §§310-314
 - B. Additional requirements in the S.C. Conference for Candidacy.
 - C. Board policies and procedures for Candidacy.
- IV. License for Pastoral Ministry (§§315-320)**
 - A. See Disciplinary requirements in §§315-320.
 - B. Additional requirements in the S.C. Conference
 - C. Additional requirements in the S.C. Conference
- V. Associate Membership (§§321-323)**
 - A. See Disciplinary requirements in §§321-323.
 - B. Board policies and procedures for Associate Members.
- VI. The Commissioned Minister as Provisional Member (§§324-327)**
 - A. See Disciplinary requirements in §§324-327
 - B. Continuation in Provisional Membership in §§326-327
 - C. Discontinuance from Provisional Membership §§327.6
- VII. The Ordained Deacon in Full Connection (§§304, 328-331)**
 - A. See Disciplinary requirements for Ordained Deacon in §§304,328-331.
 - B. Additional requirements in the S.C. Conference.
 - C. Board policies and procedures for Full Membership as Deacon.
- VIII. Appointments of Deacons and Provisional Deacons to Various Ministries (§§331)**
 - A. Appointments of Deacons and Provisional Deacons to Various Ministries §§331.1-331.3
 - B. Deacons and Provisional Deacons Appointed Beyond The Local Church §§331.1, 4-8

- C. Change Conference Membership of Deacons and Provisional Deacons ¶331.9
- D. Support for Deacons and Provisional Deacons Appointed by a Bishop ¶331.10

IX. The Ordained Elder in Full Connection (¶304, 332-336)

- A. See Disciplinary requirements for Ordained Elder in ¶304,332-336.
- B. Additional requirements in the S.C. Conference.
- C. Board policies and procedures for Full Membership as Elder

X. Appointments to Various Ministries (¶337-342).

- A. General Provision's ¶337
- B. The Itinerant System ¶338
- C. Definition of A Pastor ¶339
- D. Responsibilities and Duties of Elders and Licensed Pastors ¶340
- E. Unauthorized Conduct ¶341
- F. Support for Elders in Full Connection Appointed to Pastoral Charges ¶342

XI. Appointments to Extension Ministries (¶343-345).

- A. Appointments Extending the Ministry ¶343
- B. Provisions for Appointment to Extension Ministries ¶344
- C. Provisions for Appointment to Ecumenical Shared Ministries ¶345

XII. APPROVAL FOR SERVICE-Clergy from Other Conferences, Other Methodist, Christian Denominations (¶346-347)

XIII. TRANSFERS FROM OTHER ANNUAL CONFERENCES ¶347.1, METHODIST DENOMINATIONS ¶347.2 AND OTHER DENOMINATIONS ¶347.3-6

XIV. Mentoring and Mentors (¶348)

XV. Evaluation for Continuing Formation for Full Members and Local Pastors (¶349-351)

- A. Evaluation ¶349
 - 1. For clergy serving local churches ¶349.1
 - 2. All clergy appointed beyond the local church or in extension ministries ¶349.2
 - 3. Eight Year Professional Assessment for all Clergy ¶349.3
- B. Continuing Education and Spiritual Growth ¶350
- C. Sabbatical Leave ¶351

XVI. Changes of Conference Relationships (¶352-360)

- A. Provisions for Change in Conference Relations ¶352
- B. Voluntary Leave of Absence ¶353
- C. Involuntary Leave of Absence ¶354
- D. Maternity or Paternity Leave ¶355
- E. Medical Leave Due to Medical and Disabling Conditions that Prevent Performance of Ministerial Duties ¶356
- F. Retirement ¶357
- G. Honorable Location ¶358
- H. Administrative Location ¶359
- I. Withdrawal ¶360

XVII. Administrative Fair Process (¶361-363)

XVIII. Readmission to Conference Relationship (¶364-368)

- A. Readmission to Provisional Membership ¶364
- B. Readmission After Honorable or Administrative Location ¶365
- C. Readmission After Leaving the Ministerial Office ¶366
- D. Readmission After Termination by Action of the Annual Conference ¶367
- E. Readmission After Involuntary Retirement ¶368

XIX. General Provisions (¶369)

XX. Requirements which apply to more than one application

- A. Important Notes, References and Definitions
- B. Additional requirements in the S.C. Conference.
- C. Board policies and procedures.

XXI. Financial aid through the Ministerial Education Fund (MEF)

XXII. Additional Board Policies and Procedures

- A. Records and files
- B. Mentors
- C. Definitions
- D. Professional Certification
- E. Change of Conference Relation
- F. BOM Member may elect to be recused
- G. Continuing Education
- H. Disciplinary Compliance and Substance Abuse

XXIII. Appendix: Check lists

- A. Certification as candidate for licensed and ordained ministry
- B. Guide for license for pastoral ministry
- C. Provisional membership/commissioning toward deacon or elder
- D. The ordained elder in full connection
- E. The ordained deacon in full connection
- F. Associate conference membership
- G. Transition FD to FE
- H. Transition FE to FD
- I. Readmission to provisional membership
- J. Approval for Service Check List
- K. Description of required courses

All candidates and District Committees on Ordained Ministry are advised that this BOM POLICY is available in District Offices and may be accessed on the SC Conference Web page (www.umcsc.org) under Conference Offices / Clergy Services / BOM Policy Guidelines.

I. The Meaning of Ordination and Conference Membership (§§301-304)

- A. See Disciplinary requirements in §301-304
- B. Additional requirements in the S.C. Conference for Ordination and Conference Membership can be found in specific sections that follow.

II. Clergy Orders in The United Methodist Church (§§305-309, 323)

- A. Order of Deacon and Order of Elder - §306
- B. Purpose of an Order - §307
- C. The Organization of the Order - §308
- D. The meeting of the Orders shall be coordinated by the Chair of the Order of Elder, Chair of the Order of Deacon, and Chair of the Fellowship of LP and Associate Members
- E. Membership in an Order - §309.1
- F. Fellowship of Local Pastors and Associate Members - §323
- G. Changing Orders - §309.2

III. Candidacy for Licensed and Ordained Ministry (§§310-314)

- A. Disciplinary requirements are outlined in §§310-314. The Discipline states that Candidates contact the pastor of their local church, another ordained deacon or elder, or their district superintendent to inquire about the process of candidacy. Persons are encouraged to use the resources The Christian as Minister.
- B. Orientation to Ministry §312 (Candidacy Retreat)
- C. Additional requirements in the S.C. Conference:
 - 1. Prior to participating in the Candidacy Retreat or transferring certified candidacy, each candidate for ministry shall have a:
 - a. Financial Self Disclosure with a Credit Check §310.2b (SCBOM Form 06)
 - b. Medical (SCBOM Form 103) examination by a physician of the candidate's choosing.
 - c. Criminal Background Check (SCBOM Form 07)
 - d. Biographical Information (SCBOM Form 102)
 - e. Psychological Consent to Testing and Release
 - 2. Costs and Fees
 - a. All cost of Medical Examinations, Criminal and Credit Background Check are paid by the candidate.
 - b. The cost of the initial Psychological testing (Part 1) shall be divided between the Board of Ordained Ministry and the Candidate with the board paying 2/3 of the cost and the candidate paying 1/3.
 - c. All costs for additional testing and those for candidates seeking reinstatement shall be paid by the Candidate.
 - 3. To be continued as a CERTIFIED candidate (§313), an annual written report (SCBOM Form 08a) from the Mentor shall be reviewed by the District Committee with a copy sent to the Registrar for Candidacy Mentors. The report will include: number of times met, content and focus of meetings, progress in spiritual formation, progression in candidacy, progress in areas of concern as expressed by BOM, and questions or concerns which the Mentor or candidate would like to discuss with the DCOM or BOM.
 - 4. A Certified Candidate TRANSFERRING under §313.4 from another Annual Conference shall request in writing that their complete personnel file, including items specified in §310.2, be forwarded to the receiving District Committee on Ordained Ministry with a copy to the Office of Clergy Services.

5. To be certified as a candidate one must submit to the district Committee on Ordained Ministry documentation of the successful completion of the TABE (Test of Adult Basic Education). This test may be taken at a county Adult Education Office in South Carolina. The cost of taking the TABE will be incurred by the candidate.
6. Board policies and procedures: The enrollment form (Form 101) for Candidacy for Ministry Studies is provided by the District Superintendent. When completed and signed by the District Superintendent, the Mentor, and the candidate, the enrollment form and accompanying fee are sent to the Division of Ordained Ministry with a copy to BOM Associate Registrar for Candidacy.
7. The Associate Registrar for Candidacy, not the Board Registrar, has responsibility for the supervision of procedures related to the Candidacy Program. This includes the keeping of records of certified candidates and persons enrolled in the candidacy studies, receiving reports from district committees concerning the certification of candidates and the assignment of Mentors, and the training of Mentors. Correspondence regarding all such matters should be directed to The Associate Registrar for Candidacy.

IV. License for Pastoral Ministry (§315-320)

- A. Disciplinary requirements are outlined in §315-320. §324.6 gives the requirements for Local Pastors who seek Provisional Membership and Commissioning.
- B. Additional requirements in the S.C. Conference:
 1. Certified Candidates who have completed one-third of the Master of Divinity Degree are required to attend the two-day workshop secessions on Sexual Ethics, Benefits and Conference Ministries in conjunction with The School of Pastoral Ministry. The Workshop on Sexual Ethics is required for the School of Pastoral Ministry.
 2. A person must have RECEIVED the certification as a CANDIDATE for Ordained Ministry and be REGISTERED by APRIL 15th of the year in order to attend The School of Pastoral Ministry.
 3. To be approved for service as a first-time Local Pastor or reinstated (§320.4) as a Local Pastor the Board requires an interview with the DCOM following the candidate meeting all requirements for certification in section III.C.
 4. In addition to the requirements of §319 for continuation as a Local Pastor, all Local Pastors are required to have an annual interview with the DCOM. Local Pastors who have not completed the Basic Course of Study or a Master of Divinity degree are required to have a mentor. Superintendents may assign mentors to Local Pastors who have finished the Basic Course of Study, or a Master of Divinity degree from an approved and accredited seminary. In any case in which a Mentor is assigned, an annual Mentor's report is required.
 5. For continuation as a Local Pastor:
 - a. Those enrolled in the Course of Study must submit a written statement of progress in studies for the ensuing year and must request that a transcript be sent from the Division of Ordained Ministry to the DCOM. All Academic courses listed in the Basic Course of Study requires a grade of "C" or better with completion of these classes.
 - b. Those enrolled in college or seminary, must submit a written statement of progress in studies, and must request that a transcript be sent from the school to the DCOM.
 6. A Full-time Local Pastor may be enrolled in no more than six semester hours at a time without DCOM approval.
 7. The education requirement for a first year local pastor is fulfilled by attending the School of Pastoral Ministry. Course work in the Basic Course of Study is not required until the second year of service.
- C. Licensing School of Pastoral Ministry
 1. The School of Pastoral Ministry is held annually. The candidate is responsible for the registration fee and the cost of meals, lodging and books.

2. The Board interprets ¶316.3 strictly. Only those persons actually appointed to a charge for the current year shall be listed as Local Pastors. Certified candidates who have completed the School of Pastoral Ministry and not currently appointed are listed in the Conference Business Questions.
3. The Board shall list as a Local Pastor only those persons who have satisfactorily completed the School of Pastoral Ministry, or the alternate requirement of one-third of the Master of Divinity Degree, and when an appointment is made by the bishop. Certified Candidates shall not be listed as a Local Pastor until the requirements are satisfied and the Board certifies completion of the school
4. To be listed as a Full-time Local Pastor requires fulfillment of the conditions of ¶318.1 and the appropriate responses to the Report of Non-ministerial Activity required by the Board of Pensions. Those who fail to meet any of these conditions shall be listed as Part-time Local Pastors unless they qualify as Student Local Pastors (¶318.3).
5. For Local Pastors the formula for equating PART-TIME service to FULL TIME service shall be three part-time years are equal to one (1) full-time year.

V. Associate Membership (¶321-323, 368.2)

A. See Disciplinary requirements in ¶321-323, 368.2)

B. Additional requirements in the S.C. Conference:

1. Associate Members seeking Provisional Membership shall be assigned a Mentor who shall submit a written report annually on their progress to the Conference Associate Registrar for Clergy Mentors.
2. Any question regarding satisfactory completion of the United Methodist studies requirement shall be resolved by referring the seminary transcript to the Division of Ordained Ministry for evaluation.
3. Personal Interview with Board to review submitted written materials, to include a sermon, Bible Study, Disciplinary Questions, and other supplementary materials.
4. Cost of all testing shall be the candidate's responsibility
5. Be present for the opening Clergy Session of Annual Conference
6. Board of Ordained Ministry Application Process to be submitted by due date

VI. The Commissioned Minister as Provisional Member (¶324-327)

A. Commissioning and Provisional Membership

1. Disciplinary requirements and information are outlined in ¶324-327
2. Candidates for provisional membership who seek to fulfill their educational requirements by attending seminary shall be required to complete their seminary degree before they may be approved for provisional status. All candidates for provisional membership shall be required to complete the basic theological studies before they may be approved for provisional membership.

B. Continuation in Provisional Membership

1. Disciplinary requirements and information are outlined in ¶graph 327.
2. Additional requirements in the S.C. Conference:
 - a. All candidates for Provisional Member/Commissioning shall successfully complete a Sermon (elder track) or a Contextual Project or Sermon (deacon track); and a Bible Study on the assigned book.
 - b. Any question regarding satisfactory completion of the United Methodist studies requirement shall be resolved by referring the seminary transcript to the Division of Ordained Ministry for evaluation.
 - c. Provisional Members shall be required to meet annually with the District Committee on Ordained Ministry of the district under which they are appointed for support and nurture.

DCOM shall submit an observation report on the annual meeting to the Office of Clergy Services.

- d. The BOM shall review written Annual Report from the Mentor and a copy of the report shall be sent to the Conference Associate Registrar for Clergy Mentors.
- e. After election and commissioning to provisional membership, candidates shall complete the Formation in Ministry program designed by the Committee on Formation in Ministry and approved by the Conference Board of Ordained Ministry. The provisional Formation Program includes both a two-year Residency program and a continuing support program."

- C. Discontinuance from Provisional Membership (§327.6). A provisional member will not be continued when it has become evident that it is impossible to obtain full connection within the eight year period stipulated by *The Discipline*. In such instances or when a provisional member is discontinued for lack of progress in study, the person will not be considered for readmission until all of the educational requirements of full connection have been completed.

VII. The Ordained Deacon in Full Connection (§ 328-331)

- A. Disciplinary requirements and information are outlined in §304, 328-331; alternate academic fulfillment requirements can be found in §324.5

- B. Additional requirements in the S.C. Conference:

- 1. The two year provisional period required for full deacon may be served in a conference other than South Carolina, provided that supervision is performed and documentation of such is supplied to the South Carolina Conference Board of Ordained Ministry.
- 2. The two year "Formation in Ministry", including Residency, is a program of the S.C. Conference. It is a requirement for admission to Full Membership for all applicants. The Formation in Ministry program begins in the first year of full-time appointment within the geographical bounds of the S.C. Conference after academic requirements for the Masters in a Specialized Ministry Degree have been completed, including twenty-four hours in Basic Theological Studies. Exceptions to this requirement may be approved by the Board.
- 3. The following shall be required for all persons seeking admission into Full Membership as Deacon:
 - a. A statement from the District Committee on Ordained Ministry indicating the candidate's strengths and areas where a need for continued growth is indicated. (Note: This will necessitate an interview with the candidate for Full Membership just as with candidates for Provisional Membership and other relationships.)
 - b. A checklist from the candidate's district superintendent, which would relate the results of supervisory observation with regard to both behavior and function.
 - c. A statement summarizing the candidate's participation in the "Formation in Ministry" Program by the Director of the program. This is to be a mutual statement by the director and the candidate and is to be signed by both.
 - d. All persons seeking full membership and deacon's orders shall have successfully completed at least three quarter hours or two semester hours in EACH of the following: Black History or Black studies; Public Speaking or Communication; Women's Studies; and One unit/quarter of Clinical Pastoral Education
 - i. The requirements for Public Speaking or Communication, Women's Studies, Black History, or Black Studies may not be taken by correspondence or directed study, but may be taken at the undergraduate level at approved universities and colleges.
 - e. Candidates must complete all academic courses listed in the Basic Graduate Theological Studies and South Carolina Conference requirements with a "C" grade or higher to be credited with completion of those courses.

- C. Board policies and procedures:

1. Transitional Leave (§353.2c) or Medical leave (§356) shall not be counted as fulfilling the two years full-time service required for admission to Full Membership.
2. Maternity/Paternity leave taken under §355 shall not prevent a period of provisional membership from being considered as full-time service in fulfillment of the requirements for admission to Full Membership.
3. The norm for the required full-time service under the supervision of a district superintendent is defined as “servant ministry”. An extension ministry may be considered fulfilling the full-time service requirement only if the provisional member performs ministerial duties sufficient to allow the district superintendent and the Board to evaluate the candidate's competence in ministry. Board approval of a written request for Less than full-time service for Provisional Members shall be counted in one-quarter increments and processed under with the same specified conditions prescribed for the Full Deacons.

VIII. Appointments of Deacons and Provisional Deacons to Various Ministries (§331)

- A. Appointments of Deacons and Provisional Deacons to Various Ministries §331.1-331.3
- B. Deacons and Provisional deacons Appointed Beyond The Local Church §331.1, 4-8
- C. Charge Conference Membership of Deacons and Provisional Deacons §331.9-10

IX. The Ordained Elder in Full Connection (§ 332-336)

- A. Disciplinary requirements and information are outlined in §332-336
- B. Additional requirements in the S.C. Conference:
 1. The two year provisional period required for full elder may be served in a conference other than South Carolina, provided that supervision is performed and documentation of such is supplied to the South Carolina Conference Board of Ordained Ministry.
 2. The two year "Formation in Ministry", including Residency, is a program of the S.C. Conference. It is a requirement for admission to Full Membership for all applicants. Enrollment in The Formation in Ministry program shall begin in the first year of full-time appointment after Commissioning.
 3. Provisional Members who are candidates for full connection and ordination are required to have served full-time under episcopal appointment for at least two full annual conference years. Those appointed to Less Than Full-Time Service shall be credited with years of service under episcopal appointment in amounts equal to the years designated in the “Less Than Full-Time Service” question in the Business Questions. At least one of the two years shall be served within the geographical bounds of the S.C. Conference (SCBOM Policy). Exceptions to this requirement may be approved by the Board.
 4. The following shall be required for all persons seeking admission into Full Membership as Elder:
 - a. A statement from the District Committee on Ordained Ministry indicating the candidate's strengths and areas where a need for continued growth is indicated. (Note: This will necessitate an interview with the candidate for Full Membership just as with candidates for Provisional Membership and other relationships.)
 - b. A checklist from the candidate's district superintendent, which would relate the results of supervisory observation with regard to both behavior and function.
 - c. A statement summarizing the candidate's participation in the “Formation in Ministry” Program by the Director of the program. This is to be a mutual statement by the director and the candidate and is to be signed by both.
 - d. All persons seeking full membership and elder's orders shall have successfully completed at least three quarter hours or two semester hours in EACH of the following: Black History or Black studies; Homiletics or preaching; Women's Studies; and One unit/quarter of Clinical Pastoral Education
 - i. The requirements for Women's studies, Black History, or Black Studies may not be taken by correspondence or directed study, but may be taken at the undergraduate level at approved universities and colleges.

- e. Candidates must complete all academic courses listed in the Basic Graduate Theological Studies and South Carolina Conference requirements with a “C” grade or higher to be credited with completion of those courses.

C. Board policies and procedures:

1. Leave of absence or incapacity leave shall not be counted as fulfilling the two years full-time service required for admission to Full Membership.
2. Maternity/Paternity leave taken under ¶355 shall not prevent a period of provisional membership from being considered as full-time service in fulfillment of the requirements for admission to Full Membership.
3. The norm for the required full-time service under the supervision of a district superintendent is the pastoral ministry of the local church. An extension ministry may be considered fulfilling the full-time service requirement only if the provisional member performs pastoral duties outlined in ¶340 sufficient to allow the district superintendent and the Board to evaluate the candidate's competence in pastoral ministry.
4. Any question regarding satisfactory completion of the Methodist Studies requirement (¶324.4a) shall be resolved by referring the seminary transcript to the Division of Ordained Ministry for evaluation.

X. Appointments to Various Ministries (¶ 337-342)

- A. General Provisions ¶337
- B. The Itinerant System ¶338
- C. Definition of A Pastor ¶339
- D. Responsibilities and Duties of Elders and Licensed Pastors ¶340
- E. Unauthorized Conduct ¶341
- F. Support for Elders in Full Connection Appointed to Pastoral Charges ¶342

XI. Appointments to Extension Ministries (¶ 343-345)

- A. Appointments Extending the Ministry Of The United Methodist Church ¶343
- B. Provisions for Appointment to Extension Ministries ¶344
- C. Provisions for Appointment to Ecumenical Shared Ministries ¶345

XII. APPROVAL FOR SERVICE PROCESS-Clergy from Other Annual Conferences, Other Methodist, & Christian Denominations (¶346)

- A. There shall be an Approval for Service Committee which shall be composed of three Cabinet representatives appointed by the Bishop and the BOM Administrative Registrar and three representatives appointed by the BOM Chairperson.
- B. Interviewees are to be advised prior to the interview that no travel, lodging or other related expenses will be provided by the South Carolina Conference. If possible, interviews will be completed approximately six weeks prior to the first session of appointment making.
- C. For the purpose of this process, “at least equal to those of United Methodist elders” means that in addition to having been ordained, the clergy person has met the educational requirements or the equivalent approved by the GBHEM for full membership and ordination in the United Methodist Church and in the SCAC. GBHEM will certify that the educational requirements for the United Methodist Church have been met, and the Office of Clergy Services will certify that the requirements of the SCAC have been met.
- D. Other Methodist Denominations are defined by the General Board of Higher Education and Ministry and the South Carolina United Methodist Conference as those listed by the World Methodist Council as member Churches. (<https://worldmethodistcouncil.org/member-churches/>)

E. Ordained Clergy or Provisional Members From Other Annual Conferences (§346.1)

1. Ordained Clergy or Provisional Members of Other Annual Conferences may be appointed in the SCAC with consent and approval of his/her resident Bishop and the resident Bishop of the SCAC.
2. Ordained Clergy or Provisional Members shall retain membership in his/her home conference. As such they are not members of the SCAC and do not have security of appointment. Appointments are made by the resident bishop of the conference in which the clergy person is to serve and may be terminated by the bishop.
3. With the recommendation from the Board of Ordained Ministry, Clergy in such appointments may be granted voice but not vote in the annual conference to which they are appointed.
4. Membership on conference boards and agencies is restricted to the conference of which they are a member.
5. They shall receive no less than equitable salary provisions of the annual conference in which they serve and shall participate in pension and insurance programs of that annual conference, unless appointed to less than full time.
6. Additional requirements in the SCAC for Ordained Clergy or Provisional Members From Other Annual Conferences
 - a. Prospective Ordained Clergy or Provisional Members of Other Annual Conferences who may be appointed under 346.1 shall submit an "Approval for Service Application Form (11SCBOM)." The form must include the names and contact information of four references, one of which must be an immediate supervisor. Family members cannot be used as references.
 - b. The Resident Bishop of the SCAC may require prospective Ordained Clergy or Provisional Members of Other Annual Conferences to be interviewed by and receive the recommendation from the Approval for Service Committee.
 - c. The prospective Clergy Ordained Clergy or Provisional Members of Other Annual Conferences is going to be appointed, they shall
 - i. Submit a "Notarized Criminal Background Statement (07SCBOM)," and pay the background check fee of online at:
<https://www.umcsc.org/backgroundcheckpayment/>
 - ii. Complete a Sexual Ethics and/or Safe Sanctuary Course prior to first day of Annual Conference before beginning the appointment. The course must be completed prior to beginning the appointment in the case of Ad-Interim appointments.
 - d. Approved Ordained Clergy or Provisional Members of Other Annual Conferences will remain on the Approved to Serve list: While appointed, and for no longer than 3 consecutive years without an appointment. After 3 consecutive years without an appointment the clergy person must resubmit their application and begin the process again.

F. Ordained Clergy or Provisional Members From Other Methodist Denominations (§346.2)

1. Ordained Clergy or Provisional Members of Other Methodist Denominations may be appointed in the SCAC with consent and approval of his/her resident Bishop or judicatory authorities and the resident Bishop of the SCAC.
2. Ordained Clergy or Provisional Members of other Methodist Denominations shall retain membership in his/her home denomination. As such they are not members of the SCAC and do not have security of appointment. Appointments are made by the resident bishop of the conference in which the clergy person is to serve and may be terminated by the bishop.
3. With the recommendation from the Board of Ordained Ministry, Clergy in such appointments may be granted voice but not vote in the annual conference to which they are appointed. (Indicated by the inclusion on the Business Questions and by the approval of Clergy Session.)

4. Membership on conference boards and agencies is restricted to the denomination of which they are a member.
5. Appointed Ordained Clergy or Provisional Members of Other Methodist denominations shall be designated as Other Elder (OE).
 - a. For compensation and benefits purposes their appointments shall follow the same disciplinary and conference minimum salary policies relating to Licensed Local Pastors.
 - b. Each appointment will be designated Full Time or Part Time following the same disciplinary and conference policies used for Licensed Local Pastors.
6. Additional requirements in the SCAC for Ordained Clergy or Provisional Members From Other Methodist Denominations (§346.2)
 - a. Prospective Ordained Clergy or Provisional Members of Other Methodist Denominations who may be appointed under 346.1 shall
 - i. Submit an "Approval for Service Application Form (11SCBOM)." The form must include the names and contact information of four references, one of which must be an immediate supervisor. Family members cannot be used as references. The deadline for Members of other Methodist Denominations to submit this application is November 1 of each year.
 - ii. The "Approval for Service Application Form (11SCBOM)" asks if "...the clergyperson ever had membership in another annual conference of the UMC?" If the answer is yes, A written statement shall be required indicating when and under what circumstances that conference relationship was severed? (§347.4)
 - iii. If the clergyperson ever withdrew or was terminated from a relationship with another annual conference of the UMC, admission into the SCAC cannot occur without the consent of the BOM/dCOM of the said annual conference. (§347.5)
 - iv. Submit a "Notarized Criminal Background Statement (07SCBOM)," and pay the background check fee online at:
<https://www.umcsc.org/backgroundcheckpayment/>
 - v. Submit Credit Statement § 310.2b (Form 06SCBOM)
 - vi. Submit Proof of graduation high school or equivalent (12SCBOM). Can be diploma or college degree
 - vii. The Resident Bishop of the SCAC may require prospective Ordained Clergy or Provisional Members of Other Annual Conferences to be interviewed by and receive the recommendation from the Approval for Service Committee.
 - b. If the prospective Ordained Clergy or Provisional Member of Other Methodist Denomination is going to be appointed, or desires to be added to the list of Approved Clergy for potential appointments they shall:
 - i. Sign the Psychological Consent to Testing and Release form and take the Psychological (at their own expense). An interview with the Approval for Service Committee may be required following the results of their Psychological Testing.
 - ii. Submit Medical Report (Form F-103) to be completed by physician of candidate choosing
 - iii. Complete a Sexual Ethics and/or Safe Sanctuary Course prior to first day of Annual Conference before beginning the appointment. The course must be completed prior to beginning the appointment in the case of Ad-Interim appointments. This requirement can be met by attending the Sexual Ethics and/or Safe Sanctuary portion of the School for Pastoral Ministry mentioned in section C.5.e.
 - iv. Submit their official college and graduate school (seminary) transcripts to the Office of Clergy Services for evaluation by the General Board of Higher

Education and Ministry (GBHEM) and Clergy Services based on the University Senate and the SCAC Policy Guidelines.

- v. Attend the Licensing School for Pastoral Ministry. Persons who have completed at least one-third of their work for a Master of Divinity degree at a school of theology listed by the University Senate (§315.2c) may be exempted from portions of the School. The Office of Clergy Services and the Director of the Licensing School in conjunction and consultation with the District Superintendent of the anticipated appointment will determine if a person is eligible to exempt portions of the School. No one is exempt from the Conference Ministries, Benefits and Sexual Ethics and/or Safe Sanctuary portion. Clergy appointed ad interim shall attend the next available School of Pastoral Ministry.
- c. If and while appointed, Ordained Clergy or Provisional Members of Other Methodist Denominations shall be issued a License for Pastoral Ministry, which must be renewed annually by the district committee on Ordained Ministry in the district to which they are appointed.
 - i. The License is granted by the bishop to perform all the duties of a pastor (§ 340), including the sacraments of baptism and Holy Communion as well as the service of marriage, burial, confirmation, and membership reception, within and while appointed to a particular charge. The charge is defined as “people within or related to the community or ministry setting being served.”
 - ii. The license does not grant Conference Membership. Ordained Clergy or Provisional Members of Other Methodist Denominations shall retain membership in his/her home denominational affiliation.
 - iii. Acceptance of said license is evidence of the Ordained Clergy or Provisional Member of Other Methodist Denomination’s agreement with and willingness to support and maintain United Methodist doctrine, discipline, and polity.
 - iv. The license shall remain valid only so long as the appointment continues and shall be recertified by the bishop when assignments change between sessions of the annual conference.
 - v. If the appointment ends and the Ordained Clergy or Provisional Member of Other Methodist Denominations is not appointed to another charge, they shall return their license to the District Superintendent for holding until they are once again appointed.
- d. Ordained Clergy or Provisional Members of Other Methodist Denominations shall be under the supervision of a district superintendent and amenable to the clergy session of the annual conference in the performance of their pastoral duties and shall attend the sessions of the annual conference.
- e. Ordained Clergy or Provisional Members of Other Methodist Denominations appointed shall be enrolled in a program of theological education based on the evaluation of their transcripts to Clergy Services, until their seminary degree is considered to be at least equal to that of an United Methodist Elder, or they have completed the Basic Course of Study and the Advanced Course of Study United Methodist Polity, History and Doctrine Classes.
 - i. Those appointed full time must complete annually a minimum of FOUR courses in the Ministerial Course of Study (§318.1) until completion of the five-year program, and the Advanced Course of Study United Methodist Polity, History and Doctrine Classes. (Basic COS must be completed within eight years. §319.3)
 - ii. Those appointed part time must complete annually a minimum of two courses in the Ministerial Course of Study (§318.2) until completion of the five-year program, and the Advanced Course of Study United Methodist Polity, History and Doctrine Classes. (Basic COS must be completed within twelve years. §319.3)

- iii. All courses must be completed with a C or higher.
 - iv. A clergy mentor may be assigned while in the Course of Study or in seminary.
 - v. When a seminary degree is equal to that of a United Methodist Elder, or when the Basic Ministerial Course of Study, and Advanced Course of Study United Methodist Polity, History and Doctrine Classes have been completed, Ordained Clergy or Provisional Members of Other Methodist Denominations appointed shall be expected to participate in continuing Education and Spiritual Growth as outlined in ¶ 350.
- f. In order to remain Licensed, eligible for appointment and on the Approval for Service list, appointed Ordained Clergy or Provisional Members of Other Methodist Denominations shall:
- i. Make satisfactory academic progress (As outlined above XII.F.6.e.) Official Transcripts should be submitted annually to the dCOM, who will communicate progress to Clergy Services.
 - ii. Meet annually with the District Committee on Ordained Ministry (dCOM) of the district under which they are appointed for nurture and accountability and be recommended for License renewal and continuation on the Approval for Service list by the dCOM.
 - iii. If a dCOM discontinues an Ordained Clergy or Provisional Member of Other Methodist Denomination they shall be removed from the approval to serve list.
7. Approved Ordained Clergy or Provisional Members of Other Methodist Denominations will remain on the Approved to Serve list: while appointed, and or no longer than 3 consecutive years without an appointment. After 3 consecutive years without an appointment the clergy person must resubmit their application and begin the process again.
8. Ordained Clergy or Provisional Members of Other Methodist Denominations who have been discontinued by a dCOM must request reinstatement in writing to the Office of Clergy Services. The dCOM in which discontinuation occurred, the Approval for Service Committee, and the Cabinet must all approve reinstatement independently of each other to be reinstated on the Approval for Service List.

G. Elders or Ordained Clergy from Other (non-Methodist) Denominations (¶346.3)

- 1. A clergyperson ordained in another non-Methodist denomination who desires to receive an appointment in the SCAC shall
 - a. Submit an "Approval for Service Application Form (11SCBOM)." The form must include the names and contact information of four references, one of which must be an immediate supervisor. Family members cannot be used as references. The deadline for Members of other Methodist Denominations to submit this application is November 1 of each year.
 - i. The "Approval for Service Application Form (11SCBOM)" asks if "...the clergyperson ever had membership in another annual conference of the UMC?" If the answer is yes, A written statement shall be required indicating when and under what circumstances that conference relationship was severed? (¶347.4)
 - ii. If the clergyperson ever withdrew or was terminated from a relationship with another annual conference of the UMC, admission into the SCAC cannot occur without the consent of the BOM/dCOM of the said annual conference. (¶347.5)
 - b. Submit a "Notarized Criminal Background Statement (07SCBOM)," and pay the background check fee online at: <https://www.umcsc.org/backgroundcheckpayment/>
 - c. Submit Credit Statement ¶ 310.2b (Form 06SCBOM)
 - d. Submit Proof of graduation high school or equivalent (12SCBOM). Can be diploma or college degree

- e. Submit written responses to the following questions:
 - i. What is your understanding of the Trinity and how does this doctrine influence the life and work of the Church?
 - ii. How do you experience God in your personal life? How do you see God at work in the world?
 - iii. What is your understanding of humanity, and the human need for divine grace?
 - iv. What is your understanding of Prevenient Grace, Justifying Grace, and Sanctifying Grace from a Wesleyan perspective?
 - v. The United Methodist Church maintains that tradition, experience and reason serve as tools in interpreting and applying scriptural doctrine. How does this position relate to your understanding of the authority of scripture? How do you view the authority of the Bible?
 - vi. Describe the nature and mission of the Church. What are its primary tasks today?
 - vii. Discuss your understanding of the primary characteristics of United Methodist polity. Identify four or five strengths with this polity that you find compelling.
 - viii. What's your understanding of the sacraments of Baptism and Holy Communion?
 - ix. Describe your call to ministry and why you feel being a local pastor is the best way for you to respond to God's claim upon your life.
 - x. Have you ever applied for ordination, or held the position of local pastor or membership in another Annual Conference or other denomination? If so, give clear information about this relationship, including dates, addresses, and name of supervisors.
 - xi. What habits do you practice to keep yourself healthy: physically, mentally, and spiritually?
 - f. Be interviewed by the Approval for Service Committee and receive the affirmative vote of the Approval for Service Committee.
2. If the prospective clergyperson ordained in another non-Methodist denomination is going to be appointed, or desires to be added to the list of Approved Clergy for potential appointments they shall:
 - a. Sign the Psychological Consent to Testing and Release form and take the Psychological (at their own expense). An interview with the Approval for Service Committee may be required following the results of their Psychological Testing.
 - b. Submit Medical Report (Form F-103) to be completed by physician of candidate choosing
 - c. Complete a Sexual Ethics and/or Safe Sanctuary Course prior to first day of Annual Conference before beginning the appointment. The course must be completed prior to beginning the appointment in the case of Ad-Interim appointments. This requirement can be met by attending the Sexual Ethics and/or Safe Sanctuary portion of the School for Pastoral Ministry mentioned in section 3.b.v.
 - d. Submit their official college and graduate school (seminary) transcripts to the Office of Clergy Services for evaluation by the General Board of Higher Education and Ministry (GBHEM) and Clergy Services based on the University Senate and the SCAC Policy Guidelines.
 - e. Attend the Licensing School for Pastoral Ministry. Persons who have completed at least one-third of their work for a Master of Divinity degree at a school of theology listed by the University Senate (§315.2c) may be exempted from portions of the School. The Office of Clergy Services and the Director of the Licensing School in conjunction and consultation with the District Superintendent of the anticipated appointment will determine if a person is eligible to exempt portions of the School. No one is exempt from the Conference

Ministries, Benefits and Sexual Ethics and/or Safe Sanctuary portion. Clergy appointed ad interim shall attend the next available School of Pastoral Ministry.

3. If and while appointed, clergyperson ordained in another non-Methodist denomination shall:
 - a. Be issued a License for Pastoral Ministry, which must be renewed annually by the district committee on Ordained Ministry in the district to which they are appointed.
 - i. The License is granted by the bishop to perform all the duties of a pastor (§ 340), including the sacraments of baptism and Holy Communion as well as the service of marriage, burial, confirmation, and membership reception, within and while appointed to a particular charge. The charge is defined as “people within or related to the community or ministry setting being served.”
 - ii. The license does not grant Conference Membership. Clergypersons ordained in another non-Methodist denomination shall retain membership in his/her home denominational affiliation.
 - iii. Acceptance of said license is evidence of the clergyperson ordained in another non-Methodist denomination’s agreement with and willingness to support and maintain United Methodist doctrine, discipline, and polity.
 - iv. The license shall remain valid only so long as the appointment continues and shall be recertified by the bishop when assignments change between sessions of the annual conference.
 - v. If the appointment ends and the clergyperson ordained in another non-Methodist denomination is not appointed to another charge, they shall return their license to the District Superintendent for holding until they are once again appointed.
 - b. With the recommendation from the Board of Ordained Ministry, Clergy in such appointments may be granted voice but not vote in the annual conference to which they are appointed. (Indicated by the inclusion on the Business Questions and by the approval of Clergy Session.)
 - c. Membership on conference boards and agencies is restricted to the denomination of which they are a member.
 - d. Clergypersons ordained in another non-Methodist denomination serve with no security of appointment. Appointments are made by the resident bishop of the conference in which the clergy person is to serve and may be terminated by the bishop.
 - i. Appointed clergyperson ordained in another non-Methodist denominations shall be designated as Other Denomination/Faith (OF).
 - ii. For compensation and benefits purposes their appointments shall follow the same disciplinary and conference minimum salary policies relating to Licensed Local Pastors.
 - iii. Each appointment will be designated Full Time or Part Time following the same disciplinary and conference policies used for Licensed Local Pastors.
 - e. Clergypersons ordained in another non-Methodist denominations shall be under the supervision of a district superintendent and amenable to the clergy session of the annual conference in the performance of their pastoral duties and shall attend the sessions of the annual conference.
 - f. Clergypersons ordained in another non-Methodist denominations shall be enrolled in a program of theological education based on the evaluation of their transcripts to Clergy Services, until their seminary degree is considered to be at least equal to that of an United Methodist Elder, or they have completed the Basic Course of Study and the Advanced Course of Study United Methodist Polity, History and Doctrine Classes.
 - i. Those appointed full time must complete annually a minimum of FOUR courses in the Ministerial Course of Study (§318.1) until completion of the five-year program,

and the Advanced Course of Study United Methodist Polity, History and Doctrine Classes. (Basic COS must be completed within eight years. ¶319.3)

- ii. Those appointed part time must complete annually a minimum of two courses in the Ministerial Course of Study (¶318.2) until completion of the five-year program, and the Advanced Course of Study United Methodist Polity, History and Doctrine Classes. (Basic COS must be completed within twelve years. ¶319.3)
 - iii. All courses must be completed with a C or higher.
 - iv. A clergy mentor may be assigned while in the Course of Study or in seminary.
 - v. When a seminary degree is equal to that of a United Methodist Elder, or when the Basic Ministerial Course of Study, and Advanced Course of Study United Methodist Polity, History and Doctrine Classes have been completed, Ordained Clergy or Provisional Members of Other Methodist Denominations appointed shall be expected to participate in continuing Education and Spiritual Growth as outlined in ¶ 350.
- g. In order to remain Licensed, eligible for appointment and on the Approval for Service list, appointed clergypersons ordained in another non-Methodist denominations shall:
- i. Make satisfactory academic progress (As outlined above XII.3.F) Official Transcripts should be submitted annually to the dCOM, who will communicate progress to Clergy Services.
 - ii. Meet annually with the District Committee on Ordained Ministry (dCOM) of the district under which they are appointed for nurture and accountability, and be recommended for License renewal and continuation on the Approval for Service list by the dCOM.
 - iii. If a dCOM discontinues an Ordained Clergy or Provisional Member of Other Methodist Denomination they shall be removed from the approval to serve list.
4. Approved clergypersons ordained in another non-Methodist denominations will remain on the Approved to Serve list: While appointed and for no longer than 3 consecutive years without an appointment. After 3 consecutive years without an appointment the clergy person must resubmit their application and begin the process again.
5. Clergypersons ordained in another non-Methodist denominations who have been discontinued by a dCOM must request reinstatement in writing the Office of Clergy Services. The dCOM in which discontinuation occurred, the Approval for Service Committee, and the Cabinet must all approve reinstatement independently of each other to be reinstated on the Approval for Service List.

XIII. TRANSFER PROCESS-Clergy from Other Annual Conferences, Other Methodist, & Christian Denominations (¶347)

- A. For the purpose of this process, “at least equal to those of United Methodist elders” means that in addition to having been ordained, the clergy person has met the educational requirements or the equivalent approved by the GBHEM for full membership and ordination in the United Methodist Church and in the SCAC. GBHEM will certify that the educational requirements for the United Methodist Church have been met, and the Office of Clergy Services will certify that the requirements of the SCAC have been met.
- B. Other Methodist Denominations are defined by the General Board of Higher Education and Ministry and the South Carolina United Methodist Conference as those listed by the World Methodist Council as member Churches. (<https://worldmethodistcouncil.org/member-churches/>)
- C. Ordained Clergy or Provisional Members from Other Annual Conferences (¶347.1)
 1. The clergyperson shall initiate a potential transfer by sending a letter to the resident Bishop of the SCAC and the resident Bishop of his/her home annual conference.
 2. The consent of both Bishops is required.
 3. Recommendation of the executive committee of the SCAC Board of Ordained Ministry is required.

4. An ordained UM clergyperson from other Annual Conferences desiring to transfer membership to the SCAC shall serve among us (under ¶346.1) for a minimum of two years prior to the approval of the transfer (subject to the discretion of the Bishop)
 5. All steps required by ¶346.1 must be completed before a transfer under ¶347.1 takes effect.
 6. Receive an affirmative vote during the Clergy Session
 7. If received as a Provisional Member of the SCAC, clergy will
 - a. "participate in the SCAC Formation in Ministry program designed by the Committee on Formation in Ministry and approved by the Conference Board of Ordained Ministry. The provisional Formation Program includes both a two-year Residency program and a continuing support program."
 - b. Will serve, proceed and be afforded the rights of provisional membership under ¶s 326 & 327 (Including the eight year time limit in which they must apply for full conference membership under the Conference policy).
 - c. Provisional Members shall be required to meet annually with the District Committee on Ordained Ministry of the district under which they are appointed for support and nurture. DCOM shall submit an observation report on the annual meeting to the Office of Clergy Services.
 - d. The BOM shall review written Annual Report from the Mentor and a copy of the report shall be sent to the Conference Associate Registrar for Clergy Mentors.
- D. For Clergy from Other Methodist Denominations (¶347.2) **provisional, full or local pastor**
1. A clergy person ordained in another Methodist denomination desiring to transfer into the UMC under paragraph 347.2 shall have served in the SCAC for a minimum of two years either as a 346.1 appointment or as a local pastor.
 2. Such clergy person desiring to transfer in shall indicate this desire in a letter to the Bishop, Coordinator of Clergy Services and the Chair of the BOM.
 3. Prior to the meeting with the Executive Committee of the BOM, the clergy person shall complete all of the following requirements:
 - a. The clergyperson shall receive the consent of the bishops or authorities involved.
 - b. All steps required by 346.1 must be completed before a transfer under 347.2 takes effect.
 - c. The clergyperson shall verify that he/she has met the educational requirements or the equivalent approved by the GBHEM for full or provisional membership of the United Methodist Church and in the SCAC. GBHEM will certify that the educational requirements for the United Methodist Church have been met, and the Office of Clergy Services will certify that the requirements of the SCAC have been met. Clergypersons are eligible to be received as:
 - i. Deacons or Elders in Full Connection if they have met all the current academic and process requirements to become a Deacon or Elder in full connection.
 - ii. Provisional Member (Deacon or Elder) if they have met all the current academic and process requirements to become a Provisional member, but not all the requirements for Full Membership.
 - iii. Local Pastor if they have met all the current academic and process requirements to become a Local Pastor, but not all the requirements for Provisional or Full Membership.
 - d. Receives the recommendation of the District Committee on Ordained Ministry.
 - e. Receives the recommendation of the District Superintendent.
 - f. Submit a "Notarized Criminal Background Statement (07SCBOM)," and pay the background check fee online at: <https://www.umcsc.org/backgroundcheckpayment/>

- g. Submit Medical Report (Form F-103) to be completed by physician of candidate choosing
 - h. Submit Credit Statement ¶ 310.2b (Form 06SCBOM)
 - i. Psychological Testing will be required if previous Psychological test is ten years or more old.
4. Be interviewed by and receive an affirmative vote by the Executive Committee of the BOM.
 5. Receive an affirmative vote during the Clergy Session
 6. If received as a Provisional Member of the SCAC, clergy will
 - a. participate in the SCAC Formation in Ministry program designed by the Committee on Formation in Ministry and approved by the Conference Board of Ordained Ministry. The provisional Formation Program includes both a two-year Residency program and a continuing support program." The two-year "Formation in Ministry" program, for Provisional Members may be satisfied by at least ten years prior service as an active clergy in good standing. In cases where the Formation in Ministry program is not required, a clergy mentor shall be assigned by the dCOM.
 - b. Will serve, proceed and be afforded the rights of provisional membership under ¶s 326 & 327 (Including the eight year time limit in which they must apply for full conference membership under the Conference policy).
 - c. Provisional Members shall be required to meet annually with the District Committee on Ordained Ministry of the district under which they are appointed for support and nurture. dCOM shall submit an observation report on the annual meeting to the Office of Clergy Services.
 - d. The BOM shall review written Annual Report from the Mentor and a copy of the report shall be sent to the Conference Associate Registrar for Clergy Mentors.
 7. If received as a Local Pastor in the SCAC, clergy will
 8. Local Pastors shall be required to meet annually with and be recommended for continuation by the District Committee on Ordained Ministry of the district under which they are appointed.
 - a. **License** to be **signed annually** at meeting with District Committee.
 - b. Continuation approved annually by the Clergy Session of the Annual Conference upon the recommendation of the Conference Board of Ordained Ministry
 - c. Satisfactory written report of Mentor if a Mentor is assigned.
 - d. Full-time Local Pastor (318.1)
 - i. Completed annually a minimum of **FOUR courses** in the Ministerial Course of Study (¶318.1) until completion of the five-year program. (Must be completed within eight years. ¶319.3)
 - ii. Making progress towards completion of a minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university or option as noted in ¶318.3.
 - e. Part-time Local Pastor (318.2)
 - i. Completed annually a minimum of two courses in the Ministerial Course of Study (¶318.2) until completion of the five-year program. (must be completed within twelve years. ¶319.3)
 - ii. Making progress towards completion of minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university.

E. For Clergy from Other Non-Methodist Denominations (¶347.3)

1. A clergy person ordained in another denomination (non-Methodist) desiring to transfer into the UMC under paragraph 347.3 shall have served in the SCAC for a minimum of two years either as a 346.2 appointment or as a local pastor.
2. Such clergy person desiring to transfer in shall indicate this desire in a letter to the Bishop, Coordinator of Clergy Services and the Chair of the BOM.
3. Prior to meeting with the Board of Ordained Ministry the clergy person shall complete all of the following requirements:
 - a. The clergyperson shall receive the consent of the bishops or authorities involved.
 - b. All steps required by 346.2 must be completed before a transfer under 347.3 takes effect.
 - c. The clergyperson shall verify that he/she has met the educational requirements or the equivalent approved by the GBHEM for provisional membership of the United Methodist Church and in the SCAC. GBHEM will certify that the educational requirements for the United Methodist Church have been met, and the Office of Clergy Services will certify that the requirements of the SCAC have been met. Clergypersons are eligible to be received as:
 - i. Provisional Member (Deacon or Elder) if they have met all the current academic and process requirements to become a Provisional member.
 - ii. Local Pastor if they have met all the current academic and process requirements to become a Local Pastor, but not all the requirements for Provisional Membership.
 - d. Receives the recommendation of the District Committee on Ordained Ministry.
 - e. Receives the recommendation of the District Superintendent.
 - f. Submit a "Notarized Criminal Background Statement (07SCBOM)," and pay the background check fee online at: <https://www.umcsc.org/backgroundcheckpayment/>
 - g. Submit Medical Report (Form F-103) to be completed by physician of candidate choosing
 - h. Submit Credit Statement ¶ 310.2b (Form 06SCBOM)
 - i. Psychological Testing will be required if previous Psychological test is ten years or more old.
4. Clergy seeking to transfer as a Local Pastor or Provisional Members shall submit their written responses for the following questions to the Executive Committee of the BOM prior to their interview.
 - a. What is your understanding of the Trinity and how does this doctrine influence the life and work of the Church?
 - b. How do you experience God in your personal life? How do you see God at work in the world?
 - c. What is your understanding of humanity, and the human need for divine grace?
 - d. What is your understanding of Prevenient Grace, Justifying Grace, and Sanctifying Grace from a Wesleyan perspective?
 - e. The United Methodist Church maintains that tradition, experience and reason serve as tools in interpreting and applying scriptural doctrine. How does this position relate to your understanding of the authority of scripture? How do you view the authority of the Bible?
 - f. Describe the nature and mission of the Church. What are its primary tasks today?
 - g. Discuss your understanding of the primary characteristics of United Methodist polity. Identify four or five strengths with this polity that you find compelling.
 - h. What's your understanding of the sacraments of Baptism and Holy Communion?

- i. Describe your call to ministry and why you feel being a local pastor is the best way for you to respond to God's claim upon your life.
 - j. Have you ever applied for ordination, or held the position of local pastor or membership in another Annual Conference or other denomination? If so, give clear information about this relationship, including dates, addresses, and name of supervisors.
 - k. What habits do you practice to keep yourself healthy: physically, mentally, and spiritually?
- 5. Be interviewed by and received an affirmative vote from the Executive Committee of the BOM. The Committee shall ensure that the following questions are addressed with the clergyperson.
 - a. Did the clergyperson ever have membership in another annual conference of the UMC? If so, when and under what circumstances was that conference relationship severed? (§347.4) A written statement shall be required.
 - b. Did the clergyperson ever withdraw from a relationship with another annual conference of the UMC? If so, admission into the UMC cannot occur without the consent of the BOM of the annual conference withdrawn from. (§347.5)
- 6. Receive an affirmative vote during the Clergy Session
- 7. If received as a Local Pastor in the SCAC, clergy will
 - a. Local Pastors shall be required to meet annually with and be recommended for continuation by the District Committee on Ordained Ministry of the district under which they are appointed.
 - b. License to be signed annually at meeting with District Committee.
 - c. Continuation approved annually by the Clergy Session of the Annual Conference upon the recommendation of the Conference Board of Ordained Ministry
 - d. Satisfactory written report of Mentor if a Mentor is assigned.
 - e. Full-time Local Pastor (318.1)
 - i. Completed annually a minimum of FOUR courses in the Ministerial Course of Study (§318.1) until completion of the five-year program. (Must be completed within eight years. §319.3)
 - ii. Making progress towards completion of a minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university or option as noted in §318.3.
 - f. Part-time Local Pastor (318.2)
 - i. Completed annually a minimum of two courses in the Ministerial Course of Study (§318.2) until completion of the five-year program. (must be completed within twelve years. §319.3)
 - ii. Making progress towards completion of minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university.
- 8. If received as a Provisional Member of the SCAC, clergy will
 - a. participate in the SCAC Formation in Ministry program designed by the Committee on Formation in Ministry and approved by the Conference Board of Ordained Ministry. The provisional Formation Program includes both a two-year Residency program and a continuing support program." The two-year "Formation in Ministry" program, for Provisional Members may be satisfied by at least ten years prior service as an active clergy in good standing. In cases where the Formation in Ministry program is not required, a clergy mentor shall be assigned by the dCOM.
 - b. Will serve, proceed and be afforded the rights of provisional membership under §§ 326 & 327 (Including the eight year time limit in which they must apply for full conference membership under the Conference policy).

- c. Provisional Members shall be required to meet annually with the District Committee on Ordained Ministry of the district under which they are appointed for support and nurture. DCOM shall submit an observation report on the annual meeting to the Office of Clergy Services.
 - d. The BOM shall review written Annual Report from the Mentor and a copy of the report shall be sent to the Conference Associate Registrar for Clergy Mentors.
9. Following at least two years as a provisional member (no more than eight) the clergy may apply for full conference membership. The Board requires the same procedure for transfer applicants from other Christian Denominations seeking full membership and elder's orders as is required for any other provisional member seeking the same. All Disciplinary requirements for full membership outlined in paragraph 335 and the additional requirements for full membership of the SCUMC...including the additional academic requirements (black studies, women's studies, preaching/public speaking and CPE), responses to the Disciplinary Questions, submission of a Bible Study, Sermon and Fruitfulness Project.

XIV. Mentoring and Mentors (Par.348)

- A. Mentors shall be appointed by the District Committee on Ordained Ministry upon nomination of the District Superintendent. They shall be appointed for the quadrennium. They may be appointed ad interim, as needed for the remainder of the current quadrennium.
- B. As with other actions related to Candidacy for Ordained Ministry, the District Committee shall promptly notify the Candidacy Registrar when it completes the quadrennial appointment of Mentors, and when it assigns a Mentor to a candidate ad interim.
- C. Under ¶348, Mentors are recommended by the Cabinet, selected, trained and held accountable by the Board. The District Committee on Ordained ministry, after consultation with the District Superintendent, assigns the Candidacy Mentor to the Candidate or Certified Candidate until they begin an appointive ministry as local pastor. The Conference Board of Ordained Ministry assigns Clergy Mentors, in consultation with the District Superintendent, to Provisional Members, Associate Members seeking Provisional Membership, and Local Pastors seeking completion of the Basic Course of Study. They work under direction of the District Superintendent and the District Committee on Ordained Ministry.
- D. A current listing of qualified trained Mentors may be obtained from the Candidacy Mentor Registrar. Only qualified trained Mentors may be used with the Candidacy program.
- E. The SCBOM requests that District Committees on Ordained Ministry, annually, work with the District Superintendent and make recommendations to the SCBOM for Mentor assignments for all classifications required by the Discipline to be assigned a Mentor. These recommendations shall be in the Candidacy Registrar's hands prior to the November meeting of the BOM in order for the Board to issue approval. The District Committee may make ad interim assignments with the BOM giving approval at its next meeting.
- F. It is the responsibility of the Candidate, Certified Candidate, Provisional Member, or Local Pastor to make contact with the Mentor to make certain that the required annual written report is made to the District Committee.
- G. It is the responsibility of the District Committee to review annually the report of the Mentor on each of the categories of ministry and to consider this in renewal of the License to Pastoral Ministry and the continuance of Certified candidates or Provisional Members.

XV. Evaluation for Continuing Formation for Full Members and Local Pastors (¶349-351)

- A. Evaluation of Pastor's Effectiveness in Ministry ¶349
- B. Continuing Education and Spiritual Growth ¶350
- C. Sabbatical Leave ¶351

XVI. Changes of Conference Relationships (¶352-360)

- A. Provisions for Change in Conference Relations ¶352

- B. Voluntary Leave of Absence ¶353
- C. Involuntary Leave of Absence ¶354
- D. Maternity or Paternity Leave ¶355
- E. Medical Leave Due to Medical and Disabling Conditions That Prevent Performance of Ministerial Duties ¶356
- F. Retirement ¶357
- G. Honorable Location ¶358
- H. Administrative Location ¶359
- I. Withdrawal ¶360

XVII. Administrative Fair Process (¶361-364)

XVIII. Readmission to Conference Relationship (¶ 364-369)

- A. Readmission to Provisional Membership ¶364 – requires the same application process as “admission to Provisional Membership” as outlined by the Book of Discipline and Board policy in addition to the recommendations of ¶364 even if the readmission is for the purpose of transfer to another annual conference.
- B. Readmission After Honorable or Administrative Location ¶365
- C. Readmission After Leaving the Ministerial Office ¶366
- D. Readmission After Termination by Action of the Annual Conference ¶367
- E. Readmission After Involuntary Retirement ¶368 – requires psychological testing, medical evaluation, criminal background check, and the credit statement.
- F. Readmission after discontinuation while approved to serve (OE & OF), see XII.F.8 and XII.G.5 above

XIX. General Provisions (¶ 370)

XX. Requirements which apply to more than one application process

- A. Important Notes, References and Definitions:
 - 1. The term "one year" means one full conference year from one session of the Annual Conference to the next. Similarly, "two years" is counted from one session of Annual Conference to the second subsequent session. The term "year" in ¶310.1a, in reference to application for candidacy where it is local church membership any 365-day period equals one year (two years equals 730 days).
 - 2. References to the University Senate, a body within the United Methodist Church defined in ¶1414-1418 appear in ¶313.2, 315.2c, 335 and elsewhere. It cannot be assumed that a college or seminary which is an associate or full member of the Association of Theological Schools, is necessarily also listed by the University Senate. The list of approved schools published annually by the University Senate (¶1417.4) is definitive in determining the fulfillment of the educational requirements for all conference relationships.
 - 3. The recommendation of the DCOM in which the applicant was last appointed is required for all readmissions and reinstatements, or a Certified Candidate or in the candidacy process where discontinued. (See ¶ 314.2, 320.4, 365-368).
- B. Additional requirements in the S.C. Conference:
 - 1. A personal interview with the Board is required for the following: recommendations for Associate, Provisional and Full membership; ordination as a Deacon or Elder; transfer from another denomination under ¶347.3; readmission under ¶ 365-368; and reinstatement of Local Pastor ¶320.4.
 - 2. A personal interview with the Board may be required for continuation as Local Pastor (FL, PL, SP), continuation as a Provisional Member, or for any other matter in which a recommendation from the Board is required. In addition, the Board may require an interview with a First Time Full-time Local Pastor.

3. The Board reviews psychological testing (as required by the Discipline) of all applicants for Candidacy for Ministry, Full-time Local Pastor (for first-time full-time), Associate Membership, Provisional Membership, Full Membership, ordination as Deacon or Elder, transfer under ¶347.3, and readmission under ¶ 365-368.
 - a. Psychological testing at the applicant's expense may be required for reinstatement of local pastor status under ¶320.4 or for any other matter in which a recommendation of the Board is required.
 - b. Guidelines for psychological testing and interviewing, including Testing Application and Consent Letter, are prepared as a separate document by the Board's Committee on Psychological Testing and are available upon request.
4. Submitting a physical examination reported on the form provided by the Division of Ordained Ministry is required of all applicants for candidacy, Full-time Local Pastor, Associate Membership, Provisional Membership, Full Membership and readmission.
 - a. A physical examination is required for Readmission and Reinstatement under ¶ 320.4, 365-368, or for any other applications in which recommendation of the Board is required.
5. A statement of debts and other financial obligations is required of applicants for Certified Candidate, Full-time Local Pastor, Associate Membership, Provisional Membership; Full Membership, readmission under ¶364-368, and transfer under ¶347.3. The Board asks all applicants to give written consent to a credit investigation as a part of this statement. These procedures grow out of the traditional question asked of applicants in ¶ 330.5d (18) and ¶336 (18).
 - a. Anytime action upon an application is deferred because of concerns arising from the credit statement, a complete new CREDIT statement will be required prior to any reconsideration.
6. Any applicant who does not complete the application process for a particular relationship prior to the opening of the Annual Conference session will be required to complete again the entire application process the next year application is made. Approvals from one of the four major committees may carry forward for one conference year. No other part of an application may be carried forward to a succeeding year except psychological testing, seminary information, and a Fruitfulness Project which has been approved by the Called and Disciplined Life Committee.
7. Every Clergy serving in the annual conference must have a criminal background check within the last three years. Included: Active FEs, FDs, PEs, PDs, LPs, RSYs, SYs and Par. 346. *(approved by Cabinet and BOM 2009)*
 - a. Background check will include national criminal background check, but not include driving record or credit report.
 - b. Checks will be conducted by Office of Clergy Services. The latest report will always be included in the clergy person's BOM file. The year of the latest check will be included in the Clergy Services database.
 - c. Costs will be paid by each clergy person. Cost will also be paid by candidates for the disciplinary Criminal and Credit Background Checks.
 - d. If a felony charge or conviction is reported, the report will be forwarded to the Bishop and the appropriate District Superintendent by the Office of Clergy Services.
 - e. During the phase-in period, clergy participating in conference sponsored / related activities covered by the safe sanctuaries policy must have a check done. Clergy Services will coordinate with Connectional Ministries to make sure all clergy are checked.
 - f. The form sent to clergy will invite them to state if they have had a criminal background check within the last three years. If confirmed, and if through the annual conference, this check will be accepted by Clergy Services. However, this is only for the initial cycle. Thereafter, clergy will be expected to participate in the three year cycle overseen by Clergy Services.

- g. Clergy services will be able to see the Connectional Ministries database enough to confirm if clergy have already completed a criminal background check through Connectional Ministries.
 - h. The criminal background check required by the Board of Ordained Ministry for candidates for ministry will be more extensive than the three year background check required of all clergy.
 - i. Clergy Services will notify Connectional Ministries when it has successfully completed a background check on a clergy person.
 - j. Clergy Services will notify Connectional Ministries when it stops conducting background checks on clergy persons (ie. Retirement, etc).
8. Distance Education rules shall be the same as the policy announced by the University Senate. In January 2011, the University Senate announced the following rules: All United Methodist seminaries and Asbury Theological Seminary shall be allowed to offer two-thirds of the Master of Divinity degree online, with one third of the degree required to be in residence. The only "online courses" allowed to count toward a degree for a candidate seeking ordination in The United Methodist Church shall be those offered by one of the 13 official United Methodist seminaries and Asbury Theological Seminary.

C. Board policies and procedures:

- 1. The Board of Ordained Ministry considers applications for ordination and conference relationship according to the requirements of the *Book of Discipline*, the Annual Conference, and the Board in effect at the time the applicant makes application for that relationship.
- 2. Under the authority of ¶635.1 (f), the Board sets November 1st as the deadline for the completion of District Committee reports to the Board for Full Connection candidates. There shall also be deadlines set by the Board Registrar for completion of the requirements for applicants for Local Pastor; Associate Membership, Provisional Membership; Full Membership, ordination, readmission, transfer (from other denominations), and other relationships which require the recommendation of the Board.
- 3. The Board approves for attendance at the Course of Study schools, or for the one-year allowable correspondence courses, only those persons currently appointed to pastoral charges. Only those studies which are required for a conference relationship (AM, PM, FM) toward which the student is progressing will be approved.
- 4. Persons seeking to be certified as candidates for ministry, approved for service as Full-Time Local Pastors, or admitted to conference membership must have the physical capacity for service. Applicants with physical impairments shall be referred to the Medical Advisory Review Committee for evaluation and recommendation on their physical fitness to fulfill the disciplinary responsibilities and duties of word, sacrament, order, and service (¶340).
- 5. Instructions concerning a written response to the ordination qualifications outlined in ¶304 will be distributed by the Office Clergy Services for the respective Division to all applicants for ordination as Deacon or Elder.
- 6. Official forms provided by the Division of Ordained Ministry or the Board along with other materials or instructions necessary for the completion of requirements for conference relationship, status changes, etc. shall be prepared for distribution in conjunction with the Board Registrar of the respective Division and Clergy Services.
- 7. Required personal interviews with the Board will take place at one of the Board's regular meetings (usually in November and February). The Board may, in very unusual or emergency circumstances, consider exceptions when advance written request has been made to the Board Registrar, and schedule interviews at its meeting prior to the opening of the Annual Conference session. Demands of time dictate that such exceptions be rare.
- 8. With regard to applications, which include the requirements of a physical examination, the Coordinator of Clergy Services may seek clarification or further explanation from the examining

physician concerning the findings and evaluation of the examination. The Coordinator of Clergy Services may ask written consent of the applicant to secure additional medical information or may ask the applicant to undergo further examination by a physician or physicians of the Committee's choosing at the Board's expense.

9. Those recommended for election to Associate Membership, Provisional Membership, Full Membership, and Orders shall be present for the opening Clergy Session of the Annual Conference. Those recommended for Readmission and those received by Transfer should be present. Also Applicants for Readmission, Reinstatement, or Transfer shall be present at the Clergy Session.
 10. Those recommended for election to Associate Membership, Provisional Membership, and Full Membership in the Annual Conference are required to be present when their respective classes are received, usually on the first full day of the Annual Conference session. Only the presiding Bishop may grant exceptions to this requirement, since the reception of the classes is an Episcopal function. Appropriate dress is necessary.
 11. The Behavioral Health Guidelines provided by the General Board of Higher Education and Ministry shall be used by the Conference Board and District Committees in evaluating candidates for ministry.
- D. The Board of Ordained Ministry has four major committees: Call and Disciplined Life; Proclamation and Preaching; Bible Study; and Theology and Doctrine. These Committees will evaluate candidates for readiness for ministry. Particular attention will be paid to both the oral and written use of proper grammar and composition. Failure in more than one committee will constitute a recommendation to the Board for disapproval for one conference year. Approval from any of the four committees may be extended for up to one year following the disapproval of the initial application. If a candidate whose initial application has been disapproved reapplies the next immediate Conference year, the board may allow the candidate to submit work and interview with only those committees in which they failed to gain approval the previous year within the acceptable time limits. Failure to gain approval in only one of the four committees may result in continuing contact with that particular committee with approval of the Board. The Board may allow the candidate to submit work and have an interview at the next full Board meeting, needing only to satisfy requirements in that one area. Upon denial of the application by the Board. The Board of Ordained Ministry secretary will advise in writing any candidate who is not approved by the Board, and the candidate's assigned mentor, that the candidate shall seek the support of their assigned DCOM Mentor, and any other consultant recommended by the Board, with regard to any deficiencies noted by the Board or one of its committees.
 - E. Each year the Board's Committee on Proclamation and Preaching prepares instructions for the requirement of a written proclamation/sermon for applicants for Associate Membership, Provisional Membership, Full Membership as Elders, and Full Membership as Deacons. These instructions are distributed by the Office of Clergy Services for the respective Division to all known applicants and become part of the requirements for that relationship. Those pursuing Associate membership or Elder Track Membership shall submit a sermon. Those pursuing Deacon Track membership shall submit either a contextual project or a sermon.
 - F. Committee on Theology and Doctrine prepares instructions for the oral and written doctrinal questions in the current Discipline for Associate Membership (324.9.a-l,p), all Provisional Membership (324.9.a-l,p), Deacons in Full Connection (330.5a) and Elders in Full Connection (335.8.a). The doctrinal questions with instructions are distributed by the Office of Clergy Services to the respective known applicants. The completed responses of the applicants are read and evaluated by the Committee on Theology and Doctrine.
 - G. Committee on Call and Disciplined Life prepares instructions for the oral and written disciplinary questions concerning the applicant's call and disciplined life for candidates for Associate Membership (324.9.j-o and supplemental Q), Provisional Membership (324.9.j-o and supplemental Q), Deacons in Full Connection (330.5.b-c) and Elders in Full Connection (335.b-c). The call and disciplined life questions with instructions are distributed by the Office of Clergy Services to the respective known applicants. The completed responses of the applicants are read and evaluated by the Committee on Call and Disciplined Life.

- H. Committee on Bible Study prepares instructions for presenting a plan and outline for teaching an assigned book of the Bible for the applicants for Associate Member, Provisional Member, Elders in Full Connection, and Deacons in Full Connection. These are distributed by the Office of Clergy Services.
- I. Policies and Procedures for Academic Style and Intellectual Integrity
 - 1. 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.
 - a. Submitted work lacking footnotes and bibliography or lacking assigned components of the paper shall be considered incomplete and deemed not to be properly before the Board. Authors of papers not properly before the Board will not be granted a Board interview.
 - 2. 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.
 - a. 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.
 - b. 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. Submit a signed copy of this statement to the Board of Ordained Ministry:

"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 XX.I.1 and 2 of the S. C. Conference Board of Ordained Ministry Policy Guidelines."

XXI. Financial aid through the Ministerial Education Fund (MEF)

- A. Requirements
 - 1. Certification as a candidate for ordained ministry is a prerequisite to apply for MEF Grants.
 - 2. MEF shall not be available for graduate work beyond the Master of Divinity.
 - 3. All students (seminarians, course of study and undergraduate) must pass all courses with a grade of C or better. The board will only pay for a course once (grants will not be awarded to re-take a course). Maintaining at least a "C" grade average is required to be eligible for additional loans in succeeding years.
- B. Eligibility and Limits
 - 1. Certified Candidates for Ordained Ministry who have been approved by their District Committee and District Superintendent to attend the School of Pastoral Ministry (Pastor's Licensing School) can receive a MEF grant equal to the per course limit for Basic Course of Study (currently \$400).
 - 2. Pre-seminary Undergraduate Students who are certified candidates and appointed by the Bishop to a church within the South Carolina Conference, may apply for a grant.

3. Course of Study Students (weekend or summer) who are Local pastors appointed by the Bishop to a church within the South Carolina Conference may apply for a maximum of \$1,600 per year (basic or advance) at the following levels:
 - a. Basic Course of Study participants may apply for \$400 per course for the five-year Basic Course of Study or the School of Pastoral Ministry. \$200 per online course.
 - b. Advance Course of Study participants who are working towards Full Membership as an Elder in the South Carolina Annual Conference may apply for \$350 per course.
 4. Full Time Students:
 - a. Full-time students who are attending University Senate approved United Methodist seminaries will receive \$6,000 annually (\$3,000 for the fall term/\$3,000 for the spring term).
 - b. Full-Time Students who are attending University Senate approved non-United Methodist seminaries will receive \$3,500 annually (\$1,750 for the fall term/ \$1,750 for the spring term).
 5. Part-Time Students attending University Senate Approved Seminaries will be given \$300 per course in the fall and winter terms.
- C. Procedures
1. Application forms may be requested from the Chairperson of the MEF or the candidate's district superintendent.
 2. Each conference year application deadline is June 30 prior to fall term. Only one application is necessary for fall and winter terms. November 1st is the deadline for winter term applications only.
 3. Completed applications signed by the candidate, District Superintendent, and institutional representative must reach the Chairperson of MEF by the deadline. Grants are based on availability of MEF.
 4. Chair of MEF Committee will mail to the applicant a legal note for the amount of the grant to be signed by the applicant and returned to the Chairperson of MEF before checks can be forwarded to the institution.
 5. MEF grant funds for Course of Study and Advanced Course of Study classes are to be paid directly to the seminary.
 6. MEF Committee may recommend to the Board amounts to be used for enlistment, basic professional education aid, continuing education, and professional growth of ordained ministers.
 7. Information on United Methodist Student Loans and Scholarships may be secured from the Office of Loans and Scholarships, GBHEM, P.O. Box 340007, Nashville, Tennessee 37203. Web: www.gbhem.org/loans-and-scholarships

XXII. Additional Board Policies and Procedures:

A. Records and Files

1. In response to ¶635.3.e, the Division of Ordained Ministry has developed guidelines concerning files owned by the Board. Each Conference Board of the Ordained Ministry should develop a statement of record-keeping policy based on the Division's guidelines.
2. Files maintained by the District Committees on Ordained Ministry are deemed by the Division of Ordained Ministry to be owned by the Board. It is the responsibility of the Board to ensure that all district committee files are kept according to the Division guidelines and the Board's statement of record-keeping policies.
3. Definitions
 - a. Status: "Status is a legal relationship or legal condition of a group of persons based on race, gender, or national origin."

4. Records Retention Policy: *Approved by the Cabinet and Board of Ordained Ministry – 2010*

- a. All materials related to candidacy shall be retained until election to associate clergy membership or full clergy membership. Upon election to associate clergy membership or full clergy membership in the annual conference, the personnel file maintained by the Office of Clergy Services and the personnel file maintained by the district office of each newly elected clergy member shall be purged of materials related to their candidacy. The materials to be destroyed include: sermons, Bible studies, theology and doctrine answers, responses to questions by the Call and Disciplined Life Committee, credit checks, medical evaluations, mentor reports, and other materials clearly related to the candidacy process.
 - b. Materials from the candidacy process to be retained in the conference personnel file and the district personnel file shall include: transcripts from schools, psychological examinations and criminal background checks.
 - c. Other materials to be retained in the conference personnel file shall include: biographical information forms, correspondence to or from the referent, information related to status changes, and appointment information.
 - d. To comply with Safe Sanctuaries requirements, a criminal background check shall be conducted on all active clergy every three years. Each personnel file maintained by the Office of Clergy Services shall always include the results of the most recent criminal background check together with the background checks related to the candidacy process. Other background checks shall be destroyed.
 - e. Upon the retirement of a clergy member of the annual conference, or upon the termination of their conference membership, their Board of Ordained Ministry personnel file, their district personnel file, and their supervisory file shall be placed, together, in the “Retired” or “Discontinued” files of the Office of Clergy Services.
 - f. Upon the tenth anniversary of the retirement of a clergy member of the annual conference, or upon the tenth anniversary of the termination of their conference membership, their Board of Ordained Ministry personnel file, their district personnel file, and their supervisory file, shall be scanned and stored in digital form, and the paper version of their files shall be destroyed. Two years after the death of a clergy member of the annual conference, their records shall be destroyed. However, no records shall be destroyed until a minimum of twenty-five years following their retirement.
 - g. In the case of clergy whose conference membership has been terminated, their records shall be destroyed when they would have reached the mandatory retirement age. However, no records shall be destroyed until a minimum of twenty-five years following the termination of their conference membership.
- B. Professional Certification in Christian Education, Evangelism, Music, and Youth Ministry is available for Lay Persons; Diaconal Ministers; Associate Members; Commissioned Ministers; Deacons; and Elders. Guidelines are available from the Division of Deacon’s Registrar.
- C. For any change of conference relation, readmission, or reinstatement, the Board of Ordained Ministry may require acceptable credit checks, physical examination, criminal background check, and psychological testing prior to recommending the change.
- D. If a Board Member has a relationship (mentor, relative, etc) appearing before the Board or a board committee, that Board Member shall be entitled to be present only in the committee meeting in which the Board Member is assigned. However, any Board member may elect to be recused from that meeting.
- E. Each Minister must be involved in a program of continuing education (§350) throughout her/his years of Ministry. Twelve CEU’s must be earned in each quadrennium with not less than one CEU being earned in any one year. Programs that don’t fit the CEU pattern may be submitted to the District Committee on Ordained Ministry for approval. Continuing Education Covenant Groups for clergy will be sponsored annually by the Board of Ordained Ministry. Establishment of leaders and groups shall be administered through the Director of Continuing Education Covenant Groups of the Board. Three CEU’s will be granted upon successful completion of a Covenant Group.

- F. An individual applying for membership in the South Carolina Annual Conference must submit a Statement of Disciplinary Compliance and Substance Abuse provided by the Office of Clergy Services on behalf of the Call and Disciplined Life Committee of the Board of Ordained Ministry.
- G. Application for Sabbatical Leave (§351) requires a Board interview unless waived by the Board after examination of the submitted written plan for study or travel. Sabbatical Leave will be granted only for study leave or travel for the purpose of returning to ministry after the leave ends. Persons applying for Sabbatical Leave shall apply to the Board of Ordained prior to February 1st preceding the Annual Conference session.
- H. An interview with the Board may be required for any person who requests recommendations of the Board to extend a Leave of Absence beyond the five year limit (§ 353.3)

XXIII. APPENDIX – CHECKLISTS

The Check Lists are designed as GUIDE for the making progress in the disciplinary process for Licensed and/or Ordained Ministry. Candidates may download a copy of the Check List from the SC Conference Web site (www.umcsc.org) by selecting

CONNECTIONS/CLERGYSERVICES/FORMS&INFORMATION/CANDIDATE FORMS.

CERTIFICATION AS CANDIDATE FOR LICENSED AND ORDAINED MINISTRY
GUIDE FOR LICENSE FOR PASTORAL MINISTRY
PROVISIONAL MEMBERSHIP/COMMISSIONING TOWARD DEACON OR ELDER
THE ORDAINED ELDER IN FULL CONNECTION
THE ORDAINED DEACON IN FULL CONNECTION
ASSOCIATE CONFERENCE MEMBERSHIP
READMISSION TO PROVISIONAL MEMBERSHIP
TRANSITION FD TO FE
TRANSITION FE TO FD
APPROVAL FOR SERVICE CHECKLIST
DESCRIPTION OF REQUIRED SEMINARY COURSES
DESCRIPTION OF REQUIRED BASIC COURSE OF STUDY CLASSES
LIST OF REGIONAL COURSE OF STUDY SCHOOLS
LIST OF COURSE OF STUDY EXTENSION SCHOOLS
LIST OF UNIVERSITY SENATE APPROVED SEMINARIES

CANDIDACY PROCESS SOUTH CAROLINA CONFERENCE

INQUIRING CANDIDATE (§ 310 & 310.1a) – Pre Retreat

(Please return one copy of items (a – f) to both the Office of Clergy Services and your District Office!)

1. Read & Discuss the book “**Christian as Minister**” with pastor or campus minister.
2. Get letter from Pastor/Campus Minister indicating that candidate is a professing member in good standing of the United Methodist Church or a recognized UM campus ministry or other ministry setting for at least one year (§ 310.1) **and** has read and discussed “**Christian as Minister**”.
3. Write DS to schedule a meeting and to request admission to the UMC candidacy process. **Include a written statement of your call to ministry.**
4. Discuss psychological assessment process and sign Psychological Consent Forms in **District Office**. Make contact with vendor (MDS) and begin psychological testing process. (See #5 under “Exploring Candidate” below)
5. Complete and submit a Biographical Information Form (Form 102) to **District Office & Office of Clergy Services**
6. Request to be registered with UMCares (GBHEM Online Candidacy System). The registration cost is **\$45.00**, paid within the UMCares system when prompted by UMCares system and download the Candidacy Guidebook.
7. Request the DS to complete and submit **Request for Candidacy Packet** (10SCBOM) form to the **Office of Clergy Services**. Packet contents include:
 - a. Credit Statement § 310.2b (Form 06SCBOM)
 - b. Criminal Background Statement (this form includes the statement of any convictions – or written accusations – of sexual misconduct or child abuse as required by § 310.2b) Screening cost is **\$20.00**
 - c. Medical Report (Form F-103) to be completed by physician of candidate choosing
 - d. The TABE (Test of Adult Basic Education) results (see Timeline/Checklist)
 - e. Proof of graduation high school or equivalent (12SCBOM). Can be diploma or college degree
8. Complete items (a-e) and submit to **both offices** by November 1 for “Fall Retreat” & June 1 for “Summer Retreat”
9. Complete & submit Candidacy Retreat Application and Retreat fee (**\$125.00**) – Application provided to the candidate upon completion of all prerequisites.

EXPLORING CANDIDATE (§ 310.1b, c) [Attend Candidacy Retreat – Summer or Fall]

1. **Candidacy Mentors** – You will be assigned your candidacy mentors at the candidacy retreat!
2. **Candidates** – You will meet other candidates who are in the process. You will have the opportunity to both share and hear stories of calling and dreams for ministry.
3. **Orientation to Ministry (§312)** – Guest speakers who have already navigated the process will share their path of discernment and their joys and difficulties within the vocation.
4. **Mentor group meetings** – You will be assigned to your mentoring group and complete your first two mentoring sessions while at the retreat. You will schedule four more meeting times with your mentoring group after the retreat to continue working through the *Candidacy Guidebook*.
5. **Psychological Testing** – You will take the psychological test as a group at the Candidacy Retreat. **Your cost is \$340.33 which must be paid prior to the retreat.** This represents 1/3 the cost of the test. The Board of Ordained Ministry pays the remaining 2/3 of the cost of the testing.

DECLARED CANDIDATE (§ 310.1d, e) & CERTIFIED CANDIDATE (§310.2) – Post Retreat

1. **Local Church S/PPRC-Confer** with your pastor and request meeting with PPRC to share statement of call and be prepared to discuss Wesley’s historic questions in § 310.1d 1-3 A written **two-thirds** votes will be taken to determine if you are ready to move forward in the process and be recommended to your charge conference.
2. **Meet with Local Church Charge Conference**. Share your call story. A written ballot must be taken and you must receive **two -thirds** approval of Charge Conference.
4. **Meet with District Committee on Ministry (§ 310.2)**
 1. Write responses to queries in § 310.2a.
 - a. Candidacy Mentor provides statement to dCOM.
 - b. Agree to the personal dedication outlined in §310.2d
 - c. Be examined by dCOM, including review of all materials and standards of §310.2c.
 - d. Be approved as a Certified Candidate upon three-quarters approval by written ballot.

CONTINUATION OF CANDIDACY (§313)

1. Request continuation by Charge Conference or equivalent body **annually** and receive a **favorable** recommendation (§313.1)
2. Provide evidence of satisfactory progress in required studies (§313.2)
3. Annual report of Mentor to DCOM
4. Annual interview with DCOM for vote on continuation (§313)

01 CkList Certified Candidate

GUIDE FOR LICENSE FOR PASTORAL MINISTRY (§315-320)

Eligibility Requirements. (All Categories)

§315 states: "All persons not ordained as elders who are appointed to preach and conduct divine worship and perform duties of a pastor shall have a license for pastoral ministry. The Board of Ordained Ministry (635.2g) may recommend to the executive session of the annual conference the licensing of those persons who are:

1. **Provisional Members** commissioned by the annual conference.
2. **Local Pastors** who have completed the following:
 - a) The conditions for candidacy certification in §§ 310. and
 - b) The studies for the license as a local pastor as prescribed and supervised by the Division of Ordained Ministry or **one-third** of their work for a Master of Divinity degree at a school of theology listed by the University Senate;
 - c) Been examined and recommended by the district committee on ordained ministry (§ 666.8);
3. **Associate members.**
4. **Deacons in full connection**, seeking to qualify for ordination as an elder; or
5. **Licensed or ordained clergy from other denominations** who have training equivalent to the studies for license as a local pastor prescribed by the Division of Ordained Ministry, but do not meet the educational requirements for probationary membership in the annual conference.
6. **In every case, those who are licensed shall have:**
 - a) Released the required psychological reports, criminal background and credit checks, and reports of sexual misconduct and/or child abuse. They shall submit, on a form provided by the conference board of ordained ministry:
 - (1) a notarized statement detailing any convictions for felony or misdemeanor or written accusations of sexual misconduct or child abuse; or
 - (2) a notarized statement certifying that the candidate has not been convicted of a felony or misdemeanor, or accused in writing of sexual misconduct or child abuse.
 - b) Been approved by the board of ordained ministry (§ 635.2h);
 - c) Provided the board with a satisfactory certificate of good health on a prescribed form from a physician approved by that board.

Having satisfied the provisions for the License as a Local Pastor (§310)

1. Certification as a Candidate for Ordained Ministry by District Committee on Ordained Ministry by **March 1** or the year attending School of Pastoral Ministry. (SCBOM)
2. Examined by the District Committee on Ordained Ministry.
3. Completed the School of Pastoral Ministry; or completed one-third of the number of hours required for MDIV. graduation in an accredited seminary and the two-day session of the School of Pastoral Ministry.

Additional Eligibility Requirements (By Categories)

1. **Full-time Local Pastor** (318.1,3)
 1. Able to devote full time to charge to which appointed.
 2. Receive cash support per annum not less than the minimum amount set by the Annual Conference for full-time local pastors.
 3. Enrolled in no more than six semester hours without prior approval of the district committee on Ordained Ministry (SCBOM Section II,B.8) for Five-Year Course of Study enrollment, **FOUR** courses per year are required.
2. **Part-time Local Pastor** (318.2,3)
 1. Devotes less than full time to charge to which appointed. Enrolled in at least **TWO** Courses of COS.
 2. Receive less in cash support per annum than the minimum amount set by the Annual conference for full-time local pastors.

Board of Ordained Ministry Application Process (All Categories) (§315)

1. Recommended by the District Committee on Ordained Ministry through the Associate Registrar, Division of Elders for Local Pastors (01 SCBOM).
2. Approved for service by the Clergy Session of the Annual Conference upon the recommendation of the Conference Board of Ordained Ministry. (635.2h)

Additional BOM Application Steps for First-Time Full-Time Local Pastors

1. Report of a satisfactory Physical Examination on BOM (**FORM 103**)
2. Submission of a satisfactory **credit** worthiness report (**06 SCBOM**)
3. Favorable report from Psychological Testing
4. **Interviewed** by the DCOM
5. Satisfactory Criminal background check (**07 SCBOM**)

Continuation as a Local Pastor (§319) Eligibility Requirements. (All Categories)

- _____ 1. Submitted a **written** statement of **educational plans** for the ensuing year to the District Committee on Ordained Ministry (college, seminary or Course of Study).
- _____ 2. Met with and been recommended for continuation by the District Committee on Ordained Ministry to the Conference Board of Ordained Ministry through the Associate Registrar for Local pastors, Division of Elders (01 SCBOM). **License** to be **signed annually** at meeting with the District Committee.
- _____ 3. Continuation approved by the Clergy Session of the Annual Conference upon the recommendation of the Conference Board of Ordained Ministry
- _____ 4. Satisfactory written report of Mentor if a Mentor is assigned.

Additional Eligibility Requirements (By Categories) (SCBOM)

1. Full-time Local Pastor (318.1)
 - _____ 1. Completed annually a minimum of **FOUR courses** in the Ministerial Course of Study (§318.1) until completion of the five-year program. (Must be completed within eight years. §319.3)
 - _____ 2. Making progress towards completion of a minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university or option as noted in §318.3.
 - _____ 3. Submitted appropriate responses to the District Committee on Ordained Ministry regarding non-ministerial activities
2. Part-time Local Pastor (318.2)
 - _____ 1. Completed annually a minimum of **two courses** in the Ministerial Course of Study (§318.2) until completion of the five-year program. (must be completed within twelve years. §319.3)
 - _____ 2. Making progress towards completion of minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university.

+++++

SUBJECT: LOCAL PASTOR: Under §319.4, those appointed a local pastors may, upon completion of the Five Year Course of Study, continue as a local pastor without completion of 60 hours of college. After completion of COS, Local Pastors are required to acquire 3 Continuing Education Units per year and report this to Charge Conference.

SUBJECT: COURSE OF STUDY

1. Enrollment in the WEEKEND format for Part-time Local Pastors ONLY (Three Friday/Saturday per month for September/November/January/March) for COS at Duke cannot be crossed with the Two Months Format in July/August. You must continue for the 5-year course in the Weekend or Summer track. Part-time Local Pastors are required to complete a minimum of TWO courses In COS curriculum per year (§318.2)
2. Grades lower than "C" in the Course of Study will not be credited toward completion of the Course of Study program. Scholarships will only be awarded once for each course. (Scholarships will not be awarded to re-take a course.)
3. SC Conference current MEF support is \$960 for the COS Year for APPOINTED Local Pastors.
4. Applications for COS shall be signed by BOM Local Pastor Registrar (Rev. Bob Lee, 1727 Cypress Campground Road, Ridgeville, SC 29472-7341 Phone: 843-688-5463 relee@umcsc.org to be eligible for MEF.
5. Candidates are to request that a copy of the completed transcript for the COS be sent to: Office of Clergy Services, 4908 Colonial Drive, Columbia, SC 29203

Revised 3/2019

02CkList Local Pastors

PROVISIONAL MEMBERSHIP AND COMMISSIONING TOWARD DEACON OR ELDER

Qualifications for Election to Provisional Membership (§324)

- _____ 1. Certified Candidate for at least one year, no more than twelve. (From one Annual Conference to the next).
- _____ 2. Demonstrated gifts for ministries of service and leadership satisfying the DCOM §324.2
- _____ 3. Undergraduate Requirement (§324.3): Bachelor's degree or equivalent from college or university listed by the University Senate or acceptable accrediting body ;or for missional purposes exception with minimum 60 hours and requirements of §324.3a-c
- _____ 4. Graduate Requirements **for Elders** (§324.4): Master's degree from a graduate theological school; **basic theological studies, and South Carolina requirements.**
- _____ 5. **Elder track candidates must have** completed a minimum of 27 semester hours of graduate theological studies in the courses specified in §324.4a. At least one-half of the 27 semester hours shall be completed in the same seminary or campus. One- fourth of the 24 semester hours may be taken as independent study from the accredited seminary approved by the University Senate. All classes must have "C" or better.
- _____ 6. **Graduate requirements for Deacons (§324.4a,c** an M.Div. or master's degree in area of specialized ministry in which Person will serve. All classes must have "C" or better.
- _____ 7. In some instances a candidate wishing to serve as a Full Deacon may fulfill the academic requirements by §324.5:
 - a. shall have reached thirty-five years of age at the time to become a certified candidate;
 - b. completed a bachelor's degree, received professional certification or license in the area of ministry in which the candidate will serve, have completed a minimum of eight semester hours of graduate credit or equivalent quarter hours in the area of specialization, and have been recommended by the conference BOM;
 - c. have completed a minimum of twenty-four semester hours of the basic graduate theological studies of the Christian faith including the areas noted in §324.5 c At least one-half of the 27 semester hours shall be completed in the same seminary on campus. One-fourth of the 24 semester hours may be taken as independent study from an accredited Seminary approved by the University Senate and documented by a record of completion from that school.
- _____ 8. **Local Pastors** may fulfill the requirements for provisional membership and commissioning (§324.6) when they have:
 - a. Reached forty years of age;
 - b. Satisfied all requirements of 324.1-3 and 324.7-14
 - c. Completed the five-year Course of Study for ordained ministry; and
 - d. Completed the Advanced Course of Study in fulfilling their graduate theological studies, of which **shall include** a minimum of thirty two semester hours of the basic graduate theological studies of the Christian faith including the areas in §324.4a
- _____ 9. Written recommendation on the basis of ¾ majority vote by the DCOM (§324.10)
- _____ 10. Satisfactory certificate of good health (§324.8)
- _____ 11. Notarized Criminal Background Statement (§324.12) and Credit Worthiness

SCBOM Application Process for Provisional Member

A. Supplemental Materials submitted to Clergy Services

- _____ 1. Application for Clergy Relationship with the Annual Conference (Form 105)
- _____ 2. College Transcript and M.Div. or Master's Transcript
- _____ 3. Report of Mentor annually (08b SCBOM)
- _____ 4. DCOM action
- _____ 5. Medical Report (Form 103); and Consent Letter in DS Office and psychological assessment
- _____ 6. Recommendation from Seminary (Form 109)
- _____ 7. Satisfactory Credit Worthiness Report (06SCBOM) and Criminal Background Statement (07SCBOM)

B. Written Work

- _____ 1. Disciplinary questions (§324.9, a-o); and autobiographical statement (§324.13) plus F102 update
- _____ 2. Plan and outline for teaching a book or books of the Bible
- _____ 3. Prepare and preach one written sermon, or contextual project if Deacon candidate, on biblical text assigned by BOM

C. Interview with BOM (time and location to be determined)

- _____ 1. Report at assigned date/time and location
- _____ 2. Interview with BOM Committees and Interview with entire BOM. Notification by mail of BOM decision.

D. At Annual Conference

- _____ 1. Attend Ministerial Session to be elected for commissioning
- _____ 2. Attend the Conference Session for introduction
- _____ 3. Attend commissioning service

Continuation As Provisional Member

- _____ 1. Regular progress in Ministerial Studies, as it relates to South Carolina Requirements. Submit Transcript annually. (§324.7)
- _____ 2. Work with Clergy Mentor assigned by BOM. Report of Clergy Mentor (08bSCBOM) due annually to District Office (§349.1b).
- _____ 3. Meet annually with DCOM for support; and Mentor submits annual report to District Office (08bSCBOM)
- _____ 4. Become Full Member within 8 years (§327) after being Provisional Member for minimum of two years (§330.1, 335)

THE ORDAINED ELDER IN FULL CONNECTION

Requirements for Admission (§335)

1. Provisional Member of an Annual Conference for at least two years by the time of the Annual Conference Session (§335).
2. Been previously elected as a provisional member (§335 (2))
3. Served full-time as a provisional member under Episcopal appointment and supervision for at least two full conference years following M.Div. graduation or completion of the Advanced Course of Study requirements. (§335 (1)); at least one of the two years being served within the geographical bounds of the S.C. Conference (SCBOM Policy) unless a waiver is granted by the Board.
4. Completed the Formation in Ministry Program
5. Completed the following educational requirements:
 - a. Graduation with a Bachelor of Arts or equivalent degree from a college or university listed by the University Senate or demonstrated competency equivalence through a process designed in consultation with the GBHEM (§335(3)(a))
 - b. Graduation with the MDiv. or equivalent degree from a school of theology listed by the University Senate or its equivalent as determined by GBHEM (§335 (3)(b)) or satisfied educational requirements of §324.6 for Local Pastors (§335(3)(c))
 - c. Completed by the time of the Annual Conference Session a minimum of two semester or three quarter hours in each of the fields of United Methodist history, doctrine, and polity through listed courses in approved schools of theology or through the Division of Ordained Ministry (§335 (3)(d))
 - d. Completed by the time of Annual Conference Session at least one quarter/unit of Clinical Pastoral Education at a center accredited by the Association for Pastoral Education (ACPE) (SCBOM)
 - e. Completed three quarter hours or two semester hours each in Black History or Black Studies, homiletics or preaching, and women's studies. (SCBOM Policy)
6. Two-thirds affirmative vote of BOM and clergy members in full connection.

Board of Ordained Ministry Application Process for Full Elder Member

- _____ 1. Made written application to the Clergy Services/Registrar of BOM (F105)
- _____ 2. Satisfactory Physical examination (Form 103)
- _____ 3. Submission of Biographical Information (Form 102)
- _____ 4. Criminal Background (07SCBOM)
- _____ 5. Submission of a satisfactory credit worthiness report. (06SCBOM)
- _____ 6. Submission of Statement of Theological Fulfillment
- _____ 7. Complete Phase II of Psychological (§ 330.4 (1)).
- _____ 8. Recommendation of S/PPRC or/if applicable Site Supervisor
- _____ 9. Submission of a written response to Disciplinary Questions (§ 330.5)
- _____ 10. Submission of Sermon text provided (§ 330.4 (2)).
- _____ 11. Submission of Bible Study on assigned book of the bible (§330.4 (3)).
- _____ 12. Ministry Project "Making Disciples of Jesus Christ for the Transformation of the World" (§ 330.4(4)).
- _____ 13. Evaluative statement of "gifts and graces" submitted by the DCOM (04SCBOM)
- _____ 14. Supervision Report submitted by the District Superintendent (05SCBOM)
- _____ 15. Supervision Report submitted by the Mentor (08bSCBOM) to Associate Registrar, DS, & Clergy Services
- _____ 16. Interview and recommendation by BOM for ordination
- _____ 17. Election by the Clergy Session of the Annual Conference in Executive Session
- _____ 18. At least three quarter hours or two semester hours in EACH of the following: Black History or Black Studies; Preaching; Women's Studies; and One unit/quarter of Clinical Pastoral Education (ACPE)
- _____ 19. Attend Reception into membership at Conference Session and Ordination Service.

THE ORDAINED DEACON IN FULL CONNECTION

Eligibility Requirements. (§330)

1. Provisional Member of an Annual Conference for at least two years by the time of the Annual Conference Session (§330)
2. Full-time in ministry of service for two years (Par.330.1) as a provisional member under Episcopal appointment and supervision; at least one of the two years being served within the geographical bounds of the S. C. Conference (SCBOM) unless a waiver is granted by the Board.
3. Completed the Formation in Ministry Program
4. Supervision during the provisional period personally assumed or delegated by the district superintendent, and also provided by a Mentor assigned by the BOM
5. Lay persons directly involved in applicant's servant ministry shall be involved by the BOM in the annual evaluation. (§330.1b)
6. Receive two-thirds affirmative vote of BOM and Clergy Members in full connection

Board of Ordained Ministry Application Process for Full Deacon Member

- _____ 1. Made written application to the Clergy Services/Registrar of BOM (F105)
- _____ 2. Satisfactory Physical examination (Form 103)
- _____ 3. Submission of Biographical Information (Form 102)
- _____ 4. Criminal Background (07SCBOM)
- _____ 5. Submission of a satisfactory credit worthiness report. (06SCBOM)
- _____ 6. Submission of Statement of Theological Fulfillment
- _____ 7. Complete Phase II of Psychological (§ 330.4 (1)).
- _____ 8. Recommendation of Site Supervisor or/if applicable S/PPRC
- _____ 9. Submission of a written response to Disciplinary Questions (§ 330.4)
- _____ 10. Submission of Contextual Project (§ 330.4 (2))
- _____ 11. Submission of Bible Study on assigned book of the bible (§ 330.4 (3)).
- _____ 12. Ministry Project "Making Disciples of Jesus Christ for the Transformation of the World" (§ 330.4 (4))
- _____ 13. Evaluative statement of "gifts and graces" submitted by the DCOM (04SCBOM)
- _____ 14. Supervision Report submitted by the District Superintendent (05SCBOM)
- _____ 15. Supervision Report submitted by the Mentor (08bSCBOM) to Associate Registrar, DS, & Clergy Services
- _____ 16. Interview and recommendation by BOM for ordination
- _____ 17. Election by the Clergy Session of the Annual Conference in Executive Session
- _____ 18. At least three quarter hours or two semester hours in EACH of the following: Black History or Black Studies; Public Speaking or Communication; Women's Studies; and One unit/quarter of Clinical Pastoral Education (ACPE)
- _____ 19. Attend Reception into membership at Conference Session and Ordination Service.

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05Ck List Full Deacon

Associate Members

Eligibility Requirements (Discipline ¶ 321-322):

- (1) reached age forty (by the time of the Annual Conference Session)
- (2) served four years as full-time local pastor (AC Policy IV.C.5 ... three part-time years are equal to one (1) full-time year)
- (3) completed the five-year Course of Study for ordained ministry in addition to the School of Pastoral Ministry, no more than one year of which may be taken by correspondence or online / distance learning courses
- (4) completed a minimum of sixty semester hours toward the Bachelor of Arts or an equivalent degree in a college or university listed by the University Senate
- (5) been recommended by the district committee on ordained ministry and the board of ordained ministry
- (6) declared their willingness to accept continuing full-time appointment
- (7) satisfied the board regarding fitness for ministry physical examination (F103), psychological testing Phase II (application and Consent Letter.), criminal background (07SCBOM), credit statement (06SCBOM), and submit all reports of sexual misconduct and/or child abuse to provide additional information on the candidate's fitness for the ministry
- (8) submit sermon, Bible Study, and Disciplinary Questions
- (9) 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 his/her influence as a clergy member of the annual conference, be willing to make a complete dedication of himself/herself to the highest ideals of the Christian life; and to this end agree to exercise responsible self-control by personal habits conducive to bodily health, mental and emotional maturity, fidelity in marriage and celibacy in singleness, social responsibility, and growth in grace and the knowledge and love of God

Application Process:

- _____ 1. Written Application (F105) to Clergy Services
- _____ 2. Medical (F103)
- _____ 3. Credit Statement (06SCBOM).
- _____ 4. Criminal Background Statement (07SCBOM)
- _____ 5. Psychological Testing: Sign Consent Letter, schedule and complete testing
- _____ 6. Sermon on a text specified by the Board.
- _____ 7. Bible study on assigned Gospel
- _____ 8. Disciplinary Questions (¶324.9): Submit Doctrinal Questions ¶324.9 a-j; and Call & Discipline Life Questions ¶324.9 k-p and be prepared for examination during the interview.
- _____ 9. Recommendation of District Committee on Ordained Ministry (¶322), (01SCBOM).
- _____ 10. DS supervisory Observation Report (05SCBOM)
- _____ 11. F102 Biographical update (with Photo –approximately 2 X 2)
- _____ 12. Academic Integrity Statement (13SCBOM)
- _____ 13. Transcript: minimum of sixty semester hours toward B.A. or equivalent degree in a college or university listed by the University Senate
- _____ 14. Transcript: showing completion of 5 Year Course of Study, including School of Pastoral Ministry
- _____ 15. Interviewed/recommended by the Conference Board of Ordained Ministry (¶322)
- _____ 16. Election by the Ministerial Session of the Annual Conference in Executive Session

Applicants for Readmission to Provisional Membership:

Discipline States:

Section XVII. Readmission to Conference Relationship

¶ 364. Readmission to Provisional Membership—Persons who have been discontinued as probationary members under the provisions of ¶ 327.6 from an annual conference of The United Methodist Church or one of its legal predecessors may be readmitted by the annual conference in which they held previously such membership and from which they requested discontinuance or were discontinued, or its legal successor, or the annual conference of which the major portion of their former conference is a part, upon their request and recommendation by the district committee on ordained ministry, the board of ordained ministry, and the cabinet after review of their qualifications, as required in ¶ 324, and the circumstances relating to their discontinuance. When reinstated by vote of the clergy members in full connection, their provisional membership in the conference and their credentials shall be restored, they shall serve a minimum of three years of probation according to ¶326 prior to ordination and they shall be authorized by licensing and/or commissioning to perform those ministerial functions for which they are qualified.

Note in ¶364 above the following is applicable to your request for readmission. Please send copies of your request stating the reasons for discontinuance and the reasons for requesting readmission to the following:

1. Recommendation by Applicant's District Committee on Ordained Ministry Where Previously Exited (Copy: DS of District when discontinued as PM and Chair of DCOM)
2. Recommendation by Cabinet
(Copy: Cabinet Secretary, 4908 Colonial Dr, Columbia, SC 29203)
3. Recommendation by SC Conference Board of Ordained Ministry:
(Copy to: Coordinator of Clergy Service, 4908 Colonial Dr, Columbia, SC 29203)

Readmission to Provisional Membership in SC BOM Policy requires the following from the Applicant for readmission be mailed to person noted above (DS, Chair of DCOM, Cabinet Secretary, Clergy Services)

1. Statement of the reasons for discontinuance and reason for readmission
2. Record of circumstances related to the discontinuance from Permanent Personnel Records (provided by Clergy Services or DS Office)
3. Readmission requires the same process as "Admission to Provisional Membership" as outlined in the Discipline ¶324-327 and SC BOM Policy Guide Section VI

Copy: DS, Cabinet Secretary, Chair of DCOM

Revised 3/2019

07 CkList Readmission to PE or PD

FOR ORDAINED DEACONS IN FULL CONNECTION TO TRANSITION TO ELDER IN FULL CONNECTION

The following steps are recommended for ordained deacons who wish to be received as elders in full connection (§309):

1. Ordained deacons in full connection who are in good standing and seek to be ordained as elders in full connection shall apply in writing to the Board of Ordained Ministry and inform the district superintendent and bishop of their intention.
2. The Board of Ordained Ministry will interview such persons, inviting them to articulate their call and their understanding of the ministry of the elder as outlined in the Book of Discipline (§332-336)
3. The Board of Ordained Ministry will determine if such persons have completed all academic and other requirements for the order of elder according to the Book of Discipline, and South Carolina Conference policy guidelines.
4. Such persons shall have completed an appropriate formation time in the ministry of the elder. These persons should be appointed and serve as a licensed for Pastoral Ministry for at least two years prior to their ordination as an elder.
5. The Board of Ordained Ministry may require additional education to assure that their education is equivalent to the MDiv. Degree.
6. Upon the recommendation of the Board of Ordained Ministry and two-thirds vote of the Clergy session, such persons may be ordained elder and receive into the order of elders.
7. Following satisfactory completion of the listed requirements, such persons shall deposit their credentials as a deacon with the bishop and will no longer function as a deacon or participate in the order of deacons. The bishop will then issue credentials as an elder.

Revised 3/2019

08 **CkList** Transition FD to FE

FOR ORDAINED ELDERS TO BE RECEIVED AS DEACON IN FULL CONNECTION

The following steps are recommended for ordained elders who seek to be received as deacons in full connection (§309):

1. Ordained elders in good standing seeking to become deacons in full connection shall apply in writing to the Board of Ordained Ministry and inform the district superintendent and bishop of their intention.
2. The Board of Ordained Ministry will interview such persons, inviting them to articulate their call and focus of ministry and how their ministry fulfills the ministry of the deacon in full connection as outlined in §§328-331 of the *Book of Discipline*.
3. The Board of Ordained Ministry will determine if such persons have completed all academic and other requirements for the order of deacon in full connection according to §§304 and §330 of the *Book of Discipline*.
4. The Board of Ordained Ministry may require evidence of a focus or specialization in an area of ministry within their graduate degree, and may as deemed appropriate, require additional education and/or professional certification as preparation for service in the desired area of ministry.
5. Upon the recommendation of the Board of Ordained Ministry and vote of the clergy session, such persons may be received into the Order of Deacons and annual conference as deacons in full connection. They will be recognized in the ordination service and asked to respond to their willingness to participate in the Order of Deacons. If they have not been previously ordained a deacon, they will be ordained.
6. Following satisfactory completion of the listed requirements, such persons shall deposit their credentials as an elder with the bishop and will no longer function as an elder and credentials as deacon in full connection will then be issued by the bishop. If they have not been previously ordained a deacon, they will be ordained.

Check List for FE to FD:

- _____ F105 Application signed and submitted to Clergy Services
- _____ Interview with BOM on call to ministry of Full Deacon
- _____ Transcript on Academic Requirements for Deacon (§§ 324.4, 330)
- _____ Two years under appointment while licensed for the ministry of the order to which they are transitioning.
- _____ Have you been previously ordained a deacon?
- _____ Deposited Elder credentials with the conference secretary.

Revised 3/2019

09 CkList Transition FE to FD



DEFINITION: For the purpose of this process, “at least equal to those of United Methodist elders” means that in addition to having been ordained, the clergy person has met the educational requirements or the equivalent approved by the GBHEM for full membership and ordination in the United Methodist Church and in the SCAC. GBHEM will certify that the educational requirements for the United Methodist Church have been met, and the Office of Clergy Services will certify that the requirements of the SCAC have been met.

¶ 346.1 Ordained Clergy or Provisional Members From Other Annual Conferences and Other Methodist

Denominations—With approval and consent of the bishops or other judicatory authorities involved, ordained clergy or provisional members of other annual conferences or other Methodist churches may receive appointments in the annual or missionary conference while retaining their home conference membership or denominational affiliation. Appointments are to be made by the resident bishop of the conference in which the clergy person is to serve. If appointment is to a missionary conference, the terms of the appointment shall be as provided in ¶ 586.4. Otherwise upon the recommendation of the Board of Ordained Ministry, clergy in such appointments may be granted voice but not vote in the annual conference to which they are appointed. Their membership on conference boards and agencies is restricted to the conference of which they are a member. They shall be compensated no less than the equitable salary provisions of the annual conference in which they serve and participate in the pension and insurance programs of that annual conference. Such appointments are renewable annually. Furthermore, it shall be the responsibility of the board of pensions of the annual conference in which the appointment is received to enroll such clergy in the Clergy Retirement Security Program or any successor retirement plan and the Comprehensive Protection Plan or any successor welfare plan (see ¶ 1506.17). (The Book of Discipline of the United Methodist Church, 2016)

FROM OTHER UNITED METHODIST CONFERENCES

- 1) ☐ Submit Approval for Service Application Form (11SCBOM)
- 2) 4 References
 - a. ☐ References One (Family members do not count as references)
 - b. ☐ References Two (Family members do not count as references)
 - c. ☐ References Three (Family members do not count as references)
 - d. ☐ Supervisor Reference
- 3) Episcopal Approval
 - a. ☐ Receive SCAC Episcopal Approval
 - b. ☐ Receive Home Conference Episcopal Approval
- 4) If Ordained Clergy or Provisional Members From Other Annual Conferences are going to be appointed
 - a. ☐ Notarized Criminal Background Statement (07SCBOM)
 - b. ☐ Pay the background check fee of online at:
<https://www.umcsc.org/backgroundcheckpayment/>
 - c. ☐ Complete a Sexual Ethics and/or Safe Sanctuary Course
 - d. ☐ File & Records from home Conference Disclosure Consent

FROM OTHER METHODIST DENOMINATIONS

- 1) ☐ Submit Approval for Service Application Form (11SCBOM) by November 1.
- 2) 4 References
 - a. ☐ References One (Family members do not count as references)
 - b. ☐ References Two (Family members do not count as references)
 - c. ☐ References Three (Family members do not count as references)
 - d. ☐ Supervisor Reference
- 3) Episcopal Approval
 - a. ☐ Receive SCAC Episcopal Approval
 - b. ☐ Receive Home Denomination Episcopal Approval
- 4) ☐ Notarized Criminal Background Statement (07SCBOM)
- 5) ☐ Pay the background check fee of online at: <https://www.umcsc.org/backgroundcheckpayment/>
- 6) ☐ Submit Credit Statement ¶ 310.2b (Form 06SCBOM)
- 7) ☐ Submit Proof of graduation high school or equivalent (12SCBOM)
- 8) ☐ Recommendation of the Approval for Service Committee if interview is requested by SCUMAC Bishop
- 9) If Ordained Clergy or Provisional Members From Other Annual Conferences are going to be appointed
 - a. ☐ Complete a Sexual Ethics and/or Safe Sanctuary Course
 - b. ☐ File & Records from home Conference Disclosure Consent
 - c. ☐ Submit Medical Report (Form F-103) to be completed by physician of candidate choosing
 - d. ☐ Sign the Psychological Consent to Testing and Release form
 - e. ☐ Take the Psychological (at their own expense).
 - f. ☐ Submit their official college and graduate school (seminary) transcripts to the Office of Clergy Services for evaluation
 - g. ☐ Attend the Licensing School for Pastoral Ministry. Persons who have completed at least one-third of their work for a Master of Divinity degree at a school of theology listed by the University Senate (¶315.2c) may be exempted from portions of the School.
- 10) In order to remain Approved to Serve, eligible for appointment and on the Approval for Service list, appointed Ordained Clergy or Provisional Members of Other Methodist Denominations shall:
 - a. ☐ Make satisfactory academic progress (As outlined in the Approval for Service Policy 2.f.iii.) Official Transcripts should be submitted annually to the dCOM, who will communicate progress to Clergy Services.
 - b. ☐ Meet annually with the District Committee on Ordained Ministry (dCOM) of the district under which they are appointed for nurture and accountability. Be recommended for License renewal and continuation on the Approval for Service list by the dCOM.

¶ 346.2 Elders or Ordained Clergy From Other Denominations—On recommendation of the Board of Ordained Ministry, the clergy members in full connection may approve annually clergy in good standing in other Christian denominations to serve appointments or ecumenical ministries within the bounds of the annual conference while retaining their denominational affiliation, provided they present suitable credentials, give assurance of their Christian faith and experience, and release required psychological reports, criminal background and credit checks, and reports of sexual misconduct and/or child abuse. They shall submit, on a form provided by the conference Board of Ordained Ministry: a notarized statement detailing any convictions for felony or misdemeanor or written accusations of sexual misconduct or child abuse; or a notarized statement certifying that the candidate has not been convicted of a felony or misdemeanor, or accused in writing of sexual misconduct or child abuse. They shall give evidence of their agreement with and willingness to support and maintain United Methodist doctrine, discipline, and polity. Their ordination credentials shall be examined by the bishop and the Board of Ordained Ministry and, upon its recommendation, may be recognized as valid elders

in The United Methodist Church while they are under appointment. When the Board of Ordained Ministry certifies that their credentials are at least equal to those of United Methodist elders, they may be accorded the right to vote in the annual conference on all matters except the following: (a) constitutional amendments; (b) election of delegates to the General and jurisdictional or central conferences; (c) all matters of ordination, character, and conference relations of ministers. They may serve on any board, commission, or committee of an annual conference, except the Board of Ordained Ministry and the board of trustees. (§§ 635.1, 2512.1). They shall not be eligible for election as delegates to the General, jurisdictional, or central conferences. They shall also be subject to the provisions governing sabbatical leave, leave of absence, location, retirement, minimum salary, and pension. They shall not have security of appointment. (The Book of Discipline of the United Methodist Church, 2016)

ELDERS OR ORDAINED CLERGY FROM OTHER (NON-METHODIST) DENOMINATIONS

1. ☐ Submit Approval for Service Application Form (11SCBOM) by November 1.
2. 4 References
 - a. ☐ References One (Family members do not count as references)
 - b. ☐ References Two (Family members do not count as references)
 - c. ☐ References Three (Family members do not count as references)
 - d. ☐ Supervisor Reference
3. ☐ Proof of Clergy Relationship in good standing with home denomination
4. ☐ Notarized Criminal Background Statement (07SCBOM)
5. ☐ Pay the background check fee of online at: <https://www.umcsc.org/backgroundcheckpayment/>
6. ☐ Submit Credit Statement ¶ 310.2b (Form 06SCBOM)
7. ☐ Submit Proof of graduation high school or equivalent (12SCBOM)
8. ☐ Submit written responses to the Theological questions listed in the Approval for Service Process 3.v
9. ☐ Recommendation of the Approval for Service Committee
10. If Ordained Clergy or Provisional Members From Other Annual Conferences are going to be appointed
 - a. ☐ Complete a Sexual Ethics and/or Safe Sanctuary Course
 - b. ☐ File & Records from home denomination Disclosure Consent
 - c. ☐ Sign the Psychological Consent to Testing and Release form
 - d. ☐ Take the Psychological (at their own expense).
 - e. ☐ Submit Medical Report (Form F-103) to be completed by physician of candidate choosing
 - f. ☐ Submit their official college and graduate school (seminary) transcripts to the Office of Clergy Services for evaluation
 - g. ☐ Attend the Licensing School for Pastoral Ministry. Persons who have completed at least one-third of their work for a Master of Divinity degree at a school of theology listed by the University Senate (¶315.2c) may be exempted from portions of the School.
11. In order to remain Approved to Serve, eligible for appointment and on the Approval for Service list, appointed Ordained Clergy or Provisional Members of Other Methodist Denominations shall:
 - a. ☐ Make satisfactory academic progress (As outlined in the Approval for Service Policy 3.c.iii.) Official Transcripts should be submitted annually to the dCOM, who will communicate progress to Clergy Services.
 - b. ☐ Meet annually with the District Committee on Ordained Ministry (dCOM) of the district under which they are appointed for nurture and accountability. Be recommended for License renewal and continuation on the Approval for Service list by the dCOM.

DESCRIPTIONS OF REQUIRED COURSES FE

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.)

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.

DESCRIPTIONS OF REQUIRED COURSES **FD**

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 or Communications – A course on 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.

COS Curriculum

FOCUS	Year One- Foundation	Year Two	Year Three	Year Four	Year Five- Integrative
Bible	121 Bible I: Introduction	221 Bible II: Torah & Israel's History	321 Bible III: Gospels	421 Bible IV: Prophets, Psalms & Wisdom Lit	521 Bible V: Acts, Epistles & Revelation
Theology	122 Theological Heritage I: Introduction	222 Theological Heritage II: Early Church	322 Theological Heritage III: Medieval- Reformation	422 Theological Heritage IV: Wesleyan Movement	522 Theology in the Contemporary Church
Congregational Life	123 Formation & Discipleship	223 Worship & Sacraments	323 Congregational Care	423 Mission	523 Evangelism
Pastoral Identity	124 Transformative Leadership	224 Administration & Polity	324 Preaching	424 Ethics	524 Theological Reflection: Practice of Ministry

Course of Study Regional Schools

**Please visit the Regional COS School website for information regarding COS Satellite or COS Hybrid locations.*

NORTH CENTRAL JURISDICTION COS SCHOOLS

COS School of Ohio

Methodist Theological School in Ohio
3081 Columbus Pike
Delaware, OH 43015

Director: Dr. Joon-Sik Park

Phone: 740/362-3367

Email: jpark@mtso.edu

Contact Name: Grace Wallace, COS Coordinator

Phone: 740/362-3120

Contact Email: gwallace@mtso.edu

Website: www.cosohio.org

Garrett COS*

Garrett-Evangelical Theological Seminary
2121 Sheridan Rd.
Evanston, IL 60201

Director: Dr. Tercio Junker

Phone: 847/866-3969

Email: tercio.junker@garrett.edu

Contact Name: Elina Rodriguez

Phone: 847/866-3925

Email: elina.rodriguez@garrett.edu;
cos@garrett.edu

Website: <https://www.garrett.edu/COS>

NORTHEASTERN JURISDICTION COS SCHOOL

Wesley COS*

Wesley Theological Seminary
4500 Massachusetts Ave. NW
Washington, DC 20016

Co-Director: Rev. Dr. Douglas Tzan

Email: dtzan@wesleyseminary.edu

Co-Director: Sara Sheppard

Phone: 202/885-8688

Email: ssheppard@wesleyseminary.edu

Website: <http://www.wesleyseminary.edu/course-of-study-current-students/>

SOUTH CENTRAL JURISDICTION COS SCHOOLS

Perkins COS*

Perkins School of Theology-SMU
5915 Bishop Blvd.
PO Box 750133
Dallas, TX 75275-0133

Director: Dr. Paul Barton

Phone: 214/768-2768

Email: pbarton@mail.smu.edu

Contact Name: Melissa Hernandez Probus

Phone: 214/768-2265

Email: mhernandezprobus@smu.edu;
coss@smu.edu

Website:

<https://www.smu.edu/Perkins/PublicPrograms/COSS>

Course of Study Regional Schools

**Please visit the Regional COS School website for information regarding COS Satellite or COS Hybrid locations.*

Saint Paul COS*

Saint Paul School of Theology
13720 Roe Ave, Bldg C
Leawood, KS 66224

Director: Rev. Dr. Israel Kamudzandu

Phone: 913/253-5016

Email: israelk@spst.edu

Contact Name: Jennifer Smith

Phone: 913/253-5051

Email: jennifer.smith@spst.edu; cos@spst.edu

Website: <http://www.spst.edu/COS>

SOUTHEASTERN JURISDICTION COS SCHOOLS

Duke COS*

Duke Divinity School
016 Gray Bldg
Duke Box 90968
Durham, NC 27708

Director: Rev. Rhonda Parker

Email: rparker@div.duke.edu

Contact Name: Barbara Campbell

Phone: 919/613-5326

Email: bcampbell@div.duke.edu;
dukecos@div.duke.edu

Website: www.divinity.duke.edu/events/umc-training-programs

Emory COS*

Candler School of Theology
1531 Dickey Dr.
Atlanta, GA 30322

Director: Rev. Dr. Anne Burkholder

Phone: 404/727-1351

Email: adanie6@emory.edu

Assistant Director: Amy Walker

Phone: 404/727-4587

Email: awalker8@emory.edu

Website:

<http://www.candler.emory.edu/programs/cos/>

WESTERN JURISDICTION COS SCHOOL

Western Jurisdiction COS

1325 N. College Ave.
Claremont, CA 91711

Director: Faith Conklin

Phone: 909/447-2595

Email: fconklin@cst.edu

Contact Name: Judith Little

Phone: 909/447-6338

Email: jlittle@cst.edu

Website: <http://westernjurisdictionumc.org/wj-events/course-of-study>

Course of Study Extension Schools

North Central Jurisdiction COS Extension Schools

Illinois Great River Extension COS

5900 S 2nd St

Springfield, IL 62794

Director: Rev. Kenneth Hutches

Phone: 618/632-6913

Email: brokenhutches@gmail.com

Contact Name: Laura Steinway

Email: lsteinway@igrc.org

Website: www.igrc.org/cos

Indiana Extension COS

University of Indianapolis

1400 E Hanna Ave

Indianapolis, IN 46227

Director: Rev. Dr. Britt Leslie

Phone: 219/201-1623

Email: britt.leslie@inumc.org

Contact Name: Michele Phillips

Email: localpastors@inumc.org

Website: <http://www.inumc.org/courseofstudy>

Native American Extension COS

109 Springwood Dr.

Oxford, OH 45056-2711

Director: Rev. Dr. Jerome DeVine

Email: jdevine@michiganumc.org

Contact Name: Danira Parra

Email: pastorparra@aol.com

Website: <http://nacsumc.org>

United Extension COS - Hybrid

4501 Denlinger Rd

Dayton, OH 45426

Director: Rev. Dr. Peter Bellini

Phone: 937/529-2245

Email: pbellini@united.edu

Contact Name: Laura Discher

Email: cos@united.edu

Website: www.united.edu/course-of-study

Upper Midwest Extension COS

Morningside College

1501 Morningside Ave.

Sioux City, IA 51106

Acting Director: Dennis Tevis

Phone: 319/572-1940

Email: gtevis@aol.com

Contact Name: Carl Phillips

Email: carlphillipssvf@gmail.com

Website: <http://www.iaumc.org/UMECOS>

West Virginia Extension COS

10 Meadow Lane

Scott Depot, WV 25560

Director: Rev. Gregory Markins

Phone: 681/265-3722

Email: greg.markins@gmail.com

Contact Name: Lisa Tappe

Email: jellybean101162@aol.com

Website: <http://coswv.org>

South Central Jurisdiction COS Extension Schools

Arkansas Extension COS

1600 Washington Ave

Conway, AR 72032

Interim Director: Rev. Dr. Michelle Morris

Phone: 501/324-8034

Email: michelle.morris@arumc.org

Contact Name: Lori Mulhearn

Email: mulhearn@hendrix.edu

Website: <http://arumc.org/course-of-study-school/>

Course of Study Extension Schools

North Texas Extension COS

500 Maplelawn Dr
Plano, TX 75075

Director: Rev. Caddie Wade

Phone: 940/567-6341

Email: cassiewade@gmail.com

Contact Name: Marsha Middleton, Steve Martinez

Email: middleton@ntxumc.org;

pastor@fumcbowie.org

Website: <https://ntcumc.org/board-of-ordained-ministry/licensed-ministry/course-of-study>

Texas Extension COS

1541 Brunello St
League City, TX 75766

Director: Stephanie Scott

Phone: 903/262-0304

Email: revsteph1952@gmail.com

Southeastern Jurisdiction COS Extension Schools

Alabama Extension COS

615 Main Ave, SW
Cullman, AL 35055

Director: Rev. Alecia Glaize

Phone: 251/236-1108; 334/792-4259

Email: Alecia@awfumc.org

Contact Name: Peggy Ryan

Phone: 256/747-3329

Email: alcosregistrar@aol.com

Website: <https://www.umcna.org/alcosumc>

ALPS/MEM/TN/HOL Extension COS

1204 Choctaw Trail
Brentwood, TN 37027

Director: Dr. Barbara Nye

Phone: 615/289-4332

Email: bnye1@earthlink.net

Contact Name: Pam Whitmore

Email: cosaccount@citilink.net

Website: <http://www.alpsumc.org/>

Mississippi Extension COS

Millsaps College
1701 North State St.
Jackson, MS 39210

Director: Rev. Paige Swaim-Presley

Phone: 601/974-1246

Email: swaimpk@millsaps.edu

Contact Name: Ruby Medlin

Email: medlirh@millsaps.edu

Website: <http://www.centerforministry.com/ms-course-of-study.html>

List of Approved Seminaries

The University Senate has approved these seminaries for students pursuing ordination in The United Methodist Church effective July 1, 2019 – June 30, 2020.

***Boston University School of Theology**
745 Commonwealth Avenue
Boston, MA 02215
(617) 353-3050

***Candler School of Theology of Emory University**
Rita Anne Rollins Building
1531 Dickey Drive
Atlanta, GA 30322
(404) 727-6326

***Claremont School of Theology**
1325 N. College Avenue
Claremont, CA 91711
(909) 447-2500

Colgate Rochester Crozer Divinity School
(Listed with Public Warning)
320 North Goodman Street
Rochester, NY 14620
(585) 271-1320

***Drew University Theological School**
36 Madison Avenue
Madison, NJ 07940
(973) 408-3000

***Duke University Divinity School**
Duke University
407 Chapel Drive
Box 90968
Durham, NC 27708
(919) 660-3400

***Gammon Theological Seminary**
653 Beckwith Street, S.W.
Atlanta, GA 30314
(404) 581-0300

***Garrett-Evangelical Theological Seminary**
2121 Sheridan Road
Evanston, IL 60201
(800) SEMINARY or (847) 866-3900

***Iliff School of Theology**
2323 East Iliff Ave.
Denver, CO 80210
(800) 678-3360 or (303) 744-1287

***Methodist Theological School in Ohio**
3081 Columbus Pike
Delaware, OH 43015
(800) 333-6876 or (740) 363-1146

***Perkins School of Theology at Southern Methodist University (Dallas)**
Kirby Hall 5915 Bishop Blvd.
Dallas, TX 75275
(888) THEOLOGY or (214) 768-8436

***Perkins School of Theology (Houston-Galveston Extension Program)**
SMU | Perkins School of Theology
Contact: Dr. Hugo Magallanes
(214) 768-4808 or hugo@smu.edu

***Saint Paul School of Theology (Kansas)**
13720 Roe Boulevard, Building C
Leawood, KS 66224
(913) 253-5000

***Saint Paul School of Theology (Oklahoma)**
Oklahoma City University Campus
2501 N. Blackwelder Ave.
Oklahoma City, OK 73106
(405) 208-5757

***United Theological Seminary**
4501 Denlinger Road
Dayton, OH 45426
(937) 529-2201

***Wesley Theological Seminary**
4500 Massachusetts Ave., NW
Washington, DC 20016
(202) 885-8600

Anabaptist Mennonite Biblical Seminary
3003 Benham Avenue
Elkhart, IN 46517
(574) 295-3726 or (800) 964-2627

Asbury Theological Seminary (Kentucky)
204 North Lexington Avenue
Wilmore, KY 40390
(859) 858-3581

Asbury Theological Seminary (Florida)
8401 Valencia College Lane
Orlando, FL 32825
(407) 482-7500

Asbury Theological Seminary Extended Learning Program (ExL)
(800) 227-2879

Ashland Theological Seminary
910 Center Street
Ashland, OH 44805
(866) 287-6446

Austin Presbyterian Theological Seminary
100 East 27th Street
Austin, TX 78705
(512) 404-4800

Brite Divinity School at Texas Christian University
2925 Princeton Street
Fort Worth, TX 76109
(817) 257-7575

Chicago Theological Seminary
1407 E. 60th Street
Chicago, IL 60637
(773) 896-2400

Christian Theological Seminary
1000 W. 42nd Street
Indianapolis, IN 46208
(317) 924-1331

Colgate Rochester Crozer Divinity School
1100 South Goodman Street
Rochester, NY 14620
(585) 271-1320

Eastern Mennonite Seminary of Eastern Mennonite University
1200 Park Road
Harrisonburg, VA 22802-2472
(540) 432-4000

Eden Theological Seminary
475 East Lockwood Avenue
St. Louis, MO 63119-3192
(800) 969-3627 or (314) 961-3627

Evangelical Seminary of Puerto Rico
776 Ponce de León
San Juan, PR 00925
(787) 763-6700

Evangelical Theological Seminary
121 South College Street
Myerstown, PA 17067-1299
(800) 532-5775 or (717) 866-5775

Fuller Theological Seminary
135 North Oakland Avenue
Pasadena, CA 91182
(800) 235-2222 or (626) 584-5200

Harvard University Divinity School
45 Francis Avenue
Cambridge, MA 02138
(617) 495-5761

Hood Theological Seminary
1810 Lutheran Synod Dr.
Salisbury, NC 28144
(704) 636-7611

Interdenominational Theological Center (Gammon Theological Seminary, only)
700 Martin Luther King, Jr. Dr.
Atlanta, GA 30314-3143
(404) 527-7700

Lancaster Theological Seminary
555 West James Street
Lancaster, PA 17603
(800) 393-0654 or (717) 393-0654

Louisville Presbyterian Theological Seminary
1044 Alta Vista Road
Louisville, KY 40205
(800) 264-1839

Luther Seminary
2481 Como Avenue
St. Paul, MN 55108
(651) 641-3456

Lutheran Theological Southern Seminary of Lenoir-Rhyne University
4201 North Main Street
Columbia, SC 29203
(803) 786-5150

Memphis Theological Seminary
168 East Parkway South
Memphis, TN 38104
(901) 458-8232

Moravian Theological Seminary
60 W. Locust Street
Bethlehem, PA 18018
(800) 843-6541 or (610) 861-1516

Northeastern Seminary of Roberts Wesleyan College (main campus only)
2265 Westside Drive
Rochester, NY 14625
(585) 594-6800

Pacific School of Religion

1798 Scenic Avenue
Berkeley, CA 94709
(510) 849-8200

Palmer Theological Seminary of Eastern University

1300 Eagle Road
St. Davids, PA 19087-3696
(800) 220-3287 or (610) 896-5000

Phillips Theological Seminary

901 N. Mingo Road
Tulsa, OK 74116
(918) 610-8303

Pittsburgh Theological Seminary

616 N. Highland Ave.
Pittsburgh, PA 15206
(412) 362-5610

Princeton Theological Seminary

P.O. Box 821, 64 Mercer Street
Princeton, NJ 08542-0803
(609) 921-8300

Samuel DeWitt Proctor School of Theology of Virginia Union University

1500 N. Lombardy Street
Richmond, VA 23220
(804) 257-5600 or (800) 368-3227

Seattle Pacific Seminary of Seattle Pacific University

Suite 200
4 West Nickerson
Seattle, WA 98109
(206) 281-2136

Sioux Falls Seminary

2100 S. Summit Ave.
Sioux Falls, SD 57105
(800) 440-6227 or (605) 336-6588

Union Presbyterian Seminary (North Carolina)

5141 Sharon Road
Charlotte, NC 28210
(980) 636-1700

Union Presbyterian Seminary (Virginia)

3401 Brook Road
Richmond, VA 23227
(800) 229-2990 or (804) 355-0671

Union Theological Seminary

3041 Broadway at 121st St.
New York, NY 10027
(212) 662-7100

United Theological Seminary of the Twin Cities

3000 Fifth Street, Northwest
New Brighton, MN 55112-2598
(800) 937-1316 or (651) 633-4311

University of Dubuque Theological Seminary

2000 University Ave.
Dubuque, IA 52001-5099
(800) 369-UDTS or (563) 589-3112

Vanderbilt University Divinity School

411 21st Avenue South
Nashville, TN 37240-1121
(615) 322-2776

Yale University Divinity School

409 Prospect Street
New Haven, CT 06511
(203) 432-5303

**United Methodist School*