



FULL MEMBERSHIP & ORDINATION APPLICATION PACKET

Board of Ordained Ministry | South Carolina Conference | The United Methodist Church

2026-2027 CONFERENCE YEAR

The links below are to forms, instructions and documents needed for you to complete an application for Full Conference Membership and Ordination. Make sure you choose the correct instructions for your process. Begin by reading the memorandum & checklist. Look through the instructions and documents. Be careful to mark all deadlines on your calendar. Note that forms and documents are hyper-linked in this instruction sheet.

- The goal of Clergy Services is to assist your application process for a change in conference relations. Please read carefully the Discipline paragraphs applicable to your request. Additional requirements are noted in the [BOM Policy Guidelines](#) used by your District Committee and the Board.
- Review the minimum eligibility requirements current [Full Membership & Ordination Checklist](#). Be sure you are eligible under the Discipline and BOM Policy.
- If you have not previously done so, complete and submit the [Application For Clergy Relationship \(F105\)](#); The written requirements and all other forms must be submitted by indicated due date or earlier.
- Your prompt and careful response to written and verbal requests related to this process is an essential part of the process. Timely response will be considered in making the decision on your readiness and/or effectiveness for membership in the SC Annual Conference.
- Please note that if psychological testing is required for your status change the required psychological testing process involves your Consent Letter signed in the district Superintendent's office. You will also be responsible for scheduling a day for testing with Ministry Development Services, 6100 Sardis Road, Charlotte, NC 28270. Phone number 704-554-9222.
- Interviews for Full Membership/Ordination and Provisional Membership/Commissioning will be: February 1-2, 2027 in Myrtle Beach. If you have questions, please call 1-803-726-6739 or email clergy@umcsc.org.

GENERAL INSTRUCTIONS

1. Study these instructions carefully.
2. Type your full name, status for which you are applying, address, phone number and email address at the top right of each page to help the committees easily identify your work.
3. Name all documents using the following format: All submission file names should follow the following format: candidates first initial and last name, hyphen, subcommittee Initials. Examples:

<i>Theology & Doctrine: MArant-TD</i>	<i>Proclamation & Preaching: SHenry-PP</i>	<i>Bible Study: MWaymer-BS</i>
<i>Call & Discipline: KRandle-CD</i>	<i>Fruitfulness Project: LBrown-FP</i>	
4. Keep a copy and a backup copy of everything that you create or submit. If you upload, email, or mail an item and it does not arrive, the only response that we can provide is that "we have not received it."
5. TYPED materials are preferred for all forms. Sermons, Bible Study, and Disciplinary Questions MUST BE TYPED in Microsoft Word or PDF format, 8 ½ x 11, double spaced, number pages, and upload to the google drive file set up for you by Clergy Services. Email clergy@umcsc.org when you have uploaded all documents related to each of the deadlines. Review Clergy Services [Google Drive Help Sheet](#) if you are have difficulties.
6. Observe all deadlines listed on this document.
8. The Board amended its policy statement to require a written supervision/observation report from the District Superintendent and a statement from the District Committee on Ordained Ministry. These reports may necessitate additional interviews with the District Superintendent and the District Committee.

Notes:

- INTERVIEWS WITH FULL BOARD FEBRUARY 1-2, 2027 in Myrtle Beach. The specific location will be sent to you at a later date.
- Letter to candidates from BOM Registrar setting date and time of interview approximately 3-4 weeks prior to meeting.
- FINAL APPROVAL AT ANNUAL CONFERENCE June 6-10, 2027 at the Florence Center, Florence, SC: Must be approved by 3/4 majority vote of Clergy Session; Reception and Ordination Service at Annual Conference

DUE BY JULY 1ST

- [Academic Style and Intellectual Integrity Policy-Procedure Form](#) (online fillable form)
- [Application For Clergy Relationship \(F105\)](#) if not already completed.
- [Clergy Mentor Report](#)
- [Consent Psychological Testing Update](#) (PART II – you must make arrangements with the Testing vendor now to insure your results are completed by the deadline of January 10th of each year.)
- Submit the name, address, telephone number and email of your S/PPRC Chairperson. Those in extension ministry or settings outside of the local church should email the contact information for your supervisor. www.umcsc.org/cs-spprc-contact
- [Credit Statement & Authorization \(06SCBOM\)](#) (online fillable form)
- [Notarized Criminal Background Statement](#) (07SCBOM) (print and have notarized before sending original to clergy services)
- Updated Pastor's Profile sent to Clergy Services: [Instructions for updating your Pastor's Profile and submit a copy to Clergy Services](#). THIS INCLUDED PROVIDING A CURRENT PHOTOGRAPH.
- Fulfillment of Theological Studies Form (send official transcript asap – complete even if you have received an evaluation copy from the Coordinator of Clergy Services)
 - [Seminary Path for Full Membership](#) (online fillable form)
 - [Advance Course of Study Path](#) for Full Membership (online fillable form)

DUE BY OCTOBER 2ND

All submission file names should follow the following format: candidates first initial and last name, hyphen, subcommittee Initials.

Examples: *Theology & Doctrine: MArant-TD*

Proclamation & Preaching: SHenry-PP

Bible Study: MWaymer-BS

Call & Discipline: KRandle-CD

Fruitfulness Project: LBrown-FP

- [Writing Quality and Style Reference Guide](#) (updated 2025)
- [Fruitfulness Project](#):
- [Theology & Doctrine Instructions](#) (Disciplinary Questions Part 1)
- [Bible Study Instructions](#)
 - [Bible Study Lesson Plan Examples](#)
- [Proclamation & Preaching Instructions](#)
- Called & Disciplined Life
 - [Elder Candidate Called & Disciplined Life Instructions](#) (Disciplinary Questions Part 2)
 - [Deacon Candidate Called & Disciplined Life Instructions](#) (Disciplinary Questions Part 2)

DUE BY JANUARY 8TH

- [Medical Report \(F103\)](#)
- Psychological Testing Results (results must be in our office by this date)
- Official Transcript (sent to Clergy Services even if you are still in school)
- [dCOM Action Report](#) (will be submitted on your behalf by your dCOM)
- [District Superintendent Observation](#) (will be submitted on your behalf by your DS)
- [SPPRC/Service Setting Recommendation Form](#) (submitted to Clergy Services by your SPPRC)