



Extension Ministry Committee

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

PROCEDURES FOR CLERGY MEMBERS REQUESTING AN EXTENSION MINISTRY APPOINTMENT

In the South Carolina Conference, all persons requesting consideration for an appointment to an extension ministry considered “other valid ministries” (§344.1d, 2020/2024 Book of Discipline) must complete the following, be recommended by the Board of Ordained Ministry, and be approved for appointment by the cabinet:

1. Consult with your District Superintendent before any interviews relative to such an appointment. (§344, 2020/2024 Discipline)
2. Make a request in writing to the bishop, with copies to the Board of Ordained Ministry and to your District Superintendent at least 120 days before (February 1) the Annual Conference for which the appointment is being requested. The Board of Ordained Ministry reviews requests and recommends settings to the Cabinet and Bishop for appointments to extension ministries. (§344.1b, d, 2020/2024 Discipline)
3. The institution or agency desiring to employ an ordained minister shall consult in writing the bishop and secure approval before completing any agreement to employ the ordained minister. If the institution or agency is located in another area, the bishop of that area shall also be consulted (§344.2, 2020/2024 Discipline).
4. Provide written information about your extension ministry setting including:
 - A copy of your letter to your district superintendent stating your desire to seek an extension appointment
 - A letter requesting appointment to extension ministry with a job title, salary, time designation, and local church charge conference indicated
 - Purpose of institution or agency
 - Board of Directors
 - Budget of the agency
 - Statement of accountability and procedures for evaluation
5. Answer the following questions:
 - Within the context of your call to ministry, identify your sense of call to the particular form of ministry which you propose to enter.
 - The Church in Mission
 - How does ministry in the setting you propose fulfill and enrich the effectiveness of the church in mission?
 - In what ways does serving in your proposed setting minister to identifiable needs in the world that relate to the mission of the church?
 - In what specific ways does your proposed ministry respond to the needs of persons in special circumstances and unique situations?
 - §340 outlines the responsibilities of the four-fold ministry of **Word, Sacrament, Order and Service**, the ordination vows of an elder.
 - If Word is understood as the study, interpretation, proclamation, and practice of the gospel, how do you intend to witness to the Word? How do you intend to live redemptively in the world as a rehearsing of God’s activity in Christ?
 - If sacrament is understood as a means of grace witnessed by symbolic self-giving in love, in what sense is your proposed ministry a lifestyle symbolic of the self-giving

witnessed in the Eucharist? Does this ministry setting require that you have sacramental authority? What do you perceive to be the sacramental dimensions in your proposed setting?

- If order is understood as the ordering of the life of the church so as to enable the body of Christ to live redemptively in the world, how does serving in your proposed setting forward that task? How would you shape the meaning of discipleship for your community?
 - If service is understood as being the visible body of Christ through servant ministry in the midst of a broken and suffering world, how does your proposed ministry demonstrate the involvement of Jesus with human need? How will your ministry be a witness to the church's involvement with persons on behalf of the community of faith?
 - Describe your specific/special gifts, training, education, work experience, and experiences of grace required for the proposed ministry?
 - How does the proposed setting of ministry provide opportunity to maintain a relationship of accountability with the Order of Elders and the structure of the Church? How will you relate to a local congregation and live out your call and use your gifts for ministry in that setting?
 - Can the proposed role/setting be filled/done by a lay person? If so, please explain why this should be an approved Extension Ministry setting/position instead of an Honorable Location placement (§359 2020/2024 Discipline)
 - In the context of being a part of our voluntary covenant community, are you prepared to accept an appointment to a local church if requested to do so? How would you respond if you were asked to serve a local church?
6. Complete the application on the final page of this packet, attaching items #4-5 above and have it signed by your District Superintendent.
7. Once the application (item #6) has been signed by you and your District Superintendent, send the completed items #4, #5 and # 6 to: The Office of Clergy Services (clergy@umcsc.org) and your DS. The Office of Clergy Services will share the application with the Bishop, Cabinet Secretary, Chair of the Board of Ordained Ministry and the Chair of the Extension Ministry Committee.

NOTES:

- On recommendation of the Board of Ordained Ministry, sites/positions are approved as acceptable Extension Ministry Positions. The Bishop and cabinet approve appointments of clergy to approved sites/positions. It is possible for a site/position to be approved, but an appointment of a particular clergy to that site/position not. Upon recommendation of the BOM and Cabinet, such positions are to be confirmed by a two-thirds vote of the clergy members of the annual conference. (§344.1, 2020/2024 Discipline)
- If the site/positions is approved and the Bishop and Cabinet appoint you to it, you will be expected to complete the annual report for persons serving in extension ministry and the annual compensation report and turn into Clergy Services. Failure to do so may result in the revocation of approval.

OPERATING GUIDELINES OF THE EXTENSION MINISTRY COMMITTEE SUPPLEMENTAL THE BOARD OR ORDAINED MINISTRY PROCESS

The Extension Ministry Committee is responsible for reviewing site/position requests from clergy seeking an extension ministry appointment, determining whether the requested appointment is to a ministry setting appropriate for episcopal appointment. The application process is outlined in the Board of Ordained Ministry's guidelines and policies.

Committee Meeting Times:

- The committee meets during the first weeks of February, September, and November.
- Meetings are typically held virtually.

Process Before Meeting with the Committee:

- Clergy seeking an extension appointment submit their request and supporting materials as outlined above in the Board of Ordained Ministry's procedures.
- The chair distributes the application and supporting documents to the committee, the Director of Clergy Services, and the cabinet representatives to the Board of Ordained Ministry via email.
- The chair coordinates with the applicant, the committee, the Office of Clergy Services, and cabinet representatives to schedule a meeting.

Meeting Procedure:

- The meetings begin with a prayer from the chair or the chair's designee.
- Meetings typically consist of the committee members introducing themselves to the applicant, followed by the applicant introducing himself or herself and giving a brief presentation of the ministry context to which he or she is requesting an appointment. The committee members then interview the applicant.
- Once all questions have been asked, the chair invites a committee member to pray for the applicant and the applicant is excused.
- The committee discusses the application and votes on whether to recommend the applicant for the requested extension appointment. The chair writes a report summarizing the meeting for submission to the Office of Clergy Services and the Chair of the Board of Ordained Ministry.

The Committee's Report:

Meeting reports should include:

- The date and time of the meeting
- People in attendance
- A summary of the committee's actions, including members making motions and seconding motions, and the committee's recommendations regarding applications.
- Reports should include the *Discipline* paragraph under which the appointment is recommended.
- Reports should include the recommendation and date that personal leave should be terminated, if applicable (§354.2a, 2020/2024 *Discipline*)

Considerations for Recommendation:

- The committee's charge is to determine whether an applicant's requested ministry setting is appropriate for episcopal appointment. To that end, appointments should be appropriate for the ministry of a United Methodist pastor given their current clergy status.
- Elders and local pastors under appointment, including extension appointments, are part of the itinerant system. Applicants wishing to remove themselves from the itineracy may be encouraged to consider alternatives such as seeking transfer to the Order of Deacons (§309.2, 2020/2024 *Discipline*) or seeking honorable location (§359, 2020/2024 *Discipline*).
- Can this position be filled by a layperson? If so, is this ministry setting appropriate for an extension appointment, as opposed to honorable location?



Extension Ministry Site/Position Application

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CHECK LIST

- Consult with your district superintendent regarding the possibility of seeking an extension appointment.
- Provide the following via email to the Clergy Services:
 - A copy of your letter to your district superintendent stating your desire to seek an extension appointment
 - A letter requesting appointment to extension ministry with a job title, salary, time designation, and local church charge conference indicated
 - Purpose of institution or agency
 - Board of Directors
 - Budget of the agency
 - Statement of accountability and procedures for evaluation
 - Written answers to the questions detailed in (5) above.
 - This application page
- Committee interviews with applicants take place in September, November, and February. All requests for the coming conference year must be submitted by February 1st.

Name: _____

Current Clergy Status (*elder, deacon, local pastor associate member, or provisional Member*): _____

Are you currently active, retired or on leave of absence? _____

Address: _____

Phone: _____ Email: _____

What will be the official Job title should this site/position be approved and you appointed to it?

Have you followed the appropriate steps listed in items 1-3 above? If not, why? _____

Have you attached the information requested in #4 above, and the all the answers to the questions in #5 above to this application? _____

What is the date that you wish this to become effective if everything is approved? _____

Clergy Applicant's signature: _____ date: _____

Your DS's signature: _____ date: _____

Note: The DS's signature does not constitute approval, only knowledge that you are seeking approval for this site/position and appointment.

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