



South Carolina Conference
The United Methodist Church

APPROVAL FOR SERVICE

GUIDE FOR UNITED METHODIST CLERGY FROM OTHER ANNUAL CONFERENCES



This guide is made for any clergy from other United Methodist Conferences who are exploring the possibility of ministry with and through The United Methodist Church in the South Carolina Conference.

This is intended to be an introductory guide to the process and does not include all the details related to privileges, restrictions and expectations related to the Approval for Service process. For those details please refer to ¶1346 of the 2020/2024 Discipline of the United Methodist Church and the South Carolina Conference's Policy Guidelines (<https://www.umcsc.org/wp-content/uploads/2024-Policy-4-21-25.pdf>).

We are pleased that you are exploring this avenue of ministry and excited to work with you on this journey!

DISCIPLINARY REFERENCE

¶ 346. **Provisions for Clergy From Outside the Annual Conference**— Ordained clergy, associate members, or provisional members from other annual conferences and Christian denominations may receive an appointment in the annual conference in the following manner:

1. **Ordained Clergy, Associate Members, 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, associate members, 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 clergyperson 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.

¶ 318.4. **Local Pastors Serving on Loan**— Local pastors may be appointed for up to 5 years as part-time or full-time local pastors in a conference other than the conference in which they are certified candidates. Local pastors who are appointed on-loan continue to relate to the district committee on ordained ministry in the conference in which they are certified candidates, and they shall be responsible to them for the continuation of their certified candidacy. As well, they relate to the district committee on ministry of the conference in which they are appointed to continue their license and eligibility for an appointment.

SOUTH CAROLINA POLICY/PROCESS CHECKLIST

United Methodist Elders, Provisional Members and Associate Members from other Annual Conferences seeking to serve in South Carolina should follow the process below.

Steps:

Initial Application

1. Send a letter to the Resident Bishop of South Carolina requesting consideration for an “on-loan” appointment in South Carolina. You should copy your current Bishop, Superintendent and the Office of Clergy Services (clergy@umcsc.org).
2. Complete a “Biographical Profile” Form: www.umcsc.org/cs-umbiographical

Application Follow-Up

1. Complete a Criminal Background Statement: www.umcsc.org/cs-criminalbackground
2. Complete a background check. Following the submission of your Criminal Background statement, a link will be sent to you from Client Services (Trak 1) indicating that the Office of Clergy Services has requested that you complete a screening. The email will contain a link to complete and pay for the background check.
3. The Coordinator of Clergy Services will contact you to discuss your application.
4. Complete a Release of Information form allowing your files to be shared with the South Carolina Conference and confirm your status: www.umcsc.org/release-of-information-to-sc
5. The Bishop may request that you meet virtually with the Approval for Service team consisting of three superintendents and three Board of Ordained Ministry members in order for the cabinet to have a better knowledge of your situation gifts and graces.

What to Expect

- A District Superintendent will contact you if an appointment for you is projected in South Carolina. This most often happens during our normal appointment process from March till June, but can happen at any time.
- A South Carolina Conference email address will be assigned to you if an appointment is projected. You will be expected to use this email for all communications to and from the Conference and District.
- Associate Members, Provisional Members and Ordained Clergy from other United Methodist Conferences serving in South Carolina retain their membership in their home conference, and are granted voice but not vote in the South Carolina Conference. Membership on conference boards and agencies is restricted to the Conference of which they are a member.
- You may contact Clergy Services at any time with questions.

Welcome to the South Carolina Conference!



Authorization for Release of Records & Waiver of Confidentiality

Office of Clergy Services | South Carolina Conference | The United Methodist Church

This is NOT a request to transfer.

Clergy Contact Information:

Full Name: _____ Birthday: _____
Full legal name

Mailing Address: _____

Telephone: _____ Email: _____

I, _____ request, authorize, consent and give permission to
Full legal name
 the _____, to freely disclose information
Institution to which permission is granted to share your information
 to and obtain information from the South Carolina United Methodist Annual Conference (including release of medical or psychological records or information that might otherwise be protected from disclosure).

I understand that the information which may be disclosed/obtained is: all information pertaining to me that is contained in any files of, or that I have given or made available to, any of the above-named persons, organizations or entities. I also hereby release the South Carolina United Methodist Conference, the above-named persons, organizations or entities, the Conference Board of Ordained Ministry, the District Committee on Ordained Ministry and any representatives from said groups from any responsibility for damages resulting from their procurement of information or provision of information to appropriate investigative bodies.

Please share with: Name: Rev. Melton Arant, Conference Secretary & Coordinator of Clergy Services
 Address: 4908 Colonial Drive, Columbia, SC 29203 (clergyservices@umcsc.org)

I, the undersigned, understand that I may revoke this consent at any time except to the extent that action has been taken in reliance upon it. This consent will expire sixty (60) days your receipt of it unless another date is specified. I understand that the information requested may be disclosed from records whose confidentiality is otherwise protected by federal as well as state law.

Signature of Clergy: _____ Date: _____

Signature of Witness: _____ Date: _____

INSTRUCTIONS:

Return completed document to: Rev. Melton Arant, Coordinator of Clergy Services (clergyservices@umcsc.org), for processing.
 4908 Colonial Drive, Suite 122, Columbia, SC 29203 Office: (803) 786-9486 Fax: (803) 735-8777.