



SUPPLY INFORMATION & PACKET

South Carolina Conference | The United Methodist Church



2020/2024 United Methodist Book of Discipline ¶205.4 (LAY SUPPLY) - “When a pastoral charge is not able to be served by an ordained or licensed minister, the Bishop, upon recommendation of the cabinet, may assign a qualified and trained layperson, lay minister or lay missionary to do the work of ministry in that charge. The layperson is accountable to the District Superintendent or another ordained or licensed minister appointed to oversee the charge, who will make provision for sacramental ministry. Upon the Bishop’s assignment, the layperson will be assigned an additional clergyperson as a guide to provide support in the assignment. If the assignment is to continue longer than one year, within that year the layperson will begin the process of becoming either a certified lay minister or a certified candidate, thus coming under the care of the District Committee on Ministry. The layperson assigned is also accountable to the policies and procedures of the annual conference where assigned.”

South Carolina Conference/Board of Ordained Ministry Policy XIX.a - A Lay Supply shall meet with the District Committee on Ministry annually.

- b.** A Lay Supply must complete a course on sexual ethics approved by clergy services before they begin as a supply.
- c.** A Lay Supply must submit a “Notarized Criminal Background Statement (07SCBOM),” a Credit Statement (Form 06SCBOM) and complete the Criminal Background/Credit Check initiated by Clergy Services before they begin as a supply. The Lay Supply will be responsible for the cost of the Criminal Background/Credit Check.

NOTE THAT SUPPLYS DO NOT HAVE SACRAMENTAL AUTHORITY AND CANNOT RECEIVE NEW MEMBERS, BAPTIZE OR CONSECRATE COMMUNION.

SUPPLY PACKET

1. Complete a BIOGRAPHICAL INFORMATION FORM: www.umcsc.org/cs-biographical/
2. Complete a CRIMINAL BACKGROUND STATEMENT FORM: see attached or download here (www.umcsc.org/wp-content/uploads/07SCBOM-Background-Statement-rvsd-12152022.pdf)
3. Complete a CREDIT STATEMENT FORM: www.umcsc.org/cs-credit/
4. Complete the Criminal/Credit Background Check. A link will be sent to you from Client Services (Trak 1) requesting that you pay for and complete a background screening or training. The cost should be approximately \$20.00. The link to do so will be in the email. Follow the instructions. This email will be sent to you after you complete items 2 & 3 above.
5. Complete a SUPPLY COVENANT: www.umcsc.org/cs-supply/
6. Complete a REQUEST FOR CONFERENCE EMAIL: www.umcsc.org/cs-email/
7. Download and read the VESTMENT GUIDE: www.umcsc.org/wp-content/uploads/Vestments-Guide-2022.pdf
8. Download and read the STATEMENT ON SACRAMENTAL AUTHORITY: www.umcsc.org/wp-content/uploads/Who-May-Preside.pdf
9. You must enroll in and complete the online workshop, “KEEPING OUR SACRED TRUST: UNDERSTANDING CLERGY SEXUAL ETHICS” using the following link: www.lewisonlinelearning.org/CourseInfo/10004. There is a cost of \$49.00 for this online course and the participants receive .05 CEU. Once completed send a copy of the completion certificate directly to the Office of Clergy Services (clergy@umcsc.org).

What Happens Next

1. Once all the required forms listed above, and the additional required actions/documentation have been submitted to the Office of Clergy Services the district office will be notified of your availability to be used as a Supply.
2. You will receive a Conference Email address if you do not already have one. Set up instructions will be sent to you. It is expected that you will utilize your conference email for all conference/church related matters. The district and conference offices will only contact you using your conference email moving forward.
3. You will need to attend the New Supply Orientation. It is generally held in May. If your time as a Supply begins mid-year, you will need to attend the next offered New Supply Orientation.



Candidate Disclosure Form (¶310.2b, 315.6 & 324.12)
Notarized Criminal Background Statement

Full Name (first middle last & suffix): _____ (spell out full middle name/no initials)

Complete Physical Address: _____

Complete Mailing Address (if different): _____

Date of Birth (month/day/year): _____ Email: _____

Best Contact Number: _____ Type of Number: _____ District: _____

Have you ever been convicted of a felony? ____ Have you ever been accused of a felony? ____
If "Yes" state in detail the nature of the conviction or accusation (add attachment if necessary).

Have you ever been convicted of a misdemeanor? ____ Have you ever been accused of a misdemeanor? ____
If "Yes", please state in detail the nature of the conviction or accusation (add attachment if necessary).

Have you ever been convicted of sexual misconduct? ____ Have you ever been accused of sexual misconduct? ____
If "Yes", please state in detail the nature of the conviction or accusation (add attachment if necessary).

Have you ever been convicted of child abuse? ____ Have you ever been accused of child abuse? ____
If "Yes", please state in detail the nature of the conviction or accusation (add attachment if necessary).

I _____, affirm that all the information provided by me on this form is true, correct and accurate.

I understand that if false information has been given, my application process in the South Carolina Annual Conference of the United Methodist Church will be terminated, and I will be subject to any disciplinary actions as set forth by said Annual Conference. By signing this I further grant permission for The Board of Ordained Ministry to conduct Criminal Background Investigations whenever needed.

"A past felony conviction is not an absolute bar to employments with the South Carolina Annual Conference of the United Methodist Church. It is our policy to consider: 1) The nature and gravity of the offense or conduct; 2) The time that has passed since the offense, conduct and completion of the sentence; and 3) The nature of the job held or sought. It is also our policy to use individualized assessments to consider more complete information to determine whether exclusions based on past criminal conduct are job related and consistent with business necessity."

Signature: _____ Date: _____

Notary Public Signature & Seal

State of _____ County of _____

Sworn before me on this _____ (date)

Notary Signature: _____

Notary Public of the State of _____ My commission expires: _____

You must pay \$20.00 for the criminal and credit background checks to be complete. There are three payment options. Select the option you will use by placing a check in the corresponding box.

- 1. Pay online at: <https://www.umcsc.org/backgroundcheckpayment/> . Select Option A – Change of Status Background Check or
- 2. Send a check with this form for \$20.00 made payable to the SC Conference Treasurer.
- 3. Pay online when you are completing the screening process described below.

Send this completed & notarized form to: Clergy Services, 4908 Colonial Dr., Columbia, SC 29203. (You may email a copy to speed the process while the original is mailed to Clergy Services (ClergyServices@umcsc.org).

Following the submission of this form to Clergy Services, a link from Trak-1/People Facts will be sent to your email address with instructions. If you selected payment option 3 above, you will pay for the background check through Trak-1 when you the instructions.

You must complete the Background/Credit Check to move forward.