



South Carolina Conference
The United Methodist Church

LOCAL PASTOR

REINSTATEMENT



¶ 320.4. Reinstatement of Local Pastor Status—Local pastors whose approved status has been discontinued from an annual conference of The United Methodist Church or one of its legal predecessors may be reinstated by the annual conference that previously approved them, its legal successor, or the annual conference of which the major portion of their former conference is a part, upon recommendation by the district committee on ordained ministry from which their license was discontinued, the Board of Ordained Ministry, and the cabinet. Persons seeking reinstatement shall provide evidence that they have been members of a local United Methodist church since the time of the discontinuance of their local pastor status, or for at least one year prior to their request for reinstatement. The district committee shall require a recommendation from the charge conference where these persons' membership is currently held. When approved by the clergy members in full connection as provided in ¶ 337, their license and credentials shall be restored, and they shall be eligible for appointment as. They shall complete current studies and meet requirements as provided in ¶¶ 315, 318.

Whenever persons whose local pastor status has been discontinued by an annual conference are being considered for appointment or temporary employment in another annual conference, the Board of Ordained Ministry where these persons are being considered shall obtain from the Board of Ordained Ministry of the conference where local pastor status has been discontinued verification of their qualifications and information about the circumstances relating to the discontinuance of local pastor status.

SCBOMP-XXIII.b.ii. Reinstatement Requests — The recommendation of the dCOM in which the applicant was last appointed or discontinued is required for all readmissions and reinstatements (See ¶314.2, ¶320.4, ¶365-369) (does not apply to candidacy reinstatement ¶314.2) . At the request of the District Superintendent or dCOM where a Local Pastor was discontinued, or the District Superintendent where the discontinued Local Pastor now resides, the responsible dCOM may approve by a 2/3 vote to allow another dCOM to act on their behalf. Such approval should be granted if one's readiness and fitness may better be observed by another District in which the person now resides as an active United Methodist.

Who to
talk to:

Steps:

DS & Coordinator
of Clergy Services

Initial Request for Reinstatement

1. Request reinstatement to Local Pastor Status in writing. Address the letter to the current District Superintendent of the district in which you were discontinued. Copy the Coordinator of Clergy Services, the Chairperson of the Conference Board of Ministry and the Cabinet Secretary. Your letter should include the reason you are requesting reinstatement, and the steps taken to address any reasons you were discontinued.
2. Remember a prerequisite of reinstatement is that you have been a member of a local United Methodist church since the time of the discontinuance of your local pastor status, or for at least one year prior to your request for reinstatement. Your pastor must submit a letter to Clergy Services or complete the membership form indicating that you have been a member for a least one year. The form is available for download on the Clergy Services page under the Local Pastor forms, and named Membership Confirmation.
3. Submit a completed "Application for Readmission/Reinstatement" form to the Office of Clergy Services. It is available for download on the Clergy Services page under the Local Pastor forms, and named Application for Reinstatement.

What Happens Next?

4. The Office of Clergy Services will contact you in writing to confirm the receipt of your Reinstatement Request, Reinstatement Application, and letter from your pastor. Clergy Services will officially submit your Reinstatement Request to the District Committee on Ordained Ministry, The Board of Ordained Ministry's Executive Committee and the Appointive Cabinet for consideration. All three groups must approve your request in order for you to be reinstated. The Office of Clergy Services will notify you in writing of the results.

DS or
Coordinator of
Clergy Services

5. The District Committee on Ordained Ministry will require a recommendation from your church's Charge Conference prior to considering your request. This will be arranged and coordinated between the District Superintendent and your pastor. You should inquire with the District Superintendent regarding this step.
6. Request for additional information and/actions may be made by the District Committee on Ordained Ministry, the Board of Ordained Ministry's Executive Committee or by the Appointive Cabinet. Copy Clergy Services on any additional requested information you submit. You **may** be requested:
 - a. to update your previous psychological. If so, sign the "Consent to Testing" in the District Office and follow any instructions regarding completing the psychological testing process with the vendor listed on the Consent Form.
 - b. to submit an updated "Medical Report." If so have a physician of your choice complete the Medical form. Be sure to send a copy to the Office of Clergy Services. The Medical Form is available for download on the Clergy Services page under the General forms, and named Medical Report.
 - c. to submit an updated "Credit Statement." The required form is available for online completion on the Clergy Services page under the General forms, and named Credit Report.
 - d. to submit an updated "Notarized Criminal Background Statement." This form must be notarized and sent to the Office of Clergy Services. It is available for download on the Clergy Services page under the General forms, and named Notarized Criminal Background Statement.
 - e. to complete the Credit & Criminal Background Screening. After you submit your Criminal Background Statement, an email invitation will be sent with a link for you to complete a Credit Check & Criminal Background Screening. The cost will be \$20.00 and will be paid by you online.
 - f. each group may **(or may not)** request a personal interview.
 - g. **additional information not listed may also be requested.**
7. The Office of Clergy Services will collect the actions taken in regard to your request from the District Committee on Ordained Ministry, the Conference Board of Ordained Ministry's Executive Committee, and the Appointive Cabinet. Again, all three groups must approve your request in order for you to be reinstated. The Office of Clergy Services will notify you in writing of the results.

Note: If your eligibility to be licensed as a local pastor if appointed is reinstated, you will be required to update your medical report, and criminal background check if you did not during this process. Disciplinary and Conference expectations for those eligibility to be licensed as a local pastor if appointed will immediately apply to you.

HELPFUL TERMS TO KNOW

Advanced Course of Study (ACOS) – Advanced theological education program of the Division of Ordained Ministry, General Board of Higher Education and Ministry. It is provided for those who are licensed as local pastors to complete the Disciplinary Basic Graduate Theological Courses. Participants in the program must have completed candidacy for ordained ministry, the studies for license as a local pastor, been approved/recommended for license by the dCOM and conference Board of Ordained Ministry, completed the Basic Course of Study and is serving an appointment.

Approved for Service – A process by which ordained, provisional and licensed clergy from other United Methodist Conferences, Methodist Denominations and other Christian Denominations can be approved to serve United Methodist Churches in South Carolina.

Associate Member – Associate members are clergy members of the Annual Conference and have voice and vote at annual conference on all matters except constitutional amendments and matters of ordination, clergy character and conference relations of clergy.

Certified Candidacy – Candidacy phase when a candidate has completed the mentoring process and has met with and been certified as a candidate for licensed or ordained ministry by the district committee on ordained ministry.

Commissioning – The credentialing of provisional deacons and elders. The act of the church that publicly acknowledges God's call and response, talents, gifts and training of the candidate. The church invokes the Holy Spirit as the candidate is commissioned to be a faithful servant leader among the people, to lead the church in service, to proclaim the Word of God and to equip others for ministry.

More on next page →

HELPFUL TERMS TO KNOW

Conference – The governing and administering body for United Methodists in the South Carolina Area.

Conference Board of Ordained Ministry (BoM) – The body that oversees, cares for, and evaluates candidates for ministry through the candidacy process, and is also responsible for maintaining a relationship with local pastors in the conference.

Course of Study (COS) - The basic theological education program of the Division of Ordained Ministry, General Board of Higher Education and Ministry. It is provided for those who are licensed as local pastors who are unable to attend an approved seminary. Participants in the program must have completed candidacy for ordained ministry, the studies for license as a local pastor, been approved/recommended for license by the dCOM and conference Board of Ordained Ministry, and is serving an appointment. Often referred to as the Basic Course of Study (BCOS).

Deacon – Persons called by God, authorized by the Church, and ordained by a bishop to a lifetime ministry of Word, Service, Compassion and Justice to both the community and the congregation.

District – The body that oversees, cares for, and evaluates candidates for ministry through the candidacy process, and is also responsible for maintaining a relationship with local pastors.

District Committee on Ordained Ministry (DCOM) - The body that oversees, cares for, and evaluates candidates for ministry through the candidacy process, and is also responsible for maintaining a relationship with local pastors in each district.

District Superintendent (DS) – an elder appointed by the bishop, usually for a six-year term. The DS oversees the ministry of the district's clergy and churches, provides spiritual and pastoral leadership, works with the bishop and others in the appointment of ordained ministers to serve the district's churches, presides at meetings of the charge conference, and oversees programs within the district.

Elder – Persons who are ordained to a lifetime ministry of Word, Sacrament, Order and Service; authorized to preach and teach the Word of God, to administer the sacraments of baptism and Holy Communion, and to order the life of the Church for mission and ministry.

General Board of Higher Education and Ministry (GBHEM) – The GBHEM is the leadership development agency of the United Methodist Church. It prepares global leaders for a global church and the world. Every elder, deacon and licensed local pastor benefits from the training and candidacy programs.

Local Licensed Pastor (LLP) – Persons who are licensed and appointed to preach, conduct divine worship, and perform the duties of a pastor in the context of a specific appointment, but are not ordained as elders. Licensed local pastors are clergy members of the Annual Conference and have voice and vote on all matters except constitutional amendments and matters of ordination, clergy character and conference relations of clergy.

Ordination – The church affirms and continues the apostolic ministry through persons empowered by the Holy Spirit.

Other Denomination (OF) – Ordained Clergy Members of other Christian Denominations that have been Approved to Serve United Methodist Churches in South Carolina. They retain their membership in their home denomination and therefore do not have voting rights in the South Carolina Conference.

Other Elder (OE) – Ordained Clergy Members of other United Methodist Annual Conferences or Methodist Denominations that have been Approved to Serve United Methodist Churches in South Carolina. They retain their membership in their home conference or denomination and therefore do not have voting rights in the South Carolina Conference.

Provisional Member – Conference relationship of commissioned ministers (deacons and elders) who are on trial in preparation for membership in full connection in the annual conference as deacons and elders. During that three-year period, they are participants in the Clergy Leadership Academy and under the care of the Conference Board of Ordained. Provisional members have voice and vote at annual conference on all matters except constitutional amendments and matters of ordination, clergy character, and conference relations of clergy.