



**LOCAL PASTORS ON LOAN AND  
TRANSFER OF CERTIFIED CANDIDATES AND LOCAL PASTORS**  
**Board of Ordained Ministry | South Carolina Conference | The United Methodist Church**

**RELEVANT DISCIPLINARY REFERENCES**

¶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.

¶ 313.4-Continuation of Candidacy-4. A person who is a certified candidate or who is in the candidacy process may have her or his status or studies accepted by another district committee in the same or another annual conference.

## South Carolina Process

### TRANSFER OF CERTIFIED CANDIDATES

1. The candidate initiates a meeting with the District Superintendent of the District to which they desire to transfer or the Coordinator of Clergy Services.
2. Complete and submit the Other UMC Biographical Form: [www.umcsc.org/cs-umbiographical](http://www.umcsc.org/cs-umbiographical)
3. Complete a Criminal Background Statement: [www.umcsc.org/cs-criminalbackground](http://www.umcsc.org/cs-criminalbackground)
4. Complete a background check. Following the submission of your Criminal Background statement, a link will be sent to you from
5. 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.
6. Once a Superintendent has expressed a willingness to receive your candidacy, complete and submit the Candidacy/Local Pastor Transfer form: [www.cognitofoms.com/ClergyServices1/CANDIDACYLOCALPASTORTRANSFERTOSOUTHCAROLINA](http://www.cognitofoms.com/ClergyServices1/CANDIDACYLOCALPASTORTRANSFERTOSOUTHCAROLINA)
7. The Transfer form requires the signature of the receiving Superintendent to officially receive your candidacy. Clergy Services will submit the form to the Superintendent for signing.

### TRANSFER OF LOCAL PASTORS

1. License for Local Pastors are only valid while appointed in the Conference from which they are issued. They are not transferred to another conference. Instead a Local Pastor's candidacy is transferred to another conference where they are approved to be licensed if appointed.
2. The Local Pastor initiates a meeting with the District Superintendent of the District to which they desire to transfer or the Coordinator of Clergy Services.
3. Complete and submit the Other UMC Biographical Form: [www.umcsc.org/cs-umbiographical](http://www.umcsc.org/cs-umbiographical)
4. Complete a Criminal Background Statement: [www.umcsc.org/cs-criminalbackground](http://www.umcsc.org/cs-criminalbackground)
5. Complete a background check. Following the submission of your Criminal Background statement, a link will be sent to you from
6. 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.
7. Once a Superintendent has expressed a willingness to receive your candidacy, complete and submit the Candidacy/Local Pastor Transfer form: [www.cognitofoms.com/ClergyServices1/CANDIDACYLOCALPASTORTRANSFERTOSOUTHCAROLINA](http://www.cognitofoms.com/ClergyServices1/CANDIDACYLOCALPASTORTRANSFERTOSOUTHCAROLINA)
8. The Transfer form requires the signature of the receiving Superintendent to officially receive your candidacy. Clergy Services will submit the form to the Superintendent for signing.

### LOCAL PASTORS ON LOAN

1. A Local Pastor can now serve in another Conference on loan for up to five years without transferring their candidacy. License for Local Pastors are only valid while appointed in the Conference from which they are issued. They are not transferred to another conference. A Local Pastor on loan will be issued a license from the Conference in which they are serving, and meet annually with the local dCOM for the continuation of that license. They must also meet annually with their home dCOM for the continuation of their candidacy.
2. The Local Pastor initiates a meeting with the District Superintendent of the District to which they desire to transfer or the Coordinator of Clergy Services.
3. Complete and submit the Other UMC Biographical Form: [www.umcsc.org/cs-umbiographical](http://www.umcsc.org/cs-umbiographical)

4. Complete the Release of Information form: [www.umcsc.org/wp-content/uploads/release-of-information-to-SC.pdf](http://www.umcsc.org/wp-content/uploads/release-of-information-to-SC.pdf)
5. Complete a Criminal Background Statement: [www.umcsc.org/cs-criminalbackground](http://www.umcsc.org/cs-criminalbackground)
6. Complete a background check. Following the submission of your Criminal Background statement, a link will be sent to you from
7. 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.
8. The Superintendent of the district in which you will serve will request a South Carolina License on your behalf.



# 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.*



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

Full Name (first middle last & suffix):
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.

"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.
07SCBOM