



TRANSFERS-CLERGY FROM OTHER NON-METHODIST DENOMINATIONS
Board of Ordained Ministry | South Carolina Conference | The United Methodist Church

RELEVANT DISCIPLINARY REFERENCE

¶ 347.3 *Transfers— From Other Denominations*—a) On recommendation of the Board of Ordained Ministry, the clergy members in full connection may recognize the orders of ordained clergy from other denominations and receive them as provisional members or local pastors. They shall present their credentials for examination by the bishop and Board of Ordained Ministry and give assurance of their Christian faith and experience. They shall give evidence of their agreement with and willingness to support and maintain United Methodist doctrine, discipline, and polity and present a satisfactory certificate of good health from a physician on a prescribed form approved by the General Board of Higher Education and Ministry. The Board of Ordained Ministry, in consultation with the General Board of Higher Education and Ministry, shall determine whether they meet the educational requirements for conference membership. A psychological report, criminal background and credit check, and reports of sexual misconduct and/or child abuse shall be required. They shall submit, on a form provided by the conference Board of Ordained Ministry:

- (1) a notarized statement detailing any convictions for felony or misdemeanor or written accusations of sexual misconduct of child abuse; or
- (2) a notarized statement certifying that the candidate has not been convicted of a felony or misdemeanor, or accused in writing of sexual misconduct or child abuse.

b) Ordained elders or ordained clergy from other Christian denominations shall serve as provisional members for at least two years and complete all the requirements of ¶ 335, including courses in United Methodist history, doctrine, and polity, before being admitted into full conference membership.

4. The Board of Ordained Ministry of an annual conference is required to ascertain from an ordained clergyperson seeking admission into its membership on credentials from another denomination whether or not membership in the effective relation was previously held in an annual conference of The United The United Methodist Church or one of its legal predecessors, and if so, when and under what circumstances the ordained minister’s connection with such annual conference was severed.

5. Ordained clergy seeking admission into an annual conference on credentials from another denomination who have previously withdrawn from membership in the effective relation in an annual conference of The United Methodist Church or one of its legal predecessors shall not be admitted or readmitted without receiving a recommendation from the annual conference from which they withdrew or its legal successor, or the annual conference of which the major portion of their former conference is a part, such recommendation to be sent from its Board of Ordained Ministry within 90 days of the request.

6. Election to membership and recognition of orders. To complete the transfer process:

a) Following the provisional member’s election to full conference membership as a deacon or elder as provided in ¶ 330 or ¶ 335 respectively, the bishop and secretary of the conference shall provide a certificate of full membership in the annual conference; and

b) After the orders of an ordained minister of another church shall have been duly recognized, and the minister has been elected to full membership, the certificates of ordination by said church shall be returned to the minister with the following inscription written plainly on the back:

*These orders are recognized by the _____ Annual Conference of
 The United Methodist Church, this _____ day of _____, _____ [year].
 _____, President
 _____, Secretary*

The ordained minister also will be furnished with a certificate of recognition of orders signed by the bishop.

SOUTH CAROLINA POLICY/PROCESS CHECKLIST

Steps: (SCBOM Policy XI.h.i)

Prerequisites

1. All Disciplinary and Conference requirements related to ¶346.2 must be complete. For more information regarding these requirements see: www.umcsc.org/wp-content/uploads/GUIDE-TO-AFS-OTHER-Denomination.pdf
2. Clergy will have served "On Loan" under appointment by the South Carolina Bishop under the provisions ¶346.2 for at least two years by the first day of the Annual Conference in which the transfer is to officially take place, and having been in good standing with their home denomination at the initial time of approval for service.
3. The clergyperson shall verify that he/she has met the educational requirements or the equivalent approved by the GBHEM for full or provisional membership of the United Methodist Church and in the SCAC. GBHEM will certify that the educational requirements for the United Methodist Church have been met, and the Office of Clergy Services will certify that the requirements of the SCAC have been met. Clergypersons are eligible to be received as:
 - a. Provisional Member (Deacon or Elder) if they have met all the current academic and process requirements to become a Provisional member, but not all the requirements for Full Membership.
 - b. Local Pastor if they have met all the current academic and process requirements to become a Local Pastor, but not all the requirements for Provisional or Full Membership.

Initiating the Transfer

1. The clergyperson shall initiate a potential transfer by sending a letter to the resident Bishop of the SCAC and the resident Bishop or appropriate administrative officer of their home denomination. Clergy Services should be copied on the letter.
2. Complete a Notarized Criminal Background Statement and return it to Clergy Services:
www.umcsc.org/wp-content/uploads/07SCBOM-Background-Statement-rvsd-12152022.pdf
3. 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.
4. Have your files released to the Office of Clergy Services if you have not already done so. You may make arrangements directly with your current home conference or complete a Release of Information form allowing Clergy Services to request your files shared with the South Carolina Conference and confirm your status: www.umcsc.org/release-of-information-to-sc
5. Receive the recommendation of the District Committee on Ordained Ministry.
6. Receive the recommendation of the District Superintendent.
7. Complete Psychological Testing if previous psychological test is more than nine years old.
8. Clergy seeking to transfer as a Local Pastor or Provisional Members shall submit their written responses for the following questions to the Executive Committee of the BOM prior to their interview.
 - a. What is your understanding of the Trinity and how does this doctrine influence the life and work of the Church?
 - b. How do you experience God in your personal life? How do you see God at work in the world?
 - c. What is your understanding of humanity, and the human need for divine grace?
 - d. What is your understanding of Prevenient Grace, Justifying Grace, and Sanctifying Grace from a Wesleyan perspective?
 - e. The United Methodist Church maintains that tradition, experience and reason serve as tools in interpreting and applying scriptural doctrine. How does this position relate to your understanding of the authority of scripture? How do you view the authority of the Bible?
 - f. Describe the nature and mission of the Church. What are its primary tasks today?
 - g. Discuss your understanding of the primary characteristics of United Methodist polity. Identify four or five strengths with this polity that you find compelling.
 - h. What's your understanding of the sacraments of Baptism and Holy Communion?
 - i. Describe your call to ministry and why you feel being a Local Pastor is the best way for you to respond to God's claim upon your life.
 - j. Have you ever applied for ordination, or held the position of Local Pastor or membership in another Annual Conference or other denomination? If so, give clear information about this relationship, including dates, addresses, and name of supervisors.
 - k. What habits do you practice to keep yourself healthy: physically, mentally, and spiritually?
9. Provide written answers or documentation addressing:

- a. Did the clergyperson ever have membership in another annual conference of the UMC? If so, when and under what circumstances was that conference relationship severed? (§347.4) A written statement shall be required.
 - b. Did the clergyperson ever withdraw from a relationship with another annual conference of the UMC? If so, admission into the UMC cannot occur without the consent of the BOM of the annual conference withdrawn from. (§347.5)
10. The recommendation of the Executive Committee (or BOM designated interview team) of the SCAC Board of Ordained Ministry is required. They may or may require an interview prior to acting upon this request.
11. Receive an affirmative vote during the Clergy Session

What to Expect next

- If received as a Provisional Member of the SCAC, clergy will:
 - Participate in the SCAC Formation in Ministry program designed by the Committee on Formation in Ministry and approved by the Conference Board of Ordained Ministry. The provisional Formation Program includes both a two-year Residency program and a continuing support program.” The two-year “Formation in Ministry” program, for Provisional Members may be satisfied by at least ten years prior service as an active clergy in good standing. In cases where the Formation in Ministry program is not required, a clergy mentor shall be assigned by the dCOM.
 - Will serve, proceed and be afforded the rights of provisional membership under §326, §327 (Including the eight year time limit in which they must apply for full conference membership under the Conference policy).
 - Provisional Members shall be required to meet annually with the District Committee on Ordained Ministry of the district under which they are appointed for support and nurture. The dCOM shall submit an observation report on the annual meeting to the Office of Clergy Services.
 - The BOM shall review written Annual Report from the Mentor and a copy of the report shall be sent to the Conference Associate Registrar for Clergy Mentors.
 - Following at least two years as a provisional member (no more than eight) the clergy may apply for full conference membership. For more information regarding the Disciplinary and Conference requirement for full membership see the Deacon in Full Connection Policy & Checklist (www.umcsc.org/wp-content/uploads/GUIDE-TO-FULL-DEACON-W-CHECKLIST-Copy.pdf) or the Elder in Full Connection Policy & Check List (www.umcsc.org/wp-content/uploads/GUIDE-TO-FULL-Elder-W-CHECKLIST-Copy.pdf).
- If received as a Local Pastor in the SCAC, clergy will be required to meet annually with and be recommended for continuation by the District Committee on Ordained Ministry of the district under which they are appointed.
 - License to be signed annually at meeting with District Committee.
 - Continuation approved annually by the Clergy Session of the Annual Conference upon the recommendation of the Conference Board of Ordained Ministry.
 - Satisfactory written report of Mentor if a Mentor is assigned.
 - Full-time Local Pastor (§318.1)
 - Completed annually a minimum of FOUR courses in the Ministerial Course of Study (§318.1) until completion of the five-year program. (Must be completed within eight years. §319.3)
 - Making progress towards completion of a minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university or option as noted in §319.3.
 - Part-Time Local Pastor (§318.2)
 - Completed annually a minimum of two courses in the Ministerial Course of Study (§318.2) until completion of the five-year program (must be completed within twelve years §319.3).
 - Making progress towards completion of minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university.
- You may contact Clergy Services at any time with questions.



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



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.*