



TRANSFERS-CLERGY FROM OTHER METHODIST DENOMINATIONS AS RECOGNISED BY THE WORLD METHODIST COUNCIL

Board of Ordained Ministry | South Carolina Conference | The United Methodist Church

RELEVANT DISCIPLINARY REFERENCE

¶ 347. *Transfers— 2. From Other Methodist Denominations—*a) Ordained elders or ordained clergy from other Methodist churches may be received by transfer into provisional or full conference membership or as local pastors, with the consent of the bishops or other authorities involved, without going through the process required for ministers from other denominations. The General Board of Higher Education and Ministry shall establish a list of denominations that meet this definition. Recommendation by the Board of Ordained Ministry and approval of the clergy session shall take place prior to the transfer. 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 or child abuse; or
- (2) a notarized statement certifying that this 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 being transferred from other Methodist churches shall meet the educational requirements of The United Methodist Church or the equivalent approved by the General Board of Higher Education and Ministry.

c) The General Board of Higher Education and Ministry shall certify the satisfaction of educational requirements for conference membership and, in cases where additional education is required, shall develop an educational program in consultation with the Board of Ordained Ministry.

SOUTH CAROLINA POLICY/PROCESS CHECKLIST

Steps: (SCBOM Policy XI.h.i)

Prerequisites

1. All Disciplinary and Conference requirements related to ¶346.1 must be complete. For more information regarding these requirements see: www.umcsc.org/wp-content/uploads/GUIDE-TO-AFS-OTHER-METHODIST.pdf
2. Clergy will have served “On Loan” under appointment by the South Carolina Bishop under the provisions ¶346.1 for at least two years by the first day of the Annual Conference in which the transfer is to officially take place. Clergy serving under a General Church or South Eastern Jurisdictional ministry can meet this requirement with two years of service in their said General of Jurisdictional ministry. The Bishop may make exceptions.
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. Deacons or Elders in Full Connection if they have met all the current academic and process requirements to become a Deacon or Elder in full connection.
 - b. 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.
 - c. 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 of their home denomination. The consent of both Bishops is required. 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. 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.
9. Receive an affirmative vote during the Clergy Session

What to Expect next

- If received as a Full Member (Deacon or Elder) you will be expected to participate in Continuing Education and Sexual Ethics requirements of all clergy in the South Carolina Conference.
- 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): _____ (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.



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.*

Revised 1/2025