



## RELEVANT DISCIPLINARY REFERENCE

¶ 347. *Transfers—1. From Other Annual Conferences*— Ordained clergy, associate members, or provisional members from other annual conferences of The United Methodist Church may be received by transfer into full, associate, or provisional membership with the consent of the bishops involved. Recommendation by the executive committee of the Board of Ordained Ministry and approval of the clergy session shall take place prior to the transfer.

## 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-CONFERENCE.pdf](http://www.umcsc.org/wp-content/uploads/GUIDE-TO-AFS-OTHER-CONFERENCE.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.

#### 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 his/her home annual conference. 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](http://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](http://www.umcsc.org/release-of-information-to-sc)
5. The recommendation of the Executive Committee of the SCAC Board of Ordained Ministry is required. They may or may require an interview prior to acting upon this request.
6. 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 you have been received as a Provisional Member you 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.
  - Will serve, proceed and be afforded the rights of provisional membership under ¶s 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. 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](http://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](http://www.umcsc.org/wp-content/uploads/GUIDE-TO-FULL-Elder-W-CHECKLIST-Copy.pdf)).
- 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. 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.