



1. Study these instructions carefully.
2. Type your **full name, address, phone number and email address** at the top right of each page to help the committees easily identify your work.
3. Name all documents using the following format: All submission file names should follow the following format: candidates first initial and last name, hyphen, subcommittee Initials. Examples:
Theology & Doctrine: MArant-TD
Proclamation & Preaching: SHenry-PP
Bible Study: MWaymer-BS
Call & Discipline: KRandle-CD
Fruitfulness Project: LBrown-FP
4. **Keep a copy and a backup copy of everything that you create or submit.** If you email, fax, or mail an item and it does not arrive, the only response that we can provide is that “we have not received it.”
5. **TYPED** materials are preferred for all forms. Sermons, Bible Study, and Disciplinary Questions MUST BE TYPED in WORD format, 8 ½ x 11, double spaced, number pages, and upload to the google drive file set up for you by Clergy Services. Send an email requesting confirmation of it’s receipt to Clergy Services.
6. **Observe all deadlines listed on the Website for your Change of Status Category**
7. Upload to the google drive file set up for you by Clergy Services. Send an email requesting confirmation of it’s receipt to Clergy Services.
8. **ADDITIONAL REQUIREMENTS –**
The Board amended its policy statement to require a written supervision/observation report from the District Superintendent and a statement from the District Committee on Ordained Ministry. These reports may necessitate additional interviews with the District Superintendent and the District Committee.
9. **Keep a copy and a backup copy of everything that you create or submit.** If you email, fax, or mail an item and it does not arrive, the only response that we can provide is that “we have not received it.”