



The Offices of the

## Secretary of the Conference and Clergy Services

South Carolina Conference | The United Methodist Church

Rev. A. Melton Arant, Jr.  
Secretary of the Conference  
Coordinator of Clergy Services

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, 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 its receipt to Clergy Services.
8. 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.”

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*The South Carolina Conference was organized in 1972, continuing the South Carolina Conference (1785), and the South Carolina Conference (1866)*