



1. Find the VERIFICATION OF PACKET CONTENTS form. Fill it out **TODAY and return** it to:
Clergy Services, 4908 Colonial Drive, Columbia, SC 29203 or email clergyServices@umcsc.org
2. Study these instructions carefully.
3. 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.
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 return by email 1 copy to Clergy Services Office.
6. **Observe all deadlines listed on the Timeline/Checklist**
7. Email your work when completed. You do not need to wait until the deadline to mail a copy of all items 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.”