



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

2024-2027 District Committee on Ministry Manual

IMPORTANT LINKS:

- **ACTION REPORT:** We are moving to paperless reporting. All actions and interviews taken place during a meeting can now be reported in one single online action report. The online report can be completed during the meeting or after the meeting. Provisional dCOM observation reports are now incorporated into the same dCOM Action report. It can be accessed at the link below:
www.cognitofrms.com/ClergyServices1/DistrictCommitteeOnOrdainedMinistryActions or
www.umcsc.org/cs-forms-dcom

District Committee on Ordained Ministry (dCOM)

“The district Committee on Ordained Ministry shall be amenable to the annual conference through the Board of Ordained Ministry.” (§1666.1)

“The Board [of Ordained Ministry] shall select from its own membership an official representative to serve as a member of each dCOM, which shall function as subcommittees of the board.” (§1634.1g)

“The committee shall supervise all matters of candidacy for ordained ministry and licensing for local pastors.” (§1666.6)

Membership

Overall membership should include a balance of female and male members as well as racial/ethnic members (§1666.1). The district superintendent, in consultation with the chair or executive committee of the BOM, annually nominates dCOM members for approval by the annual conference. The district superintendent also fills interim vacancies.

CLERGY

- The district superintendent (who shall not serve as the chair)
- At least six other clergy in the district, including elders and deacons
 - A deacon or an elder under the age of 36, when possible
 - An associate member, when possible
 - May include one local pastor who has completed the Course of Study

LAITY

At least three professing members of local churches in the district

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

Officers

dCOM officers are elected at the first meeting following the annual conference session when the members were elected (§666.2).

CHAIR

May be held by the BOM representative, but not the district superintendent (§666.1)

- Ensures committee members are properly trained and understand their responsibilities
- Regularly calls meetings and informs members, candidates and local pastors of the time, place and agenda
- Presides over meetings or assigns someone to preside
- Maintains a working relationship with the BOM, especially the Candidacy and BOM registrar, and others who require information from the dCOM
- Works with the BOM and other dCOM chairs to ensure consistent expectations for candidates and procedures

REGISTRAR

The dCOM elects a registrar other than the district superintendent or dCOM chair.

- Serves as custodian for all dCOM files (all files, including psychological assessment reports, belong to the annual conference).
- Keeps a separate file on each person for whom the dCOM is responsible. These files are kept at the district office as part of the personnel file.
- Informs those responsible which materials are needed
- Instructs the dCOM on what decisions are required for different candidates.
Immediately informs the Office of Clergy Services of any actions taken and decisions made using the required online Action Report found here:
www.cognitofirms.com/ClergyServices1/DistrictCommitteeOnOrdainedMinistryActions or
www.umcsc.org/cs-forms-dcom
- Assist the District Office with the transfers individual's files to other districts as necessary, or provides the file to Clergy Services to be shared with other annual conferences as necessary. This is only done upon receipt of a written request by the receiving district or annual conference.
- Schedules each candidate for interviews with the dCOM and communicates with the candidate when they are to interview with the dCOM, along with any required paperwork.
- Informs all interviewed candidates of decisions and recommendations both orally and in writing as soon as possible (§666.12)

BOM REPRESENTATIVE

“The BOM shall select from its own membership an official representative to serve as a member of each district Committee on Ordained Ministry, which shall function as subcommittees of the board.” (§634.1g)

SECRETARY (optional)

- Records and distributes each meeting's minutes to committee members if there is no Recording Secretary
- The secretary does not have to be a member of the BOM
- Conducts correspondence and business as directed by the chair

ADDITIONAL OFFICERS – The dCOM may appoint or elect other officers as needed (such as an Enlistment or Continuing Education Officer or a Secretary). Immediately following election, a list of dCOM officers should be sent to the BOM registrar.

Functions

ENLISTMENT

- Encourages those discerning a call to licensed or ordained ministry to enter candidacy, and maintains a list of all current candidates (§666.3)
- Ensures that candidates are invited to register within their annual conference and with GBHEM (§310.1b). This is done by making sure that the district has submitted a request for Candidacy to Enrollment Clergy Services. The form can be completed at the link below:
www.cognitofirms.com/ClergyServices1/CandidacyEnrollmentRequest
- Consults with the district superintendent and the vocational discernment coordinator to assign candidates to a candidacy mentoring when not participating in the Candidacy Retreat (§310.1b, §349.1)
Works with the district superintendent to ensure that laity serving in pulpit supply for more than one year begin the certified candidacy process or the application for Certified Lay Minister (§205.4, §266-268)

CANDIDACY MENTORING

- Each candidate is assigned to a candidacy mentoring group, wherever possible, or to a candidacy mentor by the dCOM in consultation with the district superintendent and the vocational discernment coordinator (wherever named) once the initial candidacy mentoring is completed.
- Each candidate is expected to continue candidacy mentoring until they begin serving as a local pastor or a provisional member (§349.1a).
- Candidacy Mentor
 - Shall be recommended by the cabinet and selected and trained by the BOM and are accountable to both the dCOM and the BOM
 - Encourages and nurtures candidates as they consider different dimensions of vocational and life decisions
 - Serves as co-discerner, consultant and catalyst in a way that provides freedom, confidentiality, flexibility and stability for the candidate in discerning God's call.
 - Assists candidates through the candidacy stages using *Answering the Call: Candidacy Guidebook* or other conference approved candidacy resources
 - Records decisions made about candidates' progress in the online candidacy system

PSYCHOLOGICAL ASSESSMENT

- Communicates with the chair of the Clergy Services for the receipt, utilization and return of the psychological assessment report
- Receives psychological assessment reports from the Clergy Services for use in the dCOM's evaluation of the candidate
- Reviews each psychological assessment report summary for the candidate's competence and readiness for licensed and ordained ministry
- Honors confidentiality issues as outlined in the "Authorization for Release of Information" signed by the candidate and uses the reports appropriately
- Treats the report as a consultative factor rather than a determinative factor in recommending a decision to approve, defer or deny the candidate
- Refers to GBHEM's "Behavioral Health Guidelines" for guidance in addressing critical issues identified in the report

INTERVIEWING

CANDIDACY CERTIFICATION

- Evaluates candidates for certification after they meet all requirements (§310)
- Informs the BOM candidacy registrar of those approved for certification (§666.3)
- Communicates with the BOM to ensure that all candidates participate in Orientation to Ministry at the proper time (§312)
- Approves service settings for certified candidates working toward provisional membership (§324.2)
- Maintains communication with all candidates
- Provides counsel regarding pre-theological studies (§666.5) and encourages candidates to attend a UM theological school (§310.2f)
- Informs candidates about scholarships and educational loans
- Receives transcripts and reports from colleges and seminaries to review academic progress (§313.2) or Clergy Services if the dCOM has Clergy Services review them.

CONTINUATION OF CERTIFIED CANDIDACY

The dCOM annually interviews candidates and evaluates whether their candidacy may be continued (§313, §666.10). Candidates must meet the following conditions for renewal:

- Apply in writing for candidacy renewal (§666.10)
- Receive recommendation for renewal by their charge conference or equivalent body as specified by the dCOM (§313.1, §666.10)
- Present an official transcript demonstrating satisfactory educational progress and a report detailing the spiritual and financial support of the local church (§313.2)
- Demonstrate gifts, grace and fruit for the work of ministry (§313.3, §666.10)

ASSOCIATE AND PROVISIONAL MEMBERSHIP

- Interviews and recommends to the BOM those whom they approve for associate membership (§321, §322, §666.9)
- Interviews and recommends to the BOM those whom they approve for provisional membership. Each candidate is recommended in writing after a three-fourth majority vote of the dCOM (§324.12, §666.7).

LICENSING OF LOCAL PASTORS

- Approves, continues and oversees the work of local pastors who serve in their district
- Examines certified candidates for licensing as local pastors (§315, §666.9)
- Helps applicants enroll in a licensing school
- Upon approval, recommends to the BOM that the Clergy Session approve a license for those who have satisfactorily completed the requirements (§315)
- Ongoing communication with the BOM registrar
 - Provides the names and contact information of all those approved for licensing
 - Refers approved local pastors for enrollment in the Course of Study and receives progress reports through the district superintendent
 - Communicates the circumstances of any discontinuance of a local pastor (§320.1)
- Recommends those who qualify for annual continuance as local pastors to the BOM (§319.2, §666.9). This includes those enrolled in the Course of Study and those who have completed it
- Recommends to the BOM those who qualify for restoration of credentials as a local pastor (§320.4, §666.9)
- Oversees a process of evaluation and supervision for personal and professional growth for local pastors

- Oversees clergy mentoring for local pastors
 - Local pastors in the Course of Study are assigned a Clergy Mentor who may or may not have been their candidacy mentor. Mentors are recommended by the district superintendent and trained and assigned by the dCOM (§349.1b).
 - The local pastor and clergy mentor review learning goals and plans the local pastor had as a certified candidate and then establish a learning goals covenant to coincide with new responsibilities.
 - The mentor reports annually to both the dCOM and BOM, to maintain communication between the local pastor and the dCOM in helping track the local pastor’s growth and discernment process.
 - Conversations between mentor and local pastor are confidential, and information may be released only with written consent of the local pastor and mentor.
 - The report is kept in the local pastor’s file maintained by the dCOM and BOM.
 - Clergy mentors are integral to local pastors’ education, both formally and informally, by:
 - Assisting local pastors to reflect and learn from their experiences in ministry
 - Monitoring preparation of material for the Course of Study classes
 - Helping local pastors integrate theology and theory into their practice of ministry

APPROVAL FOR SERVICE PASTORS

from other Methodist and Non-Methodist Denominations

- Continues and oversees the work of AFS who serve in their district
- Ongoing communication with the BOM registrar
 - Communicates the circumstances of any discontinuance of a approval for service pastor

CERTIFIED LAY MINISTERS

“The committee shall examine all persons who apply in writing to be certified as lay ministers. When there is evidence that their gifts, evidence of God’s grace and usefulness, warrant and that they are qualified under § 268, and on recommendation of their charge conference, the committee shall recommend their certification or recertification. The dCOM shall report annually to the annual conference through the annual conference Board of Ordained Ministry a roster of all persons certified as lay ministers.” (§ 666.11)

For all other questions related to Certified Lay Ministry, see the resources provided by Discipleship Ministries (umcdiscipleship.org)

READMISSION TO CANDIDACY OR CONFERENCE MEMBERSHIP

- If candidacy has lapsed or been discontinued, it may be **reinstated** at the discretion of the dCOM in which the candidate was discontinued (§314.2).
- Interview discontinued provisional members who are requesting readmission and recommend to the BOM and cabinet those the dCOM approves for readmission to provisional membership (§364, §666.9).
- Interview and recommend to the BOM and cabinet those the dCOM approves who are requesting readmission from honorable location and administrative location, or who have previously exited the ministerial office (§365, §366, §666.9)

Resources for dCOM and Candidates

FROM COKESBURY

- *The Christian as Minister: An Exploration Into the Meaning of God’s Call, Eighth Edition* (ISBN#9780938162636)
- *El Cristiano como Ministro: Explora el significado del llamado de Dios al ministerio, Traducción de la Octava Edición* (ISBN# 9780938162780)

FROM GBHEM

- The BOM Library (www.gbhem.org/bom-library) contains a variety of information and resources that are helpful to dCOMs and BOMs. Resources include:
 - Set of Flyers on the Ministry of Deacons, Ministry of Elders, Ministry of Local Pastors and Ministry of Endorsed Clergy
 - Action outlines and file content checklists. The dCOM chair or registrar can use these outlines to guide the dCOM's work
 - Glossary of Candidacy Terms
- *Answering the Call: Candidacy Guidebook* (2016) – Available for candidates and candidacy mentors after setting up a user account in Passage.

TIMELINE GUIDE OF ACTION FOR DISTRICT COMMITTEE ON ORDAINED MINISTRY

DISTRICT COMMITTEE ON ORDAINED MINISTRY (DCOM) DEADLINES

- 1) Submit reports on Full Member applicants by **January 9**: (BOM meets in February)
 - a) Action Report sent to Clergy Services (Action Report includes Annual dCOM Observations of Provisional Members.
 - b) 05SCBOM Annual Report of District Superintendent on Probationary Member to Clergy Services
- 2) Submit Reports on Provisional Member applicants by **January 9**: (BOM meets in February)
 - a) Action Report sent to Clergy Services (Action Report includes Annual dCOM Observations of Provisional Members. **LAST YEAR (see #8)**
- 3) Submit Reports on Associate Member applicants by **January 9**: (BOM meets in February)
 - a) Action Report sent to Clergy Services
- 4) Submit Reports on Transfer Candidates (OM & OF) applicants by **January 9**: (BOM meets in February)
 - a) Action Report sent to Clergy Services (Action Report includes Annual dCOM Observations of Provisional Members.
- 5) Submit Action Report on all Local Pastors, all Certified Candidates and CLMs by **April 1** (for preparation of Business Questions).
- 6) Submit Action Reports on all Approval for Service (OM/OF/OL) clergy by **April 1** (for preparation of Business Questions).
- 7) Submit Action Reports (01SCBOM) on all Local Pastors and all Certified Candidates by **April 1** (for preparation of Business Questions).
- 8) Submit Reports on **2027** Provisional Member, Associate Member and Full Member applicants by **May 30**. (NEW BOM POLICY REQUIRES dCOM approval & change of status recommendation prior to the change of status meeting in June to even attend the meeting and begin the work.)

DISTRICT COMMITTEE ON ORDAINED MINISTRY / DISTRICT OFFICE REPORTS AND DEADLINES

- 1) Conduct nurture interview with all new Declared Candidates as needed.
- 2) Conduct interview with all Declared Candidates seeking Certified Status as needed.
- 3) Make certain that for all newly certified candidates, all Medical Forms (F103), Credit Worthiness Forms (06SCBOM), Criminal Background Forms (07SCBOM) and Psychological Assessments are properly filed in the Office of Clergy Services.
- 4) Conduct annual interview with all certified candidates, local pastors, and provisional members.
- 5) Submit Action Report each year on all newly certified candidates, continued certified candidates, local pastors, and those seeking probationary status.

DISTRICT OFFICE DEADLINES

January 9: Deadline for request for TRANSFER / APPROVAL FOR SERVICE.

- April 1: Submit names of all First-Time Local Pastors to recommend Certified Candidates for License for Pastoral Ministry School.
- April 1: Review BQs
- April 1: Send MEF applications due June 30 and advise Candidates of other scholarships
- May 1: Review full BQ report prior to AC for adjustments; return to Clergy Services. (Note: Cite Name with Question #, and BQ# to be moved to.
- May 1: Submit names of those who must attend the one-day Sexual Ethics Workshop.
- June 15: DS request transfer of Local Church Membership to Annual Conference for all new PE, PD, FL, and PL (not SL) received at Annual Conference from their Home Church.
- June 30: DS Office transfers District Files of Retired, Deceased, and Terminated clergy members to Office of Clergy Services.
- July 1: Mentor Reports submitted to Office of Clergy Services. This report is to be returned by the Mentor to the District Office by June 15.
- August 1: Report Mentor assignments to Mentees and Mentor Registrar. Email changes to Office of Clergy Services. (Report period September 1 to June 1).
- September 1: Send MEF applications due November 30 and advise Candidates of other scholarships.
- November 1: DCOM and DS review disciplinary 90 or 120 day deadlines and give written notice to clergy. (Newsletter, etc.): LOA, Honorable Location, etc. Require WRITTEN requests:

DISTRICT COMMITTEE ON ORDAINED MINISTRY (DCOM)

Examination of Persons Requesting to be Certified Candidates for Ordained Ministry (Elder or Deacon)

1. The Supporting Covenant of the Ordained Ministry: Beginning with the local church Pastor, members of the local church, and PPRC there is a clear need for caring, support, and guidance for each candidate. The journey starts in the family and local church. The support, which begins in the local church, is a lifetime journey within the Covenant relationship for those in Ministry together. The Discipline states:

"Ordained persons exercise their ministry in covenant with all Christians, especially with those whom they lead and serve in ministry. They also live in covenant of mutual care and accountability with all those who share their ordination, especially in The United Methodist Church, with the ordained who are members of the same annual conference and part of the same Order. The covenant of ordained ministry is a lifetime commitment, and those who enter into it dedicate their whole lives to the personal and spiritual disciplines it requires." (Par.303.3)

2. Provide a Record of the following Local Church Actions in Candidate's Permanent File:
 - a. Written Statement reflecting Call to ministry submitted to PPRC (Par. 310.1.d)
 - b. Written statement-requesting recommendation for Certification
 - c. Date interviewed by Pastor and PPRC on Wesley's historic questions (Par. 310.1.d (1), (2), (3))
 - d. Date recommended by candidates' Charge Conference by 2/3 written ballot (Par.310.1.e)
 - e. Year graduated accredited high school or certificate of equivalency (Par. 310.1.e)

3. Provide a Record of the Following DCOM Actions in Candidate's Permanent File:

- a. Dates Psychological Testing results received and reviewed by DCOM and PAC (Par 310.2.b)
 - b. Date of Completion Report from Mentor for the Candidacy Studies
 - c. Date of Report on Credit Worthiness (SCBOM 6) via Clergy Services (Par 310.2.b)
 - d. Date of Report on Criminal Background Check (SCBOM 7) via Clergy Services (Par 310.2.b)
 - e. Date of satisfactory Medical (F103) report to Clergy Services
 - f. Review written response to statements in Par. (Par 310.2.a)
 - g. Confer with Clergy Services to make certain copies of all necessary forms are in CCS file
4. Questions for DCOM to ask Candidate at Interview (Par 310.2.a & d):
- a. Share with us the most formative experiences of your Christian life.
 - b. Tell us about God's call to ordained ministry and the role of the church in your call.
 - c. Your personal beliefs as a Christian?
 - d. Describe your personal gifts for ministry.
 - e. Your present understanding of your call to ministry as elder, deacon, or licensed ministry
 - f. Your support system (how do you spouse, children, family feel about your ministry and the itinerant system)
 - g. What other information can you share for determining gifts, evidence of God's grace, fruit, and demonstration of the call for the licensed or ordained ministry (Par. 310.2.a)?
 - h. Do you... "Agree for the sake of the mission of Jesus Christ in the world and the most effective Witness of the gospel, and in consideration of (your) ...influence as (a) minister, to make a Complete dedication of (yourself) ... to the highest ideals of the Christian life as set forth in ¶¶103-105; 160-166? To this end (do you) ... agree to exercise responsible self-control by Personal habits conducive to bodily health, mental and emotional maturity, fidelity in marriage and celibacy in singleness, social responsibility, and growth in grace and the knowledge and Love of God" (Par. 310.2.d)?

5. Progress in Studies Requirement

Examination of Persons Requesting to be continued as Certified Candidates for Ordained Ministry (Elder or Deacon)

1. Review your educational status and note what progress has been made since the last interview.
2. What is unique about ordained ministry for you as compared to general ministry of laity?
3. Why did you choose ministry in The United Methodist Church?
4. What is your understanding of our system of itinerant pastors appointed by the bishop?
5. How can you relate to cross-racial appointments? What has been your journey in race relations?
6. What are specific ways the District Committee can be more supportive in your preparation to respond to your call to ordained ministry?
7. Relate to us your understanding of the Bible.
8. What are ways your family supports your call to ordained ministry?

(Note: Questions noted above are not intended to be exhaustive. If the DCOM knows the answer from submitted written data think of a new relative question for that particular candidate.)

**Questions for recommending Candidates for PE or PD
see paragraph 324.7**

Vote for Certified Candidacy Requirements:

1. Be a member of The United Methodist Church for a minimum of one year or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one year.
2. Recommended by the candidate's home church charge conference or equivalent body as specified by the dCOM.
3. Graduated from an accredited high school or received a certificate of equivalency.
4. Completed the candidacy studies with an assigned candidacy mentor as evidenced by a written report from the candidacy mentor.
5. Provided a written statement of call and response to statements found in ¶310.2a
6. Completed psychological assessment and evaluation.
7. Completed criminal background check and credit check
8. Submitted a Statement of Good Health from a Physician, Physician's Assistant or Nurse Practitioner.
9. Submitted a notarized statement regarding sexual misconduct and child abuse.
10. Examined (interviewed) by the dCOM (see ¶310.2)

Note: Candidacy status must be renewed annually by the dCOM (¶313) until a candidate becomes a local pastor or provisional member.

Renewal of Candidacy Requirements

1. Annual recommendation of the candidate's church charge conference or equivalent.
2. Evidence that the candidate's gifts, graces, and fruits continue to be satisfactory (dCOM interview, mentor's report, letter from pastor, etc.).
3. Evidence that the candidate is making satisfactory progress for the required education:
 - a. A student preparing for provisional membership shall present annually to the dCOM and official transcript from their University Senate-approved college/university or theological school.
 - b. A non-student shall complete school for local pastor's license and be considered by the district committee for approval for the license for pastoral ministry.
4. Submit Form 117 (Church Support of Candidate) to the dCOM. (www.gbhem.org/wp-content/uploads/2025/06/Updated-AA-02-AO-Candidacy-Renewal-2025_vFinal.pdf) Note that the registrar or secretary should provide this form to each candidate when notifying them of their scheduled meeting.

Note: Certified Candidacy has a time limit of 12 years.

Eligibility to be a License Local Pastor if Appointed Requirements (¶315)

Note: dCOM's should also vote during certification interview or renewal interview on candidate's eligibility to Licensed if Appointed after they meet all of the Licensing requirements.

1. Certified as a candidate for ministry (¶310)
2. Completed studies for the license as a local pastor
3. Examined (interviewed) by the dCOM
4. Completed criminal background check and credit check
5. Submitted a notarized statement regarding sexual misconduct and child abuse.
6. Submitted a Statement of Good Health from a Physician, Physician's Assistant or Nurse Practitioner.
7. Received three-fourths majority dCOM recommendation
8. Received three-fourths majority BOM recommendation and Clergy Session approval
9. Local pastors shall be classified as one of the following:
 - a. Full-time local pastor (¶318.1)
 - b. Part-time local pastor (¶318.2)
 - c. Student appointed as a local pastor (¶318.3)
 - d. Local Pastors serving on loan (¶318.4)

Note: Approval for licensing must be renewed annually (see Continuance as a Local Pastor, ¶319) including Retired Local Pastors appointed.

Local Pastor Continuance Requirements:

1. Evidence of satisfactory progress in the Course of Study, in college, or in a program of theological education at an approved seminary (¶319.1) until they have completed educational requirements. These education requirements also apply to appointed Retired Local Pastors until they have at least completed the Basic Course of Study (¶320.4e).
 - a. Full-time local pastors complete the Course of Study within eight years
 - b. Part-time local pastors complete the Course of Study within 12 years of beginning the Course of Study (¶ 319.3).
2. Annual report of the clergy mentor.
3. Recommendation to the district superintendent.

Retired Local Pastor Recognition (Listing) and Continuance Requirements:

1. Local Pastors who retire under any section of ¶358 must have completed an MDiv. (or its equivalent), the basic course of study, or be current on their educational progress (no more than one year behind as determined by Clergy Services) in order to continue to be listed as a retired Local Pastor in the business questions. Local Pastors who retire without meeting this condition will be automatically discontinued if not under appointment as retired Local Pastor. CONFERENCE POLICY XV.f
2. Local Pastors who are under appointment as a retired Local Pastor must complete the Basic Course of Study while serving if they have not already done so. ¶320.5e
3. Local pastors who have completed the Course of Study may upon retirement annually request from the District Committee of Ordained Ministry and the bishop a license to continue to serve in the local church where they hold membership for the purpose of providing sacramental rites of baptism and Holy Communion, at the request of the appointed pastor. This license does not constitute an appointment and does not provide vote at the annual conference session.
 - a. Requires a written request to the Bishop, DS and dCOM
 - b. Requires written support of the Church pastor
 - c. Requires the completion on the Basic Course of Study, MDiv or equivalency from a University Senate approved program.
 - d. Requires interview with dCOM
 - e. Must be renewed annually.

Associate Membership Recommendation Requirements

1. Reached age 40
2. Served a minimum of four years as a full-time local pastor
3. Completed licensing school and Course of Study or received a Master of Divinity degree that includes the basic graduate theological studies from a school of theology listed by the University Senate
4. Completed at least 60 semester hours toward the Bachelor of Arts degree or an equivalent degree in a college or university recognized by the University Senate
5. Be willing to meet the other requirements listed in ¶322 of the 2020/2024 Book of Discipline as required by the Board of Ordained Ministry
6. Received a three-fourths majority recommendation by the dCOM and BOM, and a three fourths majority approval by the Clergy Session

Note: The dCOM will no longer need to meet or renew anyone who becomes an Associate Member. They are granted an ongoing license for pastoral ministry.

Note: THIS RECOMMENDATION IS REQUIRED BY MAY 1ST OF THE YEAR THEY WISH TO BEGIN THEIR PAPERWORK FOR ASSOCIATE MEMBERSHIP. CANDIDATES WILL NOT BE INVITED TO THE CHANGE OF STATUS MEETING IN JUNE TO PROCEED WITH BOM PAPERWORK IF THEY HAVE NOT ALREADY RECEIVED THIS dCOM RECOMMENDATION.

Provisional Membership Recommendation Requirements

1. Certified as a candidate for at least one year, but no longer than 12 years, before being elected to provisional membership
2. Demonstrated gifts for ministries to service and leadership to the satisfaction of the dCOM
3. Completed a bachelor's degree from a college or university recognized by the University Senate (See ¶ 324.3 for missional exceptions)
4. Completed the graduate level academic requirements:
 - a. Provisional Elder Candidates must have completed (or will have completed by the first day of the Annual Conference in which they seek membership) an MDiv (or equivalency as determined by Clergy Services) from a University Senate approved school or the Basic and Advanced Course of Study. In all cases all of all of the Disciplinary required courses are included in this requirement (OT, NT, Theology, Church History, Worship, Preaching, Mission, Evangelism, UM History, UM Polity, UM Doctrine).
 - b. Provisional Deacon Candidates must have completed (or will have completed by the first day of the Annual Conference in which they seek membership) an MDiv (or equivalency as determined by Clergy Services) from a University Senate approved school or a Masters Degree in their related or specialized area of ministry. In all cases all of all of the Disciplinary required courses are included in this requirement (OT, NT, Theology, Church History, Worship, Preaching, Mission, Evangelism, UM History, UM Polity, UM Doctrine).
5. Ready to complete all other requirements listed in ¶324 before being elected to provisional membership.

Note: THIS RECOMMENDATION IS REQUIRED BY MAY 1ST OF THE YEAR THEY WISH TO BEGIN THEIR PAPERWORK FOR COMMISSIONING. CANDIDATES WILL NOT BE INVITED TO THE CHANGE OF STATUS MEETING IN JUNE TO PROCEED WITH BOM PAPERWORK IF THEY HAVE NOT ALREADY RECEIVED THIS dCOM RECOMMENDATION.

Note: The action report now includes the dCOM Provisional Observations. Be prepared to complete the observations when submitting the action report.

Provisional Membership Continuation

1. Participation in RIM, or continued RIM group.
2. Completion of SC additional academic requirements if not already complete (Black Studies, Women's Studies and Clinical Pastoral Education. Preaching is now a Disciplinary requirement for anyone certified after 1/1/2025).

Note: The action report now includes the dCOM Provisional Observations. Be prepared to complete the observations when submitting the action report. dCOM observations are required for each year of provisional membership.

Certified Lay Minister Initial Recommendation

NOTE: CLM's AND THEIR PROCESS ARE GOVERNED BY THE CONFERENCE BOARD OF LAY SERVANT MINISTRY. THE CONFERENCE BOARD OF LAY SERVANT MINISTRY IS THE ONLY GROUP WHO GRANTS CLM STATUS OR CONTINUATION. dCOM ONLY RECOMMENDS TO THE CONFERENCE BOARD.

CONFERENCE BOARD OF LAY SERVANT MINISTRY POLICY DOES NOT ALLOW dCOM Certification interviews of CLM CANDIDATES WITHOUT CLERGY SERVICE CONFIRMING THEIR ELIGIBILITY.

1. Be a professing and active member of a local church/charge.
2. Complete a Lay Servant Ministries Initial Application that includes:
 - a. Charge Conference Approval
 - b. Pastor Approval
 - c. DS Approval
3. Complete Form F102 (Biographical Background Form)
4. Completed criminal background check and credit check
5. Submitted a notarized statement regarding sexual misconduct and child abuse.
6. Complete a Course of Sexual Ethics
7. Complete the Basic Course for Lay Servant Ministries.
 1. Complete the six required core Lay Speaker courses of study:
 - a. Discovering Spiritual Gifts
 - b. Leading Worship
 - c. Leading Prayer
 - d. Living Our United Methodist Beliefs (Heritage)
 - e. Called To Preach
 - f. Life Together in the United Methodist Connection (UM Polity)
 2. Complete four CLM modules: (currently only taught by the General Board of Discipleship)
 - a. Call and Covenant for Ministry
 - b. The Practice of Ministry
 - c. Organization for Ministry
 - d. Connection for Ministry

Certified Lay Minister Renewal

Renewal must be requested and completed using the Lay Servant Ministries Request for Renewal Application (back) every two years, including interviews with the district Committee on Ordained Ministry and be recommended to the Conference Committee on Lay Servant Ministries for recertification every two years.

1. Complete continuing education aligned with ministry assignment and update a mutual ministry plan is required.
2. Annual Charge Conference, Pastor and DS recommendation is required.

Approval for Service Continuation for OM & OF

NOTE: dCOMs should meet annually with every clergy from other Methodist denominations (OM) and other non-Methodist Christian denominations (OF) appointed in the district.

1. It is expected that these Clergy will complete United Methodist History, United Methodist Polity and United Methodist doctrine at minimum.

Note: If the clergy is seeking transfer, the dCOM will need to vote to recommend transfer.

Reinstatement & Readmission

NOTE: Clergy Services guides the processes for the Reinstatement of Certified Candidate, Local Pastors, and Approval for Service Clergy. Clergy Services will also guide the processes for the readmission of Provisional Members, Associate Members and Full Members. Request for readmission and reinstatement should be directed to Clergy Services. Instructions for the dCOMs will come from the Coordinator.