



**South Carolina Conference**  
The United Methodist Church

# Lay Person Serving in Supply Covenant and Check List

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## Submit Prior to Assignment to Serve in Supply Status

- ☐ 1. Complete a biographical statement (SCBOMForm102). It can be completed at: <https://pdf.ac/JuCuJ>
- ☐ 2. Complete a Criminal Background Statement and it notarized. The form is fillable and can be completed online, but must be notarized. Please email the notarized criminal background form to [clergyservices@umcsc.org](mailto:clergyservices@umcsc.org). You may scan and email the notarized form to our office as long as we can see the raised seal. It can be completed at: [https://www.umcsc.org/home/wp-content/uploads/07SCBOM\\_Background-Statement\\_rvsd-02152019-fill.pdf](https://www.umcsc.org/home/wp-content/uploads/07SCBOM_Background-Statement_rvsd-02152019-fill.pdf)
- ☐ 3. Candidate must pay for a criminal background and credit check to be completed by the Office of Clergy Services. The candidate may also pay for the criminal background check online at: <https://www.umcsc.org/backgroundcheckpayment/>
- ☐ 4. Incompliance with our conference safe sanctuary policy, please have the candidate enroll in and complete the [Keeping Our Sacred Trust: Understanding Clergy Sexual Ethics](https://keepingoursacredtrust.org) (hyperlink) workshop online using the following link (<https://keepingoursacredtrust.org>) There is a cost of \$49.00 for this online course and the participants receive .05 CEU and the certificate of completion can be electronically emailed directly to [clergyservices@umcsc.org](mailto:clergyservices@umcsc.org).

- ☐ I hereby agree that this assignment is to a non-clergy assignment. I am a lay person serving in supply status. I understand that I do not have the authority to preside over the sacraments of Holy Communion and Baptism.
- ☐ I hereby agree to actively support and promote the doctrine, discipline and polity of the United Methodist Church in the local church/charge to which I am assigned.
- ☐ I understand that if this assignment extends beyond 12 months, I will agree to pursue either the Candidacy for Ministry process or the Certified Lay Ministry process.
- ☐ I understand that I will be assigned the mentor who will provide support in the assignment. This support will include assuring that the church(es) in this assignment will have access to the sacramental rights of the church.
- ☐ I understand I need to attend the next offered New Supply Orientation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Superintendent

\_\_\_\_\_  
Date