

## **West Ohio Conference**

### **Requirements for Provisional Membership and Commissioning**

The Book of Discipline (2016)

#### **Checklist:**

##### **1. Certification as a Candidate:**

- You must be certified as a candidate for ordained ministry for at least one year.
- To confirm your status, check the reference in the 2023 or 2024 West Ohio Conference Journal.
- Your name must appear in the Certified Candidate section in the Business of the Annual Conference section.

##### **2. Application for Provisional Membership and Commissioning:**

- Application for provisional membership and commissioning toward ordination as a Deacon or an Elder.
- (Download form, complete, and submit in Passage | UMC).

##### **3. Local Pastor Licensing School/Formation Event:**

- Elder track candidate: Provide the date and location of local pastor licensing school. If you have not yet attended and will be attending a 2024 or 2025 Licensing School, please indicate so.
- Deacon track candidate: Provide the date and location of the formation event.
- (Download form, complete, and submit in Passage | UMC).

##### **4. Final Official Transcript of Bachelor's Degree:**

- Submit a final official transcript (not a photocopy) of a bachelor's degree from a college or university recognized by the University Senate.
- Submit a scan into Passage | UMC and mail the original to the Office of Ministry, 32 Wesley Blvd., Worthington, OH 43085.

##### **5. Educational Requirements for Credential:**

- Provide evidence with official transcripts that you will have satisfactorily completed the educational requirements for the credential you are requesting, by June 2025.
- Ensure your school completes this; the Office of Ministry will not follow up if your school does not complete this request.

**6. Standard Recommendation Form for Provisional Membership:**

- Elder track candidate: Fill in your name, annual conference, and the name of your theological school; sign and date Form 109. Present the form to your seminary and ask them to complete it and return it to our office by December 1, 2024. Your school should submit this form by mail to the Office of Ministry.
- Deacon track candidate: Provide a form to each school (seminary and graduate school if attended); fill in your name, annual conference, and the name of the school(s), date, and sign the form(s). Present the form(s) to the school(s) and ask them to complete the form and return it to our office by December 1, 2024. Your school should submit this form by mail to the Office of Ministry.

**7. Current Medical Statement:**

- Provide a current medical statement certifying good health on the prescribed form.
- (Download separate form) Scan and submit by Passage | UMC. Retain the original signed form in your personal files in case the Board of Ministry requests it.

**8. Written Response to Doctrinal Questions:**

- Respond to the doctrinal questions found in The Book of Discipline, 2016, ¶324.9, a-p.
- Submit in Passage | UMC.

**9. Written Sermon and Evaluation:**

- Write a sermon based on a Biblical passage of your choice with attached evaluation/feedback from a professor or clergy colleague.
- Upload a video of you preaching this sermon to a hosting site (e.g., YouTube) and add the link to your sermon video file.

**10. Written Plan for Teaching a Book of the Bible:**

- Provide a written plan and outline for teaching a book or books of the Bible that is original to you and in sufficient detail that somebody else could teach it in your absence. Include the context, audience, and setting where the teaching would occur.
- Submit into Passage | UMC.

#### **11. Notarized Statement:**

- Submit a notarized statement detailing any written accusations or convictions for felony, misdemeanor, or incidents of sexual misconduct, or certify that you have neither been accused in writing nor convicted of a felony, misdemeanor, or any incident of sexual misconduct (¶324.12).
- (Download form, complete and submit to Passage | UMC). Retain the original form in your personal files in case the Board of Ministry requests it.

#### **12. Current Autobiography:**

- Provide an autobiography regarding age, health, family status, Christian experience, call to ministry, educational record, formative Christian experiences, and plans for service in the Church (¶324.13).
- (Download form). File name: (lastname\_pauto).

#### **13. Three Personal References:**

- Provide three personal references, which may include clergy, seminary professor, lay member from a United Methodist Church, professional colleague, or employer. Your seminary faculty advisor is often responsible for the theological school's evaluation and your District Superintendent has completed a separate evaluation, so do not ask these persons to be one of the three personal references.
- This form needs to be returned by December 1, 2024. File name: (lastname\_preferences).

#### **14. Commitment to Itinerancy or Secondary Appointment:**

- Persons requesting provisional membership and commissioning toward ELDER ordination must fill out the Commitment to Itinerancy.
- (Download form, complete and submit to Passage | UMC). File name: (lastname\_pe itinerancy).
- Persons requesting provisional membership and commissioning toward DEACON ordination must fill out the SECONDARY APPOINTMENT, if applicable.

- (Download form, complete and submit to Passage | UMC).

**15. Recent Photograph:**

- Upload a recent photograph of yourself in (jpg format).

**16. Clergy Sexual Ethics Training:**

- Completion of 2024 Clergy Sexual Ethics Training: Healthy Boundaries in Ministry and Clergy Sexual Ethics is REQUIRED.
- (Download form, complete, and submit to Passage | UMC).

**17. BOM Intellectual Integrity Plagiarism Policy:**

- Provide a signed copy of the BOM Intellectual Integrity Plagiarism Policy.
- (Download form, complete and submit to Passage | UMC).

You may add other information you consider appropriate to document your request for Provisional Membership and Commissioning. In all cases, submit by email scanning original documents, as necessary. Name the files in a sequence as follows: (lastnamemisc1) (lastnamemisc2) etc.

**Submission Deadline:** All requirements must be submitted online through Passage | UMC or as designated in the Office of Ministry, 32 Wesley Blvd., Worthington, OH 43085, by 5:00 PM on December 1, 2024.

There will be no exceptions to this deadline; it will be strictly observed!

The December 1, 2024, 5:00 PM deadline means that each and every requirement must have been completed and ready to be placed in your file.

**Reminder:** Always keep a copy of everything you submit for your file!