



# 2024-2028 POLICY GUIDELINES

Board of Ordained Ministry | South Carolina Conference | The United Methodist Church

For Additional Information contact the Office of Clergy Services:

Rev. A. Melton Arant, Jr., *Coordinator*

Mr. Sharome D. Henry, Sr., *Coordinator's Executive Assistant*

4908 Colonial Drive, Suite 122, Columbia, SC 29203

Phone: 803-726-6739 | Email: ClergyServices@umcsc.org

## BOARD OF ORDAINED MINISTRY OFFICERS & EXECUTIVE COMMITTEE

Morris Waymer Jr. (mwaymerjr@umcsc.org)	<i>Board Chairperson</i>
Kyle Randle (kdrandle@umcsc.org)	<i>Board Vice-Chairperson and the Call &amp; Discipline Life Representative</i>
J. Derrick Cattenhead (jdcattenhead@umcsc.org)	<i>Board Parliamentarian</i>
Mallory Nickerson (mjforte@umcsc.org)	<i>Board Secretary</i>
Leatha Brown (lwbrown@umcsc.org)	<i>Registrar - Board and Order of Elder</i>
Paige Wolfe (phmatthews@umcsc.org)	<i>Registrar - Order of Deacon</i>
Angela Marshall (ahmarshall@umcsc.org)	<i>Associate Registrar - Candidacy</i>
Jerry McManus (jcmcmansr@umcsc.org)	<i>Associate Registrar - Fellowship of Associate Members And Local Pastors</i>
Eleanora Ellington (bomtreasurer@umcsc.org)	<i>Board Treasurer</i>
Herman Lightsey (hlightsey@umcsc.org)	<i>At Large Laity</i>
Dan Canada (dcanada@umcsc.org)	<i>At Large Laity</i>
Walter Strawther (westrawther@umcsc.org)	<i>Residency in Ministry (RIM) Director</i>
Katherine Crimm (khaselden@umcsc.org)	<i>Continuing Education and Covenant Groups Director</i>
Brenda Washington (bWASHINGTON3@umcsc.org)	<i>Chairperson - Fellowship of Associate Members And Local Pastors</i>
Meg Jiunnies (mbjiunnies@umcsc.org)	<i>Chairperson - Order of Deacon</i>
Mary Johnson (mljohnson@umcsc.org)	<i>Chairperson - Order of Elder</i>
Chris Lollis (cmlollis@umcsc.org)	<i>Cabinet Representative (DS-Greenwood)</i>
Ken Nelson (klnelson@umcsc.org)	<i>Cabinet Representative (DS-Orangeburg)</i>
Melton Arant (marant@umcsc.org)	<i>Cabinet Representative (Clergy Services Coordinator) And Administrative Registrar for the Board</i>

## **2024-2028 BOARD OF ORDAINED MINISTRY**

### **ELECTED CLERGY MEMBERS**

Eugene (Gene) Aaron Aiken (18-20-24)	Lisa Conyers Hawkins (24)	Mallory Forte Nickerson (21-24)
Wanda Diane Altman-Shirah (23-24)	Scarlett Tanner Hester (14-16-20-24)	Thomas Harmon Norrell (19-20-24)
Amy Dill Bratton (19-20-24)	Sheila Elliott Hodge (22-24)	Tae Suk Park (23-24)
Katherine (Katie) Amanda Brock Lesh (24)	Keith Hunter (17-20-24)	Bryan Wray Pigford (23-24)
Leatha Williams Brown (16-20-24)	Clarence (Smoke) Earl Kanipe, Jr. (14-16-20-24)	Kyle Dwight Randle (18-20-24)
Adriane McGee Burgess (24)	Sandra Smith King (18-20-24)	Thomas Wesley Smith (23-24)
James Derrick Cattenhead (18-20-24)	Tiffany Denise Knowlin (14-16-20-24)	Geneva Geraldine Stafford (18-20-24)
Jeffrey Weldon Childress (14-16-20-24)	Judith Ann Knox (19-20-24)	Walter Edward Strawther (19-20-24)
Katherine Haselden Crimm (24)	Joe Nichols Long, Jr. (20-24)	Charlie Thomas (22-24)
Eleanora Coaxum Ellington (23-24)	Carley Nicholas Lyerty (21-24)	Morris Waymer, Jr. (15-16-20-24)
Jerry Louis Gadsden (14-16-20-24)	Angela Halter Marshall (16-20-24)	Jason Glen Wilson (23-24)
Sharon Spann Gamble (24)	William (Bill) Hubert McCown, III (24)	Paige Matthews Wolfe (23-24)
Enrique Roberto Gordon (22-24)	David Dean McManus, Jr. (24)	Frederick Nortei Yebuah (22-24)
Willis (Rett) Everette Haselden, IV. (24)	Jerry Cal McManus, Sr. (23-24)	

### **EX-OFFICIO CLERGY MEMBERS**

Meg Bryce Jiunnies	<i>Order of Deacon Chairperson</i>
Mary Louise Johnson	<i>Order of Elder Chairperson</i>
Brenda Reynolds Washington	<i>Fellowship of Associate Members and Local Pastors Chairperson</i>

### **ELECTED LAITY MEMBERS**

Patricia Auman Atkinson (24)	Chandra Elisa Dillard (24)	Herman Lightsey (16-20-24)
Angela O. Bethea (22-24)	Richard (Scott) Scott Fleming (24)	David W. Salter (20-24)
Dan Canada (14-16-20-24)	Jeff Richard Fogle (22-24)	Sandra (Sandy) Williams Shaffer (22-24)
Jane Meadors Cromley (24)	Joseph Edward Heyward (14-16-20-24)	Maureen Thomas (14-16-20-24)

### **CLERGY CABINET REPRESENTATIVES**

A. Melton Arant, Jr.	<i>Clergy Services Coordinator</i>
Christopher M. Lollis	<i>Greenwood District Superintendent</i>
Kenneth L. Nelson	<i>Orangeburg District Superintendent</i>

### **CONTACT PERSONS FOR MORE INFORMATION**

• Course of Study Scholarship or Course Approval:	Jerry McManus (jcmcmanusr@umcsc.org)
• Methodist Educational Fund (MEF) Scholarships:	Eleanora Ellington (ecellington@umcsc.org)
• Continuing Education Information/Approval:	Katherine Crimm (khaselden@umcsc.org)
• Professional Certification:	Paige Wolfe (phmatthews@umcsc.org)
• Candidacy General:	Sharome Henry (Shenry@umcsc.org)
• Candidacy Mentoring & Groups:	Angela Marshall (ahmarshall@umcsc.org)
• Certified Lay Ministry:	Sharome Henry (Shenry@umcsc.org)
• Residency in Ministry:	Walter Strawther (westrawther@umcsc.org)
• Local Pastor Mentoring:	Jerry McManus (jcmcmanusr@umcsc.org)
• Clergy Orders & Fellowship: <ul style="list-style-type: none"><li>○ Deacons</li><li>○ Elders</li><li>○ Local Pastors &amp; Associate Members</li></ul>	Meg Jiunnies (mbjiunnies@umcsc.org) or Mary Johnson (mljohnson@umcsc.org) or Brenda Washington (bWASHINGTON3@umcsc.org)
• Bishop's School of Ministry:	Leatha Brown (lwbrown@umcsc.org) or Geneva Stafford (ggstafford@umcsc.org)
• Licensing School:	Melton Arant (MArant@umcsc.org)
• Extension Ministry:	Thomas Smith (twsmith1@umcsc.org)

To: Candidates and Clergy  
From: Morris Waymer, Chair  
South Carolina Conference Board of Ordained Ministry

God's call to ordained ministry is a sacred commitment. The United Methodist Church has established high standards for those seeking ordination through her Discipline. Entering into and sharing in the covenant of ministry within the United Methodist Church is a significant responsibility. Therefore, the discernment, mentoring, and work conducted by the District Committee on Ordained Ministry and the Board of Ordained Ministry are considered holy endeavors. Through these efforts, the United Methodist Church cultivates servant leadership for Christ's Church, representing Christ's ministry.

The Board of Ordained Ministry of the South Carolina Annual Conference has significantly changed our annual interview process. We are focused on these values: efficiency, holistic, hospitality, and relational. We have lived into this new shift and made the necessary adjustments to shape how we do our work.

Here are some brief insights. We have implemented Reading Teams comprising four evaluative areas: Bible Study, Call and Disciplined Life, Proclamation and Preaching, and Theology and Doctrine. Each reading team member read all the submitted paperwork to gain a holistic approach from the four areas. This builds a relational team of members who can efficiently and effectively evaluate the paperwork. The hope is that the interview will be more conversational and less confrontational. As the candidate navigates the Board, the assigned reading team will continue to work with the candidate until they are ordained. Building healthy relationships is key to creating effective leaders of the United Methodist Church.

It is an honor for the Board of Ordained Ministry to be part of your journey into ministry. We do not take this responsibility lightly. We are committed to living by God's call and modeling the established process. This is genuinely a significant responsibility!

Should you have questions about the requirements for certification, licensing, commissioning, or ordination, or these guidelines, please get in touch with Rev. Morris Waymer Jr. (864-313-5218) or [mwaymerjr@umcsc.org](mailto:mwaymerjr@umcsc.org) or Rev. A. Melton Arant Jr., Coordinator of Clergy Services at 803-726-6739 or [marant@umcsc.org](mailto:marant@umcsc.org).

## INDEX FOR POLICY GUIDELINES 2024-2028

### ACADEMIC

ACADEMIC INTEGRITY	XXIII.e	(23)
BLACK STUDIES	VII.b.iii.4, IX.a.iv.4	(9) (10)
CLINICAL PASTORAL EDUCATION	VII.b.iii.4, IX.a.iv.4	(9) (10)
CONTINUING EDUCATION	IV.b	(19)
COURSE OF STUDY	IV.b5, IV.c.vii, XXII.b.iii, XXIII.r, XXIV.j	(7) (8) (21) (25) (26)
DISTANCE LEARNING/EDUCATION	XXIII.q	(25)
WOMEN'S STUDIES	VII.b.iii.4, IX.a.iv.4	(9) (10)
UNIVERSITY SENATE	XXIV.bb	(27)
MINIMUM GRADE	IVb.v.1, VIIb.iii.5, XXIIa.iii, IX.a.iii.5	(7) (9) (10) (21)
LICENSING SCHOOL OF PASTORAL MINISTRY	IV.c, XII.f.iii.4, XII.g.iv.5	(7) (12) (14)
BASIC GRADUATE THEOLOGICAL STUDIES	VII.b.iii.5, IX.a.ii	(9) (10)
<b>APPENDIX WITH CHECKLISTS</b>	XV	(28)
GUIDE INQUIRING & EXPLORING CANDIDATE		(29)
GUIDE FOR CERTIFICATION AS CANDIDATE FOR LICENSED AND ORDAINED MINISTRY		(30)
GUIDE FOR LICENSE FOR PASTORAL MINISTRY		(31)
GUIDE FOR ASSOCIATE CONFERENCE MEMBERSHIP		(32)
GUIDE FOR PROVISIONAL MEMBERSHIP/COMMISSIONING TOWARD DEACON OR ELDER		(33)
GUIDE FOR FULL MEMBERSHIP/ORDINATION AS A DEACON OR ELDER		(34)
GUIDE FOR TRANSITIONING BETWEEN ORDERS AS ORDAINED CLERGY		(35)
DESCRIPTION OF REQUIRED SEMINARY COURSES FOR ORDINATION		(36)
DESCRIPTION OF REQUIRED BASIC COURSE OF STUDY CLASSES		(37)
GBHEM CHART/DESCRIPTION OF MINISTRY PATHWAYS		(38)
CONFERENCE BOARD OF LAYSERVANT MINISTRY'S CERTIFIED LAY MINISTER GUIDE		(39-43)
<b>APPROVAL FOR SERVICE</b>	VII, XXIV.b	(11-15) (26)
COMMITTEE	VII.a	(11)
OTHER ANNUAL CONFERENCES	VII.e	(12)
OTHER METHODIST DENOMINATIONS	VII.f	(12)
OTHER NON METHODIST CHRISTIAN DENOMINATIONS	VII.g	(13)
APPROVAL FOR SERVICE LIST	VII.c.iv, VII.g.viii, VII.f.viii	(13) (14) (11)
<b>TRANSFERS:</b>		
CANDIDACY	III.c.iv.	(6)
PROVISIONAL, ELDER & DEACON FROM OTHER AC	XXII.h.i	(15)
PROVISIONAL, ELDER & DEACON FROM OTHER METHODIST DENOMINATIONS	XXII.h.ii	(15)
PROVISIONAL, ELDER & DEACON FROM NON-METHODIST DENOMINATIONS	XXII.h.iii	(17)
<b>BACKGROUND SCREENINGS &amp; DISCLOSURES</b>		
CREDIT DISCLOSURE/STATEMENT	III.c.i.1, XXII.o	(6) (25)
CRIMINAL BACKGROUND	III.c.i.2, XXII.p	(6) (25)
CRIMINAL BACKGROUND STATEMENT	III.c.i.2, VII.d.ii, VII.h.i.5, VII.h.iii.f	(6) (11) (15)
<b>BOARD OF ORDAINED MINISTRY INTERVIEWS</b>	<b>XXIII.c, XXIII.d</b>	<b>(22) (23)</b>
PROCLAMATION/PREACHING	XXIII.d.i	(23)
BIBLE STUDY	XXIII.d.ii	(23)
THEOLOGY AND DOCTRINE	XXIII.d.iv	(23)
CALL AND DISCIPLINED LIFE	XXIII.d.iii	(23)
<b>CONFERENCE RELATIONSHIP</b>	XV.a	(19)
APPLICATION PROCESS	XXII.a-p	(22-25)
FULL MEMBER ELDER	IX	(10)
FULL MEMBER DEACON	VII	(9)
PROVISIONAL MEMBER	VI,	(8)
ASSOCIATE MEMBER	V	(8)
LOCAL PASTOR	IV	(7)
CERTIFIED CANDIDATE	III	(6)
RETIREMENT	XV.f	(19)
HONORABLE LOCATION	XV.g	(19)
ADMINISTRATIVE LOCATION	XV.h	(19)
WITHDRAWAL	XV.i	(19)
<b>LEAVE OF ABSENCE</b>	XV.b-e	(19)
VOLUNTARY LEAVE OF ABSENCE	XV.b	(19)
INVOLUNTARY LEAVE OF ABSENCE	XV.c	(19)
MATERNITY/PATERNITY LEAVE	XV.d, V.b.vi, VI.b.ii.5	(19) (8) (9)
MEDICAL LEAVE	XV.e	(19)
SABBATICAL LEAVE	XIV.c	(19)
FULL TIME SERVICE	V.b.vi, V.c.vi, VII.c.iii, IX.b.iii	(7) (8) (9) (10)
DEADLINES	XXII.c.ii, XXIII.b, XXIII.h-i	(22)(24)
DEFINITIONS	XXIV	(25)
YEAR	XXIV.s	(27)
DISTRICT COMMITTEE ON MINISTRY (dCOM)	XXIV.n, XX.b, IX.a.iv.1, VII.b.iii.1, XXIII.b	(26)(20)(10)(9)(22)
FORMATION IN MINISTRY	VII.b.2, IX.a.2	(9)(10)
MEDICAL/PHYSICAL/ PSYCHOLOGICAL		
MEDICAL REPORT	XXIII.n, III.c.vii	(24)(6)
PHYSICAL CAPACITY	XXIII.n.ii	(24)

	PSYCHOLOGICAL ASSESSMENT	XXIII.m, III.c.ii.2	(24)(6)
MEF		XXII	(21)
MENTORING & MENTORS		XIII	(19)
PROFESSIONAL CERTIFICATION		XXIII.s	(25)
READMISSION/REINSTATEMENT		XVII	(19)
	AFTER HONORABLE OR ADMINISTRATIVE LOCATION	XVII.b	(19)
	AFTER LEAVING MINISTERIAL OFFICE	XVII.c	(19)
	AFTER TERMINATION BY ANNUAL CONFERENCE	XVII.d	(19)
	AFTER INVOLUNTARY RETIREMENT	XVII.e	(20)
	PROVISIONAL MEMBER	XVII.a	(19)
	LOCAL PASTOR	XIII.b.ii	(22)
	CERTIFIED CANDIDATE	XIII.b.ii	(22)

## SOUTH CAROLINA UNITED METHODIST CONFERENCE BOARD OF ORDAINED MINISTRY

### OUTLINE OF CONTENTS

- I. The Meaning of Ordination and Conference Membership ¶301-304
  - A. See Disciplinary requirements in ¶301-304
  - B. Additional requirements in the S.C. Conference for Ordination and Conference Membership.
  - C. Board policies and procedures for Ordination.
- II. Clergy Orders in The United Methodist Church ¶305-309, 323
  - A. Order of Deacon and Order of Elder ¶306
  - B. Fellowship of Local Pastors and Associate Members ¶323
  - C. Purpose of An Order ¶307
  - D. The Organization of the Order ¶308
  - E. Coordination of Order Meetings
  - E. Membership in an Order ¶309.1
  - F. Changing Orders - ¶309.2
- III. Candidacy for Licensed and Ordained Ministry ¶310-314
  - A. See Disciplinary requirements in ¶310-314
  - B. Orientation to Ministry ¶312
  - C. Additional requirements in the S.C. Conference for Candidacy.
- IV. License for Pastoral Ministry (¶315-320)
  - A. See Disciplinary requirements in ¶315-320, ¶324
  - B. Additional requirements in the S.C. Conference, ¶320.4
  - C. Licensing School for Pastoral Ministry ¶317.3, ¶318, ¶351
- V. Associate Membership ¶321-323, ¶367
  - A. See Disciplinary requirements in ¶321-323.
  - B. Board policies and procedures for Associate Members
- VI. The Commissioned Minister as Provisional Member ¶324-327
  - A. See Disciplinary requirements in ¶324-327
  - B. Continuation in Provisional Membership in ¶326-327
  - C. Discontinuance from Provisional Membership ¶327.6
- VII. The Ordained Deacon in Full Connection ¶328-331
  - A. See Disciplinary requirements for Ordained Deacon in ¶304, 324.4b, 328-331.
  - B. Additional requirements in the S.C. Conference.
  - C. Board policies and procedures for Full Membership as Deacon. ¶354, 356, 357
- VIII. Appointments of Deacons and Provisional Deacons to Various Ministries ¶331-331.3
  - A. Deacons and Provisional Deacons Appointed Beyond The Local Church ¶331.1b, 343-44, ¶331, 345
  - B. Change Conference Membership of Deacons and Provisional Deacons ¶331.5
  - C. Support for Deacons and Provisional Deacons Appointed by a Bishop ¶343
- IX. The Ordained Elder in Full Connection ¶304, 332-336
  - A. Additional requirements for Ordained Elder in ¶304, 332-336.
  - B. Board policies and procedures for Full Membership as Elder ¶354, 356, 357
- X. Appointments to Various Ministries ¶337-342 .
  - A. General Provision's ¶337
  - B. The Itinerant System ¶338
  - C. Definition of A Pastor ¶339
  - D. Responsibilities and Duties of Elders and Licensed Pastors ¶340
  - E. Unauthorized Conduct ¶341

- F. Support for Elders in Full Connection Appointed to Pastoral Charges ¶342
- XI. Appointments to Extension Ministries ¶343-345 .
  - A. Appointments Extending the Ministry ¶343
  - B. Provisions for Appointment to Extension Ministries ¶344a-d, ¶331.d, 337.b
  - C. Extension Ministry relation to the Annual Conference (reporting) ¶344.2
  - D. Extension Ministry relation to the Local Church Charge Conference Membership) ¶344.3
  - E. Affiliate relation to the an Annual Conference ¶344.4
  - F. Provisions for Appointment to Ecumenical Shared Ministries ¶345
- XII. APPROVAL FOR SERVICE-Clergy from Other Conferences, Other Methodist, Christian Denominations ¶346-347
  - A. AFS Committee Composition
  - B. Interviewees
  - C. General Policies
  - D. Application Policies Applying to All Approval For Service Categories
  - E. Ordained Clergy, Provisional and Licensed Clergy From Other Annual Conferences ¶346.1, ¶318.4
  - F. Ordained Clergy or Provisional Members From Other Methodist Denominations ¶346.2
  - G. Elders or Ordained/Licensed Clergy from Other (non-Methodist) Denominations ¶346.3
  - H. Transfer Process-Clergy from Other Annual Conferences, Other Methodist, & Christian Denominations ¶347.3-6
- XIII. Mentoring and Mentors ¶349
  - A. Appointed by dCOM
  - B. Clergy Services Notification of Mentor by dCOM
  - C. Recommended by the Cabinet
  - D. Current Listing
  - E. BOM requests
  - F. Making contacts
  - G. dCOM Review of Mentor Reports
- XIV. Evaluation for Continuing Formation for Full Members and Local Pastors ¶350-352
  - A. Evaluation ¶350
  - B. Continuing Education and Spiritual Growth ¶351
  - C. Sabbatical Leave ¶352
- XV. Changes of Conference Relationships ¶353-361
  - A. Provisions for Change in Conference Relations ¶353
  - B. Voluntary Leave of Absence ¶354
  - C. Involuntary Leave of Absence ¶355
  - D. Maternity or Paternity Leave ¶356
  - E. Medical Leave Due to Medical and Disabling Conditions that Prevent Performance of Ministerial Duties ¶357
  - F. Retirement ¶358
  - G. Honorable Location ¶359
  - H. Administrative Location ¶360
  - I. Withdrawal ¶361
- XVI. Administrative Fair Process ¶362-364
- XVII. Readmission to Conference Relationship ¶365-369
  - A. Readmission to Provisional Membership ¶365
  - B. Readmission After Honorable or Administrative Location ¶366
  - C. Readmission After Withdrawing from the Ministerial Office ¶367
  - D. Readmission After Termination by Action of the Annual Conference ¶368
  - E. Readmission After Involuntary Retirement ¶369
  - F. Readmission after discontinuation while Approved for Service, (see XII.f.viii and XII.g.ix above).
- XVIII. General Provisions ¶370
- XIX. Lay Supply ¶205.4
- XX. Certified Lay Minister ¶268
- XXI. Records and Files
- XXII. Financial aid through the Ministerial Education Fund (MEF)
  - A. Requirements
  - B. Eligibility and Limits
  - C. Procedures
  - D. Loan and Scholarships
- XXIII. Additional Board Policies, Procedures, Requirements and Important Notes

- A. Policies, Processes and Procedures used at the time of application
- B. dCOM Deadlines and Recommendations
- C. Personal Interviews required
- D. BOM Areas of Evaluation
- E. Policies and Procedures for Academic Style and intellectual Integrity
- F. Official Forms
- G. Change of Status Instruction Distribution
- H. Completion of Change of Status Checklist prior to BOM Interview
- I. Portions of Submitted Work that may or may not carry over for additional year(s)
- J. Attendance at Clergy Secession
- K. Attendance at the Business Secession at Annual Conference
- L. Potential Supplementary Testing
- M. Psychological Testing
- N. Medical Report
- O. Statement of Debts and Credit
- P. Criminal Background Checks
- Q. Distance Education Rules
- R. Course of Study Attendance Approval
- S. Professional Certification
- T. BOM Member Recusal
- U. Continuing Education

XXIV. Glossary of Approved Meanings for Terms and Phrases

XXV. Appendix: Check lists for processes

- A. GUIDE INQUIRING & EXPLORING CANDIATE (Page 29)
- B. GUIDE FOR CERTIFICATION AS CANDIDATE FOR LICENSED AND ORDAINED MINISTRY (Page 30)
- C. GUIDE FOR LICENSE FOR PASTORAL MINISTRY (Page 31)
- D. GUIDE FOR ASSOCIATE CONFERENCE MEMBERSHIP (Page 32)
- E. GUIDE FOR PROVISIONAL MEMBERSHIP/COMMISSIONING TOWARD DEACON OR ELDER (Page 33)
- F. GUIDE FOR FULL MEMBERSHIP/ORDIANTION AS A DEACON OR ELDER (Page 34)
- G. GUIDE FOR TRANSITIONING BETWEEN ORDERS AS ORDAINED CLERGY (Page 35)
- H. DESCRIPTION OF REQUIRED SEMINARY COURSES FOR ORDINATION (Page 36)
- I. DESCRIPTION OF REQUIRED BASIC COURSE OF STUDY CLASSES (Page 37)
- J. GBHEM CHART/DESCRIPTION OF MINISTRY PATHWAYS (Page 38)
- K. CONFERENCE BOARD OF LAYSERVANT MINISTRY'S CERTIFIED LAY MINISTER GUIDE (Pages 39-43)

All candidates and District Committees on Ordained Ministry are advised that this BOM POLICY is available in District Offices and may be accessed on the SC Conference Web page ([www.umcsc.org/clergysecces](http://www.umcsc.org/clergysecces)).

- I. The Meaning of Ordination and Conference Membership (§301-304)
  - a. See Disciplinary requirements in §301-304
  - b. Additional requirements in the S.C. Conference for Ordination and Conference Membership can be found in specific sections that follow.
- II. Clergy Orders in The United Methodist Church (§305-309, 323)
  - a. Order of Deacon and Order of Elder - §306
  - b. Fellowship of Local Pastors and Associate Members - §323
  - c. Purpose of an Order - §307
  - d. The Organization of the Order - §308
  - e. The meeting of the Orders shall be coordinated by the Chair of the Order of Elder, Chair of the Order of Deacon, and Chair of the Fellowship of Local Pastors and Associate Members
  - f. Membership in an Order - §309.1
  - g. Changing Orders - §309.2
- III. Candidacy for Licensed and Ordained Ministry (§310-314)
  - a. Disciplinary requirements are outlined in §310-314. The Discipline states that Candidates contact the pastor of their local church, another ordained Deacon or Elder, or their District Superintendent to inquire about the process of candidacy. Persons are encouraged to use the resources "The Christian as Minister."
  - b. Orientation to Ministry §312 (Candidacy Retreat)
  - c. Additional requirements in the S.C. Conference:
    - i. Prior to participating in the Candidacy Retreat or transferring certified candidacy, each candidate for ministry shall have a:
      1. Financial Self Disclosure with a Credit Check §310.2b (06SCBOM Form)
      2. Criminal Background Check §310.2b.1-2 (07SCBOM Form)
      3. Biographical Information (SCBOM Form 102)
    - ii. Costs and Fees
      1. All cost of Medical Examinations, Criminal and Credit Background Check are paid by the candidate.
      2. The cost of the initial Psychological testing (Phase 1) shall be divided between the Board of Ordained Ministry and the Candidate with the board paying 2/3 of the cost and the candidate paying 1/3.
      3. All costs for additional testing and those for candidates seeking reinstatement shall be paid by the Candidate.
    - iii. To be continued as a CERTIFIED candidate (§313), an annual written report (SCBOM Form 08a) from the Mentor shall be reviewed by the District Committee with a copy sent to the Office of Clergy Services. Clergy Services will share the report with the Associate Registrar for Candidacy. The report will include: number of times met, content and focus of meetings, progress in spiritual formation, progression in candidacy, progress in areas of concern as expressed by BOM, and questions or concerns which the Mentor or candidate would like to discuss with the dCOM or BOM.
    - iv. A Certified Candidate TRANSFERRING under §313.4 from another Annual Conference shall request in writing that their complete personnel file, including items specified in §310.2, be forwarded to the receiving District Committee on Ordained Ministry with a copy to the Office of Clergy Services. The written request should be made using the Candidacy Transfer Request form.
    - v. Participation in the Group Candidacy shall be the norm for candidates. When a candidate is unable to participate in Group Candidacy as determined by the District Superintendent and Coordinator of Clergy Services, an individual mentor may be chosen to lead the candidate through the process. The individual mentor must be on the approved candidacy mentor list. The Associate Registrar will make the individual mentor assignment at the request of the Coordinator of Clergy Services.
    - vi. The Associate Registrar for Candidacy, not the Board Registrar, has responsibility for the supervision of procedures related to the Candidacy Program. This includes the training of candidacy mentors, the candidacy group mentoring process, the records related to mentor/mentee assignments for all exploring, declared and certified candidates. Records of persons enrolled in the candidacy studies, are maintained in the Office of Clergy Services. Correspondence regarding all such matters should be directed to the Associate Registrar for Candidacy and copied to Clergy Services.
    - vii. A Medical Report of (GBHEM Form 103) an examination indicating good health, by a physician, physician's assistant, or nurse practitioner of the candidate's choosing is required prior to a District Committee of Ordained Ministry considering a candidate for certification.



#### IV. License for Pastoral Ministry (§315-320)

- a. Disciplinary requirements are outlined in §315-320. §324.A2 gives the requirements for Local Pastors who seek Provisional Membership and Commissioning.
- b. Additional requirements in the S.C. Conference:
  - i. Certified Candidates who have completed one-third of the Master of Divinity Degree are required to attend the two-day workshop session on Sexual Ethics, Benefits and Conference Ministries in conjunction with The Licensing School of Pastoral Ministry. The Workshop on Sexual Ethics is required for the Licensing School of Pastoral Ministry.
  - ii. A person must have RECEIVED the certification as a CANDIDATE for Ordained Ministry and in order to attend The School of Pastoral Ministry. The Dean of the Licensing School can make an exception for persons whose certification has been delayed awaiting psychological results. Those persons must have already completed the psychological interview process, and results expected no later than July 31<sup>st</sup>.
  - iii. To be approved for service as a first-time Local Pastor or reinstated (§320.4) as a Local Pastor the Board requires an interview with the dCOM following the candidate meeting all requirements for certification in section III.C. "Pending" certifications are not acceptable.
  - iv. In addition to the requirements of §319 for continuation as a Local Pastor, all Local Pastors and appointed Retired Local Pastors are required to have an annual interview with the dCOM. Local Pastors who have not completed the Basic Course of Study or a Master of Divinity degree are required to have a mentor. Superintendents may assign mentors to Local Pastors who have finished the Basic Course of Study, or a Master of Divinity degree from an approved and accredited seminary. In any case in when a Mentor is assigned, an annual Mentor's report is required.
  - v. For continuation as a Local Pastor:
    1. Those enrolled in the Course of Study must submit a written statement of progress in studies for the ensuing year and must request that a transcript be sent from the Division of Ordained Ministry to the dCOM. All Academic courses listed in the Basic Course of Study requires a grade of "C" or better with completion of these classes. Course of Study transcripts can be requested by the student sending an email to [cosregistrar@gbhem.org](mailto:cosregistrar@gbhem.org). Transcripts must be sent directly to the Office of Clergy Services by GBHEM, not the student.
    2. Those enrolled in college or seminary, must submit a written statement of progress in studies, and must request that a transcript be sent from the school to the Office of Clergy Services.
  - vi. A Full-Time Local Pastor may not be enrolled full time without DCOM approval. Full time shall be determined by the school attended.
  - vii. The education requirement for a first year Local Pastor is fulfilled by attending the Licensing School of Pastoral Ministry. Course work in the Basic Course of Study is not required until the second year of service.
- c. Licensing School of Pastoral Ministry
  - i. The Licensing School of Pastoral Ministry is held annually. The candidate is responsible for the registration fee and the cost of meals, lodging and books.
  - ii. Participation in the South Carolina Licensing School shall be the norm. When a candidate is unable to participate in the South Carolina School as determined by the District Superintendent and the South Carolina Licensing School Dean, they may participate in a Licensing School of another United Methodist Annual Conference or Candler School of Theology's directed study Licensing School. The cost of participating in another Licensing School shall be the responsibility of the candidate.
  - iii. The Board interprets §317.3 strictly. Only those persons actually appointed to a charge for the current year shall be listed as Local Pastors. Certified candidates who have completed the Licensing School of Pastoral Ministry and not currently appointed are listed in the Conference Business Questions separate from Licensed Local Pastors. A previously licensed (appointed) candidate who is not currently appointed will also be listed separate from Licensed Local Pastors. If not appointed their status is "Certified/Licensable Candidates," and they are laity.
  - iv. The Board shall list as a Local Pastor only those persons who have satisfactorily completed the Licensing School of Pastoral Ministry, or the alternate requirement of one-third of the Master of Divinity Degree, and when an appointment is made by the Bishop. Certified Candidates shall not be listed as a Local Pastor until the requirements are satisfied and the Board certifies completion of the school
  - v. To be listed as a Full-Time Local Pastor requires fulfillment of the conditions of §318.1 and the appropriate responses to the Report of Non-ministerial Activity required by the Board of Pensions. Those who fail to meet any of these conditions shall be listed as Part-Time Local Pastors unless they qualify as Student Local Pastors (§318.3).

- vi. For Local Pastors the formula for equating PART-TIME service to FULL TIME service shall be four ¼ time or two ½ years are equal to one (1) full-time year. In extenuating circumstances the Executive Committee may equate three ¼ time years to one full time year. These service years are not to be confused with the “service years” used by the Conference benefits provider who uses their own formula for benefit administration.
  - vii. Local Pastors who are appointed shall enroll in an approved program of theological education from a seminary or the Course of Study until they have completed at minimum the Basic Course of Study. If appointed full time they must complete 4 courses per year. If appointed part time they must complete two course per year. All courses must be completed with a C or higher. When the basic course of study or seminary is complete with an approved MDiv, the clergy shall be expected to participate in continuing Education and Spiritual Growth as outlined in ¶ 351. A clergy mentor may be assigned while in the Course of Study or in seminary. Local Pastors appointed in retirement are also responsible for this requirement until at minimum the basic course of study has been completed.
- V. Associate Membership (¶321-323, 367)
- a. See Disciplinary requirements in ¶321-323)
  - b. Additional requirements in the S.C. Conference:
    - i. Any question regarding satisfactory completion of the United Methodist studies requirement shall be resolved by referring the seminary transcript to the Division of Ordained Ministry for evaluation.
    - ii. Personal Interview with Board to review submitted written materials including a Bible Study, and other supplementary materials.
    - iii. Cost of all testing shall be the candidate’s responsibility. A psychological older than ten years will need to be updated.
    - iv. Be present for the opening Clergy Session of Annual Conference
    - v. Board of Ordained Ministry Application Process to be submitted by due date.
    - vi. Associate Members may seek Provisional Membership after fulfilling the conditions of ¶324.4A2. They shall make a request to become a Provisional Member in writing to the Bishop and the Coordinator of Clergy Services. The District Superintendent and Chair of the Board of Ordained Ministry shall be copied on the written request. An interview with and recommendation from the BOM Executive Committee to the Conference BOM will be required. If approved by the BOM and Clergy Session by 3/4<sup>th</sup> vote the associate member will be commissioned as a Provisional member. After election and commissioning to provisional membership, candidates shall complete the Formation in Ministry program designed by the Committee on Formation in Ministry and approved by the Conference Board of Ordained Ministry. The Provisional Formation Program is primarily a two-year Residency program. Candidates not approved for full membership/ordination after the initial two year Residency program are required to participate in a continuing Residency Support program. Maternity/Paternity leave will not exempt the provisional member from full participation (attendance) in the Formation in Ministry two-year Residency program.
- VI. The Commissioned Minister as Provisional Member (¶324-327)
- a. Commissioning and Provisional Membership
    - i. Disciplinary requirements and information are outlined in ¶324-327
    - ii. Candidates for provisional membership who seek to fulfill their educational requirements by attending seminary shall be required to complete their seminary degree before they may be approved for provisional status. All candidates for provisional membership shall be required to complete the basic theological studies before they may be approved for provisional membership.
  - b. Continuation in Provisional Membership
    - i. Disciplinary requirements and information are outlined in ¶327.
    - ii. Additional requirements in the S.C. Conference:
      - 1. All candidates for Provisional Member/Commissioning on the Elder track shall successfully complete a Sermon (Elder track) and a Bible Study on the assigned book. All candidates for Provisional Member/Commissioning on the Deacon track shall successfully complete a Contextual Project or Sermon; and a Bible Study on the assigned book.
      - 2. Any question regarding satisfactory completion of the United Methodist studies requirement shall be resolved by referring the seminary transcript to the Division of Ordained Ministry for evaluation.
      - 3. Provisional Members shall be required to meet annually with the District Committee on Ordained Ministry of the district under which they are appointed for support and nurture. dCOM shall submit an observation report on the annual meeting to the Office of Clergy Services.

4. The BOM shall review written Annual Report from the Mentor and a copy of the report shall be sent to the Office of Clergy Services for Clergy Mentors.
5. After election and commissioning to provisional membership, candidates shall complete the Formation in Ministry program designed by the Committee on Formation in Ministry and approved by the Conference Board of Ordained Ministry. The Provisional Formation Program is primarily a two-year Residency program. Candidates not approved for full membership/ordination after the initial two year Residency program are required to participate in a continuing Residency Support program. Maternity/Paternity leave will not exempt the provisional member from full participation (attendance) in the Formation in Ministry two-year Residency program.
- c. Discontinuance from Provisional Membership (§327.6). A provisional member will not be continued when it has become evident that it is impossible to obtain full connection within the eight year period stipulated by The Discipline. In such instances or when a provisional member is discontinued for lack of progress in study, the person will not be considered for readmission until all of the educational requirements of full connection have been completed.

VII. The Ordained Deacon in Full Connection (§328-331)

- a. Disciplinary requirements and information are outlined in §304, 328-331; alternate academic fulfillment requirements can be found in §324.4B.
- b. Additional requirements in the S.C. Conference:
  - i. The two year provisional period required for full Deacon may be served in a conference other than South Carolina, provided that supervision is performed and documentation of such is supplied to the South Carolina Conference Board of Ordained Ministry.
  - ii. The two year "Formation in Ministry", including Residency, is a program of the S.C. Conference. It is a requirement for admission to Full Membership for all applicants. The Formation in Ministry program begins in the first year of full-time appointment within the geographical bounds of the S.C. Conference after academic requirements for the Masters in a Specialized Ministry Degree have been completed, including thirty hours in Basic Theological Studies. Exceptions to this requirement may be approved by the BOM Executive Committee.
  - iii. The following shall be required for all persons seeking admission into Full Membership as Deacon:
    1. A statement from the District Committee on Ordained Ministry indicating the candidate's strengths and areas where a need for continued growth is indicated. (Note: This will necessitate an interview with the candidate for Full Membership just as with candidates for Provisional Membership and other relationships.)
    2. A checklist from the candidate's District Superintendent, which would relate the results of supervisory observation with regard to both behavior and function.
    3. A statement summarizing the candidate's participation in the "Formation in Ministry" Program by the Director of the program. This is to be a mutual statement by the director and the candidate and is to be signed by both.
    4. All persons seeking full membership and Deacon's orders shall have successfully completed at least three quarter hours or two semester hours in EACH of the following: Black studies; Women's Studies; and One unit/quarter of Clinical Pastoral Education. The requirements for Women's Studies and Black Studies may be online, taken at the undergraduate or graduate level, but not directed study.
    5. Candidates must complete all academic courses listed in the Basic Graduate Theological Studies and South Carolina Conference requirements with a "C" grade or higher to be credited with completion of those courses.
- c. Board policies and procedures:
  - i. Voluntary Leave of Absence (§354) or Medical leave (§357) shall not be counted as fulfilling the two years full-time service required for admission to Full Membership.
  - ii. Maternity/Paternity leave taken under §356 shall not prevent a period of provisional membership from being considered as full-time service in fulfillment of the requirements for admission to Full Membership.
  - iii. The norm for the required full-time service under the supervision of a District Superintendent is defined as "servant ministry". An extension ministry may be considered fulfilling the full-time service requirement only if the provisional member performs ministerial duties sufficient to allow the District Superintendent and the Board to evaluate the candidate's competence in ministry. Board approval of a written request for less than full-time service for Provisional Members shall be counted in one-quarter increments and processed under with the same specified conditions prescribed for the Full Deacons.

VIII. Appointments of Deacons and Provisional Deacons to Various Ministries ¶331-331.3

- a. Deacons and Provisional Deacons Appointed Extension Ministry ¶331.1b, ¶343-44, ¶345
- b. Charge Conference Membership of Deacons and Provisional Deacons ¶331.5
- c. Support for Deacons and Provisional Deacons appointed by a Bishop ¶343

IX. The Ordained Elder in Full Connection (¶332-336)

- a. Additional requirements in the S.C. Conference:
  - i. The two year provisional period required for full Elder may be served in a conference other than South Carolina, provided that supervision is performed and documentation of such is supplied to the South Carolina Conference Board of Ordained Ministry.
  - ii. The two year "Formation in Ministry", including Residency, is a program of the S.C. Conference. It is a requirement for admission to Full Membership for all applicants. The Formation in Ministry program begins in the first year of full-time appointment within the geographical bounds of the S.C. Conference after academic requirements for the Master of Divinity Degree have been completed, including thirty hours in Basic Theological Studies. Exceptions to this requirement may be approved by the BOM Executive Committee.
  - iii. Provisional Members who are candidates for full connection and ordination are required to have served full-time under episcopal appointment for at least two full annual conference years. Those appointed to Less Than full-time Service shall be credited with years of service under episcopal appointment in amounts equal to the years designated in the "Less Than full-time Service" question in the Business Questions. At least one of the two years shall be served within the geographical bounds of the S.C. Conference (SCBOM Policy). Exceptions to this requirement may be approved by the BOM Executive Committee.
  - iv. The following shall be required for all persons seeking admission into Full Membership as Elder:
    - 1. A statement from the District Committee on Ordained Ministry indicating the candidate's strengths and areas where a need for continued growth is indicated. (Note: This will necessitate an interview with the candidate for Full Membership just as with candidates for Provisional Membership and other relationships.)
    - 2. A checklist from the candidate's District Superintendent, which would relate the results of supervisory observation with regard to both behavior and function.
    - 3. A statement summarizing the candidate's participation in the "Formation in Ministry" Program by the Director of the program. This is to be a mutual statement by the director and the candidate and is to be signed by both.
    - 4. All persons seeking full membership and Elder's orders shall have successfully completed at least three quarter hours or two semester hours in EACH of the following: Black studies; Women's Studies; and One unit/quarter of Clinical Pastoral Education. The requirements for Women's Studies and Black Studies may be online, taken at the undergraduate or graduate level, but not directed study.
    - 5. Candidates must complete all academic courses listed in the Basic Graduate Theological Studies and South Carolina Conference requirements with a "C" grade or higher to be credited with completion of those courses.
- b. Board policies and procedures:
  - i. Voluntary Leave of Absence (¶354) or Medical leave (¶357) shall not be counted as fulfilling the two years full-time service required for admission to Full Membership.
  - ii. Maternity/Paternity leave taken under ¶356 shall not prevent a period of provisional membership from being considered as full-time service in fulfillment of the requirements for admission to Full Membership.
  - iii. The norm for the required full-time service under the supervision of a District Superintendent is the pastoral ministry of the local church. An extension ministry may be considered fulfilling the full-time service requirement only if the provisional member performs pastoral duties outlined in ¶340 sufficient to allow the District Superintendent and the Board to evaluate the candidate's competence in pastoral ministry.

X. Appointments to Various Ministries (¶337-342)

- a. General Provisions ¶337
- b. The Itinerant System ¶338
- c. Definition of A Pastor ¶339
- d. Responsibilities and Duties of Elders and Licensed Pastors ¶340
- e. Unauthorized Conduct ¶341
- f. Support for Elders in Full Connection Appointed to Pastoral Charges ¶342

XI. Appointments to Extension Ministries (§343-345)

- a. Appointments Extending the Ministry Of The United Methodist Church §343
- b. Provisions for Appointment to Extension Ministries §344
  - i. Extension Ministry appointments within the connectional structures of the United Methodism §344a
  - ii. Extension Ministry appointments under endorsement by the GBHEM §344b
  - iii. Extension Ministry appointments in service under the GBGM §344c
  - iv. Extension Ministry appointments other valid ministries §344d
  - v. Extension Ministry appointments to attend school §331.d, 337.b
- c. Clergy in Extension Ministries relation to the Annual Conference (reporting) §344.2
- d. Clergy in Extension Ministries relation to the Local Church (Charge Conference Membership) §344.3
- e. Clergy in Extension Ministries Affiliate relation to an Annual Conference §344.4
- f. Provisions for Appointment to Ecumenical Shared Ministries §345

XII. Clergy from Other Annual Conferences, Other Methodist, & Christian Denominations (§346)

- a. There shall be an Approval for Service (AFS) Committee which shall be composed of three Cabinet representatives appointed by the Bishop and the BOM Administrative Registrar (Coordinator of Clergy Services) and three representatives appointed by the BOM Chairperson.
- b. Interviewees are to be advised prior to the interview that no travel, lodging or other related expenses will be provided by the South Carolina Conference. If possible, interviews will be completed approximately six weeks prior to the first session of appointment making.
- c. General Policies that apply to all Approval For Service categories (other UM Annual Conference, other Methodist denomination, & other non-Methodist Christian denomination).
  - i. Each appointment will be designated Full Time or Part Time following the same disciplinary and conference policies used for Licensed Local Pastors. Designations for Ordained Elders, Provisional Members from other United Methodist Annual Conferences, Methodist denominations or Ordained/Licensed Clergy from non-Methodist Christian Denominations are: OE (Ordained Elder from other UM Annual Conference), OD (Ordained Deacon from other UM Annual Conference), OP (Provisional Member from other UM Annual Conference), OA (Associate Member from other UM Annual Conference), OL (Local Pastor from other UM Annual Conference), OM (Elder Member of other Methodist Denomination), and OF (Ordained/Licensed Member of other non-Methodist Christian Denomination).
  - ii. Ordained Clergy, Provisional and Licensed Clergy from other United Methodist Annual Conferences, Methodist denominations or Ordained/Licensed Clergy from non-Methodist Christian denominations approved to serve in the SCAC shall retain membership in his/her home conference/denomination. As such they are not members of the SCAC and do not have security of appointment. Appointments are made by the resident Bishop of the SCAC and may be terminated by the Bishop at any time. Membership on conference boards and agencies is restricted to the conference/denomination of which they are a member.
  - iii. With the recommendation from the Board of Ordained Ministry, Clergy in such appointments may be granted voice but not vote in the South Carolina Annual Conference and Clergy Session to which they are appointed (Indicated by the inclusion on the Business Questions and by the approval of Clergy Session).
  - iv. Ordained Clergy or Provisional and Licensed Clergy from other United Methodist Annual Conferences, Methodist denominations or Ordained/Licensed Clergy from non-Methodist Christian denominations approved to serve in the SCAC will remain on the "Approved to Serve" list: while appointed, and/or no longer than 3 consecutive years without an appointment. After 3 consecutive years without an appointment the clergy person must resubmit their application and begin the process again.
- d. Application Policies that apply to all Approval For Service categories (other UM Annual Conference, other Methodist denomination, & other non-Methodist Christian denomination).
  - i. Prospective Ordained Clergy or Provisional and licensed clergy from other United Methodist Annual Conferences who may be appointed under §346.1 shall submit a "Biographical Profile Information" form. Prospective Ordained Clergy or Provisional Members from other Methodist denominations or Ordained/Licensed Clergy from non-Methodist Christian denominations shall submit an "Approval for Service Application (11SCBOM)" that include the names and contact information of four references. One of which must be an immediate supervisor. Family members cannot be used as references. These forms/applications should be submitted by November 1<sup>st</sup> each year. The Approval for Service Committee reserves the right to act upon applications at any time during the year.
  - ii. Prospective Ordained Clergy or Provisional Members from other United Methodist Annual Conferences or Methodist denominations or Ordained/Licensed Clergy from non-Methodist Christian denominations shall Submit a "Notarized Criminal Background Statement (07SCBOM)," a Credit Statement (Form 06SCBOM)

- and complete the Criminal Background/Credit Check initiated by Clergy Services. The prospective clergy will be responsible for the cost of the Criminal Background/Credit Check initiated by Clergy Services.
- e. Ordained Clergy, Provisional and Licensed Clergy From Other Annual Conferences (§346.1, §318.4)
    - i. Ordained Clergy, Provisional and Licensed of Other Annual Conferences may be appointed in the SCAC with consent and approval of his/her resident Bishop and the resident Bishop of the SCAC. The Resident Bishop of the SCAC may require prospective Ordained Clergy or Provisional Members of Other Annual Conferences to be interviewed by and receive the recommendation from the Approval for Service Committee.
    - ii. They shall receive no less than equitable salary provisions of the annual conference in which they serve and shall participate in pension and insurance programs of that annual conference, unless appointed to less than full time.
    - iii. If the prospective Clergy from another Annual Conferences is going to be appointed, they shall complete a Sexual Ethics and/or Safe Sanctuary Course prior to first day of Annual Conference before beginning the appointment. The course must be completed prior to beginning the appointment in the case of Ad-Interim appointments.
  - f. Ordained Clergy or Provisional Members From Other Methodist Denominations (§346.2)
    - i. Ordained Clergy or Provisional Members of Other Methodist Denominations may be appointed in the SCAC with consent and approval of his/her resident Bishop or judicatory authorities and the resident Bishop of the SCAC. The Resident Bishop of the SCAC may require prospective Ordained Clergy or Provisional Members of Other Annual Conferences to be interviewed by and receive the recommendation from the Approval for Service Committee.
    - ii. Additional Application Policies that apply to Approval For Service clergy from recognized Methodist denominations,
      - 1. Submit Proof of graduation high school or equivalent (12SCBOM) in the form of an official transcript or copy of a high school or college diploma.
      - 2. The "Approval for Service Application Form (11SCBOM)" asks if "...the clergyperson ever had membership in another annual conference of the UMC?" If the answer is yes, A written statement shall be required indicating when and under what circumstances that conference relationship was severed? (§347.4) If the clergyperson ever withdrew or was terminated from a relationship with another annual conference of the UMC, admission into the SCAC cannot occur without the consent of the BOM/dCOM of the said annual conference. (§347.5)
    - iii. Prospective Clergy of Other Methodist Denominations who are Approved to Serve, and expected to be appointed under §346.1 shall
      - 1. Submit a medical (GBHEM Form 103) report completed by a physician, physician's assistant, or nurse practitioner of the candidate's choosing at the candidate's expense.
      - 2. Complete a Sexual Ethics and/or Safe Sanctuary Course prior to first day of Annual Conference before beginning the appointment. The course must be completed prior to beginning the appointment in the case of Ad-Interim appointments.
      - 3. Submit their official college and graduate school (seminary) transcripts to the Office of Clergy Services for evaluation by the General Board of Higher Education and Ministry (GBHEM) and Clergy Services based on the University Senate and the SCAC Policy Guidelines.
      - 4. Attend the Licensing School for Pastoral Ministry. Persons who have completed at least one-third of their work for a Master of Divinity degree at a school of theology listed by the University Senate (§315.2c) may be exempted from portions of the School. The Office of Clergy Services and the Dean of the Licensing School in conjunction and consultation with the District Superintendent of the anticipated appointment will determine if a person is eligible to exempt portions of the School. No one is exempt from the Conference Ministries, Benefits and Sexual Ethics and/or Safe Sanctuary portion. Clergy appointed ad interim shall attend the next School of Pastoral Ministry.
    - iv. If and while appointed, Approval for Service Clergy of Other Methodist Denominations shall be issued an Approval for Service Certificate, which must be renewed annually by the district committee on Ordained Ministry in the district to which they are appointed. The certificate does not grant Conference Membership. Acceptance of said certificate is evidence of the Ordained Clergy or Provisional Member of Other Methodist Denomination's agreement with and willingness to support and maintain United Methodist doctrine, discipline, and polity. The certificate/approval shall remain valid only so long as the appointment continues and shall be recertified by the Bishop when assignments change between sessions of the annual conference. If the appointment ends and the Clergy Member of Other Methodist Denomination is not appointed to another charge, they shall return their certificate to the District Superintendent for holding until they are once again appointed.

- v. Approval for Service Clergy of Other Methodist Denominations who are appointed shall be under the supervision of a District Superintendent and amenable to the clergy session of the annual conference in the performance of their pastoral duties and shall attend the sessions of the annual conference.
- vi. Approval for Service Clergy of Other Methodist Denominations who are appointed shall enroll in an approved program of theological education from a seminary or the Course of Study until they have completed at minimum the Basic Course of Study. Those with an MDiv. from an approved school must take at minimum Advance Course of Study (or its equivalent) in United Methodist History, United Methodist Doctrine and United Methodist Polity. If appointed full time they must complete four courses per year. If appointed part time they must complete two courses per year. All courses must be completed with a C or higher. When the basic course of study is complete, or the three advance United Methodist course of study classes are complete for those with an approved MDiv, the clergy shall be expected to participate in continuing Education and Spiritual Growth as outlined in ¶351. A clergy mentor may be assigned while in the Course of Study or in seminary.
- vii. In order to remain Approved to Serve and eligible for appointment, appointed Ordained Clergy or Provisional Members of Other Methodist Denominations shall:
  - 1. Make satisfactory academic progress as outlined above. Official Transcripts should be submitted annually to the dCOM, who will communicate progress to Clergy Services.
  - 2. Meet annually with the District Committee on Ordained Ministry (dCOM) of the district under which they are appointed for nurture and accountability and be recommended for certificate renewal and continuation on the Approval for Service list by the dCOM.
- viii. If a dCOM discontinues an Approved for Service Clergy of Other Methodist Denomination they shall be removed from the approval to serve list. Approved for Service Clergy of Other Methodist Denominations who have been discontinued by a dCOM must request reinstatement in writing to the Office of Clergy Services. The dCOM in which discontinuation occurred, the Approval for Service Committee, and the Cabinet must all approve reinstatement independently of each other to be reinstated on the Approval for Service List.
- g. Elders or Ordained/Licensed Clergy from Other (non-Methodist) Denominations (¶346.3)
  - i. A clergyperson ordained in another non-Methodist Christian denomination who desires to receive an appointment in the SCAC shall submit written responses to the following questions:
    - 1. What is your understanding of the Trinity and how does this doctrine influence the life and work of the Church?
    - 2. How do you experience God in your personal life? How do you see God at work in the world?
    - 3. What is your understanding of humanity, and the human need for divine grace?
    - 4. What is your understanding of Prevenient Grace, Justifying Grace, and Sanctifying Grace from a Wesleyan perspective?
    - 5. The United Methodist Church maintains that tradition, experience and reason serve as tools in interpreting and applying scriptural doctrine. How does this position relate to your understanding of the authority of scripture? How do you view the authority of the Bible?
    - 6. Describe the nature and mission of the Church. What are its primary tasks today?
    - 7. Discuss your understanding of the primary characteristics of United Methodist polity. Identify four or five strengths with this polity that you find compelling.
    - 8. What's your understanding of the sacraments of Baptism and Holy Communion?
    - 9. Describe your call to ministry and why you feel being a Local Pastor is the best way for you to respond to God's claim upon your life.
    - 10. Have you ever applied for ordination, or held the position of Local Pastor or membership in another Annual Conference or other denomination? If so, give clear information about this relationship, including dates, addresses, and name of supervisors.
    - 11. What habits do you practice to keep yourself healthy: physically, mentally, and spiritually?
  - ii. The "Approval for Service Application Form (11SCBOM)" asks if "...the clergyperson ever had membership in another annual conference of the UMC?" If the answer is yes, A written statement shall be required indicating when and under what circumstances that conference relationship was severed? (¶347.4) If the clergyperson ever withdrew or was terminated from a relationship with another annual conference of the UMC, admission into the SCAC cannot occur without the consent of the specific BOM/dCOM of the annual conference from which they were discontinued/terminated. (¶347.5)
  - iii. A clergyperson ordained in another non-Methodist Christian denomination who desires to receive an appointment in the SCAC shall:
    - 1. Submit Proof of graduation high school or equivalent (12SCBOM) in the form of an official transcript or copy of a high school or college diploma.

2. Be interviewed by the Approval for Service Committee and receive the affirmative vote of the Approval for Service Committee.
- iv. If the prospective clergyperson ordained/licensed in another non-Methodist Christian denomination is going to be appointed, or desires to be added to the list of Approved Clergy for potential appointments they shall:
  1. Sign the Psychological Consent to Testing and Release form and take the Psychological (at their own expense). An interview with the Approval for Service Committee may be required following the results of their Psychological Testing.
  2. Submit a medical (GBHEM Form 103) report completed by a physician, physician's assistant, or nurse practitioner of the candidate's choosing at the candidate's expense.
  3. Complete a Sexual Ethics and/or Safe Sanctuary Course prior to first day of Annual Conference before beginning the appointment. The course must be completed prior to beginning the appointment in the case of Ad-Interim appointments.
  4. Submit their official college and graduate school (seminary) transcripts to the Office of Clergy Services for evaluation by the General Board of Higher Education and Ministry (GBHEM) and Clergy Services based on the University Senate and the SCAC Policy Guidelines.
  5. Attend the Licensing School for Pastoral Ministry. Persons who have completed at least one-third of their work for a Master of Divinity degree at a school of theology listed by the University Senate (§315.2c) may be exempted from portions of the School. The Office of Clergy Services and the Dean of the Licensing School in conjunction and consultation with the District Superintendent of the anticipated appointment will determine if a person is eligible to exempt portions of the School. No one is exempt from the Conference Ministries, Benefits, Sexual Ethics and/or Safe Sanctuary portion. Clergy appointed ad interim shall attend the next available School of Pastoral Ministry.
- v. If and while appointed, Approved to Service Clergy from other non-Methodist Christian denominations shall be issued a Approval for Service Certificate, which must be renewed annually by the district committee on Ordained Ministry in the district to which they are appointed. The certificate does not grant Conference Membership. Acceptance of said certificate is evidence of the Ordained Clergy or Provisional Member of Other Methodist Denomination's agreement with and willingness to support and maintain United Methodist doctrine, discipline, and polity. The certificate/approval shall remain valid only so long as the appointment continues and shall be recertified by the Bishop when assignments change between sessions of the annual conference. If the appointment ends and the Clergy Member of Other Methodist Denomination is not appointed to another charge, they shall return their certificate to the District Superintendent for holding until they are once again appointed.
- vi. Approval for Service Clergy of other non-Methodist Christian denominations who are appointed shall be under the supervision of a District Superintendent and amenable to the clergy session of the annual conference in the performance of their pastoral duties and shall attend the sessions of the annual conference.
- vii. Approval for Service Clergy of other non-Methodist Christian denominations who are appointed shall enroll in an approved program of theological education from a seminary or the Course of Study until they have completed at minimum the Basic Course of Study. Those with an MDiv. from an approved school must take at minimum Advance Course of Study (or its equivalent) in United Methodist History, United Methodist Doctrine and United Methodist Polity. If appointed full time they must complete four courses per year. If appointed part time they must complete two course per year. All courses must be completed with a C or higher. When the basic course of study is complete, or the three advance United Methodist course of study classes are complete for those with an approved MDiv, the clergy shall be expected to participate in continuing Education and Spiritual Growth as outlined in ¶ 350. A clergy mentor may be assigned while in the Course of Study or in seminary.
- viii. In order to remain Licensed, eligible for appointment and on the Approval for Service list, appointed other non-Methodist Christian denominations shall:
  1. Make satisfactory academic progress as outlined above. Official Transcripts should be submitted annually to the dCOM, who will communicate progress to Clergy Services.
  2. Meet annually with the District Committee on Ordained Ministry (dCOM) of the district under which they are appointed for nurture and accountability and be recommended for License renewal and continuation on the Approval for Service list by the dCOM.



- ix. If a dCOM discontinues an Approved for Service Clergy of other non-Methodist Christian denominations they shall be removed from the approval to serve list. Approved for Service Clergy of other non-Methodist Christian denominations who have been discontinued by a dCOM must request reinstatement in writing to the Office of Clergy Services. The dCOM in which discontinuation occurred, the Approval for Service Committee, and the Cabinet must all approve reinstatement independently of each other to be reinstated on the Approval for Service List.
- h. TRANSFER PROCESS-Clergy from Other Annual Conferences, Other Methodist, & Christian Denominations (§347)
  - i. Ordained Clergy or Provisional Members from Other Annual Conferences (§347.1)
    - 1. The clergyperson shall initiate a potential transfer by sending a letter to the resident Bishop of the SCAC and the resident Bishop of his/her home annual conference. The consent of both Bishops is required.
    - 2. Recommendation of the Executive Committee of the SCAC Board of Ordained Ministry is required.
    - 3. An ordained UM clergyperson from other Annual Conferences desiring to transfer membership to the SCAC shall serve among us (under §346.1) for a minimum of two years prior to the approval of the transfer (the Bishop may make exceptions to this at his/her discretion).
    - 4. All steps required by §346.1 must be completed before a transfer under §347.1 takes effect.
    - 5. Submit a "Notarized Criminal Background Statement (07SCBOM)," a Credit Statement (Form 06SCBOM) and complete the Criminal Background/Credit Check initiated by Clergy Services. The prospective clergy will be responsible for the cost of the Criminal Background/Credit Check initiated by Clergy Services.
    - 6. Receive an affirmative vote during the Clergy Session.
    - 7. If received as a Provisional Member of the SCAC, clergy will:
      - a. Participate in the SCAC Formation in Ministry program designed by the Committee on Formation in Ministry and approved by the Conference Board of Ordained Ministry. The provisional Formation Program includes both a two-year Residency program and a continuing support program.
      - b. Will serve, proceed and be afforded the rights of provisional membership under §§ 326 & 327 (Including the eight year time limit in which they must apply for full conference membership under the Conference policy).
      - c. Provisional Members shall be required to meet annually with the District Committee on Ordained Ministry of the district under which they are appointed for support and nurture. DCOM shall submit an observation report on the annual meeting to the Office of Clergy Services.
      - d. The BOM shall review written Annual Report from the Mentor and a copy of the report shall be sent to the Conference Associate Registrar for Clergy Mentors.
  - ii. For Clergy from Other Methodist Denominations (§347.2) provisional, full or Local Pastor
    - 1. A clergy person ordained in another Methodist denomination desiring to transfer into the UMC under paragraph 347.2 shall have served in the SCAC for a minimum of two years under §346.1, and having been in good standing with their home denomination at the initial time of approval for service.
    - 2. Such clergy person desiring to transfer in shall indicate this desire in a letter to the Bishop, Coordinator of Clergy Services and the Chair of the BOM.
    - 3. Prior to the meeting with the Executive Committee of the BOM, the clergy person shall complete all of the following requirements:
      - a. The clergyperson shall receive the consent of the Bishops or authorities involved.
      - b. All steps required by 346.1 must be completed before a transfer under 347.2 takes effect.
      - c. The clergyperson shall verify that he/she has met the educational requirements or the equivalent approved by the GBHEM for full or provisional membership of the United Methodist Church and in the SCAC. GBHEM will certify that the educational requirements for the United Methodist Church have been met, and the Office of Clergy Services will certify that the requirements of the SCAC have been met. Clergypersons are eligible to be received as:
        - i. Deacons or Elders in Full Connection if they have met all the current academic and process requirements to become a Deacon or Elder in full connection.

- ii. Provisional Member (Deacon or Elder) if they have met all the current academic and process requirements to become a Provisional member, but not all the requirements for Full Membership.
    - iii. Local Pastor if they have met all the current academic and process requirements to become a Local Pastor, but not all the requirements for Provisional or Full Membership.
  - d. Receives the recommendation of the District Committee on Ordained Ministry.
  - e. Receives the recommendation of the District Superintendent.
  - f. Submit a "Notarized Criminal Background Statement (07SCBOM)," a Credit Statement (Form 06SCBOM) and complete the Criminal Background/Credit Check initiated by Clergy Services. The prospective clergy will be responsible for the cost of the Criminal Background/Credit Check initiated by Clergy Services. Submit a medical (GBHEM Form 103) report completed by a physician, physician's assistant, or nurse practitioner of the candidate's choosing at the candidate's expense.
  - g. Psychological Testing will be required if previous Psychological test is more than nine years old.
- 4. Be interviewed by and receive an affirmative vote by the Executive Committee of the BOM.
- 5. Receive an affirmative vote during the Clergy Session.
- 6. If received as a Provisional Member of the SCAC, clergy will:
  - a. Participate in the SCAC Formation in Ministry program designed by the Committee on Formation in Ministry and approved by the Conference Board of Ordained Ministry. The provisional Formation Program includes both a two-year Residency program and a continuing support program." The two-year "Formation in Ministry" program, for Provisional Members may be satisfied by at least ten years prior service as an active clergy in good standing. In cases where the Formation in Ministry program is not required, a clergy mentor shall be assigned by the dCOM.
  - b. Will serve, proceed and be afforded the rights of provisional membership under ¶326, ¶327 (Including the eight year time limit in which they must apply for full conference membership under the Conference policy).
  - c. Provisional Members shall be required to meet annually with the District Committee on Ordained Ministry of the district under which they are appointed for support and nurture. The dCOM shall submit an observation report on the annual meeting to the Office of Clergy Services.
  - d. The BOM shall review written Annual Report from the Mentor and a copy of the report shall be sent to the Conference Associate Registrar for Clergy Mentors.
- 7. If received as a Local Pastor in the SCAC, clergy will be required to meet annually with and be recommended for continuation by the District Committee on Ordained Ministry of the district under which they are appointed.
  - a. License to be signed annually at meeting with District Committee.
  - b. Continuation approved annually by the Clergy Session of the Annual Conference upon the recommendation of the Conference Board of Ordained Ministry.
  - c. Satisfactory written report of Mentor if a Mentor is assigned.
  - d. Full-time Local Pastor (¶318.1)
    - i. Completed annually a minimum of FOUR courses in the Ministerial Course of Study (¶318.1) until completion of the five-year program. (Must be completed within eight years. ¶319.3)
    - ii. Making progress towards completion of a minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university or option as noted in ¶319.3.
  - e. Part-Time Local Pastor (¶318.2)
    - i. Completed annually a minimum of two courses in the Ministerial Course of Study (¶318.2) until completion of the five-year program (must be completed within twelve years ¶319.3).
    - ii. Making progress towards completion of minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university.

iii. For Clergy from Other Non-Methodist Denominations (§347.3)

1. A clergy person ordained in another denomination (non-Methodist) desiring to transfer into the UMC under §347.3 shall have served in the SCAC for a minimum of two years either as a 346.2 appointment or as a Local Pastor, and having been in good standing with their home denomination at the initial time of approval for service.
2. Such clergy person desiring to transfer in shall indicate this desire in a letter to the Bishop, Coordinator of Clergy Services and the Chair of the BOM.
3. Prior to meeting with the Board of Ordained Ministry the clergy person shall complete all of the following requirements:
  - a. The clergyperson shall receive the consent of the Bishops or authorities involved.
  - b. All steps required by §346.2 must be completed before a transfer under 347.3 takes effect.
  - c. The clergyperson shall verify that he/she has met the educational requirements or the equivalent approved by the GBHEM for provisional membership of the United Methodist Church and in the SCAC. GBHEM will certify that the educational requirements for the United Methodist Church have been met, and the Office of Clergy Services will certify that the requirements of the SCAC have been met. Clergypersons are eligible to be received as:
    - i. Provisional Member (Deacon or Elder) if they have met all the current academic and process requirements to become a Provisional member.
    - ii. Local Pastor if they have met all the current academic and process requirements to become a Local Pastor, but not all the requirements for Provisional Membership.
  - d. Receives the recommendation of the District Committee on Ordained Ministry.
  - e. Receives the recommendation of the District Superintendent.
  - f. Submit a "Notarized Criminal Background Statement (07SCBOM)," a Credit Statement (Form 06SCBOM) and complete the Criminal Background/Credit Check initiated by Clergy Services. The prospective clergy will be responsible for the cost of the Criminal Background/Credit Check initiated by Clergy Services. Submit a medical (GBHEM Form 103) report completed by a physician, physician's assistant, or nurse practitioner of the candidate's choosing at the candidate's expense.
  - g. Psychological Testing will be required if previous Psychological test is more than nine years old.
4. Clergy seeking to transfer as a Local Pastor or Provisional Members shall submit their written responses for the following questions to the Executive Committee of the BOM prior to their interview.
  - a. What is your understanding of the Trinity and how does this doctrine influence the life and work of the Church?
  - b. How do you experience God in your personal life? How do you see God at work in the world?
  - c. What is your understanding of humanity, and the human need for divine grace?
  - d. What is your understanding of Prevenient Grace, Justifying Grace, and Sanctifying Grace from a Wesleyan perspective?
  - e. The United Methodist Church maintains that tradition, experience and reason serve as tools in interpreting and applying scriptural doctrine. How does this position relate to your understanding of the authority of scripture? How do you view the authority of the Bible?
  - f. Describe the nature and mission of the Church. What are its primary tasks today?
  - g. Discuss your understanding of the primary characteristics of United Methodist polity. Identify four or five strengths with this polity that you find compelling.
  - h. What's your understanding of the sacraments of Baptism and Holy Communion?
  - i. Describe your call to ministry and why you feel being a Local Pastor is the best way for you to respond to God's claim upon your life.
  - j. Have you ever applied for ordination, or held the position of Local Pastor or membership in another Annual Conference or other denomination? If so, give clear information about this relationship, including dates, addresses, and name of supervisors.

- k. What habits do you practice to keep yourself healthy: physically, mentally, and spiritually?
5. Be interviewed by and received an affirmative vote from the Executive Committee of the BOM. The Committee shall ensure that the following questions are addressed with the clergyperson.
  - a. Did the clergyperson ever have membership in another annual conference of the UMC? If so, when and under what circumstances was that conference relationship severed? (§347.4) A written statement shall be required.
  - b. Did the clergyperson ever withdraw from a relationship with another annual conference of the UMC? If so, admission into the UMC cannot occur without the consent of the BOM of the annual conference withdrawn from. (§347.5)
6. Receive an affirmative vote during the Clergy Session.
7. If received as a Local Pastor in the SCAC, clergy will:
  - a. Local Pastors shall be required to meet annually with and be recommended for continuation by the District Committee on Ordained Ministry of the district under which they are appointed.
  - b. License to be signed annually at meeting with District Committee.
  - c. Continuation approved annually by the Clergy Session of the Annual Conference upon the recommendation of the Conference Board of Ordained Ministry
  - d. Satisfactory written report of Mentor if a Mentor is assigned.
  - e. Full-time Local Pastor (§318.1)
    - i. Completed annually a minimum of FOUR courses in the Ministerial Course of Study (§318.1) until completion of the five-year program. (Must be completed within eight years. §319.3)
    - ii. Making progress towards completion of a minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university or option as noted in §318.3.
  - f. Part-Time Local Pastor (§318.2)
    - i. Completed annually a minimum of two courses in the Ministerial Course of Study (§318.2) until completion of the five-year program. (must be completed within twelve years. §319.3)
    - ii. Making progress towards completion of minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university.
8. If received as a Provisional Member of the SCAC, clergy will:
  - a. Participate in the SCAC Formation in Ministry program designed by the Committee on Formation in Ministry and approved by the Conference Board of Ordained Ministry. The provisional Formation Program includes both a two-year Residency program and a continuing support program. The two-year "Formation in Ministry" program, for Provisional Members may be satisfied by at least ten years prior service as an active clergy in good standing. In cases where the Formation in Ministry program is not required, a clergy mentor shall be assigned by the dCOM.
  - b. Will serve, proceed and be afforded the rights of provisional membership under §326, §327 (Including the eight year time limit in which they must apply for full conference membership under the Conference policy).
  - c. Provisional Members shall be required to meet annually with the District Committee on Ordained Ministry of the district under which they are appointed for support and nurture. DCOM shall submit an observation report on the annual meeting to the Office of Clergy Services.
  - d. The BOM shall review written Annual Report from the Mentor and a copy of the report shall be sent to the Conference Associate Registrar for Clergy Mentors.
9. Following at least two years as a provisional member (no more than eight) the clergy may apply for full conference membership. The Board requires the same procedure for transfer applicants from other Christian Denominations seeking full membership and Elder's orders as is required for any other provisional member seeking the same. All Disciplinary requirements for full membership outlined in paragraph 335 and the additional requirements for full membership of the SCUMC...including the additional academic requirements (black studies, women's studies, and CPE), responses to the Disciplinary Questions, submission of a Bible Study, Sermon and Fruitfulness Project.

### XIII. Mentoring and Mentors (¶349)

- a. Mentors shall be appointed by the District Committee on Ordained Ministry upon nomination of the District Superintendent. They shall be appointed for the quadrennium. They may be appointed ad interim, as needed for the remainder of the current quadrennium.
- b. As with other actions related to Candidacy for Ordained Ministry, the District Committee shall promptly notify Clergy Services when it completes the quadrennial appointment of Mentors, and when it assigns a Mentor to a candidate ad interim.
- c. Under ¶349, Mentors are recommended by the Cabinet, selected, trained and held accountable by the Board. The District Committee on Ordained ministry, after consultation with the District Superintendent, assigns the Candidacy Mentor to the Candidate or Certified Candidate until they begin an appointive ministry as Local Pastor. The Conference Board of Ordained Ministry assigns Clergy Mentors, in consultation with the District Superintendent, to Provisional Members, Associate Members seeking Provisional Membership, and Local Pastors seeking completion of the Basic Course of Study. They work under direction of the District Superintendent and the District Committee on Ordained Ministry.
- d. A current listing of qualified trained Mentors may be obtained from the Coordinator of Clergy Services. Only qualified trained Mentors may be used with the Candidacy program.
- e. The SCBOM requests that District Committees on Ordained Ministry, annually, work with the District Superintendent and make recommendations to the SCBOM for Mentor assignments for all classifications required by the Discipline to be assigned a Mentor. These recommendations shall be in the Candidacy Registrar's hands prior to the November meeting of the BOM in order for the Board to issue approval. The District Committee may make ad interim assignments with the BOM giving approval at its next meeting.
- f. It is the responsibility of the Candidate, Certified Candidate, Provisional Member, or Local Pastor to make contact with the Mentor to make certain that the required annual written report is made to the District Committee.
- g. It is the responsibility of the District Committee to review annually the report of the Mentor on each of the categories of ministry and to consider this in renewal of the License to Pastoral Ministry and the continuance of certified candidates or Provisional Members.

### XIV. Evaluation for Continuing Formation for Full Members and Local Pastors (¶350-352)

- a. Evaluation ¶350
- b. Continuing Education and Spiritual Growth ¶351
  - i. Each Minister must be involved in a program of continuing education (¶350) throughout her/his years of Ministry. Twelve CEU's must be earned in each quadrennium with not less than one CEU being earned in any one year. Programs that don't fit the CEU pattern may be submitted to the District Committee on Ordained Ministry for approval. Continuing Education Covenant Groups for clergy will be sponsored annually by the Board of Ordained Ministry. Establishment of leaders and groups shall be administered through the Director of Continuing Education Covenant Groups of the Board. Three CEU's will be granted upon successful completion of a Covenant Group.
- c. Sabbatical Leave ¶352

### XV. Changes of Conference Relationships (¶353-361)

- a. Provisions for Change in Conference Relations ¶353
- b. Voluntary Leave of Absence ¶354
- c. Involuntary Leave of Absence ¶355
- d. Maternity or Paternity Leave ¶356
- e. Medical Leave Due to Medical and Disabling Conditions That Prevent Performance of Ministerial Duties ¶357
- f. Retirement ¶358
  - i. 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) 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 discontinued if not under appointment as retired Local Pastor.
  - ii. 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
- g. Honorable Location ¶359
- h. Administrative Location ¶360
- i. Withdrawal ¶361

### XVI. Administrative Fair Process (¶362-364)

### XVII. Readmission to Conference Relationship (¶365-369)

- a. Readmission to Provisional Membership ¶365 – requires the same application process as “admission to Provisional Membership” as outlined by the Book of Discipline and Board policy in addition to the recommendations of ¶365 even if the readmission is for the purpose of transfer to another annual conference.

b. Readmission After Honorable or Administrative Location ¶366

c. Readmission After Leaving the Ministerial Office ¶367

d. Readmission After Termination by Action of the Annual Conference ¶368

- i. Request for Reinstatement: The former clergy person submits a written request to the Office of Clergy Services, the Chair of the Board of Ordained Ministry (BOM), and the Bishop by May 15, 2025.
- ii. File Review: The Episcopal Office and Clergy Services forwards the clergy file to the BOM Conference Relations Committee for review. The BOM Conference Relations Committee verifies there are no outstanding concerns or disciplinary actions on the file.
- iii. Background Check: A standard background check is conducted on the former clergy person.
- iv. The BOM Conference Relations Committee conducts an interview with the former clergy person.
- v. Understanding of Limitations: The former clergy person acknowledges, in writing, their understanding that they are not eligible for back pay or pension credit for the period they were not in ministry.
- vi. Following the above steps, the BOM Conference Relations Committee conducts a review of all relevant information and makes a recommendation and forwards the recommendation to the Board of Ordained Ministry (BOM).
- vii. The Board of Ordained Ministry (BOM) considers the Conference Relations Committee's recommendation and votes on the reinstatement request.
- viii. If Board of Ordained Ministry (BOM) approve the reinstatement by 2/3 vote, the recommendation for reinstatement is placed on the agenda for a vote by the Clergy Session at the Annual Conference.
- ix. If approved by both the Board of Ordained Ministry (BOM) and Clergy Session by 2/3 vote: the former clergy person is immediately reinstated with their previous membership status (full member, provisional member, Local Pastor). They regain all rights and privileges associated with their membership status. They shall receive an ordination certificate, provisional membership certificate or license equal to the certificate/license that the individual surrendered. They may be considered for ministry appointment either immediately (ad interim) or in the next appointment cycle depending on timing.
- x. If the Board of Ordained Ministry (BOM) or Clergy Session denies reinstatement due to reasons of conscience, the individual or the Bishop may request a review by another Annual Conference. In such cases, the request window for review by another Annual Conference may be extended from May 15, 2025 to November 15, 2025.

e. Readmission after Involuntary Retirement ¶369 – requires medical evaluation, criminal background check, and the credit statement.

f. Readmission after discontinuation while Approved for Service, see XII.f.viii and XII.g.ix above.

#### XVIII. General Provisions (¶370)

XIX. Lay Supply (¶205.4) "When a pastoral charge is not able to be served by an ordained or licensed minister, the Bishop, upon recommendation of the cabinet, may assign a qualified and trained layperson, lay minister or lay missionary to do the work of ministry in that charge. The layperson is accountable to the District Superintendent or another ordained or licensed minister appointed to oversee the charge, who will make provision for sacramental ministry. Upon the Bishop's assignment, the layperson will be assigned an additional clergyperson as a guide to provide support in the assignment. If the assignment is to continue longer than one year, within that year the layperson will begin the process of becoming either a certified lay minister or a certified candidate, thus coming under the care of the District Committee on Ministry. The layperson assigned is also accountable to the policies and procedures of the annual conference where assigned."

- a. A Lay Supply shall meet with the District Committee on Ministry annually.
- b. A Lay Supply must complete a course on sexual ethics approved by clergy services before they begin as a supply.
- c. A Lay Supply must submit a "Notarized Criminal Background Statement (07SCBOM)," a Credit Statement (Form 06SCBOM) and complete the Criminal Background/Credit Check initiated by Clergy Services before they begin as a supply. The Lay Supply will be responsible for the cost of the Criminal Background/Credit Check.

XX. Certified Lay Minister (¶268) The Conference Committee on Lay Servant Ministry oversees the process of training, certifying and recertifying Certified Lay Ministers.

- a. The Office of Clergy Services will assist the Conference Committee on Lay Servant Ministry by overseeing the process created and approved by the Conference Committee on Lay Servant Ministry. Clergy Services will also maintain a file on behalf of the Conference Committee on Lay Servant Ministry.
- b. District Committees will assist the Conference Committee on Lay Servant Ministry by interviewing assigned Certified Lay Ministers each year, and making recommendations to the Conference Committee on Lay Servant Ministry regarding initial certification, and the re-certification (every two years).

## XXI. Records and Files

- a. In response to ¶634.3.e, the Division of Ordained Ministry has developed guidelines concerning files owned by the Board. Each Conference Board of the Ordained Ministry should develop a statement of record-keeping policy based on the Division's guidelines.
- b. Files maintained by the District Committees on Ordained Ministry are deemed by the Division of Ordained Ministry to be owned by the Board. It is the responsibility of the Board to ensure that all district committee files are kept according to the Division guidelines and the Board's statement of record-keeping policies.
- c. Records Retention Policy: Approved by the Cabinet and Board of Ordained Ministry – 2010
  - i. All materials related to candidacy shall be retained until election to associate clergy membership or full clergy membership. Upon election to associate clergy membership or full clergy membership in the annual conference, the personnel file maintained by the Office of Clergy Services and the personnel file maintained by the district office of each newly elected clergy member shall be purged of materials related to their candidacy. The materials to be destroyed include: sermons, Bible studies, theology and doctrine answers, responses to questions by the Call and Disciplined Life Committee, credit checks, medical evaluations, mentor reports, and other materials clearly related to the candidacy process.
  - ii. Materials from the candidacy process to be retained in the conference personnel file and the district personnel file shall include: transcripts from schools, psychological examinations and criminal background checks.
  - iii. Other materials to be retained in the conference personnel file shall include: biographical information forms, correspondence to or from the referent, information related to status changes, and appointment information.
  - iv. To comply with Safe Sanctuaries requirements, a criminal background check shall be conducted on all active clergy every three years. Each personnel file maintained by the Office of Clergy Services shall always include the results of the most recent criminal background check together with the background checks related to the candidacy process. Other background checks shall be destroyed.
  - v. Upon the retirement of a clergy member of the annual conference, or upon the termination of their conference membership, their Board of Ordained Ministry personnel file, their district personnel file, and their supervisory file shall be placed, together, in the "Retired" or "Discontinued" files of the Office of Clergy Services.
  - vi. Upon the tenth anniversary of the retirement of a clergy member of the annual conference, or upon the tenth anniversary of the termination of their conference membership, their Board of Ordained Ministry personnel file, their district personnel file, and their supervisory file, shall be scanned and stored in digital form, and the paper version of their files shall be destroyed. Two years after the death of a clergy member of the annual conference, their records shall be destroyed. However, no records shall be destroyed until a minimum of twenty-five years following their retirement.
  - vii. In the case of clergy whose conference membership has been terminated, their records shall be destroyed when they would have reached the mandatory retirement age. However, no records shall be destroyed until a minimum of twenty-five years following the termination of their conference membership.

## XXII. Financial aid through the Ministerial Education Fund (MEF)

- a. Requirements
  - i. Certification as a candidate for ordained ministry is a prerequisite to apply for MEF Grants.
  - ii. MEF shall not be available for graduate work beyond the Master of Divinity.
  - iii. All students (seminarians, course of study and undergraduate) must pass all courses with a grade of C or better. The board will only pay for a course once (grants will not be awarded to re-take a course). Maintaining at least a "C" grade average is required to be eligible for additional loans in succeeding years.
- b. Eligibility and Limits
  - i. Certified Candidates for Ordained Ministry who have been approved by their District Committee and District Superintendent to attend the School of Pastoral Ministry (Pastor's Licensing School) can receive a MEF grant equal to the per course limit for Basic Course of Study (currently \$400 for in person/hybrid or \$250 for online). Note: The school director will make these request to offset costs of participating in the school.
  - ii. Pre-seminary Undergraduate Students who are certified candidates and appointed by the Bishop to a church within the South Carolina Conference, may apply for a grant.
  - iii. Course of Study Students who are Local Pastors appointed by the Bishop to a church within the South Carolina Conference may apply for a maximum of \$1,600 per year (basic or advance) at the levels below. Note: Request for Course of Study Scholarships are made through the Local Pastor Registrar using the Course of Study Scholarship form.

1. Basic Course of Study participants may apply for \$400 per in person or hybrid course for the five-year Basic Course of Study or the School of Pastoral Ministry. \$250 per online course.
  2. Advance Course of Study participants who are working towards Full Membership as an Elder in the South Carolina Annual Conference may apply for \$350 per in person or hybrid course. \$200 per online course.
- iv. MEF shall not be available for graduate work beyond the Master of Divinity.
  - v. Full Time Students:
    1. Full-Time students who are attending University Senate approved United Methodist seminaries will receive \$6,000 annually (\$3,000 for the fall term/\$3,000 for the spring term).
    2. Full-Time Students who are attending University Senate approved non-United Methodist seminaries will receive \$3,500 annually (\$1,750 for the fall term/ \$1,750 for the spring term).
    3. Part-Time Students attending University Senate Approved Seminaries will be given \$300 per course in the fall and winter terms.
- c. Procedures
- i. Application forms may be requested from the Chairperson of the MEF or the candidate's District Superintendent.
  - ii. Each conference year application deadline is June 30 prior to fall term. Only one application is necessary for fall and winter terms. November 1st is the deadline for winter term applications only.
  - iii. Completed applications signed by the candidate, reviewed and signed by the District Superintendent are mailed to the institutional representative to be signed. Once all three have signed the completed application must be returned to the Chairperson of MEF by the deadline. Grants are based on availability of MEF.
  - iv. MEF Committee may recommend to the Board amounts to be used for enlistment, basic professional education aid, continuing education, and professional growth of ordained ministers.
- d. Information on United Methodist Student Loans and Scholarships may be secured from the Office of Loans and Scholarships, GBHEM, P.O. Box 340007, Nashville, Tennessee 37203. Web: [www.gbhem.org/loans-and-scholarships](http://www.gbhem.org/loans-and-scholarships)
- XXIII. Additional Board policies, Procedures, Requirements and Important Notes
- a. The Board of Ordained Ministry considers applications for ordination and conference relationship according to the requirements of the Book of Discipline, the Annual Conference, and the Board in effect at the time the applicant makes application for that relationship.
  - b. Under the authority of ¶634.1 (f), the Board sets January 10<sup>th</sup> as the deadline for the completion of District Committee reports to the Board for Full Connection candidates. There shall also be deadlines set by the Board Registrar for completion of the requirements for applicants for Local Pastor; Associate Membership, Provisional Membership; Full Membership, ordination, readmission, transfer (from other denominations), and other relationships which require the recommendation of the Board.
    - i. Applications to change status (AM, PE, PD) must have the dCOM recommendation (¶324.2) in order to attend the change of status meeting or begin the change of status process (effective for change of status applications after January 1, 2026. That dCOM recommendation will meet the requirements of ¶324.2. Until enacted, the dCOM recommendation is part of the work considered by the Call and Discipline Life Committee. A candidate who does not receive the recommendation of the dCOM prior to the February BOM interviews will not receive Call and Discipline Life approval or be interviewed on their Call and Discipline Life work. Candidates may continue to navigate the change of status process with the BOM, including the interviews on the candidate's Proclamation & Preaching, Bible Study and Theology and Doctrine work.
    - ii. The recommendation of the dCOM in which the applicant was last appointed or discontinued is required for all readmissions and reinstatements (See ¶314.2, ¶320.4, ¶365-369) (does not apply to candidacy reinstatement ¶314.2) . At the request of the District Superintendent or dCOM where a Local Pastor was discontinued, or the District Superintendent where the discontinued Local Pastor now resides, the responsible dCOM may approve by a 2/3 vote to allow another dCOM to act on their behalf. Such approval should be granted if one's readiness and fitness may better be observed by another District in which the person now resides as an active United Methodist.
  - c. A personal interview with the Board is required for the following: recommendations for Associate, Provisional and Full membership; ordination as a Deacon or Elder; transfer from another denomination under ¶347.3; readmission under ¶365-369; and reinstatement of Local Pastor ¶320.4.
    - i. A personal interview with the Board may be required for continuation as Local Pastor (FL, PL, SP), continuation as a Provisional Member, or for any other matter in which a recommendation from the Board is required. In addition, the Board may require an interview with a first time Full-Time Local Pastor.



- ii. Application for Sabbatical Leave (§351) requires a Board interview unless waived by the Board after examination of the submitted written plan for study or travel. Sabbatical Leave will be granted only for study leave or travel for the purpose of returning to ministry after the leave ends. Persons applying for Sabbatical Leave shall apply to the Board of Ordained prior to February 1<sup>st</sup> preceding the Annual Conference session.
  - iii. An interview with the Board may be required for any person who requests recommendations of the Board to extend a Leave of Absence beyond the five year limit (§353.3)
  - iv. Required personal interviews with the Board will take place at one of the Board's regular meetings (usually in February). The Board may, in very unusual or emergency circumstances, consider exceptions when advance written request has been made to the Board Registrar, and schedule interviews at its meeting prior to the opening of the Annual Conference session. Demands of time dictate that such exceptions be rare.
- d. The Board of Ordained Ministry has four major areas of evaluation: Call and Disciplined Life; Proclamation and Preaching; Bible Study; and Theology and Doctrine. Interview Teams will evaluate candidates for readiness for ministry. Particular attention will be paid to both the oral and written use of proper grammar and composition. Failure in more than one major area of evaluation will constitute a recommendation to the Board for disapproval for one conference year. Approval in any of the four major areas of evaluation may be extended for up to one year following the disapproval of the initial application. If a candidate whose initial application has been disapproved reapplies the next immediate Conference year, the board may allow the candidate to submit work in the major areas of evaluation in which they failed to gain approval the previous year within the acceptable time limits. Failure to gain approval in only one of the four major areas of evaluation may result in continuing contact with the interview team with approval of the Board. The Board may allow the candidate to submit work and have an interview at the next full Board meeting, needing only to satisfy requirements in that one area. Upon denial of the application by the Board, the Board of Ordained Ministry secretary will advise in writing any candidate who is not approved by the Board, and the candidate's assigned mentor, that the candidate shall seek the support of their assigned mentor, and any other consultant recommended by the Board, with regard to any deficiencies noted by the Board or one of its committees.
  - i. Each year the Board's Committee on Proclamation and Preaching prepares instructions for the requirement of a written proclamation/sermon for applicants for Associate Membership, Provisional Membership, Full Membership as Elders, and Full Membership as Deacons. These instructions are distributed by the Office of Clergy Services for the respective division to all known applicants and become part of the requirements for that relationship. Those pursuing Associate membership or Elder Track Membership shall submit a sermon. Those pursuing Deacon Track membership shall submit either a contextual project or a sermon. The completed responses of the applicants are read and evaluated by their interview team.
  - ii. Committee on Theology and Doctrine prepares instructions for the oral and written doctrinal questions in the current Discipline for Associate Membership (324.7.a-i,p), all Provisional Membership (324.7.a-i,p), Deacons in Full Connection (330.5a) and Elders in Full Connection (335.8.a). The doctrinal questions with instructions are distributed by the Office of Clergy Services to the respective known applicants. The completed responses of the applicants are read and evaluated by their interview team.
  - iii. Committee on Call and Disciplined Life prepares instructions for the oral and written disciplinary questions concerning the applicant's call and disciplined life for candidates for Associate Membership (324.7.j-o and supplemental Q), Provisional Membership (324.7.j-o and supplemental Q), Deacons in Full Connection (330.5.b-c) and Elders in Full Connection (335.b-c). The call and disciplined life questions with instructions are distributed by the Office of Clergy Services to the respective known applicants. The completed responses of the applicants are read and evaluated by their interview team.
  - iv. Committee on Bible Study prepares instructions for presenting a plan and outline for teaching an assigned book of the Bible for the applicants for Associate Member, Provisional Member, Elders in Full Connection, and Deacons in Full Connection. These are distributed by the Office of Clergy Services. The completed responses of the applicants are read and evaluated by their interview team.
- e. Policies and Procedures for Academic Style and Intellectual Integrity
  - i. Standards for Academic Style: All work submitted to the Board should be guided by standards of academic style commonly required by institutions of higher learning. Footnotes and bibliography should be done in accordance with the most recent edition of A Manual for Writers of Term Papers, Theses, and Dissertations, by Kate Turabian.
  - ii. Submitted work lacking footnotes and bibliography or lacking assigned components of the paper shall be considered incomplete and deemed not to be properly before the Board. Authors of papers not properly before the Board will not be granted a Board interview.

- iii. Standards for Intellectual Integrity: At a level more fundamental than academic style, all work submitted to the Board should exhibit a standard of intellectual integrity appropriate for the covenant of ordained ministry within the Body of Christ. The Board defines intellectual dishonesty as submitting work that is not one's own.
- iv. The Board will investigate intellectual dishonesty in the following way. When a candidate's two readers and the chair of the relevant committee find evidence of possible intellectual dishonesty, the candidate will be notified that s/he will be examined about this issue as a part of his/her regularly scheduled Board interview process. If evidence of intellectual dishonesty is found, the candidate may either withdraw from the ordination process for one year or write a letter of appeal to the chairperson of the Board requesting consideration at the next regularly scheduled Board meeting. If evidence of intellectual dishonesty is discovered when it is too late to give notice to the candidate prior to their interview, the Board will make every effort to comply with the spirit of these provisions.
- v. Signed Statement: Completion of the following statement indicates that you understand both the standards of academic style expected by the Board and the meaning and consequences of intellectual dishonesty. Submit a signed copy of this statement to the Board of Ordained Ministry: *"I certify that the work I am submitting is my own. I have given proper credit to all sources of information and have neither given nor received unauthorized assistance, as defined in section XX.I.1 and 2 of the S. C. Conference Board of Ordained Ministry Policy Guidelines."*
- f. Official forms provided by the Division of Ordained Ministry or the Board along with other materials or instructions necessary for the completion of requirements for conference relationship, status changes, etc. shall be prepared for distribution in conjunction with the work area and Clergy Services.
- g. Instructions concerning a written response to the ordination qualifications outlined in ¶304 will be distributed by the Office Clergy Services for the respective Division to all applicants for ordination as Deacon or Elder and election to Full, Provisional and Associate membership. (SEE BOARD POLICY RULE XXIII.B.i)
- h. The BOM requires any candidate seeking an interview for a change in status to have completed the checklist timeline for all requirements due at time of interviews. If the checklist is not completed on time the individual is not properly before the board and will not receive an interview.
- i. Any applicant who does not complete the application process for a particular relationship prior to the opening of the Annual Conference session will be required to complete again the entire application process the next year application is made. Approvals from one of the four major committees may carry forward for one conference year. No other part of an application may be carried forward to a succeeding year except psychological testing, seminary information, and a Fruitfulness Project which has been approved by the BOM.
- j. Those recommended for election to Associate Membership, Provisional Membership, Full Membership, and Orders shall be present for the opening Clergy Session of the Annual Conference. Those recommended for Readmission and those received by Transfer should be present. Also Applicants for Readmission, Reinstatement, or Transfer shall be present at the Clergy Session.
- k. Those recommended for election to Associate Membership, Provisional Membership, and Full Membership in the Annual Conference are required to be present when their respective classes are received, usually on the first full day of the Annual Conference session. Only the presiding Bishop may grant exceptions to this requirement, since the reception of the classes is an Episcopal function. Appropriate dress is necessary.
- l. For any change of conference relation, readmission, or reinstatement, the Board of Ordained Ministry may require acceptable credit checks, physical examination, criminal background check, and psychological testing prior to recommending the change.
- m. The Board reviews psychological testing (as required by the Discipline) of all applicants for Candidacy for Ministry, Full-Time Local Pastor (for first-time Full-Time), Associate Membership, Provisional Membership, Full Membership, ordination as Deacon or Elder, transfer under ¶347.3, and readmission under ¶365-369.
  - i. Psychological testing at the applicant's expense may be required for reinstatement of Local Pastor status under ¶320.4 or for any other matter in which a recommendation of the Board is required.
  - ii. Guidelines for psychological testing and interviewing, including Testing Application and Consent Letter, are prepared as a separate document by the Board's Committee on Psychological Testing and are available upon request.
  - iii. The Behavioral Health Guidelines provided by the General Board of Higher Education and Ministry shall be used by the Conference Board and District Committees in evaluating candidates for ministry.
- n. Submitting a physical examination reported on the form provided by the Division of Ordained Ministry is required of all applicants for candidacy, Full-Time Local Pastor, Associate Membership, Provisional Membership, Full Membership and readmission.

- i. A satisfactory certificate of good health on a form provided by Clergy Services and completed by physician, or a physician's assistant or nurse practitioner under the supervision of a physician is required for Readmission and Reinstatement under ¶ 320.4, 365-369, or for any other applications in which recommendation of the Board is required.
- ii. Persons seeking to be certified as candidates for ministry, approved for service as Full-Time Local Pastors, or admitted to conference membership must have the physical capacity for service. Applicants with physical impairments shall be referred to the Medical Advisory Review Committee for evaluation and recommendation on their physical fitness to fulfill the disciplinary responsibilities and duties of word, sacrament, order, and service (¶340).
- iii. With regard to applications, which include the requirements of a physical examination, the Coordinator of Clergy Services may seek clarification or further explanation from the examining physician concerning the findings and evaluation of the examination. The Coordinator of Clergy Services may ask written consent of the applicant to secure additional medical information or may ask the applicant to undergo further examination by a physician or physicians of the Committee's choosing at the Board's expense.
- o. A statement of debts and other financial obligations is required of applicants for Certified Candidate, Local Pastor, Associate Membership, Provisional Membership; Full Membership, Approval for Service, readmission under ¶364-369, and transfer under ¶347.2-.3. The Board asks all applicants to give written consent to a credit investigation as a part of this statement. These procedures grow out of the traditional question asked of applicants in ¶ 330.5d (18) and ¶336 (18). Anytime action upon an application is deferred because of concerns arising from the credit statement, a complete new CREDIT statement will be required prior to any reconsideration.
- p. Every Clergy serving in the annual conference must have a criminal background check within the last three years. Included: Active FEs, FDs, PEs, PDs, AMs, LPs, RSYs, SYs, CLMs, OEs, OLs, OMs, OPs, ODs, and OFs Par.346 (approved by Cabinet and BOM 2009). These Background checks will include national criminal background check, but not the driving record or credit report. The Background checks will be conducted by Office of Clergy Services. The latest report will always be included in the clergy person's BOM and personnel files. The year of the latest check will be included in the Clergy Services database. Clergy will be expected to participate in the three year cycle overseen by Clergy Services.
  - i. Costs will be paid by each clergy person. Cost will also be paid by candidates for the disciplinary Criminal and Credit Background Checks.
  - ii. If a felony charge or conviction is reported, the report will be forwarded to the Bishop and the appropriate District Superintendent by the Office of Clergy Services.
  - iii. Clergy services will be able to see the Connectional Ministries database enough to confirm if clergy have already completed a criminal background check through Connectional Ministries. Clergy Services will notify Connectional Ministries when it has successfully completed a background check on a clergy person. Clergy Services will notify Connectional Ministries when it stops conducting background checks on clergy persons (ie. Retirement, etc).
  - iv. The criminal background check required by the Board of Ordained Ministry for candidates for ministry will be more extensive than the three year background check required of all clergy.
  - v. An individual applying for membership in the South Carolina Annual Conference must submit a Statement of Disciplinary Compliance and Substance Abuse provided by the Office of Clergy Services on behalf of the Call and Disciplined Life Committee of the Board of Ordained Ministry. This is part of the Notarized Statement.
- q. Distance Education rules shall be the same as the policy announced by the University Senate for Seminary students or as announced by the General Board of Higher Education & Ministry (GBHEM) for the Basic and Advanced Course of Study.
- r. The Board approves for attendance or participation at the Course of Study schools.
- s. Professional Certification in Christian Education, Evangelism, Music, and Youth Ministry is available for Lay Persons; Diaconal Ministers; Associate Members; Commissioned Ministers; Deacons; and Elders. Guidelines are available from the Division of Deacon's Registrar.
- t. If a Board Member has a relationship (mentor, relative, etc) appearing before the Board or a board committee, that Board Member shall be entitled to be present only in the committee meeting in which the Board Member is assigned. However, any Board member may elect to be recused from that meeting.

#### XIV. GLOSSARY OF APPROVED MEANINGS FOR TERMS AND PHRASES

- a. Advanced Course of Study (ACOS) – Advanced theological education program of the Division of Ordained Ministry, General Board of Higher Education and Ministry. It is provided for those who are licensed as Local Pastors to complete the Disciplinary Basic Graduate Theological Courses. Participants in the program must have completed candidacy for ordained ministry, the studies for license as a Local Pastor, been approved/recommended for license

by the dCOM and conference Board of Ordained Ministry, completed the Basic Course of Study and is serving an appointment.

- b. Approved for Service – A process by which ordained, provisional and licensed clergy from other United Methodist Conferences, Methodist Denominations and other Christian Denominations can be approved to serve United Methodist Churches in South Carolina.
- c. Associate Member – Associate members are clergy members of the Annual Conference and have voice and vote at annual conference on all matters except constitutional amendments and matters of ordination, clergy character and conference relations of clergy.
- d. Certified Candidacy – Candidacy phase when a candidate has completed the mentoring process and has met with and been certified as a candidate for licensed or ordained ministry by the district committee on ordained ministry.
- e. Certified Lay Minister (LM) – (§1268) A certified lay servant or certified lay missionary who is called and equipped to conduct public worship, care for the congregation, assist in program leadership, develop new and existing faith communities, preach the word, lead small groups, or establish community outreach ministries as part of a ministry team with the supervision and support of a clergyperson. A certified lay minister is assigned by a District Superintendent in accordance with §419.2.
- f. Certified/License Approved (Licensable) – Certified Candidates who have completed licensing school and all the requirements to be licensed if appointed. This also includes previously licensed Local Pastors who are not now appointed, but still eligible to be licensed if appointed.
- g. Commissioning – The credentialing of provisional Deacons and Elders. The act of the church that publicly acknowledges God’s call and response, talents, gifts and training of the candidate. The church invokes the Holy Spirit as the candidate is commissioned to be a faithful servant leader among the people, to lead the church in service, to proclaim the Word of God and to equip others for ministry.
- h. Conference – The governing and administering body for United Methodists in the South Carolina Area.
- i. Conference Board of Ordained Ministry (BOM) – The body that oversees, cares for, and evaluates candidates for ministry through the candidacy process, and is also responsible for maintaining a relationship with Local Pastors in the conference.
- j. Course of Study (COS) - The basic theological education program of the Division of Ordained Ministry, General Board of Higher Education and Ministry. It is provided for those who are licensed as Local Pastors who are unable to attend an approved seminary. Participants in the program must have completed candidacy for ordained ministry, the studies for license as a Local Pastor, been approved/recommended for license by the dCOM and conference Board of Ordained Ministry, and is serving an appointment. Often referred to as the Basic Course of Study (BCOS).
- k. “...credentials are at least equal to those of United Methodist Elders:” Phrase most often associated with the Approval for Service process (§1346 and §1347). It means that in addition to having been ordained, the clergy person has met the educational requirements or the equivalent approved by the GBHEM for full membership and ordination in the United Methodist Church and in the SCAC. GBHEM will certify that the educational requirements for the United Methodist Church have been met, and the Office of Clergy Services will certify that the requirements of the SCAC have been met.
- l. Deacon – Persons called by God, authorized by the Church, and ordained by a Bishop to a lifetime ministry of Word, Service, Compassion and Justice to both the community and the congregation.
- m. District – The body that oversees, cares for, and evaluates candidates for ministry through the candidacy process, and is also responsible for maintaining a relationship with Local Pastors.
- n. District Committee on Ordained Ministry (dCOM) - The body that oversees, cares for, and evaluates candidates for ministry through the candidacy process, and is also responsible for maintaining a relationship with Local Pastors in each district.
- o. District Superintendent (DS) – an Elder appointed by the Bishop, usually for a six-year term. The DS oversees the ministry of the district’s clergy and churches, provides spiritual and pastoral leadership, works with the Bishop and others in the appointment of ordained ministers to serve the district’s churches, presides at meetings of the charge conference, and oversees programs within the district.
- p. Elder – Persons who are ordained to a lifetime ministry of Word, Sacrament, Order and Service; authorized to preach and teach the Word of God, to administer the sacraments of baptism and Holy Communion, and to order the life of the Church for mission and ministry.
- q. General Board of Higher Education and Ministry (GBHEM) – The GBHEM is the leadership development agency of the United Methodist Church. It prepares global leaders for a global church and the world. Every Elder, Deacon and licensed Local Pastor benefits from the training and candidacy programs.
- r. Licensed Local Pastor (LP) – Persons who are licensed and appointed to preach, conduct divine worship, and perform the duties of a pastor in the context of a specific appointment, but are not ordained as Elders. Licensed Local Pastors are clergy members of the Annual Conference and have voice and vote on all matters except

constitutional amendments and matters of ordination, clergy character and conference relations of clergy. Licensed Local Pastors are designated as Full-Time (FL) or Part-Time (PL). Local Pastors granted retired status (RL) are laity, but remain licensable if appointed.

- s. One year: The term "one year" means one full conference year from one session of the Annual Conference to the next. Similarly, "two years" is counted from one session of Annual Conference to the second subsequent session. The term "year" in ¶1310.1a, in reference to application for candidacy where it is local church membership any 365-day period equals one year (two years equals 730 days).
- t. Ordination – The church affirms and continues the apostolic ministry through persons empowered by the Holy Spirit.
- u. Other Denomination (OF) – Ordained Clergy Members of other Christian Denominations that have been Approved to Serve United Methodist Churches in South Carolina. They retain their membership in their home denomination and therefore do not have voting rights in the South Carolina Conference.
- v. Other Conference (OE, OD) – Ordained Clergy Members of other United Methodist Annual Conferences that have been Approved to Serve United Methodist Churches in South Carolina. They retain their membership in their home conference and therefore do not have voting rights in the South Carolina Conference. These may also be provisional members (OP), associate members (OA), or Local Pastors (OL).
- w. Other Elder (OM) – Ordained Clergy Members of Methodist Denominations that have been Approved to Serve United Methodist Churches in South Carolina. They retain their membership in their home denomination and therefore do not have voting rights in the South Carolina Conference.
- x. Other Methodist Denominations: are defined by the General Board of Higher Education and Ministry and the South Carolina United Methodist Conference as those listed by the World Methodist Council as member Churches. (<https://worldmethodistcouncil.org/member-churches/>)
- y. Provisional Member – Conference relationship of commissioned ministers (Deacons and Elders) who are on trial in preparation for membership in full connection in the annual conference as Deacons and Elders. During that three-year period, they are participants in the Clergy Leadership Academy and under the care of the Conference Board of Ordained. Provisional members have voice and vote at annual conference on all matters except constitutional amendments and matters of ordination, clergy character, and conference relations of clergy.
- z. Status: In terms of the work of the Board of Ordained Ministry and the Conference, "Status is a legal relationship or legal condition of a group of persons based on race, gender, or national origin."
- aa. Supply (SY) – (BOD ¶1206.4) Qualified trained layperson, lay minister or lay missionary assigned to oversee a charge without sacramental authority. If a Lay Supply assignment is to continue longer than one year, within that year the person will begin the process of becoming a certified lay minister or a certified candidate. Clergy from other denominations may be classified as Supply if they have not completed the Approval for Service process. In those cases they will begin the approval for service process within the first year.
- bb. University Senate: References to the University Senate, a body within the United Methodist Church defined in ¶1409-1413 appear in ¶1313.2, 315.2a3, 335 and elsewhere. It cannot be assumed that a college or seminary which is an associate or full member of the Association of Theological Schools, is necessarily also listed by the University Senate. The list of approved schools published annually by the University Senate (¶1412) is definitive in determining the fulfillment of the educational requirements for all conference relationships.

XV. APPENDIX – CHECKLISTS: The Check Lists are designed as GUIDE for the making progress in the disciplinary process for Licensed and/or Ordained Ministry. Candidates may download a copy of the Check List from the SC Conference Web site ([www.umcsc.org](http://www.umcsc.org)) by selecting CONNECTIONS/CLERGYSERVICES and looking for the Candidacy through Ordination Process Guide under the second section of first column in the forms section.

- a. GUIDE INQUIRING & EXPLORING CANDIATE (Page 29)
- b. GUIDE FOR CERTIFICATION AS CANDIDATE FOR LICENSED AND ORDAINED MINISTRY (Page 30)
- c. GUIDE FOR LICENSE FOR PASTORAL MINISTRY (Page 31)
- d. GUIDE FOR ASSOCIATE CONFERENCE MEMBERSHIP (Page 32)
- e. GUIDE FOR PROVISIONAL MEMBERSHIP/COMMISSIONING TOWARD DEACON OR ELDER (Page 33)
- f. GUIDE FOR FULL MEMBERSHIP/ORDIANTION AS A DEACON OR ELDER (Page 34)
- g. GUIDE FOR TRANSITIONING BETWEEN ORDERS AS ORDAINED CLERGY (Page 35)
- h. DESCRIPTION OF REQUIRED SEMINARY COURSES FOR ORDINATION (Page 36)
- i. DESCRIPTION OF REQUIRED BASIC COURSE OF STUDY CLASSES (Page 37)
- j. CONFERENCE BOARD OF LAYSERVANT MINISTRY’S CERTIFIED LAY MINISTER GUIDE (Pages 38-39)

# INQUIRING CANDIDATE

**Who does this?** Everyone! Anyone who is going into any kind of ordained ministry must first be a Candidate.

Who to talk to:	Steps:
Pastor or DS	<p><b>Learning About Ordained Ministry [Inquiring]</b></p> <ol style="list-style-type: none"> <li>1. Obtain a high school diploma or equivalency</li> <li>2. Be a UM member or an active, baptized participant in a UM ministry setting for at least one year.</li> <li>3. Talk to your pastor and let them know you're thinking about ordained ministry.</li> <li>4. Read "The Christian as Minister," and discuss it with your pastor.</li> </ol>
DS or Coordinator of Clergy Services	<p><b>Enrolling in the Candidacy Process</b></p> <ol style="list-style-type: none"> <li>1. Contacting your DS in writing. In the letter               <ol style="list-style-type: none"> <li>a. Include a "Statement of Call"</li> <li>b. Request admission to the candidacy process</li> <li>c. Request to be registered in the UMCares system</li> <li>d. Ask that the DS submit "Request for Candidacy Packet Form (10SCBOM)" to the Office of Clergy Services</li> </ol> <p><i>Notes: 1) The DS may require a personal meeting with you. 2) UMCares Registration cost is \$45.00 and will be paid online within UMCares after you have been registered. 3) Once the UMCares registration fee has been paid you will be able to download the Candidacy Guidebook.</i></p> </li> <li>2. Psychological Assessment               <ol style="list-style-type: none"> <li>a. At the District Office, discuss the Psychological process</li> <li>b. At the District Office, sign the Psychological Consent Forms and submit the original to the Office of Clergy Services.</li> <li>c. Contact and begin psychological testing process with the vendor listed on the Consent Form.</li> </ol> </li> <li>3. Candidacy Packet <i>(will be sent to you by the Office of Clergy Services)</i> <ol style="list-style-type: none"> <li>a. Biographical Information Form (Form 102)</li> <li>b. Report of the Candidate's Pastor <i>(confirming church/ministry membership and "The Christian as Minister" discussions)</i></li> <li>c. Credit Statement (Form 06SCBOM)</li> <li>d. Criminal Background Statement</li> <li>e. Medical Report (Form F-103)</li> <li>f. Proof of High School graduation or equivalent</li> </ol> <p><i>Notes: 1) Submit a copy of all Completed Forms and Requested documents to the Office of Clergy Services and a copy to your district office. 2) All completed forms and requested documents should be submitted by October 1 to attend the Candidacy "Fall Retreat" or by June 1 to attend the Candidacy "Summer Retreat."</i></p> </li> <li>4. Complete the Criminal &amp; Credit Background Screening. <i>(After you submit your Criminal Background Statement, an email invitation will be sent with a link for you to complete a Criminal &amp; Background Screening. The cost will be \$20.00 and will be paid by you online.)</i></li> <li>5. Candidacy Retreat Application               <ol style="list-style-type: none"> <li>a. Complete and submit to Clergy Services the Candidacy Retreat Application <i>(will be sent to you by the Office of Clergy Services when all the forms and required information in the Candidacy Packet have been completed and submitted.)</i></li> <li>b. Include a \$125.00 check for the Retreat fee, made payable to the SC United Methodist Conference Treasurer.</li> </ol> </li> </ol>

# CERTIFIED CANDIDACY

**Who does this?** Everyone! Anyone who is going into any kind of ordained ministry must first become a Certified Candidate.

Who to talk to:	Steps:
Coordinator of Clergy Services or the Associate Registrar for Candidacy	<p><b>Exploring Candidacy</b> (<i>candidate is known as an Exploring Candidate during this stage</i>)</p> <ol style="list-style-type: none"> <li>1. Attend the Summer or Fall Candidacy Retreat, where you will be assigned your candidacy mentors.</li> <li>2. Complete the Mentor Group Meetings –The first two mentoring sessions while at the retreat. You will schedule four more meeting times with your mentoring group after the retreat to continue working Candidacy Guidebook.</li> <li>3. Psychological Testing – You will take the psychological test with other candidates at the Candidacy Retreat. Your cost is \$340.33 which must be paid prior to the retreat. This represents 1/3 the cost of the test. The Board of Ordained Ministry pays the remaining 2/3.</li> </ol>
Coordinator of Clergy Services And your Pastor	<p><b>Declared Candidacy</b> (<i>candidate is known as a Declared Candidate when this stage is complete</i>)</p> <ol style="list-style-type: none"> <li>1. Receive S/PPRC recommendation: Share your statement of Call with the S/PPRC and be prepared to discuss Wesley's historic questions in ¶ 310.1d.1-3.</li> <li>2. Receive Charge Conference Approval and submit the Declaration of Candidacy Form 104 to the district office and the Office of Clergy Services.</li> </ol> <p><i>Notes: Items 1 and 2 require 2/3 vote by written ballot. The ballots should be given to the District Office for your file.</i></p>
DS	<p><b>Certified Candidacy</b></p> <ol style="list-style-type: none"> <li>1. Request to become a Certified Candidate in writing to the dCOM <ol style="list-style-type: none"> <li>a. Include written responses to queries in ¶ 10.1d.1-3, and ¶ 310.2a.</li> <li>b. Include a statement agreeing to the personal dedication outlined in ¶310.2d.</li> </ol> </li> <li>2. Submit to the District Office and the Office of Clergy Services the Report of the Candidacy Mentor (<i>Completed by you and your Candidacy Mentors</i>)</li> <li>3. Meet with District Committee on Ministry (¶ 310.2)</li> <li>4. Receive dCOM approval after being interviewed by the dCOM</li> </ol> <p><i>Notes: dCOMs may request an introductory interview prior to meeting your for certification.</i></p>

## Congratulations! You're A Certified Candidate!

To maintain your status, you must

- Meet with and be approved by the DCOM annually,
- Submit any transcripts or progress of education to the District Office.

*Note: Once Certified, a candidate has 8 years to progress to become a licensed pastor or provisional member.*



# Licensed Local Pastor

**Who does this?** *This is for anyone who is called to serve in a pastoral role but does not (yet) have a seminary degree or commission.*

Who to talk to:

Steps:

## Prerequisites

1. Be a Certified Candidate
2. For a Full Time Local Pastor, be able to devote full time to charge to which appointed.
3. For a Part Time Local Pastor, devotes less than full time to charge to which appointed.

DS or the Coordinator of Clergy Services

## Becoming a LLP

1. Connect with your DS or the Chair of your DCOM to inform them of your intentions to becoming a LLP.
2. Meet with and be recommended to attend Licensing School and be a Local Pastor if Appointed by your DCOM. (3/4 majority vote) .
3. Successfully complete Licensing School (Held in April and May).
4. Receive approval for licensing by a 3/4 majority vote of the clergy session at Annual Conference.
5. Receive an appointment from the Bishop

## Congratulations! You're A Licensed Local Pastor!

To maintain your status, you must

- Make satisfactory academic progress
  - Full time LLP's – Complete four courses of study per year with the entire curriculum to be completed within eight years
  - Part time LLP's – Complete two courses of study per year with the entire curriculum to be completed within twelve years.
- Satisfactory written Annual Report of Mentor if a Mentor is assigned
- Submitted a **written** statement of **educational plans** for the ensuing year to the District Committee on Ordained Ministry (college, seminary or Course of Study)
- Submit an "Official" transcript to the dCOM each year showing academic progress until the completion of the Course of Study or Seminary.
- Meet with the dCOM annually and receive their recommendation for continuation.
- Have License signed and renewed annually by the DS after dCOM recommendation for continuation.

*Note: You are only a Licensed Local Pastor if and while appointed. If for some reason you are no longer appointed, you return to lay status and are considered a Certified Candidate Approved to Be Licensed if Appointed.*

# Associate Member

**Who does this?** This is for anyone who is called to serve in a pastoral role but does not (yet) have a seminary degree or

Who to talk to:

Steps:

## Prerequisites

1. Be at least 40 years of age
2. Have served for at least four years' service as a full time local licensed pastor or equivalent.
3. Completed the Basic Course of Study
4. Have a minimum 60 hours toward a B.A. or equivalent
5. Be available to accept full time continuing appointment

## Becoming an Associate Member

1. Meet with and be recommended by your dCOM
2. Complete and Submit an Application for Clergy Relationship Form (105)
3. Attend the Change of Status Meeting (in June of each year)
4. Complete the forms in the Associate Membership Packet and return to Clergy Services
  - a. Medical Report (Form F-103)
  - b. Sign the Psychological Consent Forms and submit the original to the Office of Clergy Services.
  - c. Credit Statement (Form 06SCBOM)
  - d. Criminal Background Statement
  - e. Biographical Form (102) with current 2x2 photograph
  - f. Sermon on assigned passage.
  - g. Bible Study on assigned book of the Bible
  - h. Theology & Doctrine Disciplinary Questions
  - i. Call and Discipline Life Disciplinary Questions
  - j. Academic Integrity Statement (13SCBOM)
  - k. DS supervisory Observation Report (05SCBOM) (submitted on your behalf by the DS)
  - l. Official transcripts showing a minimum of 60 hours toward a Bachelor's degree and completion of BCOS

*Notes: 1) Submit a copy of all Completed Forms and Requested documents to the Office of Clergy Services and a copy to your district office. 2) All completed forms and requested documents should be submitted by October 1 to attend the Candidacy "*

5. Complete Phase II of the Psychological with the vendor listed on the Consent Form.
6. Complete the Criminal & Credit Background Screening. *(After you submit your Criminal Background Statement, an email invitation will be sent with a link for you to complete a Criminal & Background Screening. The cost will be \$20.00 and will be paid by you online.)*
7. Meet with the four subcommittees of the BOM and be recommended by the BOM for Associate membership.
8. Receive the approval of the Clergy Session at Annual Conference.

DS or the Coordinator of Clergy Services

**Congratulations! You're An Associate Member!**

# Provisional Member

**Who does this?** Those who are called to ordained ministry as a deacon or elder. Completed seminary or the BCOS & ACOS.

Who to talk to:

Steps:

## Prerequisites

1. Complete a Bachelor's degree
2. BCOS Route:
  - a. 4 years of full time service, or the equivalent
  - b. Complete BCOS and ACOS with no more than 1/2 taken online
3. Seminary Route:
  - a. Be a certified candidate for at least one year, and up to 12 years maximum.
  - b. Education:
    1. Elder Track: Complete M.Div.
    2. Deacon Track: Complete M.Div or MA degree in specialized field and all Basic Graduate Theological Studies Courses.

DS or the Coordinator of Clergy Services

## Becoming a Provisional Member

1. Meet with and be recommended by your dCOM
2. Complete and Submit an Application for Clergy Relationship Form (105)
3. Attend the Change of Status Meeting (in June of each year)
4. Complete the forms in the Provisional Membership Packet and return to Clergy Services
  - a. Medical Report (Form F-103)
  - b. Credit Statement (Form 06SCBOM)
  - c. Criminal Background Statement
  - d. Biographical Form (102) with current 2x2 photograph
  - e. Sermon on assigned passage.
  - f. Bible Study on assigned book of the Bible
  - g. Theology & Doctrine Disciplinary Questions
  - h. Call and Discipline Life Disciplinary Questions
  - i. Academic Integrity Statement (13SCBOM)
  - j. Statement of Fulfillment of Theological Studies
  - k. DS supervisory Observation Report (05SCBOM) (submitted on your behalf by the DS)
  - l. Official transcripts showing degree conferred
  - m. Mentor Report

*Notes: 1) Submit a copy of all Completed Forms and Requested documents to the Office of Clergy Services and a copy to your district office. 2) All completed forms and requested documents should be submitted by October 1 to attend the Candidacy “*
5. Complete the Criminal & Credit Background Screening. *(After you submit your Criminal Background Statement, an email invitation will be sent with a link for you to complete a Criminal & Background Screening. The cost will be \$20.00 and will be paid by you online.)*
6. Meet with the four subcommittees of the BOM and be recommended by the BOM for Provisional membership.
7. Receive the approval of the Clergy Session at Annual Conference.

## Congratulations! You're Commissioned and A Provisional Member!

Once you become a Provisional member you must:

- Meet Annually with the dCOM
- Become Ordained and a Full Member within eight years
- Participate and Complete the two year Formation in Ministry Program

# Full Member

**Who does this?** Those who are called to ordained ministry as a deacon or elder. Completed seminary or the BCOS & ACOS and the SC Educational requirements

Who to talk to:

Steps:

## Prerequisites

1. Been a Provisional Member for at least two years, no more than eight.
2. Served under Episcopal appointment full time for at least two years. One of the two must be served in SC unless waived by the BOM.
3. Met all the Provisional Member Academic Requirements
4. Completed the additional SC Academic Requirements
  - a. Clinical Pastoral Education
  - b. Black History or Black Studies,
  - c. Homiletics or preaching (can be public speaking for Deacon Candidates)
  - d. Women's studies

DS or the Coordinator of Clergy Services

## Becoming a Full Member

1. Complete and Submit an Application for Clergy Relationship Form (105)
2. Attend the Change of Status Meeting (in June of each year)
3. Complete the forms in the Provisional Membership Packet and return to Clergy Services
  - a. Medical Report (Form F-103)
  - b. Sign the Psychological Consent Forms and submit the original to the Office of Clergy Services.
  - c. Credit Statement (Form 06SCBOM)
  - d. Criminal Background Statement
  - e. Biographical Form (102) with current 2x2 photograph
  - f. Sermon on assigned passage.
  - g. Bible Study on assigned book of the Bible
  - h. Theology & Doctrine Disciplinary Questions
  - i. Call and Discipline Life Disciplinary Questions
  - j. Academic Integrity Statement (13SCBOM)
  - k. Statement of Fulfillment of Theological Studies
  - l. 2 Seminary Recommendations
  - m. DS supervisory Observation Report (05SCBOM) (submitted on your behalf by the DS)
  - n. dCOM Observation Report (submitted on your behalf by the dCOM)
  - o. Official transcripts completion of SC academic requirements

*Notes: 1) Submit a copy of all Completed Forms and Requested documents to the Office of Clergy Services and a copy to your district office. 2) All completed forms and requested documents should be submitted by October 1 to attend the Candidacy "*
4. Complete Phase II of the Psychological with the vendor listed on the Consent Form.
5. Complete the Criminal & Credit Background Screening. *(After you submit your Criminal Background Statement, an email invitation will be sent with a link for you to complete a Criminal & Background Screening. The cost will be \$20.00 and will be paid by you online.)*
6. Meet with the four subcommittees of the BOM and be recommended by the BOM for Full membership.
7. Receive the approval of the Clergy Session at Annual Conference.

**Congratulations! You're An Ordained Full Member!**

### **FOR ORDAINED DEACONS IN FULL CONNECTION TO TRANSITION TO ELDER IN FULL CONNECTION**

The following steps are recommended for ordained deacons who wish to be received as elders in full connection (§309):

1. Ordained deacons in full connection who are in good standing and seek to be ordained as elders in full connection shall apply in writing to the Board of Ordained Ministry and inform the district superintendent and Bishop of their intention.
2. The Board of Ordained Ministry will interview such persons, inviting them to articulate their call and their understanding of the ministry of the elder as outlined in the Book of Discipline (§328-331)
3. The Board of Ordained Ministry will determine if such persons have completed all academic and other requirements for the order of elder according to the Book of Discipline, and South Carolina Conference policy guidelines.
4. Such persons shall have completed an appropriate formation time in the ministry of the elder. These persons should be appointed and serve as a licensed for Pastoral Ministry for at least two years prior to their ordination as an elder.
5. The Board of Ordained Ministry may require additional education to assure that their education is equivalent to the MDiv. Degree.
6. Upon the recommendation of the Board of Ordained Ministry and two-thirds vote of the Clergy session, such persons may be ordained elder and receive into the order of elders.
7. Following satisfactory completion of the listed requirements, such persons shall deposit their credentials as a deacon with the Bishop and will no longer function as a deacon or participate in the order of deacons. The Bishop will then issue credentials as an elder.

### **FOR ORDAINED ELDERS TO BE RECEIVED AS DEACON IN FULL CONNECTION**

The following steps are recommended for ordained elders who seek to be received as deacons in full connection (§309):

1. Ordained elders in good standing seeking to become deacons in full connection shall apply in writing to the Board of Ordained Ministry and inform the district superintendent and Bishop of their intention.
2. The Board of Ordained Ministry will interview such persons, inviting them to articulate their call and focus of ministry and how their ministry fulfills the ministry of the deacon in full connection as outlined in §332-342 of the Book of Discipline.
3. The Board of Ordained Ministry will determine if such persons have completed all academic and other requirements for the order of deacon according to the Book of Discipline, and South Carolina Conference policy guidelines.
4. The Board of Ordained Ministry may require evidence of a focus or specialization in an area of ministry within their graduate degree, and may as deemed appropriate, require additional education and/or professional certification as preparation for service in the desired area of ministry.
5. Upon the recommendation of the Board of Ordained Ministry and vote of the clergy session, such persons may be received into the Order of Deacons and annual conference as deacons in full connection. They will be recognized in the ordination service and asked to respond to their willingness to participate in the Order of Deacons. If they have not been previously ordained a deacon, they will be ordained.
6. Following satisfactory completion of the listed requirements, such persons shall deposit their credentials as an elder with the Bishop and will no longer function as an elder and credentials as deacon in full connection will then be issued by the Bishop. If they have not been previously ordained a deacon, they will be ordained.

Check List for FE to FD or FD to FE:

- \_\_\_\_\_ F105 Application signed and submitted to Clergy Services
- \_\_\_\_\_ Interview with BOM on call to ministry of order to which you are transitioning
- \_\_\_\_\_ Transcript on Academic Requirements for the order to which you are transitioning
- \_\_\_\_\_ Two years under appointment while licensed for the ministry of the order to which they are transitioning.
- \_\_\_\_\_ Deposited Elder/Deacon credentials with the conference secretary.



# Board of Ordained Ministry

South Carolina Conference | The United Methodist Church

## DISCIPLINARY & CONFERENCE REQUIRED COURSES POLICY & DESCRIPTIONS FOR PROVISIONAL AND FULL MEMBERSHIP (DEACON & ELDER) CANDIDATES (SEMINARY & ACOS)

### POLICY

- *No course may be used to satisfy more than one requirement. (Exception: UM Polity/Doctrine and UM History/Doctrine Courses specially designed to meet all three requirements and providing increased course hours-total must equal 6 when both classes are taken.)*
- *Disciplinary required courses must be completed (or accepted in transfer credit) by a University Senate approved seminary, school of theology or the United Methodist Advanced Course of Study.*
- *Provisional Membership candidates must have completed all the Disciplinary required courses and have had their Masters of Divinity (or Masters Degree in specialized discipline for Deacons) conferred or completed the entire Advanced Course of Study (including other degree requirements) before the first day of the Annual Conference they are seeking a status change. Full Membership Candidates must have completed all Disciplinary and Conference academic requirements before the first day of the Annual Conference they are seeking a status change.*
- *Courses must focus on the required area. Courses which merely include the focus area are not acceptable. The General Board of Higher Education & Ministry (GBHEM) ultimately determines if a questionable course meets Disciplinary requirements. The Coordinator of Clergy Services ultimately determines if a course meets South Carolina requirements.*

### DISCIPLINARY COURSE REQUIREMENTS *(required prior to Provisional Membership)*

1. **Old Testament:** A survey course on the Old Testament (3 credit hours or 2 ACOS credits)
2. **New Testament:** A survey course on the New Testament (3 credit hours or 2 ACOS credits)
3. **Theology:** A survey course in systematic theology (3 credit hours or 2 ACOS credits)
4. **Church History:** A survey course in church history (3 credit hours or 2 ACOS credits)
5. **Mission of the Church in the World:** A course focused on the mission of the church beyond the local church in South Carolina (3 credit hours or 2 ACOS credits)
6. **Evangelism:** A course on the theory or practice of evangelism (3 credit hours or 2 ACOS credits)
7. **Worship/Liturgy:** A course on the theory or practice of worship/liturgy (3 credit hours or 2 ACOS credits)
8. **Homiletics/Preaching:** A course on the theory or practice of preaching (3 credit hours or 2 ACOS credits)
9. **United Methodist Doctrine:** A course on UM theology and doctrine (2 credit hours or 2 ACOS credits)
10. **United Methodist Polity:** A course on UM polity (2 credit hours or 2 ACOS credits)
11. **United Methodist History:** A course on UM History (2 credit hours or 2 ACOS credits)

### SOUTH CAROLINA CONFERENCE COURSE REQUIREMENTS *(required prior to Full Membership)*

1. **Black Studies:** A survey course on the history or culture of African Americans. May be undergraduate, but not a directed study. (at least 2 semester hours, 3 quarter hours or 2 ACOS credits)
2. **Women's Studies:** A survey course on the history and experiences of women in America or on feminist or womanist theology. May be undergraduate, but not a directed study. (at least 2 semester hours, 3 quarter hours or 2 ACOS credits)
3. **Clinical Pastoral Education (CPE):** One basic unit of CPE from an ACPE accredited (or other recognized accrediting agency) site. (usually translate to 400 program hours or 6 semester hours of credit)

# Basic Course of Study Five Year Curriculum

General Board of Higher Education and Ministry | The United Methodist Church

FOCUS	YEAR ONE FOUNDATION	YEAR TWO	YEAR THREE	YEAR FOUR	YEAR FIVE INTEGRATIVE
BIBLE	121 BIBLE 1: INTRODUCTION	221 BIBLE II: ISRAEL'S HISTORY	321 BIBLE III: GOSPELS	421 BIBLE IV: PROPHETS, PSALMS, & WISDOM LITERATURE	521 BIBLE V: ACTS, EPISTLES & REVELATION
	122 THEOLOGICAL HERITAGE I: INTRODUCTION	222 THEOLOGICAL HERITAGE II: EARLY CHURCH	322 THEOLOGICAL HERITAGE III: MEDIEVAL REFORMATION	422 THEOLOGICAL HERITAGE IV: WESLEYAN MOVEMENT	522 THEOLOGY IN THE CONTEMPORARY CHURCH
CONGREGATIONAL LIFE	123 FORMATION & DISCIPLESHIP	223 WORSHIP & SACRAMENTS	323 CONGREGATIONAL CARE	423 MISSION	523 EVANGELISM
	124 TRANSFORMATIVE LEADERSHIP	224 ADMINISTRATION & POLITY	324 PREACHING	424 ETHICS	524 THEOLOGICAL REFLECTION:\1 PRACTICE OF MINISTRY

## CERTIFIED LAY SERVANT

Serves the local church or charge (and/or beyond) and:

- Provides program leadership, assistance, and support
- Leads meetings for prayer, training, study, and discussion
- Conducts, or assists in conducting, services of worship, preaches the Word, or gives addresses
- Provides congregational and community leadership and fosters caring ministries
- Assists in the distribution of the elements of Holy Communion
- Teaches the Scriptures, doctrine, organization, and ministries of The United Methodist Church.

### REQUIREMENTS FOR CERTIFICATION:

- Pastor and church council or charge conference recommendation
- Lay Servant Ministries BASIC course
- Lay Servant Ministries advanced course
- District committee on Lay Servant Ministries, or equivalent structure (See ¶668.3) approval

### REQUIREMENTS FOR RENEWAL:

- Annual report & renewal application
- Pastor and church council or charge conference recommendation
- Lay Servant Ministries advanced course in the last three years
- District committee on Lay Servant Ministries, or equivalent structure (See ¶668.3) approval

## CERTIFIED LAY SPEAKER

Serves by preaching the Word when requested by the pastor, district superintendent, or committee on Lay Servant Ministries, in accordance and compliance with ¶341.1.

### REQUIREMENTS FOR CERTIFICATION:

- Certified as a lay servant (*or equivalent as defined by his or her central conference*)
- Pastor and church council or charge conference recommendation
- Completion of a track of study as defined in ¶267.3.c.
- Conference committee on Lay Servant Ministries approval after interview with and recommendation from the district committee on Lay Servant Ministries

### REQUIREMENTS FOR RENEWAL:

- Annual report & renewal application
- Pastor and church council or charge conference recommendation
- Lay Servant Ministries advanced course in the last three years
- Conference committee on Lay Servant Ministries approval every three years after interview with and recommendation from the district committee on Lay Servant Ministries

## CERTIFIED LAY MINISTER

As part of a ministry team with supervision and support of a clergy person:

- Conducts public worship
- Cares for the congregation
- Develops new faith communities
- Preaches the Word
- Leads small groups
- Establishes outreach ministries
- Serves as a class leader
- Engages in specialized ministries after appropriate training such as in parish nursing and church planting
- Assists in program leadership

### REQUIREMENTS FOR CERTIFICATION:

- Certified as a lay servant, lay missionary (*or equivalent as defined by his or her central conference*)
- Pastor and church council or charge conference recommendation
- Completion of a track of study as defined in ¶268
- District Superintendent recommendation
- Appropriate screening & assessment
- Conference committee on Lay Servant Ministries approval after interview with and recommendation from district committee on Ordained Ministry

### REQUIREMENTS FOR RENEWAL:

- Annual report
- Pastor and church council or charge conference recommendation
- Ministry review
- Lay Servant Ministries advanced course or approved continuing education event **every two years**
- District Superintendent recommendation
- Conference committee on Lay Servant Ministries approval every two years after interview with and recommendation from district committee on Ordained Ministry



**ADOPTED LEGISLATION AT 2016 GENERAL CONFERENCE**  
**UNCHANGED BY THE 2020/2024 GENERAL CONFERENCE**  
 FOR MORE INFORMATION VISIT: [WWW.UMCDISCIPLESHIP.ORG](http://WWW.UMCDISCIPLESHIP.ORG)



**DISCIPLESHIP MINISTRIES**  
 The United Methodist Church





# Certified Lay Minister Check List

Committee on Lay Servant Ministry | South Carolina Conference | The United Methodist Church

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

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**¶ 268. Certified Lay Minister—1.** A certified lay minister is a certified lay servant, certified lay missionary, or equivalent as defined by his or her central conference, who is called and equipped to conduct public worship, care for the congregation, assist in program leadership, develop new and existing faith communities, preach the Word, lead small groups, or establish community outreach ministries as part of a ministry team with the supervision and support of a clergyperson. A certified lay minister is assigned by a district superintendent in accordance with ¶ 419.2.

The candidate should check off the following items and submit this checklist with certificates and forms to Clergy Services.

- \_\_\_\_\_ 1) Be a professing and active member of a local church/charge.
- \_\_\_\_\_ 2) Complete a Lay Servant Ministries Initial Application. *The following approvals are on the completed application*  
\_\_\_\_\_ Charge Conference Approval \_\_\_\_\_ Pastor Approval \_\_\_\_\_ DS Approval
- \_\_\_\_\_ 3) Complete Form F102 (Biographical Background Form)
- \_\_\_\_\_ 4) Complete Form 07SCBOM (Notarized Criminal Background Form)
- \_\_\_\_\_ 5) Complete a Course of Sexual Ethics
- \_\_\_\_\_ 6) Complete the Basic Course for Lay Servant Ministries.
- \_\_\_\_\_ 7) Complete the six required core Lay Speaker courses of study: *(Submit certificate copies to Clergy Services)*  
\_\_\_\_\_ Discovering Spiritual Gifts \_\_\_\_\_ Leading Worship  
\_\_\_\_\_ Leading Prayer \_\_\_\_\_ Living Our United Methodist Beliefs (Heritage)  
\_\_\_\_\_ Called To Preach \_\_\_\_\_ Life Together in the United Methodist Connection (UM Polity)
- \_\_\_\_\_ 8) Complete four CLM modules: (currently only taught by the General Board of Discipleship)  
*(Submit certificate copies to Clergy Services)*  
\_\_\_\_\_ Call and Covenant for Ministry \_\_\_\_\_ The Practice of Ministry  
\_\_\_\_\_ Organization for Ministry \_\_\_\_\_ Connection for Ministry

**Items 1-8 (including copies of certificates and completed forms) must be submitted to the Office of Clergy Services to process your file. Clergy Services will forward complete files to the District Committees on Ordained Ministry for interview and recommendation.**

\_\_\_\_\_ **Candidate Signature** \_\_\_\_\_ **Date**  
*Having completed items 1-8, I request my file to be evaluated and to be considered as a Certified Lay Servant.*

\_\_\_\_\_ **Clergy Services** \_\_\_\_\_ **Date**  
*Clergy Services certifies that this candidate is properly before the dCOM for Consideration as a Certified Lay Minister.*

dCOMs should submit this signed document to Clergy Services when a candidate for CLM has been recommended for approval. Clergy Services will then submit the candidates file to the Conference Committee on Lay Servant Ministry for FINAL APPROVAL. No one is a CLM until the Conference Committee on Lay Servant Ministries approves them and issues a Certificate.

\_\_\_\_\_ **District Registrar or dCom Chair.** \_\_\_\_\_ **Date**  
*The District Committee on Ordained Ministry recommends this candidate for consideration as a Certified Lay Minister.*

\_\_\_\_\_ **Conference Lay Servant Ministry Director** \_\_\_\_\_ **Date**  
*The Conference Committee on Lay Servant Ministry approves and recognizes this candidate as a CLM*

*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. Complete continuing education aligned with ministry assignment and update a mutual ministry plan.*