



Board of Ordained Ministry

West Virginia Conference

THE UNITED METHODIST CHURCH

CHECKLIST—FULL MEMBERSHIP AND ORDINATION AS DEACON APPLICANTS

¶330 2016 Discipline

Preliminary Requirements:

- You have been elected a provisional member for minimum of two (2) years and previously commissioned for the ministry of a deacon.
- You have met the educational requirements outlined in ¶330.3 of the 2016 Book of Discipline.
- You have completed at least two years of service under episcopal appointment in a ministry of service following graduation from seminary.
- You are actively involved in the third year or have completed the Residency Program if you are applying during your provisional period.

Documents to be submitted:

- Application form (already submitted)
- Plagiarism Policy Acknowledgement Form, signed
- Biographical information form
- Recent photo
- Medical report form
- Official transcripts – Only if changes have occurred since provisional membership began. Sent directly to the BOOM Registrar; via email is preferred (college, graduate school, seminary).

References and Recommendations:

- Theological School Recommendation Form, sent directly to Registrar – Only if coursework has been completed during provisional period
- Recommendation letters from the following, sent directly to BOOM Registrar:
 - District Superintendent
 - church member
 - chair of your S/PPRC
 - ministry context supervisor or clergy supervisor
 - two clergy in full connection, deacon or elder
 - Directors of the residency program

Written and Recorded Submissions:

- Autobiographical statement
- Video on one of the three settings outlined in the guidelines (¶330.4) –
 1. Worship service in which you are preaching. Include sermon text and bulletin (including order of service)
 2. An act of proclamation of the Word appropriate to your ministry setting, including a written text or description how the proclamation is appropriate to the setting.
- Detailed Bible study and outline
- Abstract of a project demonstrating fruitfulness – cf. Discipline 330.4(5)
- Essays on Disciplinary Questions (¶330.5, a-c)
- Statement on the meaning and significance of the historic questions (¶330.5,d)
- Intercessory prayer or “Prayer of the People”
- Funeral meditation
- Your ministry statement