



Board of Ordained Ministry

West Virginia Conference

THE UNITED METHODIST CHURCH

CHECKLIST—FULL MEMBERSHIP AND ORDINATION AS ELDER APPLICANTS

¶335 2016 Discipline

Preliminary Requirements:

- You have been elected a provisional member for minimum of two (2) years and previously commissioned for the ministry of an elder.
- You have met the educational requirements outlined in ¶335(3)(b) of the 2016 Book of Discipline. You are a graduate of an approved school of theology under the guidelines of ¶335.3 and the requirements of the 2016 WV Conference Journal, Rule III-6. The Conference Journal is available online at www.wvumc.org.
- 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
 - mentor or clergy supervisor
 - two clergy in full connection, deacon or elder
 - Directors of the residency program

Written and Recorded Submissions:

- Autobiographical statement
- Detailed Bible study and outline
- Abstract of a project demonstrating fruitfulness – cf. Discipline 335(7)
- Essays on Disciplinary Questions (¶335(8), a-c)
- Statement on the meaning and significance of the historic questions (¶336)
- Sermon text
- Bulletin (including order of worship)
- Video of entire worship service
- Pastoral prayer
- Funeral meditation
- Your ministry statement