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