



Board of Ordained Ministry

West Virginia Conference

THE UNITED METHODIST CHURCH

CHECKLIST—ASSOCIATE MEMBER APPLICANT

¶322 2016 Discipline

Preliminary Requirements:

- Refer to ¶322 of the 2016 Discipline for the full description of the requirements for election as Association Members.
- You will reach 40 years of age by June 1, 2023.
- You have served four years as a full-time licensed local pastor (see ¶322.2 for exception).
- You have completed the educational requirements outlined in the 2016 Discipline, ¶322.1 (4), (5) and the WV Conference Journal, Rule III.4 regarding Associate Membership.
- You have secured the written recommendation for Associate Membership from your District Committee on Ordained Ministry. Candidates must meet with the District Committee prior to the interview with the Conference Board of Ordained Ministry.
- You are willing to accept full-time appointment

Documents to be submitted:

- Application form (already submitted)
- Plagiarism Policy Acknowledgement Form, signed
- Biographical information form
- Recent photo
- Medical report form
- Candidate disclosure form
- Official transcripts – sent directly to the BOOM Registrar; via email is preferred (college, graduate school, Course of Study school, seminary)

References and Recommendations:

- Recommendation letters from the following, sent directly to BOOM Registrar:
 - District Committee on Ministry (DCOM)
 - Superintendent
 - Chair of your S/PPRC
 - Supervisor or mentor
 - Two clergy in full connection, deacon or elder

Written and Recorded Submissions:

- Autobiographical statement
- Essays on Disciplinary Questions 324.9, except for questions “k,” “l,” and “m”
- Statement on significance of Associate Membership
- Sermon text
- Video of entire worship service
- Bulletin (including order of service)
- Detailed Bible Study
- Pastoral Prayer
- Funeral Meditation
- Your ministry statement