



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 a 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, Section XI, III. 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