



# Board of Ordained Ministry

West Virginia Conference

THE UNITED METHODIST CHURCH

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## CHECKLIST—PROVISIONAL MEMBER DEACON APPLICANT

¶324 2016 Discipline

### Preliminary Requirements:

- You have been a certified candidate for provisional membership for at least one and not more than 12 years by June 1, 2024.
- You have completed the educational requirements outlined in the 2016 Book of Discipline ¶324.3, 324.4 and 324.5.
- You have secured the written recommendation for Provisional Membership from your District Committee on Ordained Ministry (DCOM). Candidates must meet with the District Committee prior to the interview with the Conference Board of Ordained Ministry (BOOM).
- You are willing to participate in the residency program under the guidance of the Board of Ordained Ministry.

### 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, seminary)

### References and Recommendations:

- Theological School Recommendation Form – sent directly to Registrar
- Statement from seminary about your status as of June 1, 2023
- 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, a-p
- Video on one of the three settings outlined in the guidelines –
  1. worship service in which you are preaching. Include sermon text, bulletin.
  2. worship service in which you prepared and led liturgy Include text of liturgy and copy of the bulletin.
  3. teaching situation.
- Video OR portfolio OR report that represents your work as a Deacon
- Detailed Bible Study or Lesson Plan for church membership class
- Your ministry statement