



Board of Ordained Ministry

West Virginia Conference

THE UNITED METHODIST CHURCH

CHECKLIST—PROVISIONAL MEMBER ELDER 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. Candidates must meet with the District Committee prior to the interview with the Conference Board of Ordained Ministry.
- 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 BOOM 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
- Sermon text
- Bulletin (including order of worship)
- Video of entire worship service during which you preached
- Detailed Bible Study or Lesson Plan for church membership class
- Your ministry statement