

Ordination/Full Membership Requirements

Prerequisites to be completed by the time of Annual Conference (June 18-20, 2019):

1. Candidate has maintained provisional relationship for at least two years.
2. Candidate has served in an appointed ministry setting for a minimum of 2 years following completion of educational requirements listed in the Book of Discipline (typically seminary graduation). Deacon: BOD 330.3, Elder: BOD 335.3.a,b,c,d

Items to submit (by December 1, 2018):

1. Complete Application for Clergy Relationship: (<https://mnumc-reg.brtapp.com/ApplicationforClergyRelationshipBOOM>)
2. Update Biographical Form: <https://mnumc-reg.brtapp.com/BiographicalInformation>
3. Medical Summary Forms: Please complete the first form yourself: <https://mnumc-reg.brtapp.com/CandidateHealthStatement> and the attached form by your doctor. Send the doctor's form to the Registrar.
4. Graduate Theological Studies Form: <https://mnumc-reg.brtapp.com/GraduateTheologicalStudiesForm>
5. Seminary/Graduate School Transcripts. Please have a transcript of any educational credits completed since provisional membership sent to the Registrar. Your studies must include "a minimum of twenty-four semester hours of graduate theological studies in the Christian faith, including the areas of: Old Testament; New Testament; theology; church history; mission of the Church in the world; evangelism; worship/liturgy; and United Methodist doctrine, polity and history" 2016 Book of Discipline (§ 324.4a). For Elder candidates, United Methodist Studies "shall include a minimum of two semesters or three quarter hours in each of the fields of United Methodist history, doctrine, and polity" 2016 Book of Discipline (§ 335.3.d).
6. LeaderWise Psychological Evaluation – Phase 2. Contact the Registrar when you are ready to start your psychological evaluation
7. Updated Photo. (not required)

Written work and sermon submission (to be completed by December 1, 2018)

IMPORTANT: Please refer to the following documents to help guide you in your written work:

- Guidelines for Submitting Written Work (link)
- Plagiarism Policy <https://www.minnesotaumc.org/files/bom/bom+plagiarism+policy.pdf>
- Guidelines for Sermon Submissions to MN BOM <https://www.minnesotaumc.org/files/bom/guidelines+for+sermon+submissions+to+mn+bom.pdf>

1. Updated Autobiographical Statement. If desired, please update your previous document that contained a concise autobiographical statement, including information on your family background, your formative Christian experiences and your call to the ordained ministry, your educational background, your leadership experiences in church, school and community, and your future plans for service in the church. (Send to Registrar as Word or PDF document)
2. Book of Discipline Questions and Statement of Beliefs. (Send to Registrar as Word document)
 - a. Elders and Deacons: Please write a one-page statement of beliefs as you would communicate them to a congregation or interview team.
 - b. Elders: Following this cover page, please respond in writing to the questions in the 2016 Book of Discipline (§ 335.8 a,b,c)
 - c. Deacons: Following this cover page, please respond in writing to the questions in the 2016 Book of Discipline (§ 330.5 a,b,c)
3. Sermon (See 'Guidelines for Sermon Submissions to MN BOM' for more instructions.)
 - a. Manuscript. (Send to Registrar as Word or PDF document)
 - b. Video. Upload your video to YouTube and send the link to Registrar. Or provide an Mp4 file via Google or Dropbox link to communications@minnesotaumc.org. Be sure to include your name and 'clergy candidate sermon video' in the description, so they can identify it when received.

(Deacon candidates may submit either a sermon as described above or another proclamation of the Word that is appropriate to your setting. 2016 BOD 330.4.2)

4. Bible Study. Write a lesson plan and outline for teaching a book or books of the Bible or for teaching a specific topic. This study shall be original and one that you have actually taught. (Send to Registrar as Word or PDF document)

Making Disciples Project and Onsite Visit (Fall 2018)

Please refer to the following documents for more information about these requirements:

- Making Disciples Project Guidelines
<https://www.minnesotaumc.org/files/content/making+disciples+project+2017.pdf>
- Discussion Questions for Candidate and the On-Site Visit Team
https://www.minnesotaumc.org/files/content/site_visit_-_discussion_questions_for_candidates_and_site_visit_team_2014.pdf
- Eight Characteristics of Effective Clergy Leadership
https://www.minnesotaumc.org/files/content/site_visit_-_eight_characteristics_of_clergy_leadership_2014.pdf

1. Present a project that demonstrates fruitfulness in carrying out the church's mission of "Making Disciples of Jesus Christ for the Transformation of the World". This project will be presented to your onsite visit team sometime during the fall before coming to the board for an interview. Please be sure the onsite visit team receives a copy of your written project before the on-site visit.
2. You will receive an on-site visit by two or three members of the Board of Ordained Ministry during the fall before your interview meeting. They will contact you to make arrangements for the visit. Please give either the Staff Parish Relations Committee Feedback Form or the Oversight Committee Feedback Form (if you are not serving a church) to the appropriate committee depending on which committee supervises your work. This form needs to be completed prior to the on-site visit. Please also give the Making Disciples Project Evaluation-Participant form to the group of persons who participated in the project and who will be talking with the on-site visit team and have them fill it out prior to your visit. If you serve in a multi-staff church, please give the senior pastor the Discussion Questions for Multi-Church Staff. All forms can be found here: <https://www.minnesotaumc.org/formdetail/full-clergy-membership-application-materials-1866035>

References/Recommendations (to be completed by December 15, 2018):

- a. Elder candidates: a written evaluation with a recommendation by your District Superintendent is required. (link)
- b. Deacon candidates: a written evaluation with a recommendation from your District Superintendent or a supervisor in your ministry setting is required. (link)

Final Steps:

1. Interview with the Board of Ordained Ministry. Interviews are scheduled for February 5-7, 2019 at Christ the King Retreat Center in Buffalo, MN. While you will not need to be at the center for all three days, the schedule for the interviews will not be ready until after we receive the materials from the candidates. Please keep these dates open until you know when your interview will be scheduled. Travel expenses will be paid by the Conference. Be prepared to complete a voucher detailing these costs prior to leaving the retreat. Food and lodging costs will also be paid for you. If you need to fly, the Board will pay the least expensive flight (usually weekend rates).
2. Election by the ministerial members of Annual Conference. The election takes place at the time of the Annual Conference Session, June 18-20, 2019, upon the recommendation of the Board of Ordained Ministry.

Conference Registrar Contact information: (electronic submissions are appreciated whenever possible.)

Janet Beard, Conference Registrar

janet.beard@minnesotauc.org, 612-230-6156

Minnesota Annual Conference, UMC

122 W. Franklin Ave, Suite 400

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Attn: Janet Beard, Registrar

If you have any questions, please don't hesitate to contact Janet!