



**Minnesota**  
**Annual Conference**  
of the United Methodist Church

## Commissioning/Provisional Membership Requirements

### Prerequisites to be completed by the time of Annual Conference:

1. Candidate has maintained certified candidate relationship for at least one year and no more than 12 years.
2. Candidate has completed college.
3. Candidate has completed graduate degree work minimums as indicated below:
  - a. ELDER: A candidate for commissioning as an elder shall have completed one half of the studies toward a Master of Divinity degree or its equivalent, including one half of the basic graduate theological studies from a United Methodist seminary or one listed by the University Senate. 2016 Book of Discipline (§§324.4a, b)
  - b. DEACON: A candidate for commissioning as a deacon shall either: 1) have completed one half of the studies toward a master's degree from a United Methodist seminary or one listed by the University Senate, OR 2) have received a master's degree in the area of the specialized ministry in which the candidate will serve and have completed one half of the basic graduate theological studies. 2016 Book of Discipline (§§324.4a and c)

(Basic theological studies include: Old Testament; New Testament; theology; church history; mission of the church in the world; evangelism, worship/liturgy; and United Methodist doctrine, polity and history.)

### Items to submit (by August 1, 2021):

1. Complete Application for Clergy Relationship:  
<https://mnumc-reg.brtapp.com/ApplicationforClergyRelationshipBOOM>
2. Contact your District Superintendent with your plans, and to request a reference from the Cabinet.

### Items to submit (by December 3, 2021):

1. Update Biographical Form:  
<https://mnumc-reg.brtapp.com/BiographicalInformation>
2. Medical Summary Forms:
  - a. Please complete the candidate health statement: <https://mnumc-reg.brtapp.com/CandidateHealthStatement>
  - b. Submit your physician summary form (pdf on website)  
(If you have previously submitted a physician's form, do not re-submit unless the form is more than 3 years old, or you have had significant health changes in the interim.)
3. Graduate Theological Studies Form:  
<https://mnumc-reg.brtapp.com/GraduateTheologicalStudiesForm>
4. Transcripts (Please have these sent to Registrar either electronically or by mail)
  - a. College (if not already submitted)
  - b. Seminary/Graduate School

5. Safe Gatherings background check (submit only if your approval has expired – check with Registrar if you are not sure)
6. LeaderWise Psychological Evaluation – If your Phase 1 report is more than two years old by the date of the deadline for submitted materials, or your first assessment was completed by anyone other than LeaderWise, you will need to complete a Phase 3 assessment. The Phase 3 assessment is to be new within the year you are applying for provisional membership. Please contact the Registrar to set this up, if needed.
7. Current Photo (send to Registrar electronically)

## Written work and sermon submission (to be completed by December 3, 2021)

IMPORTANT: Please refer to the following documents to help guide you in your written work (graduate school level writing is expected):

- Guidelines for Submitting Written Work  
<https://www.minnesotaumc.org/files/websites/www/Guidelines+for+Submitting+Written+Work.pdf>
- Plagiarism Policy  
<https://www.minnesotaumc.org/files/websites/www/BOM+Plagiarism+Policy1.pdf>
- Guidelines for Sermon Submissions to MN BOM  
<https://www.minnesotaumc.org/files/websites/www/Guidelines+for+Sermon+Submissions1.pdf>

1. Autobiographical Statement. Please write 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. Statement of Beliefs. Please write a one-page statement of beliefs as you would communicate them to a congregation or interview team. (Send to Registrar as Word or PDF document)
3. Respond in writing to the questions in the 2016 Book of Discipline ¶324.9 (a-p). (Send to Registrar as Word or PDF document)
4. Sermon (See 'Guidelines for Sermon Submissions' for more instructions.)
  - a. Please submit an original sermon that you prepare and preach in the calendar year of the submission deadline.
    - i. Manuscript – including a short introduction describing the setting and/or context. (Send to Registrar as Word or PDF document)
    - ii. Video – a video recording of you preaching your sermon in front of a congregation in a worship setting, either in-person (preferred) or virtual. Please be sure that your video includes reading of the related scripture. Upload your video to YouTube or other accessible online location and send the link to Registrar. If you are sending a link to a full worship service, please provide the time in the recording that your sermon/scripture reading begins.

(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)

## References/Recommendations:

1. DCOM recommendation. (Recommended to be completed before **Sept. 1**) A recommendation form from your District Committee on Ordained Ministry must be received before your interview by the Conference Board of Ordained Ministry. This recommendation must be based on a three-fourths majority vote 2016 Book of Discipline (¶324.10). Arrange for your interview with the District Committee through your DCOM chair or DS. DCOM will contact you following your interview and they will submit your approval form to the Registrar if your interview was successfully completed.

2. Field Placement Evaluation. (To be submitted by **Dec. 15**) This would be the reference requested from your DS at the time of your application. If you are not under appointment, please request this from a recent field placement supervisor. <https://mnumc-reg.brtaapp.com/ReferenceFormProvisional>
3. References. (To be submitted by **Dec. 15**) Please request two references from persons who are familiar with your gifts and graces regarding leadership abilities and aptitudes. These should be people you work with closely on a regular basis, and may include lay leaders and clergy in your church or ministry setting, work supervisors, seminary professors/staff, etc. <https://mnumc-reg.brtaapp.com/ReferenceFormProvisional>

### **Final Steps:**

1. Interview with the Board of Ordained Ministry. Interviews are scheduled to be held February 7-9, 2022, at Sugar Lake Lodge, 37584 Otis Ln, Cohasset, MN 55721. We will keep you updated if plans need to change. Although you will need to be present for two of these days, please keep all three dates open, until plans are finalized.
2. Election by the ministerial members of Annual Conference. The election takes place at the time of the Annual Conference Session, currently scheduled for May 24-26, 2022, in St. Cloud, MN, upon the recommendation of the Board of Ordained Ministry.

### **Conference Registrar Contact information:**

Janet Beard  
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Attn: Janet Beard, Registrar

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