Local Pastor Handbook

Guidelines and Policies

Revised November 2019
Table of Contents

DEFINITION OF LOCAL PASTOR .................................................................................................................. 2

RESPONSIBILITIES AND DUTIES OF THE LOCAL PASTOR ................................................................ 2

CATEGORIES OF LOCAL PASTOR........................................................................................................... 3

RELATIONSHIP REQUIREMENTS.......................................................................................................... 5

STEPS TO OBTAINING A LICENSE AS A LOCAL PASTOR ................................................................ 7

NEW CLERGY ORIENTATION AND CLERGY LEADERSHIP ACADEMY ........................................... 8

MENTORING ........................................................................................................................................... 9

COURSE OF STUDY ............................................................................................................................... 10

PREPARATION FOR PROVISIONAL MEMBERSHIP AND ELDER’S ORDERS ...................................... 14

TRANSITIONAL POLICIES FOR ASSOCIATE MEMBERS .................................................................. 15

FELLOWSHIP OF LOCAL PASTORS AND ASSOCIATE MEMBERS .................................................... 16

PENSION AND RELATED BENEFITS FOR LOCAL PASTORS ............................................................... 19

STEPS TO CANDIDACY AND LICENSING ............................................................................................ 19

PAPERWORK AND REPORTS ............................................................................................................... 22

WHO’S WHO IN THE MINNESOTA ANNUAL CONFERENCE ................................................................. 24
Local Pastor Handbook

This handbook is a guide for the Local Pastor who is licensed for pastoral ministry, to assist in the call to serve God and to carry out the ministry of Jesus Christ through the local church. In addition, this handbook can assist District Superintendents and District Committees on Ordained Ministry in working with Licensed Local Pastors.

This handbook is divided into sections to allow and facilitate updating and improvement. It is NOT intended to be the final authority on a situation or condition, but it is to serve as a practical and understandable resource in the ministry of the local pastor.

Abbreviations used in this document include:
BOD – 2016 Book of Discipline
DCOM – District Committee on Ordained Ministry
BOM – Board of Ordained Ministry
LLP – Licensed Local Pastor

DEFINITION OF LOCAL PASTOR (BOD: ¶315, ¶316, ¶318)
All persons not ordained as elders who are appointed to preach and conduct divine worship and perform the duties of a pastor shall have a license for pastoral ministry. Local pastors who have completed the following may be recommended to the clergy session of the annual conference to receive the license for pastoral ministry.

- Completed the conditions for candidacy for licensed and ordained ministry (certified candidacy) BOD ¶310.
- Been interviewed, recommended and approved by the DCOM, based on the criteria established by the BOM.
- Attended Licensing School, held annually in selected areas of the United States.

A local pastor is approved annually by the DCOM and Licensed by the Bishop to perform all the duties of a pastor, including the sacraments of baptism and Holy Communion as well as the services of marriage, burial, confirmation, and membership reception, while appointed to a particular charge. LLPs may be appointed to an extension setting if approved by the BOM and the Bishop. BOD ¶316.1

Granting of the license for pastoral ministry is made when an appointment to a pastoral charge is made. Approval is pending until the vote at the Clergy Session at the Minnesota Annual Conference which happens annually.

RESPONSIBILITIES and DUTIES OF THE LOCAL PASTOR (BOD: ¶316)

1. Provisional elders approved annually by the Board of Ordained Ministry and local pastors approved annually by the district committee on ordained ministry may be licensed by the bishop to perform all the duties of a pastor (¶340), including the sacraments of baptism and
Holy Communion as well as the services of marriage (where state laws allow), burial, confirmation, and membership reception, within and while appointed to a particular charge or extension ministry. For the purposes of these paragraphs the charge or extension ministry will be defined as “people within or related to the community or ministry setting being served.” Those licensed for pastoral ministry may be appointed to extension ministry settings when approved by the bishop and the BOM.

2. Such authorization granted by the license may be renewed annually by the DCOM or the BOM.

3. The license shall remain valid only so long as the appointment continues and shall be recertified by the bishop when assignments change between sessions of the annual conference.

4. A local pastor shall be under the supervision of a district superintendent and shall be assigned a clergy mentor while in the Course of Study or in seminary (¶ 348).

5. Local pastors shall be amenable to the clergy session of the annual conference in the performance of their pastoral duties and shall attend the sessions of the annual conference.

6. The membership of local pastors under full-time and part-time appointment is to the annual conference (not the local church). Local pastors shall have the right to vote at annual conference session on all matters except constitutional amendments, election of delegates to General, jurisdictional, or central conferences, and matters of ordination, character, and conference relations of clergy. Local pastors who have completed Course of Study or a Master of Divinity degree and have served a minimum of two consecutive years under appointment before the election may vote to elect clergy delegates to General and jurisdictional or central conferences.

7. Local pastors may serve on any conference board, commission, or committee with voice and vote, except on matters of clergy character, qualifications, status, and ordination. However, local pastors who have completed the Course of Study may serve on the DCOM or the BOM with voice and vote.

8. All local pastors shall receive written communication about decisions made regarding their relationship with the annual conference.

9. Local pastors who have completed the Course of Study may upon retirement annually request from the DCOM and the bishop a license to continue to serve in the local church where they hold membership for the purpose of providing sacramental rites of baptism and Holy Communion, at the request of the appointed pastor.

CATEGORIES OF LOCAL PASTOR (BOD: ¶318)
Upon satisfactory completion of the requirements of ¶315, the DCOM shall certify the completion of the prescribed studies to the candidates and the BOM, and they shall be listed in the journal as eligible to be appointed as local pastors. Award of the license shall not be made until an appointment to a pastoral charge is made in accordance with ¶337. In recommending to the annual conference those who have met their requirements to serve as local pastors for the ensuing year, the BOM shall classify them in three categories with educational and other requirements of their category. Any
person who fails to meet these requirements shall be discontinued as a local pastor. The categories shall be defined as follows:

1. **Full-Time Local Pastors**—Those eligible to be appointed full-time local pastors are persons:
   (a) who may devote their entire time to the church in the charge to which they are appointed and its outreach in ministry and mission to the community;
   (b) who receive in cash support per annum from all Church sources a sum equal to or larger than the minimum base compensation established by the annual conference for full-time local pastors;
   (c) who, unless they have completed the Course of Study or other approved theological education, shall:
      (i) complete four courses per year in a Course of Study school, or
      (ii) have made progress in the correspondence curriculum prescribed by the General Board of Higher Education and Ministry (¶1421.3d), or
      (iii) be enrolled as a pre-theological or theological student in a college, university or school of theology approved by the University Senate;
   (d) who, when they have completed the Course of Study or a Master of Divinity degree from a seminary listed by the University Senate, are involved in continuing education (¶350);
   (e) who shall not be enrolled as a full-time student in any school.

2. **Part-Time Local Pastors**—Those eligible to be appointed as part-time local pastors are persons:
   (a) who have met the provisions of ¶315;
   (b) who do not devote their entire time to the charge to which they are appointed; or
   (c) do not receive in cash support per annum from all Church sources a sum equal to or larger than the minimum base compensation established by the annual conference for full-time local pastors; and
   (d) who, unless they have completed the Course of Study or other approved theological education, shall:
      (i) complete two courses per year in a Course of Study school, or
      (ii) have made progress in the correspondence curriculum prescribed by the General Board of Higher Education and Ministry, or
      (iii) be enrolled as a pre-theological or theological student in a college, university, or school of theology approved by the University Senate.

Part-time local pastors may be appointed to small membership churches that are grouped together in a charge under the supervision of a mentor.

3. **Students Appointed as Local Pastors**—Students may be appointed as part-time or full-time local pastors in a conference other than the conference in which they are certified candidates if they are persons:
   (a) who are enrolled as pre-theological or theological students in a college, university, or school of theology listed by the University Senate
   (b) who have met the provisions of ¶315, and
(c) who shall make appropriate progress in their educational program as determined by the BOM.

Students who are appointed as local pastors continue to relate to the district committee on ordained ministry in the conference in which they are certified candidates and shall be responsible to them for the continuation of their certified candidacy.

4. **Students from Other Denominations**—Upon recommendation of the BOM, the clergy members in full connection may vote to approve (annually) students of other denominations to serve as local pastors for the ensuing year. These students must be enrolled in a school of theology listed by the University Senate and will serve under the direction of the District Superintendent. Approval is given provided the student has indicated to the satisfaction of the BOM their agreement to support and maintain the doctrine and polity of The United Methodist Church while under appointment.

**RELATIONSHIP REQUIREMENTS**

1. **Requirements for License for Pastoral Ministry** (BOD: ¶315)

All persons not ordained as elders who are appointed to preach and conduct divine worship and perform the duties of a pastor shall have a license for pastoral ministry. The BOM (¶ 635.2h) may recommend to the clergy session of the annual conference the licensing of those persons who have any of the qualifications listed below:

   a. Provisional elders commissioned by the annual conference
   b. Local pastors who have completed the following:
      i) The conditions for candidacy certification in ¶310.1-2;
      ii) The Orientation to Ministry;
      iii) The studies for the license as a local pastor as prescribed and supervised by the Division of Ordained Ministry or one-third of their work for a Master of Divinity degree at a school of theology listed by the University Senate;
      iv) Been examined and recommended by a three-fourths majority vote of the DCOM (¶ 666.9)
   c. Associate members of the annual conference
   d. Deacons in full connection, seeking to qualify for ordination as an elder
   e. Licensed or ordained clergy from other denominations who have training equivalent to the studies for license as a local pastor prescribed by the Division of Ordained Ministry, but do not meet the educational requirements for provisional membership in the annual conference.

In every case, those who are licensed shall have:

   a) Completed and released the required psychological reports, criminal background and credit checks, and reports of sexual misconduct and/or child abuse. They shall complete the Safe Gatherings screening.
   b) Provided the board with a satisfactory certificate of good health on a prescribed form from a physician approved by that board.
   c) Received approval by a three-fourths majority vote of the clergy session.
2. **Continuance as a Local Pastor**—BOD: ¶319.
   
a. Persons licensed as local pastors who are not provisional members shall continue in college, in a program of theological education at an approved seminary, or in the Course of Study.
   
b. Upon completing each year’s education and other qualifications, a local pastor who is not a provisional member may be recommended for continuance by the DCOM. The clergy members in full connection of the annual conference may approve continuance of a local pastor after reference to and recommendation by its BOM.
   
c. A full-time local pastor shall complete the Course of Study curriculum within eight years and a part-time local pastor within twelve, unless a family situation or other circumstance precludes the local pastor’s opportunity to meet said requirements. The local pastor may be granted an annual extension beyond the prescribed limit upon a three-fourths vote of the district committee on ordained ministry, recommendation by the conference Board of Ordained Ministry, and the vote of the clergy members in full connection.
   
d. A local pastor may choose to remain in a local relationship with the annual conference upon having completed the Course of Study.
   
e. None of the provisions in this legislation shall be interpreted to change or limit authorizations to local pastors ordained as deacon and elder prior to 1996.

   
a. Discontinuance of Local Pastor—Whenever a local pastor retires or is no longer approved for appointment by the annual conference as required in ¶318, or whenever any local pastor severs relationship with The United Methodist Church, or whenever the appointment of a local pastor is discontinued by the bishop, or whenever the district committee on ordained ministry does not recommend continuation of license, then the license and credentials of that local pastor shall be surrendered to the district superintendent for deposit with the secretary of the conference.
   
   After consultation with the pastor, the former local pastor shall designate the local church in which membership shall be held. The BOM shall file with the resident bishop a permanent record of the circumstances relating to the discontinuance of local pastor status as required in ¶635.3d.
   
b. Withdrawal Under Complaints and Charges—When a local pastor is accused of an offense under ¶2702 and desires to withdraw from the Church, the procedures described in ¶2719.2 shall apply.
   
c. Trial of Local Pastor—When a local pastor is accused of an offense under ¶2702, the procedures described in ¶2703-¶2713 shall apply.
   
d. Reinstatement of Local Pastor Status—Local pastors whose approved status has been discontinued from an annual conference of The United Methodist Church or one of its legal predecessors, may be reinstated only by the annual conference that previously approved them, its legal successor, or the annual conference of which the major portion of their former
conference is a part. Reinstatement may occur only upon recommendation by the DCOM from which their license was discontinued, the BOM, and the cabinet. Persons seeking reinstatement shall provide evidence that they have been a member of a local United Methodist church for at least one year prior to their request for reinstatement. The district committee shall require a recommendation from the charge conference where their membership is currently held. When approved by the clergy members in full connection as provided in ¶337, their license and credentials shall be restored, and they shall be eligible for appointment as pastor of a charge. They shall complete current studies and meet requirements as provided in ¶315, ¶318. Whenever a person, whose approval as local pastor has been discontinued by an annual conference, is being considered for appointment or temporary employment in another annual conference, the BOM where this person is being considered shall obtain, from the BOM of the conference where approval has been discontinued, verification of their qualifications and information about the circumstances relating to the termination of their approval as local pastors.

**STEPS TO OBTAINING A LICENSE AS A LOCAL PASTOR**

The licensed local pastor has answered the call from God to serve the mission of Jesus Christ through the work of the local congregation in The United Methodist Church. The licensed local pastor, while appointed to a particular charge, shall perform all the duties of a pastor including: proclamation of the Word of God, leading in worship and liturgy, performing the sacraments of baptism and Holy Communion, the services of marriage, burial, confirmation and membership reception. The LLP has the authority of a pastor only within the setting and during the time of the appointment and shall not extend beyond it, without permission of both the district superintendent and the presiding Bishop.

1. **Communication/Paperwork:**

In preparation for ministry, it is imperative that you communicate in a timely and professional manner. All boards and committees expect college level written material. Use your own words or when quoting, cite appropriately. The Minnesota Annual Conference, all licensing schools and all Course of Study programs require inclusive language. It is more than likely that delays will take place and you will need to rewrite your papers if you are sloppy or careless in your paperwork. Please use spell check, then proof read and have someone else proof read your material. Leniency is given as you start the process, however, starting with good habits will make this process flow better.

Inclusive Language, as defined by the BOM, has two aspects:

1. References to people should include pronouns or words referring to both males and females, and examples from ministry experience should relate to both women and men.
2. References to God should be gender-neutral and/or include both masculine and feminine images for God.
2. **Summary of the process to become a licensed local pastor:**
The LLP is not ordained in The United Methodist Church but is licensed for pastoral ministry to perform the duties of a pastor as described previously. In order to receive a license for pastoral ministry one must:

a. Complete the candidacy process and become certified as a candidate for ministry.
b. Be recommended by the DCOM.
c. Provide the annual conference with a satisfactory certificate of good health and evaluations (including psychological) required by the annual conference.
d. Be approved by the DCOM.
e. Receive an appointment from the bishop
f. Complete the studies for the licensed local pastor. (The appointment is contingent on the successful completion of licensing school)
g. Be approved by the clergy session of annual conference.
(For specific steps in the licensing process, see section 16.)

**NEW CLERGY ORIENTATION and CLERGY LEADERSHIP ACADEMY**
The Minnesota Annual Conference recommends participation in one or both of these opportunities. Please discuss with your district superintendent and your mentor how to best participate as you also continue your Course of Study or approved courses and your required mentor/mentor group meetings.

1. **New Clergy Orientation**
Annually, the Minnesota Board of Ordained Ministry sponsors an orientation for clergy in first-time appointments. The purpose of this event is to introduce those in first-time appointments to the Minnesota Annual Conference programs and leadership. This event is required for all who are starting their first appointments, including those licensed as local pastors.

You will be expected to register for and attend one of the two workshop sessions. Both sessions will focus on changing appointments. The first session will also focus on moving from one appointment to another, and moving materials will be available at this workshop.
As a local pastor with licensing school or Course of Study obligations, you will need to discuss with your district superintendent how to handle schedule conflicts among these requirements.

2. **Clergy Leadership Academy**
Your seminary education or Course of Study training has given or will give you a critical biblical and theological foundation. However, the demands of parish ministry require additional preparation. You are NOT entering ministry at a time of great stability. The place of the church in society is shifting dramatically and fewer people have a connection to a Christian community. Therefore, what is required of Minnesota Conference clergy is not simply to manage the status quo and tend the sheep. What the conference seeks and needs are passionate and gifted spiritual leaders who can reach out to people outside the church and call them into a new way of life, and lead the people inside the church into a pilgrimage of following God to a new way of being the church that will propel them out
into the world. In many ways, we in the church find ourselves in wilderness times, and the journey required of us calls for a Moses, a Miriam and a Joshua to lead us forward.

To that end, the Minnesota Annual Conference is committed to equipping clergy to lead their congregations for such a time as this. Therefore, clergy in their first three years of full time ministry are recommended to participate fully in Clergy Leadership Academy. This academy will meet all the continuing education requirements, but not Course of Study requirements.

Questions about Clergy Leadership Academy should be directed to the office of the Director of Ministries (612.870.0058).

MENTORING (BOD: ¶349)
The district superintendent shall assign a clergy mentor or mentoring group to all local pastors. The clergy mentors shall be elders, associate members, or local pastors who have completed Course of Study. Mentors shall work with the local pastor individually or in a covenant group setting for the purpose of meeting the continuance requirement. It is the responsibility of the District superintendent to ensure that a clergy mentor has been assigned. It is the responsibility of the local pastor to contact that mentor for the help needed. Mentoring sessions should be held regularly. A written report of mentoring sessions held through the year shall be forwarded to the district superintendent annually.

LLP Mentor Groups

PURPOSE:
The mentor groups have been set up for LLPs who are enrolled in the Couse of Study (COS) program. Mentoring in a group setting such as this frees the District Superintendent (D.S.) from finding individual mentors for each clergy attending COS. Participation in this group is suggested but not mandatory; if someone declines to participate the D.S. has the responsibility to find an individual mentor for that LLP until they have completed their educational requirement.

All Master of Divinity Licensed Local Pastors (MDiv. LLP), especially those who are new to ministry, are invited to attend a mentor group. The mentor groups allow participants to address clergy or ministry questions based on individual understanding and previous experience, which provides rich discussion and insight. In addition, participants in the mentor groups encourage each other and keep each other accountable to keep up with the educational requirements.

BEST PRACTICES:
The number of participants changes each year as appointments change and LLPs complete educational requirements. Meetings are held within the District area that is centrally located for all participants.

Typically LLPs meet with mentors (individually or in the group setting) four to six times per year. The meeting starts with prayer and a devotion. Most sessions involve participants sharing what is going on in their lives or ministry, how they feel, and/or where they are challenged.
Questions raised about ministry situations are discussed openly and confidentiality is required. Discussion about what is happening in the district or conference is also encouraged. Occasionally an outside resource/individual is invited to the meeting to offer assistance and information. These include, but are not limited to: conference staff, camping representatives, local mission based groups, District Parish Nurses, Conference Chaplains or the District Superintendent.

COS issues are discussed, especially courses being offered and assignments. It is important to hold everyone accountable for their course work. All participants are encouraged to phone, email or connect with their mentors when a problem arises.

2016 Book of Discipline Mentoring Information
The above Policy/Practice is in accordance with the following paragraphs from the BOD:

Paragraph 348.1 b
Clergy mentors are clergy in full connection, associate members, and full or part time local pastors who have completed the Course of Study. Mentors are trained to provide ongoing oversight and counsel with local pastors and with provisional members. Local pastors will be assigned a clergy mentor by the District Committee on Ordained Ministry in consultation with the District Superintendent. Provisional members will be assigned a clergy mentor in full connection by the conference Board of Ordained Ministry in consultation with the District Superintendent. A candidacy mentor may continue with the same person if they are trained to serve as a clergy mentor.

Paragraph 348.2
Mentoring occurs within a relationship where the mentor takes responsibility for creating a safe place for reflection and growth. An effective mentor has a mature faith, models effective ministry and possesses the necessary skill to help individuals discern their call in ministry. Mentoring is a part of the preparation and growth for inquirers and candidates for ordained ministry, local pastors, and provisional members of an annual conference. Mentoring is distinct from the evaluative and supervisory process that is a part of preparation for ministry.

Paragraph 348.3
Local Pastors and provisional members will be assigned to a clergy mentoring group, whenever possible, or to a clergy mentor by the Board of Ordained Ministry. Persons transferring from other denominations will also be assigned a clergy mentor.

COURSE OF STUDY (COS)
Persons licensed as local pastors who are not provisional members shall continue in college, in a program of theological education at an approved seminary, or the Course of Study Curriculum.

1. The Role of the General Board of Higher Education and Ministry (GBHEM)
a. The COS in The United Methodist Church is provided and administered by the GBHEM for persons:
who are certified candidates for ordained ministry,
who have successfully completed a conference approved licensing school,
who have been licensed by the bishop after approval by the DCOM

2. The Course of Study is a basic theological education program of the Division of Ordained Ministry, Section of Elders and Local Pastors.
The COS is offered at seven regional COS schools held each summer on the campuses of designated United Methodist theological seminaries. Extension courses for part-time local pastors are also held throughout the year at certain locations. These extension centers usually offer courses in a two or three weekend format, which allows bi-vocational local pastors to participate without taking a lot of time away from their work. The COS includes a five-year curriculum with four courses per year as follows:

FIRST YEAR
- The Pastor as Interpreter of the Bible
- Theology in the Wesleyan Spirit
- Pastoral Care for Spiritual Formation
- Pastoral Leadership and Administration

SECOND YEAR
- Hebrew Bible I
- Theological Heritage - Early and Medieval
- Formation for Discipleship
- Practice of Preaching

THIRD YEAR
- New Testament I
- Theological Heritage: Reformation
- Our Mission: Evangelism
- Pastoral Care and Counseling

FOURTH YEAR
- Hebrew Bible II
- Wesleyan Movement
- Worship and Sacraments
- Personal and Social Ethics

FIFTH YEAR
- New Testament II
- Contemporary Theology
- Our Mission: Transforming Agent
- Theology and Practice of Ministry
Your main task in the Course of Study program is to learn well the skills necessary for pastoral ministry. Your churches should understand this and that you are entitled leave for study. From time to time, pastors do experience stress from trying to meet the needs of their parishioners while attending COS School. Keep in mind that with adequate preparation and the help of your District Superintendent, others can readily cover the needs of your parish.

3. **Special Circumstances**

   a. In case of emergency or unusual circumstances, with the approval of the DCOM, courses may also be taken through a correspondence curriculum provided by the GBHEM. Applications for correspondence courses may be obtained from the Office of Ministry Services or the Course of Study Theological Seminary in which the student is enrolled.

   b. The student pays the course fee. The cost is affordable and further information may be obtained through the GBHEM. [http://www.gbhem.org](http://www.gbhem.org)

   c. A candidate who has attended an accredited theological seminary may request that work completed in the school of theology be evaluated by the GBHEM and approved for transfer to the COS. The request for evaluation must come through the BOM by letter to the local pastor's registrar.

   d. At the discretion of the GBHEM, clinical pastoral education (CPE) units or credit from an accredited graduate degree program may be applied to the COS.

   e. The policy of the GBHEM has no limit as to the number of courses the student can take within a year, as long as the courses have been successfully completed.

   f. Local pastors are free to pick and choose a variety of schools in which to complete their COS. While most COS schools will allow the transfer of a number of credits, each COS school prefers that the student fulfills the bulk of their work at one particular school.

**Tuition Notes:**

- The GBHEM pays tuition for each student enrolled in the four-week summer residential COS schools. The Minnesota Annual Conference offers a scholarship for those local pastors registered for the COS. The scholarship is reviewed each year. Your expenses will surely be larger than your stipend, so care should be taken to have extra funds available. Books and supplies are the responsibility of each local pastor. Many churches provide budget money for the educational needs of their pastor and the local pastor is encouraged to be in dialogue with their SPRC about additional support. Applications for the stipend may be submitted using an electronic form found on the MinnesotaUMC.org Website under Clergy Resources/Grants/Course of Study Grant Application.

- In the Minnesota Annual Conference, if your church agrees to pay half of the cost of books, the conference will pay the other half.

- Please note that that local pastors who receive a failing grade ("F") in a class will be required to repeat the course of Study at their own expense. IF they cannot afford to complete the Course of Study at their expense, a written letter of the reason for the failed course grade may be sent to chairperson of the Ministerial Education Funds, who is a member of the BOM. The BOM will determine whether additional funds will be made available.
4. **Course of Study Schools**
   At present, three Course of Study schools seemed to best serve the needs of local pastors in the Minnesota Annual Conference:

   a. **Garrett- Evangelical Theological Seminary Evanston, Illinois**
      2121 Sheridan Road
      Evanston, IL 60201
      847.866.3907 (registrar)
      [www.garrett.northwestern.edu](http://www.garrett.northwestern.edu)

   b. **Saint Paul School of Theology**
      13720 Rae Ave, Building C #C139
      Leewood, KS 66224
      913-253-5051
      [cos@spst.edu/cos](mailto:cos@spst.edu/cos)
      This is school is for full or part-time local pastors and meets during the month of July and/or January.

   c. **Upper Midwest Extension Course of Study** is an extension of Garrett-Evangelical Theological Seminary located at:
      Morningside College
      1501 Morningside Ave.
      Sioux City, IA 51106
      1-800-831-0806 ext. 5148
      This is a school for part-time local pastors. Courses are held in the fall and in the spring. Two weekends per class.

   d. **Native American Course of Study**
      Location is variable
      Rev. Danira Parra, Assistant Director
      2401 Springfield Road
      East Peoria, IL 61611
      309-202-4197
      [info@nacosumc.org](mailto:info@nacosumc.org)
      [www.nacosumc.org](http://www.nacosumc.org)
      This is for full and part time students who are Native American, or serving a Native American population. An LLP who does not meet those criteria, but would still like to attend NACOS, will need to send a written request to the Board of Ordained Ministry explaining the reasons for selecting this COS to attend.

   e. **Other part-time and full-time schools are available.** To find them visit:
      [www.gbhem.org](http://www.gbhem.org)
Registration forms may be obtained directly from the seminary. Completed forms must be sent to your District Superintendent and also to the Conference Registrar for signatures. Electronic documents are preferred whenever possible. The signed registration forms will be returned to you to submit to the school with payment.

5. **Other COS Schools**
   a. Hispanic Course of Study Schools—The GBHEM sponsors three Hispanic Course of Study Schools. They are held at Perkins Course of Study School in Dallas, Texas; the North Central Jurisdictional Course of Study School at Garrett-Evangelical in Evanston, Illinois; and the Course of Study School at Claremont in California. Students interested in taking the Course of Study in the Spanish language may apply to the director of the Course of Study School at any of these schools. The GBHEM underwrites both the tuition and transportation costs of students attending these schools. For more information, contact the Office of Ministerial Services. If you have other specific language needs, contact the Office of Ministerial Services for assistance and options.
   b. New Congregational Development and Lay Missioner Training Schools—These schools prepare students for new congregational development among poor and marginalized people as part of the mission strategy of the United Methodist Church. Those who successfully complete the program may qualify for licensing as a Local Pastor and/or credit in the Course of Study. The Course of Study School at Emory in Atlanta and the Appalachian Local Pastors School in the Red Bird Missionary Conference has offered training in new congregational development. The Perkins Course of Study School in Dallas, Texas, has offered Lay Missioner Training for Hispanic lay leaders and their pastors. A similar program has been offered from time to time at Garrett-Evangelical Seminary in Evanston, Illinois. Contact the schools directly for more information. Also, check with your District Superintendent before enrolling in either of these programs.

**PREPARATION FOR PROVISIONAL MEMBERSHIP and ELDER’S ORDERS (BOD: ¶324.6-14)**

Local pastors may fulfill the requirements for provisional membership as elders when they have:

1. Completed four years of full-time service or the equivalent.
2. Satisfied all requirements listed in BOD Sections 1-3 and 7-14. See the Minnesota Annual Conference website for the requirements list, or contact the Conference Registrar for more information.
3. Completed Educational requirements:
   a. Completed the five-year Course of Study for Licensed Local Pastors, of which no more than one-half may be taken by correspondence or Internet; up to one-half of Course of Study may be online courses.
   b. Completion of an equivalent program of study embedded in an undergraduate degree at a UM-related college or university.
   c. Completed an Advanced Course of Study consisting of thirty-two semester hours of graduate theological study or its equivalent as determined by the General Board of Higher Education and Ministry, including United Methodist history, doctrine, and polity.
NOTE: The purpose of the Advanced Course of Study for Ordained Ministry is to provide a curriculum which will enable a local pastor to meet the educational requirements for full conference membership and ordination as an elder.

- The courses chosen will not duplicate those included in the basic five-year curriculum.
- Four to six semester hours of credit may be earned each summer in the Advanced Course of Study.
- Advanced Course of Study students may enroll in the Master of Divinity curriculum courses.
- Each student shall have all courses approved and recorded by the General Board of Higher Education and Ministry.
- Graduate studies, that parallel courses offered for advanced studies, but that were not taken in a theological school may be approved by the General Board of Higher Education and Ministry to a maximum of nine semester hours. Such studies must have been taken within the last 10 years.
- One basic unit of Clinical Pastoral Education may be recognized as the equivalent of six semester hours in the Advanced Course of Study.
- These requirements must be met one full year prior to ordination.
- Advanced Course of Study courses are offered during the summer sessions with the regular Course of Study schools.

TRANSITIONAL POLICIES FOR ASSOCIATE MEMBERS (BOD: ¶321 and ¶322)

1. **Eligibility and Rights of Associate Members**

   Associate members of an annual conference are in the itinerant ministry of the Church and are available on a continuing basis for appointment by the bishop. They offer themselves without reserve to be appointed (and to serve as their superiors in office shall direct). They shall be amenable to the annual conference in the performance of their ministry and shall be granted the same security of appointment as provisional members and members in full connection.

   a. Associate members shall have a right to vote in the annual conference on all matters except the following:
      
      (i) constitutional amendments;
      (ii) all matters of ordination, character, and conference relations of clergy.

   b. Associate members may serve on any board, commission, or committee of an annual conference. They shall not be eligible for election as delegates to the General or jurisdictional or central conferences.

   c. Associate members shall be subject to the provisions governing sabbatical leave, leave of absence, location, retirement, minimum salary, and pension.

2. **Requirements for Election as Associate Members**

   Local pastors may be elected to associate membership by a three-fourths majority vote of the clergy session, when they have met the following conditions. They shall have:

   a. been recommended to the clergy session based on a three-fourths majority vote of the conference BOM;
   b. reached age forty;
   c. served four years as full-time local pastors;
d. completed the Course of Study in addition to the studies for license as a local pastor, up to one half of which may be taken by correspondence or online/distance learning courses, or received a Master of Divinity degree that includes the basic graduate theological studies from a school of theology listed by the University Senate;

e. completed a minimum of sixty semester hours toward the Bachelor of Arts or an equivalent degree in a college or university recognized by the University Senate;

f. been recommended by a three-fourths majority vote by the district committee on ordained ministry and the BOM;

g. declared their willingness to accept continuing full-time appointment;

h. satisfied the board regarding their physical, mental, and emotional health (the annual conference shall require psychological reports, criminal background and credit checks, and reports of sexual misconduct and/or child abuse to provide additional information on the candidate’s fitness for the ministry);

i. for the sake of the mission of Jesus Christ in the world and the most effective witness to the Christian gospel, and in consideration of his/her influence as a clergy member of the annual conference, be willing to make a complete dedication of himself/herself to the highest ideals of the Christian life; and to this end agree to exercise responsible self-control by personal habits conducive to bodily health, mental and emotional maturity, fidelity in marriage and celibacy in singleness, social responsibility, and growth in grace and the knowledge and love of God; and

j. prepared at least one written sermon on a biblical passage specified by the Board of Ordained Ministry and given satisfactory answers in a written doctrinal examination administered by the BOM. (Consideration shall be given to the questions listed in ¶324.9.)

NOTES:

- Upon recommendation of the BOM, an annual conference may equate part-time service to the requirement of full-time service. Such equivalence is to be determined in light of the years of service involved, the quality of that service, the maturity of the applicant, and other relevant factors.

- Associate members may retire under the provisions of ¶357 of the Discipline. They shall retain their license for pastoral ministry for service in the local church and maintain their relationship as retired clergy members of the annual conference.

- Associate members may be received as provisional members in the annual conference under conditions as set forth in ¶324.6 upon receiving a three-fourths majority vote of the clergy members of the conference in full connection, present and voting.

Contact the Conference Registrar for the requirements list for Associate Membership.

FELLOWSHIP OF LOCAL PASTORS AND ASSOCIATE MEMBERS (BOD: ¶323)

Each annual conference shall organize a Fellowship of Local Pastors and Associate Members. All LLPs and associate members shall be members of and participate in the Fellowship.

The Fellowship will provide mutual support for its members for the sake of the life and mission of the church.

1. The specific and limited function is to:

   a) provide for regular gatherings of local pastors and associate members for continuing formation in relationship to Jesus Christ through such experiences as Bible study, study
of issues facing the church and society, and theological exploration in vocational identity and leadership;
b) encourage local pastors and associate members in continued study beyond the Course of Study and Advanced Course of Study;
c) develop a bond of unity and common commitment to the mission and ministry of The United Methodist Church and the annual conference; and
d) enable the creation of relationships that allow mutual support and trust.

2. The bishop shall convene the fellowship and the BOM shall coordinate its life and work. Necessary financial support shall be provided by the annual conference through the budget of the board. The board shall nominate from within the Fellowship membership and the Fellowship shall elect quadrennially a chairperson of the Fellowship during a gathered meeting of the annual session of the Fellowship conference who, in cooperation with and under the guidance of the bishop, will provide continuing leadership for the Fellowship. The elected Fellowship chairperson, full-time or part-time, shall be a member of the BOM and its executive committee as specified in ¶635.1a. Activity of the Fellowship will be reported regularly to the BOM.

The Minnesota Annual Conference places a high value on the ministry of the local pastor. The first line of support for the local pastor is their mentoring clergy. Through this relationship, the local pastor has an advocate, a prayer partner and a person of wise counsel with whom to relate. The local pastors also have the counsel of the local pastor's registrar, clergy colleagues and, of course, their District Superintendent. We believe in being connectional. This is to say we share our joys, our resources, our support for each other, and our love for Christ in ways that keep us healthy and productive in our life and our ministry.

From time to time, certain circumstances warrant additional help. Family crises, health-related emergencies and unexpected difficulties arise. The local pastor has a great variety of resources at hand. Do not be afraid to ask for help when you need it. The annual conference provides budget and debt counseling services, personal and family therapy services and other such helps.

The Fellowship of Local Pastors and Associate Members is active in Minnesota Annual Conference and seeks to assist each local pastor in the highest standards of ministry. Please take time to learn what it means to be in this connection and seek to practice being in connection with your colleagues in ministry. When you need help, please, ask for it.

Purpose
The purpose of the Fellowship of Associate Members and Local Pastors is to provide a direct connection to the ministry of the Order of the Elders and Order of Deacons with local pastors and associate members of the annual conference. Together we are partners with Christ in the ministry of the church to our world. The fellowship will function to inform the local pastors and associate members in ministry, affirm them in their work and inspire them in their calling. Through the unique connections formed through this fellowship, the Minnesota local pastors and associate members will have the space to create and nurture meaningful collegial relationships that can deepen their faith and create a natural and beneficial sense of accountability in ministry. In addition, the fellowship can strengthen the sense of shared ministry with those of the Order of Elders and Order of Deacons to create an authentic camaraderie in our calling.
Organization
The fellowship is organized to have one person, a local pastor or an associate member, to serve as chair, one person to serve as secretary, and four persons to serve as district liaisons (for a total of six persons representing all of our districts). In addition, the registrar of each district will serve on the fellowship to guide and advise the fellowship in its work and function. The resident bishop also serves to convene and guide the fellowship. The Board of Ordained Ministry shall nominate from within the fellowship membership and the fellowship shall elect quadrennially a chairperson of the fellowship who in cooperation with and under the guidance of the bishop will provide continuing leadership for the fellowship. The bishop will make sure that each district is represented in the leadership of the fellowship.

Role of the Board of Ordained Ministry
The ministry of all local pastors and associate members is directly connected to the ministry of the elders and deacons. Our shared ministry is to make disciples of Jesus Christ and to preach the word, order the church, administer the sacraments and lead in service. The Order of Elders models transformational ministry in the Wesleyan spirit of connection in order to inform, affirm, and by grace, inspire the local pastors and associate members in our common tasks for Jesus Christ and his church.

The Board of Ordained Ministry guides the local pastors and associate members to faithfully follow our United Methodist Discipline and to provide guidance and encouragement to them. In addition to spiritual and ethical nurture, the Board of Ordained Ministry ensures financial representation of the Fellowship to the conference council on finance and administration in our yearly budgeting process.

Structure of the Fellowship
1. The Chairperson
   By the Book Discipline, one local pastor or associate member, having completed the Course of Study or approved educational requirement shall be nominated by the Board of Ordained Ministry and elected to serve as chairperson of the Fellowship. The chairperson will serve in this role for a quadrennial. The chairperson will call meetings of the leadership team and fellowship, move the work of the meetings, and ensure that each district liaison is fully informed of the work of the fellowship. The chairperson will also work for consensus in the fellowship and assist in developing the programmatic work of the fellowship. In addition, the chairperson may represent his/her district to the fellowship. The chairperson shall serve on the Board of Ordained Ministry executive committee.

2. Secretary
   One local pastor or associate member shall serve as secretary to the fellowship. The duties of the secretary will include keeping accurate records of the meetings of the fellowship, the leadership team and serve as a representative of his/her district to the leadership team. The secretary will also relate to the communication structures in the annual conference to keep our local pastors and associate members informed of the Fellowship's activities. It is beneficial for that this person to have her/his educational requirement completed.

3. Team Members (5)
   The team will consist of licensed local pastors and associate members currently under appointment. They will be a representative from each of the current districts in which they are appointed. They will meet with the rest of the team on a regular basis to determine the needs of the fellowship as it relates to local pastors and associate members, and will take
an active part in the planning, preparation; execution and evaluation of the activities of the Fellowship.

4. Registrar
The local pastors and associate members registrar will serve on the leadership team in an advisory capacity.

5. Bishop
The bishop, by Book of Discipline convenes the fellowship and is responsible for its well-being, direction and nurture and serves to discern and coordinate our shared ministry in the annual conference.

6. Budget
The Board of Ordained Ministry shall budget funds to support the work of the fellowship.

*National Fellowship of Associate Members and Local Pastors*
The Minnesota Fellowship of Associate Member and Local Pastors is also connected to the National Fellowship. This group is affiliated with the General Board of Higher Education and Ministry and works on various legislative matters for local pastors, tries to keep Local Pastors informed as to matters important to us and generally provides fellowship and connection for all associate members and local pastors. Minnesota members are encouraged to join and participate in the National Fellowship. Members are invited to attend the annual convention, which convenes every fall in different locations throughout the country.

*An Overview of the Work of the Fellowship*
The fellowship will organize its ministry in accordance with the Book of Discipline and as outlined above. Because the need for basic information and spiritual growth are so important among our local pastors, the fellowship will organize to address these issues and especially to offer training in best ministry practices and for spiritual opportunities. The work of the fellowship is to utilize resources in our connection to learn and grow so that our ministries have a high impact for transformation in the local church and community.

*PENSION AND RELATED BENEFITS FOR LOCAL PASTORS*
For an up to date listing of Pension and Related Benefits for the License Local Pastor – please see the MinnesotaUMC.org website and/ or contact Jean Edin the Benefits Officer.

*STEPS TO CANDIDACY AND LICENSING*
Those who are ordained enter into a lifetime covenant and are members of the annual conference. Not all persons entering the ministry feel the call to become ordained. Those persons who wish to serve through the ministry as local pastors and those who feel the call to ordination all begin the same way: as a candidate for ministry.

Persons, upon hearing and heeding the call to servant leadership through licensed or ordained ministry, shall contact a clergyperson in their local church, another clergy, or the District Superintendent of the district in which they participate in a United Methodist ministry setting to inquire about the process of candidacy. Persons are encouraged to use resources recommended by the General Board of Higher Education and Ministry, such as "The Christian as Minister" and the "Ministry Inquiry Process."
1. **Candidacy and Certification for Licensed and Ordained Ministry** (BOD: ¶310)

Those beginning candidacy for licensed or ordained ministry shall be a professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year. Although the United Methodist Church has some universal requirements for those seeking to be a clergy member, each conference goes about the process in a slightly different way, especially for certification. Below are the steps required by the Minnesota Annual Conference to become a certified candidate Please see the MinnesotaUMC.org website (Ministries/Feel Called to Ministry?) or contact the Conference Registrar, for more information.

A. Begin with your local congregation.
   - Meet with your pastor and let them know you are interested in pursuing a career in ministry.
   - Optional: Read, *The Christian as Minister*, which will help you explore whether this is a good path for you, and it will explain some of the terms as well as requirements in the United Methodist Church. [The book can be ordered from Cokesbury](http://www.cokesbury.com).

B. Contact your District Superintendent
   PREREQUISITE: You have been a member of The United Methodist Church or baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for one year.
   - Let your District Superintendent know you are interested in exploring candidacy for ministry.
   - Your DS will give your name to the Conference Registrar, Janet Beard. Feel free to contact the registrar with any questions or concerns at any time. ([janet.beard@minnesotaumc.org](mailto:janet.beard@minnesotaumc.org) / 612-230-6156)
   - At any point after this you can complete two online forms: [Candidate Application for Clergy Relationship](http://Candidate Application for Clergy Relationship) and [Biographical Information](http://Biographical Information).
   - At some point during this stage, the District Committee on Ordained Ministry (DCOM) will contact you for an introductory interview. This is a “get to know you” meeting, and you don’t have to have any paperwork filed prior to the meeting, other than the two online forms the Registrar has sent you. This introductory interview may be conducted electronically, if location is challenging.
   - Your DS will assign you a mentor if you are ready to take the next steps. This may occur before or after your DCOM introductory meeting. Your mentor will guide you through the process to certification and will go through the Candidacy Guidebook with you.
   - The registrar will help you register with UMCARES, which is an important step in getting you connected to the General Board of Higher Education & Ministry (GBHEM). UMCARES will provide the Candidacy Guidebook, “Answering the Call”, following registration and fee payment.
   - Becoming familiar with the requirements in the Book of Discipline is another important step. Your pastor or mentor can help you find paragraph 310 so that you can become familiar with it. Be aware that the Discipline can change every 4 years; if you have any questions, please ask the Registrar or your DS.
   - Read two booklets related to United Methodist beliefs and practices. (“By Water and the Spirit” and “This Holy Mystery”) Although these are not required, reading these is highly encouraged in the beginning of your call discernment process.
• Read “Who We Are as United Methodists” and “Competency Model”. These are two documents unique to Minnesota and will be important for you to understand throughout the process.
• As soon as possible, attend the ‘Orientation to Ministry’ workshop offered before Annual Conference Session each year.

C. Back to the Local Church
PREREQUISITE: High school degree or equivalent is required.

• Complete a written Statement of Call (Full instructions available on website: ‘Statement of Call – Historic Questions 1’). This includes answers to the questions:
  o Why do I follow Jesus?
  o What difference does Jesus make in my life?
  o How have I been called to pursue a Christian clergy vocation?

Keep in mind Wesley’s historic questions as you write your call paper:
  o Do you know God as a pardoning God? Have you the love of God abiding in you? Do you desire nothing but God? Are you holy in all manner of conversation?
  o Have you gifts, as well as evidence of God’s grace, for the work? Have you a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do you speak justly, readily, clearly?
  o Have you fruit? Have any been truly convinced of sin and converted to God, and are believers edified by your service?

• You must meet with your Staff Parish Relations Committee (SPRC) and they will interview you and discern your calling. The Book of Discipline has some questions for them to consider, and which they probably will ask you in some format (paragraph 310.1.d). They then need to vote to approve you. Once the vote has been taken, the SPRC chair should submit the SPRC Recommendation for Candidacy form.

• Once you have SPRC approval, your congregation needs to vote on you as well at a regular Church or Charge Conference. The first vote they take must be with a written ballot (see the Book of Discipline for requirements), and then a voice or hand vote must be taken every year after that. Your pastor needs to submit a Form 3 renewing your interest every year.
• Submit your official HS transcript to the Conference Registrar. (Unless you are a college graduate, in which case you submit college transcript later in the process.)

D. Certified Candidate
Your DCOM certifies your candidacy whether you are interested in becoming a Licensed Local Pastor, a Deacon, or an Elder. (Note: those on the Elder/Deacon track will be required to have completed a four year college degree and half of a seminary or Masters degree before requesting provisional membership.)

• Once you have finished your meetings with your mentor, he/she will need to submit the Candidate Mentor Report indicating you have completed your meetings and have reviewed the guidebook and the competency model with you.
• DCOM will then either call you for an additional meeting or approve you for a psychological assessment with LeaderWise. There are two online forms: one for DCOM to complete, Candidate Psychological Assessment Request and one for you to complete, Candidate Psychological Assessment Information along with a $650 fee you will need to submit to cover a portion of the assessment. (Instructions for payment are given on the form.) If this is a
financial hardship, you can ask your local church to help subsidize this cost. Be aware that the assessment can take from one-three months from beginning to end, and it is valid for only six months. Plan your assessment to be completed less than six months before you will have your certification (and licensing, if applicable) interview with DCOM.

The Conference Registrar can help guide you to these requirements:
- Background check (completed through Safe Gatherings, instruction sheet on website)
- Your written updated Statement of Call and Historic Questions paper. (Full instructions available on website: ‘Statement of Call – Historic Questions’) This is an update of your original paper and should include responses to the following (considering Wesley’s historic questions stated above):
  - The most formative experience of your Christian life
  - God’s call to licensed or ordained ministry and the role of the church in your call
  - Your beliefs as a Christian
  - Your gifts for ministry
  - Your present understanding of your call to ministry as elder, deacon, or licensed ministry
  - Your support system
- Official college transcripts (if you have them)
- The results from your psychological evaluation. Reminder: these must be less than 6 months old.

If you are ready to be certified, contact the chair of your DCOM to let them know you are ready for your final interview. At least five days before you meet with them for certification, please make sure all of the above requirements are submitted.

2. Appointment of Certified Candidates (BOD: ¶311)

A certified candidate is eligible for appointment as a local pastor upon completion of License for Pastoral Ministry (¶315). Those appointed as local pastors are clergy members of the annual conference (¶602.1) and are no longer listed as certified candidates. They do not continue with candidacy mentors but are assigned a clergy mentor (¶348.4). These two last requirements must be completed before a license can be approved:
- Employer references (The registrar will request employer information and will contact them to complete an online reference form.)
- Medical summary forms (Candidate Health Statement to be completed by you, and Physician’s Medical Summary to be completed by your doctor – so you may need to schedule a physical. The form is on the website.)

PAPERWORK AND REPORTS

There is much administrative work to be done by the local pastor. Reports need to be filed, statistics need to be updated on a regular basis, and the membership records need to be accurate. One of the administrative tasks of the church year is the preparation required for the annual charge or church conference.

1. The preparation for charge conference begins as soon as one is appointed to a charge and continues through the year. These steps will help ensure a successful charge conference:
a. Watch for an announcement that the forms for the charge conference are on the conference website. Your mentor/mentoring group is a good source of information for completing the form and preparing for the conference. Your District Superintendent is also available.

b. For financial preparation connect with your finance committee and or the conference Finance secretary.

c. In consultation with your District Superintendent or Mentor or an Elder set a date for your Annual Charge Conference.

d. With your administrative council or board, place the date on the church calendar as soon as possible and announce it to the congregation. Be sure to schedule meetings with your finance committee and other committees immediately so that committee can begin to plan the budget for the upcoming year and be prepared at annual charge conference.

e. As soon as possible, begin meeting with the committee on lay leadership to secure the necessary personnel to do the work of ministry in the church. It is not always necessary to fill every position listed on the conference forms. The local pastor and the committee can determine which are essential beyond the requirements of the Book of Discipline.

f. Certain forms and reports need to be distributed to lay persons who will be responsible for filling out the forms. Make sure adequate time is given for them to finish the forms, give back to the pastor/ and or secretary to be entered into the systems. NOTE: if possible make copies of the previous year’s reports to assist them in the completion of the reports for the current year.

g. Certain individuals may need to give their reports at the annual charge conference. Make sure they are aware of their responsibilities ahead of time.

h. The report of the pastor is an important piece for the annual charge conference. This is a report of what the pastor has participated in the last year, as well as programs that were new or continued.

i. Any report submitted to the annual charge conference should be typewritten or printed in digital form.

j. Keeping good records throughout the year helps to ensure that everything needed for the annual charge conference will be given in the report for accuracy.

k. The clergy mentor should be a primary resource to the local pastor in preparing for the annual charge conference, especially in their first several years of ministry.

2. **Tables I, II, and III**

   Many of the statistics that are due in the Tables are in the hands of the Finance committee and in particular the Financial secretary. These reports cover the calendar year from January to December. These forms are available on the conference website: minnesotaumc.org. These forms are due in February to the conference office and are submitted online.

3. **Membership Records**

   It is absolutely essential that thorough and accurate membership records be maintained. Every effort should be made by the pastor to make sure that these records are up to date and entries made in a timely manner. All records should be kept in the church office under a lock and key system or in a fire proof box. These records should include preparatory membership roll, records of baptism, charges in membership, and records of all births, deaths, marriage, etc. Good record keeping is a key part of the ministry of any church.
WHO’s WHO in the MINNESOTA ANNUAL CONFERENCE

District Superintendent:
Your primary relationship is with your district superintendent. They are available for questions concerning any ministry issue within your congregation.

District Committee on Ordained Ministry (DCOM):
Your primary relationship related to your credentials for ministry. Files on local pastors are kept by the DCOM and the conference registrar.

Clergy Mentor:
A person assigned by the Board of Ordained Ministry in cooperation with the District Superintendent to mentor local pastors.

Conference Registrar to the Board of Ordained Ministry:
This individual provides help to district committees and district superintendents in working with local pastors, coordinate registration for the Course of Study, Licensing School, New Clergy Orientation and work with local pastors who are seeking ordination.