



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

## Ordination/Full Membership Requirements

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

Elder candidate:

1. Candidate has maintained provisional relationship for at least two years.
2. Candidate has served in an appointed ministry setting for the minimum years indicated below, following completion of educational requirements listed in the Book of Discipline (typically seminary graduation, BOD ¶ 335.3.a,b,c,d)
  - $\frac{3}{4}$  or full time: minimum of two years
  - $\frac{1}{2}$  time: minimum of three years
  - $\frac{1}{4}$  time: minimum of four years

Deacon candidate:

1. Candidate has maintained provisional relationship for at least two years.
2. If appointed  $\frac{3}{4}$  or full time, has served in an appointed ministry setting (salaried or non-salaried) for a minimum of two years following completion of education requirements listed in the Book of Discipline (BOD ¶ 330.3)  
If appointed  $\frac{1}{4}$  or  $\frac{1}{2}$  time, has served in an appointed ministry setting (salaried or non-salaried) for a minimum of three years following completion of education requirements listed in the Book of Discipline (BOD ¶ 330.3)

### Items to submit (by September 1, 2020):

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

### Items to submit (by December 3, 2020):

1. Update Biographical Form: <https://mnumc-reg.brtaapp.com/BiographicalInformation>
2. Medical Summary Forms:
  - a. Please complete the candidate health statement: <https://mnumc-reg.brtaapp.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. 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).
4. LeaderWise Psychological Evaluation – Phase 2. Contact the Registrar when you are ready to start your psychological evaluation – this may take 2-3 months to complete, so please plan ahead.
5. Updated Photo. (not required if submitted electronically in the last three years.)

### **Written work and sermon submission (to be completed by December 3, 2020)**

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

- a. Guidelines for Submitting Written Work  
<https://www.minnesotaumc.org/files/websites/www/Guidelines+for+Submitting+Written+Work.pdf>
- b. Plagiarism Policy  
<https://www.minnesotaumc.org/files/websites/www/BOM+Plagiarism+Policy1.pdf>
- c. Guidelines for Sermon Submissions to MN BOM  
<https://www.minnesotaumc.org/files/websites/www/Guidelines+for+Sermon+Submissions1.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 or PDF 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’ for more instructions.)
  - a. Please submit an original sermon that you prepare and preach in the calendar year of the submission deadline.
    - Manuscript – including a short introduction describing the setting and/or context. (Send to Registrar as Word or PDF document)
    - Video – a video recording of you preaching your sermon in front of a congregation in a worship setting. 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 uploading is not possible, contact the registrar for other options.)

(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 Site Visit (written project report due Oct. 1/Site Visit - Fall 2020)**

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

- Making Disciples Project Instructions
  - Nine Characteristics of Effective Clergy Leadership
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 site visit team sometime during the fall before coming to the board for an interview. Please be sure the site visit team receives a copy of your written project before the site visit.
  2. You will receive a 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. You will be asked to give the SPRC-Oversight Feedback Form to the appropriate committee depending on which group supervises your work. (Typically, you would have an oversight committee if you are not serving a church.) This form needs to be completed prior to the site visit. You will also be asked to 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 site visit team and have them fill it out prior to your visit. If you serve in a multi-staff church, there will also be Discussion Questions for Multi-Church Staff document to be given to the senior pastor. All forms and Site Visit Instructions are available on the website: <https://www.minnesotaumc.org/commissioning-and-ordination-requirements>.

## **Reference/Recommendation (to be completed by December 15, 2020):**

This would be the reference requested from your DS at the time of your application. Deacons, if you are not under appointment, please also request this from the supervisor in your ministry setting. <https://mnumc-reg.brtaapp.com/ReferenceFormOrdination>

## **Final Steps:**

1. Interview with the Board of Ordained Ministry. Interviews are scheduled to be held February 1-3, 2021. BOM is working toward offering virtual interviews; this is a strong possibility. We will keep you posted as we get closer to February. Please keep these 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 June 22-24, 2021, in St. Cloud, MN, upon the recommendation of the Board of Ordained Ministry.

## **Conference Registrar Contact information:**

Janet Beard, Conference Registrar  
[janet.beard@minnesotaumc.org](mailto:janet.beard@minnesotaumc.org), 612-230-6156

Minnesota Annual Conference, UMC  
122 W. Franklin Ave, Suite 400, Minneapolis, MN 55404  
Attn: Janet Beard,  
Registrar

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