

## **To all Candidates and Provisional Members:**

Welcome to the Eastern Pennsylvania Board of Ordained Ministry website. Please remember that as you move through this process it is YOUR responsibility to submit all paperwork ON TIME and in the proper manner and format. You will be held accountable to ensure that your checklist and your file are complete. Keep copies of everything that you have submitted and document the dates you sent them.

Please keep the following in mind as you move throughout this process:

1. Follow the written instructions on each document. Strict adherence to format is required for all materials submitted as set forth in the “Writing Requirements.”
2. Due dates are absolute. Materials postmarked after the due date will not be accepted and interview date will not be guaranteed.
3. This is a professional interview. Be sure all materials and personal presentation are in keeping with professional graduate level work.
4. Use the most current documents on the EPA BOOM website. Every document has a date [2018-2020] on the bottom left side of each page. What you submit must be for the current quadrennium
5. Do not use a prior year’s checklist. You will be held accountable for the current year’s requirements.
6. It is the policy of the Eastern Pennsylvania Conference Board of Ordained Ministry that all candidates complete “Basic Sexual Ethics” before an appointment is given (or the equivalent minimum 6 contact hours as it relates to ministerial practices with proof of completion).
7. “Dismantling Racism” [Formerly known as Changing/Healing the Wounds] must be completed BEFORE interviewing for commissioning.
8. It is the policy of EPA BOOM that all part-time and full-time local pastors be required to take both of these seminars (B.S.E. & D.R.) before appointment and/or licensing.

Keep in mind that no candidate is entitled to an interview by the Board. You can be denied an interview due to forms missing from your file or from inadequate work in your materials.

Again, it is your responsibility to ensure that everything is submitted on time and in the proper format. Only you can ensure that your file is current and complete. This is only the beginning of a profession in which you will find more paperwork and due dates and deadlines. How you handle yourself in this process gives an indication, not only to the Board of Ordained Ministry, but to the District Superintendents and the Conference itself as to how well you will serve God and the Church.

**Be professional and give your best to God!**