

**Board of Ordained Ministry
Eastern Pennsylvania Conference
United Methodist Church**

Email Submission Instructions

Please follow these instructions when submitting your written material via email.

1. Every section must contain the following information in the header for your word document:
Topic, Name, Page of Pages
Examples:
Discipline Questions: Jane Doe, 1 of 5
Sermons: "Sermon Title" — Jane Doe, 1 of 11
Autobiography: Jane Doe, 1 of 5
Please create separate documents or file for each topic that you will be addressing /writing. This will help you organize the material and also keep your page numbers in order for each section.
2. Please print ONE copy of every section that you are required to submit to the Board. **Also, be sure to print a copy for your own records.**
3. Combine the various Word documents to create one PDF file. Your written materials **MUST** be sent as ONE PDF document rather than multiple files. Please save your file in the following manner: Name – Nature of the interview.
Example:
BOOM INTERVIEW – JANE DOE – Commissioning Deacon
BOOM INTERVIEW – JANE DOE – Full Time Local Pastor
BOOM INTERVIEW – JANE DOE – Ordination Elder
4. In order to combine your various Word documents:
 - a. Use your printer/scanner/copier to scan the entire printed copy as a PDF file.
 - b. Take your Word documents on a thumb drive/flash drive/CD to a copy store (e.g., Staples or Kinkos) and ask them to turn your documents into ONE PDF document.
5. Attach the PDF file to an email that will be sent to both interview teams. Please use the following subject line: BOOM INTERVIEW – Name – Nature of the interview
Examples:
BOOM INTERVIEW – JANE DOE – Commissioning Deacon
BOOM INTERVIEW – JANE DOE – Full Time Local Pastor
BOOM INTERVIEW – JANE DOE – Ordination Elder
6. If you decide to mail a hard copy of all materials to your interview teams, please make sure those materials are collected in a binder and mailed to each member on both teams.
7. If you require assistance with the submission process, please email Rev. Johnson Dodla at johnson@olivetumc.org.