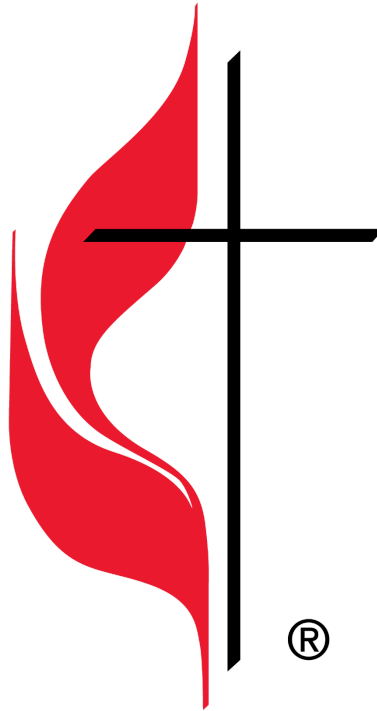


The Provisional Journey:



Residency in Ministry

RIM MANUAL
2024-2028 Quadrennium

Residency in Ministry (RIM):
A program of support and guidance for those
seeking full connection and ordination in the
Eastern Pennsylvania Annual Conference
of the United Methodist Church

Sixth Edition (Version 6.7)
Updated: July 2026

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Residence in Ministry Dates & Schedule

EVENT	DATE	TIME	LOCATION
RIM Orientation & Review	September 8, 2026	10:00 AM—3:00 PM	Conshohocken UMC
Peer Group Meeting	October 13, 2026	10:00 AM—3:00 PM	Conshohocken UMC
Peer Group Meeting	November 10, 2026	10:00 AM—3:00 PM	Conshohocken UMC
REMINDER: SPRC & DS Evaluations	November 13, 2026		
Peer Group Meeting	December 8, 2026	10:00 AM—12:00pm	ZOOM for RIM 1 Only
Deadline: Fruitfulness Project Proposal, 1st Mentor Report (RIM 1) Deadline: Entire Checklist (RIM 2)	January 6, 2027		
Peer Group Meeting	January 12, 2027	10:00 AM—3:00 PM	Conshohocken UMC
Peer Group Meeting	February 9, 2027 (May change pending interview schedule)	10:00 AM—3:00 PM	Conshohocken UMC
Peer Group Meeting	March 9, 2027	10:00 AM—3:00 PM	Conshohocken UMC
Peer Group Meeting	April 13, 2027	10:00 AM—3:00 PM	Conshohocken UMC
EPA Annual Conference	May 2027		
REMINDER: 2nd Mentor Report	July 31, 2027		

Location Information:

Conshohocken UMC 20 W. 6th Ave Conshohocken PA 19428

EVENT	DATE	TIME	LOCATION
RIM Orientation & Review	September 14, 2027	10:00 AM—3:00 PM	Conshohocken UMC
Peer Group Meeting	October 12, 2027	10:00 AM—3:00 PM	Conshohocken UMC
Peer Group Meeting	November 9, 2027	10:00 AM—3:00 PM	Conshohocken UMC
REMINDER: SPRC & DS Evaluations	November 12, 2027		
Peer Group Meeting	December 14, 2027	10:00 AM—12:00pm	ZOOM for RIM 1 Only
Deadline: Fruitfulness Project Proposal, 1st Mentor Report (RIM 1) Deadline: Entire Checklist (RIM 2)	January 6, 2028		
Peer Group Meeting	January 11, 2028	10:00 AM—3:00 PM	Conshohocken UMC
Peer Group Meeting	February 8, 2028 (May change pending interview schedule)	10:00 AM—3:00 PM	Conshohocken UMC
Peer Group Meeting	March 14, 2028	10:00 AM—3:00 PM	Conshohocken UMC
Peer Group Meeting	April 11, 2028	10:00 AM—3:00 PM	Conshohocken UMC
EPA Annual Conference	May 2028		

Location Information:

Conshohocken UMC 20 W. 6th Ave Conshohocken PA 19428

The Provisional Journey: Residency in Ministry

Welcome! Provisional membership in the Eastern Pennsylvania Annual Conference (EPA) is a journey. The EPA Conference Board of Ordained Ministry invites you to partner with us as you undertake the Residency in Ministry (RIM) program and move toward ordination and full connection in the United Methodist Church. During this provisional period, we pray you will continue to learn and grow, cultivate **relationships** with new ministry partners, and develop lifelong patterns for effective clergy leadership. Utilizing covenant groups, clergy mentors, theological study, and supervision—the RIM program is designed to support you as you move from initial readiness to further effectiveness in ministry.

During this time, you may be developing **new relationships**:

- With persons in your new appointment
- With a Staff/Pastor Parish Relations Committee or personnel committee
- With your District Superintendent
- With a Clergy Mentor, assigned by the Board of Ordained Ministry
- With your RIM peer group, comprised of other commissioned /provisional clergy
- With the Board of Ordained Ministry

These relationships should afford opportunities to grow, gain new partners in ministry, and receive support for your journey into the clergy covenant.

The provisional period is two (2) to eight (8) years following the completion of the seminary degree and prior to election to full membership and ordination. During Annual Conference, the Bishop commissions persons recommended by the Board of Ordained Ministry and approved by the clergy session. Commissioning inaugurates the provisional period and brings the commissioned person into the clergy covenant. Commissioned ministers serve appointments during the provisional years in areas appropriate to their calling.

During the provisional period, you will be encouraged to develop dynamic and effective leadership and to carry out the church's mission of making disciples of Jesus Christ for the transformation of the world. To insure those outcomes, the EPA Conference is committed to creating an appropriate process for training its provisional members.

We anticipate that you, as a provisional member, will emerge from this journey having 1) deepened your faith in Christ, 2) honed effective leadership skills, and 3) developed habits, attitudes, and ministry practices that will span a lifetime of service to Christ and the church. Provisional members will grow in collegiality, reflect/think theologically about the practice of ministry, experience a mentoring relationship with a seasoned minister, and have their function in ministry assessed through supervision.

The provisional time involves assessment of the candidate's self in relation to the church and the church in relation to the candidate. This is a time of mutual evaluation of call and commitment within our connectional system. The integrity of the provisional time is strengthened not only when a call is confirmed and leads to ordination and full membership, but also when people are appropriately redirected to other Christian expressions of vocational calling.

Dimensions of the Provisional Journey

Mentor and Peer Group Ministries

In your relationships with both your clergy mentor and your provisional peer group, you will be encouraged to explore and develop your vocational identity, reflect theologically on the practice of ministry, and review the exercise of authority and power in a new clergy role.

On Site Evaluation

During the on-site evaluation, you will be observed in your ministry setting. A representative of the Board of Ordained Ministry (BOM) will observe and honestly discuss your leadership style and effectiveness.

Annual Review

The annual review includes supervision reports written by your District Superintendent, your SPRC, your RIM peer group leader(s), and your clergy mentor.

Time Commitment and Accountability

Provisional members are expected to attend all events related to the provisional journey as outlined in the RIM Manual. In the rare occasion when a family or congregational emergency prevents attendance, an excused absence may be granted. Provisional members are expected to notify the RIM peer group leader(s). An absence for events that can be scheduled at other times will be considered unexcused. Attendance at RIM events will be noted as a factor in evaluating provisional members. Unexcused absences may affect the provisional member's time in the RIM program.

RIM Resident Requirements

REQUIREMENT #1: MENTORING RELATIONSHIPS

Residents meet regularly with a mentor in a covenant of mutual accountability. This mentoring component is an opportunity for you to explore your vocational identity and grow in your understanding of effective ministry. It provides places where you can share ministry experiences (past, present, and future) and receive feedback. It provides opportunities for theological reflection, accountability for spiritual nurture, and support for the covenant building relationships.

After setting goals and developing commitment details, residents and mentors will sign the *Clergy Mentor—Provisional Covenant Form* and complete and sign the *Clergy Mentor—Provisional Member 6 Month Report Form* together. Residents and mentors each will keep a copy of these documents and the resident will mail a copy to the Board of Ordained Ministry (BOM) in six (6) month intervals. (See Appendix A – *The Provisional Member Program Clergy-Mentor – Provisional Member 6 Month Report Form* for these forms & Residents In Ministry Dates for details.) With these deadlines in mind, the initial meeting of new resident and mentor pairs should occur beforehand at the initiative of the resident.

Mentors are clergy in full connection in the Annual Conference approved by District Superintendents and trained by the BOM. Mentors cannot serve simultaneously as one resident's mentor and peer group leader. Members of the BOM are also discouraged from serving as a mentor for a resident who will be interviewed by his/her team. A person may not serve as mentor for a resident on staff in his/her church.

Mentors are responsible for *three* areas:

1. Supervising the resident's progress in developing vocational goals and skills.
2. Sharing with the resident in the mutual practice of servant leadership within the church.
3. Developing a covenant of mutual accountability for spiritual and theological growth and for decision-making in the pursuit of effective ministry.

Mentors carry out their responsibilities by:

1. Attending the mentor training session(s) conducted by the BOM.
2. Planning with the resident their work together for the year, writing together their mutual covenant of accountability, and forming their learning agreement.
3. Meeting regularly with his/her resident at a specified time and place to carry out the work they have planned.
4. Reviewing and exploring areas of needed growth as necessary.
5. Serving as the resident's mentor for all the years of residency, if possible.

If possible, the covenantal relationship between the mentor and the resident should last all the years of residency. If the need for mentor reassignment develops, the mentor and the resident should contact the BOM. For example, a change may be needed if a new appointment makes it difficult to meet due to increased geographic distance or if the mentoring relationship does not prove to be a helpful/productive match. Failure to meet this requirement may delay full membership in the Annual Conference.

REQUIREMENT #2: PEER GROUP PARTICIPATION

As a resident, you are required to participate in a monthly peer group from September to May for at least two years of your provisional period.

If an emergency prohibits you from attending a meeting, you must contact the peer group leader(s) in advance of the meeting. One (1) unexcused absence or more than two (2) excused absences are a failure to meet this requirement and may extend the provisional process.

Peer Group Leaders/Facilitators

Peer group leaders are qualified clergy in full connection or qualified individuals selected/trained by the BOM.

Peer group leaders have the following responsibilities:

1. Establish a supportive community that offers fellowship, sharing, mutual support and accountability through a covenant relationship of confidentiality.
2. Assist in the development of the residents' tasks and goals for the year.
3. Facilitate monthly meetings.
4. Assure the orderly process of the peer group's meetings.

Peer group leaders submit a report by January 6th of each year to the BOM Registrar. (Note: the peer group will continue to meet through May.) The report should pertain only to the resident's attendance, cooperation, and degree of participation, not content of discussion. (See Appendix B – *RIM Peer Group Report*.)

A person may not serve as a peer group leader for a resident on staff in his/her church. A member of a BOM interview team is discouraged from serving as a peer group leader. Mentors cannot serve simultaneously as one resident's mentor and peer group leader.

REQUIREMENT #3: ON-SITE EVALUATION

As a resident, you are required to participate in an on-site evaluation. A representative of the BOM will perform the on-site evaluation. The resident will receive advance notice about the visit so he/she may be present and prepared.

During the on-site evaluation, the BOM representative will:

1. Observe the resident in action at his/her ministry site (i.e., worship for those seeking Elders orders and primary or secondary setting for those seeking Deacons orders).
2. Provide feedback to the resident in both a written report and one-on-one conversation following observation.
3. Submit the report within one month to the BOM. (See Appendix C: *On-site Evaluation Forms*.)

REQUIREMENT #4: CEU's AND OTHER CONTINUING EDUCATION

As per the Clergy Checklist and Annual Charge Conference requirements, all residents are required to complete 2 CEU experiences with CEU certification. Suggested topics include: Biblical Studies, Church Growth, Computer Education, Leadership Development, Pastoral Care, Prayer/Meditation, Social Justice, Stewardship, Team Building, Theology, Time Management, Holistic Health, Forms of Worship.

Financial Support for Clergy

Active clergy (who are members of and/or serving within the Eastern Pennsylvania Conference, including retired clergy under appointment) may receive up to \$400 a year for continuing education. ***Commissioned clergy may receive an additional \$400 which may be used in part or in total during their probationary period.***

To be eligible for financial support, the continuing education event must be deemed consistent with the Board of Ordained Ministry's policy for granting CEU credit.

To be considered for financial support, you must send the following information to Rev. Nina Patton-Semeron at pastornina.ps@gmail.com

1. Name, address, and phone number
2. Email address
3. Relationship to the Annual Conference (e.g., elder, deacon, local pastor, commissioned)
4. Amount requested (If commissioned, designate whether the amount requested is from the additional \$400 mentioned above.)
5. The name and date and location of event
6. # of contact hours (number of hours of lecture and workshop, not including breaks and lunches)
7. How the event will relate to present and/or future ministry
8. Address where funds should be sent (if different from above)

Once eligibility has been determined, the request for financial support will be forwarded to the treasurer of the BOM for consideration.

Continuing Education Units and financial support will not be offered for the following experiences: work camps, mission trips without formal instruction, independent studies that are not overseen through a formal institution or instructor, spiritual retreats, counseling sessions, vacations abroad, ministry/pulpit exchanges and book studies.

REQUIREMENT #5: SUPERVISION OF A DISTRICT SUPERINTENDENT

As a provisional member, you are appointed to serve under the supervision of your District Superintendent. This requirement applies to both provisional Deacons and Elders.

The role of the District Superintendent is the same for residents as for other clergy in the district. In addition, the District Superintendent shall submit an annual report by January 6th to the BOM Registrar. (See Appendix D—*District Superintendent Evaluation*.)

District Superintendents will work with residents to assign clergy (Elders or Deacons in full connection) who have the gifts and required training to be effective mentors.

Residency in Ministry Team and Contact Information

The RIM Team is appointed by the BOM for oversight of the RIM program on behalf of the Board. The RIM Team shall include members of the Board of Ministry, laity and clergy, Elders and Deacons, plus other clergy and lay persons as needed.

The RIM Team shall have the responsibility for training Elders and Deacons who will serve as mentors; recruiting clergy and qualified laity to serve as facilitators of resident peer groups; working with District Superintendents in the assignment of mentors to residents; training on-site evaluators and coordinating their visits to the sites of resident appointments; and supervising the RIM Orientation and RIM Peer Group meetings.

The Team will conduct an annual assessment of the RIM program and recommend to the Conference Board of Ministry ways the program may be enhanced.

Board of Ordained Ministry Contact Information

Rev. Tawny Bernhardt BOM Co-Chair	tawny.bernhardt@cumclansdale.org
Rev. Tracy Duncan BOM Co-Chair	revtracy51@gmail.com
Rev. Deborah Gildart-Hanks BOM Registrar	deborahgildarthanks@gmail.com

RIM Contact Information

Rev. Karen Bartkowski RIM Cohort Facilitator	revkarenbartkowski@gmail.com
Rev. Mark Terry	revmarkterry@gmail.com
Kenneth Dickinson	orangeaero@comcast.net
Rev. Wendy Orzolek	wendy@northstarumc.org

Important and Frequently Asked Questions (FAQs) about RIM

What is the Residency in Ministry (RIM) Program?

Residency in Ministry is a program designed by the Conference Board of Ministry to provide provisional members of the EPA Annual Conference with support and guidance that will nourish continued theological development, spiritual formation, and skill acquisition.

As the 2016 Book of Discipline indicated, “Provisional members are on trial in preparation for membership in full connection in the annual conference as Deacons or Elders. They are on probation as to character, servant leadership and effectiveness in ministry” (§ 327).

The RIM Program helps to prepare residents for membership in full connection. As noted in §326 of the Book of Discipline, RIM has three broad goals:

1. Extending theological education by using covenant groups and mentoring to support the practice and work of Residents’ ministry as servant leaders.
2. Contemplating the grounding of ordained ministry.
3. Understanding covenant ministry in the life of the conference.

What is the difference between my Provisional Journey and RIM?

The provisional journey refers to the time between commissioning as a provisional member and ordination (or discontinuing provisional membership). RIM is Residency in Ministry, our Annual Conference’s way of preparing and supporting provisional members. RIM is the tool and program; provisional is the adjective referring to status or relationship (in earlier years, probationary).

What is the philosophy of the RIM Program?

We are accountable to one another as a covenant community. Each resident is preparing for ordination into an order. So that the benefits of life within this order and the larger church may be realized, every effort shall be made to develop the holy habits of the disciplines, including daily prayer, meditation, Bible reading, and regular retreats.

Who participates in the RIM Program?

1. Provisional members of the Annual Conference who have met the requirements of §324 of the 2016 Book of Discipline participate in the RIM program. A PERSON MUST COMPLETE EDUCATIONAL REQUIREMENTS (M.DIV. BUT NOT CPE UNIT) BEFORE THEY BEGIN RIM.
2. Provisional members who transfer into the EPA Conference from other annual conferences of the United Methodist Church are part of the RIM program.
3. Ordained clergy from other denominations who have been received by the Annual Conference as provisional members participate in the RIM program.

How long do people participate in the RIM program?

Persons who are commissioned ministers will participate in the RIM Program for a minimum of two years (2016 Discipline, §326). We refer to participants as residents.

Persons who are commissioned ministers will participate in the RIM Program a period equivalent to of at least two years of full-time service. For those appointed to:

Full-time = 2 years minimum

$\frac{3}{4}$ = 3 years minimum

$\frac{1}{2}$ = 4 years

$\frac{1}{4}$ = 8 years

The maximum number of years allowed in the RIM program is eight years prior to applying for ordination and full connection (2016 Discipline, ¶327).

What if your appointment is in another Annual Conference?

If a resident resides in a location outside of the EPA Conference, that resident has two (2) options:

1. Make arrangements to participate fully in the EPA Conference RIM program.
2. Participate in a similar RIM program in the Conference in which the resident resides. (If the second option is used, pre-approval from the EPA Conference RIM Council is required.)

Attendance at the RIM Orientation is strongly encouraged even if the resident is participating in a RIM program in another Annual Conference. Participation in the RIM Orientation allows for the building of relationships in preparation of the resident's return to the EPA Conference.

It is the responsibility of the residents residing in a conference outside of EPA to obtain signatures on all forms required by EPA RIM residents located on the checklist. Failure to meet RIM requirements may delay ordination and acceptance into full membership in the EPA Annual Conference.

What about Residents in the National Guard or Military Reserves?

The BOM supports those residents who also serve in the National Guard or in the Armed Forces Reserves. However, we are aware that there is a possibility that a resident may be called into active duty while still in the RIM process. In that event, that person will have to complete the portion(s) of the RIM process that were missed while serving in active duty. The scope and duration of this work will be determined on a case-by-case by the BOM.

What about maternity/paternity leaves?

The Book of Discipline grants twelve weeks for maternity/paternity leave. If leave is granted by the Board of Ordained Ministry, with approval by the local church, the RIM requirements will also be suspended for the same length of time.

What about Residents in Ministry from other Conferences?

Persons from other conferences will be allowed to participate in the EPA Conference RIM process with approval from their annual conference when serving within the EPA Conference bounds.

What about appointment changes during RIM?

Appointment changes during RIM happen. During any change or move, a resident must remain connected and in communication with the BOM and his/her clergy mentor.

**EPA-UMC Board of Ordained Ministry
Clergy Mentor – Provisional Member Covenant**

Provisional Member _____

Address _____

Phone _____

Email _____

Mentor _____

Address _____

Phone _____

Email _____

When and how often do you plan to meet?

Covenant: State goals you have set and how you will try to meet them. (Covenant is to be renewed yearly. Covenant may be modified during the year as deemed appropriate by Mentor and Provisional Member.)

The Provisional Member is responsible for uploading this form to their online forms folder by January 6th of the year they interview for Ordination.

**EPA-UMC Board of Ordained Ministry
Clergy Mentor – Provisional Member
6 Month Report Form**

This is to certify that _____ (Provisional Member) and _____ (Mentor)
met _____ times during the past 6 month period. The meeting dates were:
(list dates)

Both Provisional Member and Mentor certify they participated in a responsible and diligent manner.

Provisional Member

Date

Mentor

Date

Topics Covered: (please list)

The **provisional member** is responsible for uploading this form to their online forms folder
EVERY SIX MONTHS (i.e., Jan 6 and July 6).

Direct questions to:
Rev. Karen Bartkowski
RIM Cohort Facilitator
20 W. 6th Ave.
Conshohocken PA 19428
revkarenbartkowski@gmail.com

EPA-UMC Board of Ordained Ministry On-Site Evaluation Forms for the Provisional Elder

Observer's Name _____ Date of Visit _____

Name of Provisional Member _____

Name of Church _____ City or Town _____

EVALUATION OF WORSHIP IN GENERAL

Using the scale 1=not at all; 2=somewhat; 3=good; 4=very good, rank the following:

1. _____ How useful was the worship bulletin?
2. _____ Did the pastor choose music that enhanced worship?
3. _____ How appropriate & logical was the design of order of worship?
4. _____ Was the scripture reading integral to the worship service?
5. _____ Was the offering interpreted within the context of the worship service, scripture and message?
6. _____ Did the prayers reflect the concerns of the people?
7. _____ Did the provisional member's leadership of the worship service have continuity and flow?
8. _____ Were children and youth part of the worship service: acolyte, usher, children's message, etc.?"
9. _____ Was the provisional member's attire appropriate to the worship service?
10. _____ How was the provisional member's overall personal hygiene?
11. _____ How appropriate were the provisional member's mannerisms & non-verbal communication?

Explanatory notes (*please indicate line no.*)

Circle One:

Yes or No Did the worship service being on time?

Yes or No Did the provisional member lead the liturgy?

If no, who led? _____

Yes or No Were lay persons part of the worship leadership?

If yes, how? _____

Yes or No Were worshipers called to Christian discipleship?

Yes or No Were issues of peace and justice lifted up?

Yes or No Was this worship a blessing in your life?

EVALUATION OF PREACHING AND SERMON BY PROVISIONAL MEMBER

Sermon Title: _____

Scriptural text(s): _____

Length of Time Preached: _____

Type of Sermon: _____

(See handout entitled “Types of Sermons”)

Using the scale 1=not at all; 2=somewhat; 3=good; 4=very good, rank the extent to which the sermon:

_____ Had a sound and engaging delivery.

_____ Interpreted the scripture(s) read.

_____ Related to contemporary issues.

_____ Assisted listeners in ethical decision making.

_____ Raised issues of peace and justice

_____ Proclaimed Good News.

_____ Conveyed Christian theology.

_____ Was uplifting.

_____ Challenged the worshippers to change and/or to take concrete actions of discipleship.

Was there any observable congregation response? If so, briefly describe:

EVALUATOR’S SUMMARY

List three ways God was worshipped in truth and spirit:

1. _____

2. _____

3. _____

List three ways in which you were blessed, uplifted, inspired, given food for thought, or healed during this worship experience.

1. _____
2. _____
3. _____

EVALUATOR’S FINAL COMMENTS

Overall, how would you rate the provisional member’s fitness for worship leadership?

- _____ 1. Unacceptable; needs major improvement in the areas of worship leadership/
- _____ 2. Somewhat acceptable, improvement needed.
- _____ 3. Demonstrates competency in worship leadership.
- _____ 4. Outstanding; demonstrates exemplary worship leadership

Were there any extenuating circumstances that MIGHT suggest an additional visitation is needed (ex. Recent critical illness)? If so, explain:

EXIT INTERVIEW WITH PROVISIONAL MEMBER

DIRECTIONS

1. After the worship service, meet privately with the provisional member.
2. Give the provisional member a copy of this report (Visitor Feedback for Provisional Member) to read along with you as the two of you talk about the report.
3. Give the provisional member feedback including areas where he/she excelled and areas which need improvement. Be candid about your observations of his/her strengths and weaknesses.
4. Listen to any response the provisional member has to your critique.
5. Ask the provisional member to sign this report. Remind him/her that their signature does not mean agreement, but instead indicates the report has been shared and discussed between the two of you.

Invite the provisional member to record any comments here:

Date

Evaluator's Signature

Provisional Member's Signature

The Provisional Member is responsible for uploading this form to their online forms folder by January 6th of the year they interview for Ordination.

EPA—UMC BOARD OF ORDAINED MINISTRY

Visitor Feedback for Provisional Member
This page remains with provisional member

Observer's Name _____

Date of Visit _____

Using the scale 1=not at all; 2=somewhat; 3=good; 4=very good, rank the following:

_____ Was the church building easily identifiable? (For example: was the church sign easily read from the road?)

_____ Were there signs to help visitors find their way to the sanctuary, Sunday School room(s), rest rooms, etc.?

_____ How warm and welcoming were the greeters?

_____ How warm and helpful were the ushers?

_____ How welcoming were the church members?

_____ How uplifting was the music?

_____ Did the church demonstrate hospitality?

_____ Was the sanctuary clean and in good repair?

As a visitor, what other helpful feedback can you offer the congregation?

EPA—UMC BOARD OF ORDAINED MINISTRY
On-Site Evaluation Forms for the Provisional Deacon

Observer's Name _____ Date of Visit _____

Name of Provisional Member _____

Name of Site _____ City or Town _____

Based on your observation, describe the provisional member's role at this site.

What did you observe during your visit? (worship service, Christian education, counseling session, chaplaincy work, etc.)

EVALUATION OF SERVANT LEADERSHIP AS A DEACON

In what ways did the resident serve as a bridge between the Church and the world?

In what ways did the provisional member fulfill his/her call to a ministry of the Word?

In what ways did the resident fulfill his/her call to a ministry of Service?

In what ways did the resident fulfill his/her call to a ministry of Compassion?

In what ways did the resident fulfill his/her call to a ministry of Justice?

EVALUATION OF RESIDENT IN GENERAL

Using the scale 1=not at all; 2=somewhat; 3=good; 4=very good, rank the following:

1. _____ How does the provisional member relate to his/her colleagues?
2. _____ How does the provisional member relate to those he/she serves?
3. _____ How appropriate was the provisional member's sense of healthy boundaries?
4. _____ How appropriate were the provisional member's mannerisms and non-verbal communication?
5. _____ How was the provisional member's overall self-presentation (attire, hygiene, etc.)?

Explanatory notes

EVALUATION SUMMARY

List three ways in which you were blessed, uplifted, inspired, given food for thought, or healed during this experience.

1. _____
2. _____
3. _____

List three suggestions you have for the provisional member to strengthen his/her ministry.

1. _____
2. _____
3. _____

EVALUATOR'S FINAL COMMENTS

Overall, how would you rate the provisional member's fitness for ministry as a deacon?

- _____ 1. Unacceptable; needs major improvement.
_____ 2. Somewhat acceptable, improvement needed.
_____ 3. Demonstrates competency in servant leadership.
_____ 4. Outstanding; demonstrates exemplary servant leadership

Were there any extenuating circumstances that MIGHT suggest an additional visitation is needed (ex. recent critical illness)? If so, explain:

EXIT INTERVIEW WITH PROVISIONAL DEACON

DIRECTIONS

1. After the evaluation, meet privately with the provisional member.
2. Give the resident a copy of this report to read along with you as the two of you talk.
3. Give the resident feedback including areas where he/she excelled and areas which need improvement. Be candid about your observations of his/her strengths and weaknesses.
4. Listen to any response the resident has to your critique.
5. Ask the resident to sign this report. Remind him/her that their signature does not mean agreement, but instead indicates the report has been shared and discussed.

Invite the provisional member to record any comments here:

Date

Evaluator's Signature

Provisional Member's Signature

The Provisional Member is responsible for uploading this form to their online forms folder by January 6th of the year they interview for Ordination.

9. COMMUNITY SERVICE 1 2 3 4 5

(Elders) How active is the candidate in ministries of mercy and justice?

(Deacons) How active is the candidate in involving the congregation in ministries of mercy and justice?

10. PERSONAL CARE/GROWTH 1 2 3 4 5

How consistently does the candidate follow a discipline of physical, emotional, and spiritual care/growth?

District Superintendent's signature

Date

Return the completed form by January 6 to the BOOM Registrar:

Rev. Deborah Gildhart- Hanks
BOOM Registrar
deborahgildharthanks@gmail.com

Board of Ordained Ministry
Eastern Pennsylvania Annual Conference
The United Methodist Church
CHECK LIST FOR ELDER'S ORDINATION

In order to be eligible for an interview with the Board of Ordained Ministry, candidate must submit **all** materials, forms and certifications for their file by **January 6th**. If any materials are missing or sent after that date, the candidate will not be granted an interview.

Name _____ E-mail _____

Preferred Mailing Address _____

Cell Phone _____ Other Phone _____

FORMS, CERTIFICATIONS AND EVALUATIONS

- _____ Date of certification as a candidate with documentation.
- _____ Date of attendance at a sexual ethics seminar with documentation.
- _____ Date of attendance at an EPC "Dismantling Racism" seminar with documentation.
- _____ Date of attendance at an orientation to ministry with documentation.
- ___ Current signed disclosure form. (Please date.)
- ___ Current signed non-plagiarism form. (Please date.)
- ___ Updated biographical information form 102. (Please date.)
- ___ Application for clergy relationship to the annual conference. (Please date.)
- ___ Report of psychological assessment by EPC approved process. (Only after local Charge Conf. & DCOM recommendation)
- ___ Official transcripts showing completion of M.Div. or other educational requirements.
- Annual pastoral evaluation.
 - ___ Year 1
 - ___ Year 2
- Superintendent's report.
 - ___ Year 1
 - ___ Year 2

To be current within one year of date of interview:

- ___ Medical Report on prescribed form.
- ___ Quest toxin screen (wait for form sent by the BOM and follow those directions specifically).

To be current within five years of date of interview:

- ___ PA State Police Criminal Record Check (For employment, not volunteer purposes.)
- ___ PA Child Abuse History Certification (For employment, not volunteer purposes.)
- ___ FBI Clearance.
- ___ Summary of Equifax, Experian or TransUnion credit report.

RESIDENCE IN MINISTRY

Mentoring (6-month reports noting topics, dates and affirmation of cooperation).

1st 6 months _____
2nd 6 months _____
3rd 6 months _____

Peer group reports (dates and confirmation of attendance).

Year 1 _____
Year 2 _____

Continuing Theological Education Retreats

Year 1 _____
Year 2 _____

CEU Certification and documentation for two additional continuing education events.

One _____
Two _____

Worship observation report. _____

Completion of Fruitfulness Project. _____

WRITTEN MATERIALS

To be submitted to the registrar (hard copy) and all interview team members (electronically) by the deadline stated on page one (1) of checklist. All materials submitted must be newly written within the past year. (see “Writing Requirements” and “Email Submission Instructions” on Board of Ordained Ministry website):

- ___ Answers to questions for elder’s ordination from the current *Book of Discipline*.
- ___ Manuscripts of three sermons preached in a worship service with corresponding bulletins.
- ___ Audio recordings (MP3 or YouTube link) of two of the sermons.
- ___ Video recording or YouTube or Vimeo.com link of the entire worship service for the third sermon.
- ___ Lesson plan and outline for an original Bible study. (Four- to eight -week study with sufficient documentation that it can be taught by a substitute leader. Needs to have a goal or purpose and show depth of biblical research.)
- ___ Updated autobiographical essay. (Please date.)
- ___ Updated religious development essay. (Please date.)
- ___ Residency in Ministry Ordination Project Report (Fruitfulness Project).

ADDITIONAL

___ Have you ever been turned down for ordination by another UMC conference or judicatory or another denomination? If so, place a full explanation and resolution of the situation in your file.

Commissioning recommendations and/or requirements documentation:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

Board of Ordained Ministry
Eastern Pennsylvania Annual Conference
The United Methodist Church
CHECK LIST FOR DEACON'S ORDINATION

In order to be eligible for an interview with the Board of Ordained Ministry, candidate must submit **all** materials, forms and certifications for their file by **January 6th**. If any materials are missing or sent after that date, the candidate will not be granted an interview.

Name _____ E-mail _____

Preferred Mailing Address _____

Cell Phone _____ Other Phone _____

FORMS, CERTIFICATIONS AND EVALUATIONS

- _____ Date of certification as a candidate with documentation.
- _____ Date of attendance at a sexual ethics seminar with documentation.
- _____ Date of attendance at an EPC "Dismantling Racism" seminar with documentation.
- _____ Date of attendance at an orientation to ministry with documentation.
- _____ Current signed disclosure form. (Please date.)
- _____ Current signed non-plagiarism form. (Please date.)
- _____ Updated biographical information form 102. (Please date.)
- _____ Current application for clergy relationship to the annual conference. (Please date.)
- _____ Report of psychological assessment by EPC approved process. (Only after local Charge Conf. & DCOM recommendation)
- _____ Official transcripts showing completion of M.Div. or other educational requirements.
- Annual pastoral evaluation.
 - _____ Year 1
 - _____ Year 2
- Annual evaluation by appointed agency/location/church.
 - _____ Year 1
 - _____ Year 2
- Superintendent's report.
 - _____ Year 1
 - _____ Year 2

To be current within one year of date of interview:

- _____ Medical Report on prescribed form.
- _____ Quest toxin screen (wait for form sent by the BOM and follow those directions specifically).

To be current within five years of date of interview:

- _____ PA State Police Criminal Record Check (For employment, not volunteer purposes.)
- _____ PA Child Abuse History Certification (For employment, not volunteer purposes.)
- _____ FBI Clearance.
- _____ Summary of Equifax, Experian or TransUnion credit report.

RESIDENCE IN MINISTRY

Mentoring (6-month reports noting topics, dates and affirmation of cooperation).

1st 6 months _____
2nd 6 months _____
3rd 6 months _____

Peer group reports (dates and confirmation of attendance).

Year 1 _____
Year 2 _____

Continuing Theological Education Retreats

Year 1 _____
Year 2 _____

CEU Certification and documentation for two additional continuing education events.

One _____
Two _____

Site observation report. _____
Completion of Fruitfulness Project. _____

WRITTEN MATERIALS

To be submitted to the registrar (hard copy) and all interview team members (electronically) by the deadline stated on page one (1) of checklist. All materials submitted must be newly written within the past year. (see “Writing Requirements” and “Email Submission Instructions” on Board of Ordained Ministry website):

- _____ Answers to questions for deacon’s ordination from the current Book of Discipline.
- _____ Lesson plan and outline for an original Bible study. (Four- to eight -week study with sufficient documentation that it can be taught by a substitute leader. Needs to have a goal or purpose and show depth of biblical research.)
- _____ Updated autobiographical essay. (Please date.)
- _____ Updated religious development essay. (Please date.)
- _____ Sample job materials prepared by the commissioned minister, where appropriate, with explanation.
- _____ Residency in Ministry Ordination Project Report (Fruitfulness Project).
- _____ On-site video or audio tape, MP3 file or YouTube or Vimeo.com link of commissioned minister at work.

ADDITIONAL

_____ Have you ever been turned down for ordination by another UMC conference or judicatory or another denomination? If so, place a full explanation and resolution of the situation in your file.

Commissioning recommendations and/or requirements documentation:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

Board of Ordained Ministry Eastern Pennsylvania Conference United Methodist Church

WRITING REQUIREMENTS

Candidate Requirements for Presentation and Written Material

Excellence in ministry requires excellence in verbal expression, whether written or spoken. Because of this, the Board of Ordained Ministry has set the following standards to apply to all written responses to meet the requirements for commissioning and ordination as Deacon or Elder. They are intended to aid candidates in the preparation of material that will be professional in appearance, uniform in format, and complete in terms of the requirements of the Board.

1. All materials shall be submitted by January 6th of the year you wish to interview with the Board seeking full ordination. Materials **will not** be accepted beyond the due date. If not received by the due date, the BOM interview may be cancelled.

2. Format

- A. All written material shall be typed.
- B. All written material shall be presented on 8.5 x 11 inch paper. It shall be clean and neat in appearance and free of errors. Proofreading is expected even if you use a spelling, grammar, or punctuation analysis program.
- C. Set the left margin at 1.5 inches, and all others at 1 inch.
- D. Font should be between 10 and 12 points. Print must be legible and readable.
- E. Every file of your written materials must contain the following information in the header for your 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
- F. An author must be cited when a direct quotation is used. Plagiarism will not be tolerated! Theologians, authors, or works cited should be so noted. Endnotes or Footnotes (or MLA or APA) are acceptable for quoted sources. Scriptural references should be cited parenthetically, identifying the translation used.
- G. Spacing: All responses should be double-spaced, with the exception of indented quotations.
- H. All written material should be submitted according to the instructions from the registrar in the appropriate format.
- I. Each response shall begin with the stated Discipline question.

3. Length of Response

Responses to all written material should be clear and concise, but should demonstrate the following:

- A. Familiarity with theological disciplines and doctrines.
- B. Familiarity with the Doctrinal Standards of The United Methodist Church.
- C. Familiarity with scripture as the source of our faith.
- D. Familiarity with the history of the Christian Church and the history and traditions of the United Methodist Church.

- E. For those preparing for the Order of Deacon, familiarity with the field of specialization should be demonstrated.
- F. **For each disciplinary question, write no more than three pages. Autobiographical and Religious Development Essay should not exceed five pages each.**

4. Audience

As you write your materials, consider the following audiences:

- A. The audience for the disciplinary questions is the Board of Ordained Ministry.
- B. The audience for the autobiographical and religious development essays is the Board of Ordained Ministry.
- C. The audience for the Bible Study is an unknown group. A hypothetical leader should be able to use your material easily (based on what appears on the page).
- D. The audience for the sermons and bulletins is the local church in which the materials was shared.
- E. The audience for the fruitfulness project is the Board of Ordained Ministry.

5. Please note that your own beliefs and theological journey should be reflected in your responses.

Growth is expected during the provisional period, and therefore, responses to ordination questions should reflect growth. As such, restatement of an answer provided for commissioning is considered an inadequate response. Written work should reflect growth acquired through the practice of ministry. As such, it is highly recommended that written responses reflect the provisional member's practice of ministry. In short, 'what does it look like?'

It is the candidate's responsibility to submit good content, written in the correct form. Give careful attention to the appearance of your work. Is it attractive and easy to read? Are there any typing errors or misspelled words? Poorly written work may be (and has been) returned or rejected.

The Board of Ordained Ministry looks for exceptional candidates to lead the church. The written material submitted can and should be a sample of the quality of work, which indicates the quality of the candidacy of the individual submitting that work. Remember that this is a professional interview, dress as such and present yourself as such. It is the opinion of the Board of Ordained Ministry that Christ and His Church deserve no less at any level than the best of which we are capable.

May God bless you in this endeavor.

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

Online Submission Instructions

Please follow these instructions when uploading your written material and forms.

1. It is advised to create separate documents for each piece of your written material requirements. In each document, every section must contain the following information in the header for your 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

2. Export each document as a PDF file, using the naming pattern below. This can be done via MS Word's Export to PDF feature (File Export Create PDF/XPS), or other online tools.
Discipline Questions for Elder/Deacon Religious Development Essay
Autobiographical Essay Sermon 1, Sermon 2, Sermon 3
Fruitfulness Project (for ordination only) Bible Study
3. **The August prior to your interview** you will have access to a secure Google Drive account for you to upload all your written materials and forms in PDF form, as well as PDFs of bulletins, links to online recorded sermons, and other supporting materials as necessary. An email from DeborahGildartHanks@gmail.com entitled "BOOM Interview Google Drive" will provide direct access to your folder. You will have access to this account until the deadline for submission (midnight January 6th of the year you interview). If you have difficulty or issues accessing your secured folder, please contact Rev. Deborah Gildart-Hanks at the email address mentioned above.
4. The entire Board will access your required submissions (discipline questions, Bible Study, essays, fruitfulness project, sermons, forms) in preparation for your interview. For clarity:
 - a. BOOM Registrar receives on Reading Day:
 - i. Full paperwork for interview (all forms along with hard, clean copy of written materials).
 - b. Board Members receive via Google Drive upload:
 - i. All written materials and forms, including links to videos of sermons or ministry focus.
 - c. Presenter receives via Google drive upload:
 - i. All written materials and forms, including links to videos of sermons or ministry focus.
5. If you require assistance with the submission process, please email Rev. Deborah Gildart-Hanks at deborahgildarthanks@gmail.com.

Eastern PA Annual Conference Non-Plagiarism Form

I recognize and acknowledge that presenting someone else’s work as my own—whether verbatim or paraphrased – without providing proper credit is plagiarism and will not be accepted by the Board of Ordained Ministry. I further recognize that someone else’s work does not simply mean printed text, but can and does include electronic (i.e., blogs, web sites, etc.), oral presentations, essays, articles, sermons, and AI generated materials. Anything submitted to the Board shall be original work unless otherwise noted.

I certify that the written work that I have submitted is my own work or properly acknowledged in my work. I understand all material I submit to the Board will be reviewed through IThenticate to assess for plagiarism and AI content. Work discovered beyond these parameters will be scrutinized for further review and could result in a cancellation of this year’s interview.

Printed Name: _____

Signed Name: _____

Date: _____

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

Ordination Project Proposal (Fruitfulness Project)

Provisional Member: _____

Deacon _____ / Elder _____ (Check one)

Date of Proposal Submission: _____

Anticipated Ordination Year: _____

Title of Project: _____

Address each of the following with just a few sentences. The length of this proposal should be no more than three pages.

1. Prepare a statement that explicitly expresses how this project will make disciples of Jesus Christ for the transformation of the world.
2. Provide some theological basis for the selection of this project.
3. What is being developed, improved or planned?
4. Describe the ministry context that addresses why this should be done here and why now?
5. Who did you involve in the selection of this project and how?
6. Who is the (new) ministry intended to serve?
7. What is the scope of the project?
8. Who will be involved in planning and executing this project?
9. What methods do you expect to use to assess the “fruit” of this project? (Connect this with making disciples of Jesus Christ and/or transforming the world.)
10. When will the first fruits be observable?

Submit this Project Proposal to the BOM Registrar via EMAIL. The deadline for this submission is January 6 of your first year in the Residency in Ministry Program.

The Board of Ordained Ministry will review this proposal and respond within a month. Approval of this proposal implies that the successful completion of a project like the one described here seems like an appropriate way for this Provisional Member to demonstrate fruitfulness in ministry. The completion of this project will be documented and assessed as part of the Ordination Process. If the Provisional Member decides to change projects, or if the goals or plans for this project change significantly from what is documented here, a new Project Proposal should be submitted. Minor changes are expected, and can be discussed with the Provisional Group Leader or Mentor. When in doubt, ask the BOM’s registrar.

Signature of Provisional Member: _____

Board of Ordained Ministry: Approved _____ / Not Approved* _____ (Check One)

Signature of BOM Representative: _____

*If not approved, please provide an explanation and guidance on what adjustments are needed. Attach these comments to this form and return within one month of submission date.

Your Education Background

		Dates Attended	Degree or # of Credit Hours
High School			
College			
Graduate School			
Theological School			
Course of Study	Yr. 1 <input type="checkbox"/> Yr. 2 <input type="checkbox"/> Yr. 3 <input type="checkbox"/> Yr. 4 <input type="checkbox"/> Yr. 5 <input type="checkbox"/>		
Adv. Course of Study		Credit Hrs:	

Marital Status:

Single, never married _____ Married, in first marriage _____ Married, in second or more _____
 Widowed _____ Separated _____ Divorced _____

If married, please indicate your spouse's information.

 First Name Middle Last Name
 Birth date _____ Date of Marriage _____
 Spouse's occupation _____

If separated or divorced, please provide date of separation or date divorced was finalized: _____

Your children, if any:

Child's Name	Date of Birth	Sex/Gender	Education

Dependents in addition to your spouse and children (if any):

Dependent's Name	Date of Birth	Sex/Gender	Education

Describe your community involvement and volunteer work, such as participation in community organizations, social clubs, service agencies, and other non-church-related volunteer service:

Your childhood family and other significant relatives:

Name	Relation	Age	Marital Status	Education	Gender	Occupation
	Father					
	Mother					

Work Experience: (current employment, previous employment, and military experience, if any)

Have you served as a local pastor, diaconal minister, deacon or elder in The United Methodist Church?

Yes No If yes, what conference? _____

Conference Relationship

	Date		Date
Consecrated Diaconal Minister		Provisional Member	
License as a Local Pastor		Deacon in Full Connection	
Associate Member		Elder in Full Connection	

Have you had a change in clergy relationship with a conference of The United Methodist Church?

Yes No

Change in Conference Relationship

	Date		Date
Discontinuance		Location	
Leave of Absence		Retirement	
Medical Leave		Withdrawal	
Termination by action of the Annual Conference			

Note: **If additional space is needed please use a separate sheet of paper and attach this form.**

**THE UNITED METHODIST CHURCH
CANDIDATE’S DISCLOSURE FORM
¶324.12**

Please complete this form, sign and date it, have your signature notarized, and upload it your OneDrive folder (see Appendix I for information about your OneDrive folder).

Have you ever been:

- 1. Convicted of a felony? _____ NO _____ YES
- 2. Convicted of a misdemeanor? _____ NO _____ YES
- 3. Accused in writing of sexual misconduct or child abuse? _____ NO _____ YES
- 4. A candidate for ministry in the United Methodist Church in another conference? _____ NO _____ YES

 If yes to #4, State: _____ District _____ Conference _____ Dates _____

If you answered *yes* to any of these questions, please explain:

If you are required by this disclosure form to disclose any written accusations or convictions for felony, misdemeanor or any incident of sexual misconduct that you dispute or believe should be explained in any way, you have an opportunity at this time to include any additional information that you believe might be helpful or important regarding the disclosure. Any relevant additional information should be provided in a response statement attached to the form. (Note: It would be preferable if this response statement could be included right on the disclosure statement; however, we realize there are space limitations on forms and thus you might need to request that the statement be attached. **Indicate if pages are attached: Number of attachments _____, total number of pages: _____.**)

I hereby certify that the information provided on this form is true and accurate.

Print Name _____

Signature _____

Subscribed and sworn this _____ day of _____, 20 _____

Notary Public _____

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

Ordination Project Report (Fruitfulness Project)

Provisional Member: _____

Deacon _____ / Elder _____ (Check one)

Date of Proposal Submission: _____

Anticipated Ordination Year: _____

Title of Project: _____

Purpose of Form: Relate an experience of project leadership in your ministry that demonstrates fruitfulness in carrying out the church's mission of making disciples. Document what you learned and communicate what you experienced through the planning and execution of this project.

Address each of the following with one-paragraph answers to the following questions. The length of this report should not exceed about three pages. **INCLUDE a copy of your approved "Ordination Project Proposal" with this report.**

1. Restate how you believe this project makes disciples of Jesus Christ for the transformation of the world, along with brief theological reflection. (Either include the statements right from the Proposal or change it to what you believe now if your understanding has changed.)
2. How did you collect input to guide this project? From whom?
3. How did the community come to embrace your plan for this project? (Those who helped with planning, those needed for execution and/or those impacted by this work.)
4. How did you equip others during this project? Who did you equip?
5. How did you provide leadership during this project? Who did you lead?
6. Share your assessment of the fruitfulness of this project.
7. What did you learn from this process, from both what went well and from what did not go as planned?

Edition Updates

Second Edition (Version 2.0) – November 2018

- Updated dates in Year 1 and Year 2 Schedule (page 3-4).

Second Edition (Version 2.1) – September 2018

- Updated dates in Year 1 and Year 2 Schedule (page 3-4).
- Changed email address of Robin Fisher (page 9).

Second Edition (Version 2.2) – November 2018

- Updated dates in Year 1 and Year 2 Schedule (page 3-4).
- Updated Eddie Cameron’s contact information on Appendix B (page 14).
- Deleted RIM Peer Group Report [previously Appendix B page 14] as this report is no longer required.
- Added Appendix A – Clergy Mentor – Provisional Member Covenant [previously not included] (page 13).
- Changed Appendix B to Clergy Mentor – Provisional Member Report [previously Appendix A] (page 14).
- Added Appendix P Edition Updates to track changes (page 44).

Third Edition (Version 3.0) – June 2019

- Updated Quadrennium dates (cover sheet).
- Updated Edition numbering (cover sheet).
- Updated date of last update (cover sheet).
- Updated RIM Dates and Schedule Year 1 and Year 2 (page 3-4).
- Updated Johnson Dodla’s email address (page 10).

Third Edition (Version 3.1) - September 2019

- Changed BOM Registrar information for Tawny Bernhardt on the following pages:
 - 10, 13, 14, 18, 24, 26, 42

Third Edition (Version 3.2) – September 2019

- Date correction for Year 2 Retreat (page 4).
- Date confirmation of File Review for Year 2 Schedule (page 4.)

Third Edition (Version 3.3) – October 2019

- Name Change of “Changing Racism” to “Dismantling Racism” (page 27 and 29).
- Added clarity to when Psychological Evaluation is to be completed (page 27 and 29). Clarity is: (Only after local Charge Conf. & DCOM recommendation)

Third Edition (Version 3.4) – November 2019

- Added Experian and TransUnion as possible credit report options (page 27 and 29).
- Moved “Summary of Equifax, Experian or TransUnion credit report” to “To be current within five years of date of interview:” (page 27 and 29).

Third Edition (version 3.5) – January 2020

- Removed “Provisional deacon formation retreat” from Deacon checklist (page 30).

Appendix P – Edition UpdatesFourth Edition (version 4.0) – June 2020

- Updated information for RIM Co-Chair (page 10).
- Added deadline information to Checklist for Elder’s Ordination and Checklist for Deacon’s Ordination (page 27 and 29).
- Added “All materials submitted must be newly written within the past year.” under WRITTEN MATERIALS section of Checklist for Elder’s Ordination and Checklist for Deacon’s Ordination (page 28 and 30).
- Changed requirement regarding audio and video recordings of sermons and worship services (for Elders) and on-site visit (for Deacons) to be sent to entire interview team.
- Updated BOM Writing Requirements form to read: “All materials shall be submitted by January 6th of the year you wish to interview with the Board seeking full ordination.” (page 31).
- Updated Email Submission Instructions form to state one hardcopy of all files must be mailed to the registrar, and updated Rev. Johnson Dodla’s email address. (page 33)

Fourth Edition (Version 4.1) – July 2020

- Changed date of Year 2 calendar to reflect February **18**, 2021. (page 4)

Fourth Edition (Version 4.2) – July 2020

- Changed dates of Year 1 calendar. (page 3)

Fourth Edition (Version 4.3) – December 2020

- Added the following statement to both Elder and Deacon Checklists regarding Quest toxin screens: (wait for form sent by the BOM and follow those directions specifically). (page 27 and 29)

Fourth Edition (Version 4.4) – December 2020

- Added the following statement on the Email Submission Instructions, point 6: “For interview team address information please contact the BOOM Registrar.” (page 33)

Fourth Edition (Version 4.5) – February 2021

- Made several changes to the Writing Requirements form, section 2. Format, to more closely align the form with the Email Submission Instruction form. (page 31)
- Made several changes to the Email Submission Instructions form to streamline and clarify the process of submitting paperwork. (page 33)

Fifth Edition (Version 5.0) – July 2021

- **Updated dates in Year 1 and Year 2 Schedule (page 3-4).**
- **Updated BOM Co-chair information (page 10).**

Fifth Edition (Version 5.1) – August 2021

- Updated dates in Year 1 and Year 2 Schedule to include date of Orientation (page 3-4).

Fifth Edition (Version 5.2) – November 2021

- Updated the Submission Form to reflect several changes for the One Drive Upload of written (and other) materials. PLEASE READ THIS UPDATE CAREFULLY (page 33).

Fifth Edition (Version 5.3) – November 2021

- Updated District Superintendent Evaluation form to include a space to check for Full Time Local Pastor (page 25).

Appendix P – Edition UpdatesFifth Edition (Version 5.4) – March 2022

- Several detail and technical changes to the Written Requirements form (pages 31-32) and the Online Submission Instructions form (page 33). Please review these forms carefully.

Sixth Edition (Version 6.0) – July 2022

- **Updated dates in Year 1 and Year 2 Schedule (page 3-4).**
- **Updated BOM Co-chair information and RIM Team members (page 10).**

Sixth Edition (Version 6.1) – August 2022

- **Updated RIM Team members information (page 10).**

Sixth Edition (Version 6.2) – October 2022

- Updated the Fruitfulness Project Proposal from (page 37) to align with the online submission process for all documents for the Board of Ordained ministry. The new directions are as follows: “Submit this Project Proposal via the secure OneDrive link you received in October of the year you were commissioned. The deadline for this submission is January 6 of your first year in the Residency in Ministry Program.”

Sixth Edition (Version 6.3) – October 2022

- Zip Code change for Tawny Barnhardt, BOM Registrar (page 10, 13, 14, 18, 24, 26 & 42).
- Removed Johnson Dodla’s contact information from page 33.

Sixth Edition (Version 6.4) – November 2022

- On pages 13, 14, 18 and 24 (Appendixes A, B, C and D) language has changed to inform candidates that these forms are to be uploaded to their online folder instead of mailed to the registrar. Each online folder contains a specific forms folder.
- Updated BOOM Writing Requirements form by removing “or postmarked” in section 1 to eliminate confusion around mailing documents versus uploading to the online folder (page 31).
- Updated Online Submission Instructions form by remove “can” and replacing it with “will” in section 4, and updated language to clarify that all forms should also be uploaded to your secure folder (page 33).
- Updated Online Submission Instructions for by removing “ONLY the Registrar should receive other required documents (credit report, forms, evaluations, etc.). All of this should be mailed to the Registrar” in section 4 to reflect the online submission process for all documents. Also changed the date hard copies of materials should be given to the Registrar in section 4.a (Reading Day) (page 33).
- Updated Candidates Disclosure’s form to reflect online submission process (page 42).

Sixth Edition (Version 6.5) – December 2022

- Updated date of interview to reflect correct date (page 4).

Sixth Edition (Version 6.6) – February 2023

- Updated Candidate’s Disclosure Form Appendix N (page 42) to include disclosures about ministry in other conferences and additional pages needed for explanations.

Seventh Edition (Version 7.0)- July 2026

- Significant detail edits made throughout the document since an update was past due. Contact information, clarification and reconciliation of dates for meetings and deadlines, update on Online Submission are minor but notable. The most significant edit is the Non-Plagiarism Form.