

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. _____

Residency in Ministry 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. (Sent to entire interview team.)

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) _____