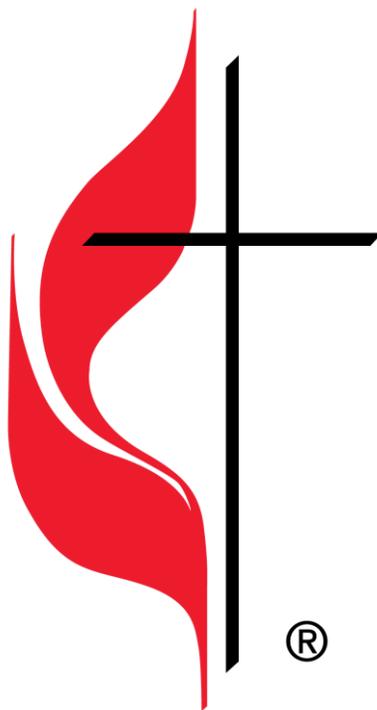


# The Provisional Journey:



## Residency in Ministry

RIM MANUAL  
2020-2024 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 6.3)  
Updated: October 2022

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# Residence in Ministry Dates & Schedule

## First Year (Class of 2022-2024)

EVENT	DATE	TIME	LOCATION
RIM Orientation & Review	September 15, 2022	10:00 AM—2:00 PM	Hopewell UMC
Peer Group Meeting	October 13, 2022	10:00 AM—3:00 PM	Hopewell UMC
Peer Group Meeting	November 10, 2022	10:00 AM—3:00 PM	Hopewell UMC
<b>Deadline: SPRC &amp; DS Evaluations</b>	<b>November 13, 2022</b>		
Peer Group Meeting	December 8, 2022	10:00 AM—3:00 PM	Hopewell UMC
<b>Deadline: Fruitfulness Project, 1st Mentor Report, RIM Peer Group Report</b>	<b>January 6, 2023</b>		
Peer Group Meeting	January 19, 2023	10:00 AM—3:00 PM	Hopewell UMC
Peer Group Meeting	February 9, 2023	10:00 AM—3:00 PM	Hopewell UMC
Peer Group Meeting	March 16, 2023	10:00 AM—3:00 PM	Hopewell UMC
Peer Group Meeting	April 27, 2023	10:00 AM—3:00 PM	Hopewell UMC
<b>EPA Annual Conference</b>	<b>May 2023</b>		
<b>Deadline: 2nd Mentor Report</b>	<b>July 31, 2023</b>		

**Location Information:**

Hopewell UMC                      852 Hopewell Road, Downingtown, PA 19335

# Residence in Ministry Dates & Schedule

## Second Year (Class of 2021-2023)

EVENT	DATE	TIME	LOCATION
RIM Orientation & Review	September 15, 2022	10:00 AM—2:00 PM	Hopewell UMC
Peer Group Meeting	October 6, 2022	10:00 AM—3:00 PM	Hopewell UMC
Peer Group Meeting	November 3, 2022	10:00 AM—3:00 PM	Hopewell UMC
<b>Deadline: SPRC &amp; DS Evaluations</b>	<b>November 13, 2022</b>		
<b>Deadline: Interview Paperwork, 3rd Mentor Report, RIM Peer Group Report</b>	<b>January 6, 2022</b>		
Peer Group Meeting	January 12, 2023	10:00 AM—3:00 PM	Hopewell UMC
<b>BOM Interviews</b>	<b>February 3-5, 2023</b>		<b>West Lawn UMC</b>
Peer Group Meeting	February 16, 2023	10:00 AM—3:00 PM	Hopewell UMC
Peer Group Meeting	March 9, 2023	10:00 AM—3:00 PM	Hopewell UMC
Peer Group Meeting	April 20, 2023	10:00 AM—3:00 PM	Hopewell UMC
Closing Retreat	TBA		
<b>EPA Annual Conference</b>	<b>May 2022</b>		

**Location Information:**

Hopewell UMC                      852 Hopewell Road, Downingtown, PA 19335  
 West Lawn UMC                    15 Woodside Ave, Reading, PA 19609

## 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 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. Submitting by January 6<sup>th</sup> each year an annual report, jointly signed by the mentor and resident, to the BOM Registrar. The report will describe their work together (See Appendix A). The report will NOT evaluate their work together and will NOT recommend for or against continuance. The report will become part of the resident's permanent file. Complete file requires jointly signed reports from the mentor and the resident (or one filled out by both parties, signed by both parties).
6. 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 by the end of May of your first provisional year. A representative of the BOM will perform the on-site evaluation.

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*.)

The resident will receive advance notice about the visit so he/she may be present and prepared.

## **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. Robin G. Fisher at probgfisher@gmail.com:

1. Name, address, and phone number
2. Email address
3. Social Security number (**in its entirety**)
4. Relationship to the Annual Conference (e.g., elder, deacon, local pastor, commissioned)
5. Amount requested (If commissioned, designate whether the amount requested is from the additional \$400 mentioned above.)
6. Amount provided by the congregation
7. Amount provided by the pastor
8. The name and date of event
9. How the event will relate to present and/or future ministry
10. 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 Residency in Ministry Team**

Rev. Eddie Cameron RIM Chairperson	Eddie@hopewellumc.org
Rev. Dorry Newcomer	dorry.newcomer@yahoo.com
Kenneth Dickinson	orangeaero@comcast.net
Rev. Dr. Deborah Appler Fruitfulness Project Coordinator	applerd@moravian.edu

### RIM Contact Information

Rev. Amy Banka RIM Lead Facilitator	Amy@hopewellumc.org
Rev. Mike Remel BOM Co-Chair	mremel@verizon.net
Rev. Tracy Duncan BOM Co-Chair	revtracy51@gmail.com
Rev. Tawny Bernhardt BOM Registrar	Tawny.bernhardt@cumclansdale.org

All RIM paperwork should be sent direct to Rev. Tawny Bernhardt at:  
1020 S. Valley Forge Rd. Lansdale, PA 19446

## 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.

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

**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 returning this form to:

Rev. Tawny Bernhardt  
BOOM Registrar  
1020 S. Valley Forge Rd.  
Lansdale, PA 19446

**The Provisional Member Program  
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)

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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 returning this form  
EVERY SIX MONTHS (i.e., Jan 1 and July 1) to:

Rev. Tawny Bernhardt  
BOOM Registrar  
1020 S. Valley Forge Rd.  
Lansdale, PA 19446  
Tawny.bernhardt@cumclansdale.org

Direct questions to:  
Rev. Eddie Cameron  
BOM RIM Chair  
852 Hopewell Rd.  
Downingtown, PA 19335  
eddie@hopewellumc.org

# 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.*)

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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? \_\_\_\_\_

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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:

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## 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:**

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Provisional Member's Signature

**Return this document to the BOM Registrar:**

Rev. Tawny Bernhardt  
BOOM Registrar  
1020 S. Valley Forge Rd.  
Lansdale, PA 19446  
Tawny.bernhardt@cumclansdale.org

# 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?**

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**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.

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

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**EVALUATION OF SERVANT LEADERSHIP AS A DEACON**

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

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

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

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

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

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## 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

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## 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:

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**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:**

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator’s Signature

\_\_\_\_\_  
Provisional Member’s Signature

**Return this completed form to the BOM Registrar.**

Rev. Tawny Bernhardt  
 BOOM Registrar  
 1020 S. Valley Forge Rd.  
 Lansdale, PA 19446  
 Tawny.bernhardt@cumclansdale.org

# DISTRICT SUPERINTENDENT EVALUATION ELDER OR DEACON ORDINATION OR FULL TIME LOCAL PASTOR

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

CANDIDATE'S NAME \_\_\_\_\_ ELDER \_\_\_\_\_ DEACON \_\_\_\_\_ FTLP \_\_\_\_\_

DISTRICT SUPERINTENDENT'S NAME \_\_\_\_\_ DISTRICT \_\_\_\_\_

NUMBER OF YEARS YOU HAVE KNOWN THE CANDIDATE \_\_\_\_\_

Rate the candidate on the following subjects using the number scale from 1 (lowest) to 5 (highest).  
Circle the appropriate number response for each item. Put any comments in the space beneath each question.

1. EQUIPPING                    1        2        3        4        5  
How well does the candidate equip members of the congregation for ministry in the church, community and the world?

2. PASTORALCARE            1        2        3        4        5  
How do you perceive the candidate's effectiveness in compassionate pastoral care?

3. TEACHING                    1        2        3        4        5  
How well has the candidate fulfilled the role of teacher/small group leader (leadership training, confirmation program, short term studies, Disciple Bible Study, Youth, etc)?

4. PREACHING                1        2        3        4        5  
How effectively does the candidate communicate the Christian message through preaching (content and delivery, use of Scripture and relevancy)?

5. WORSHIP                    1        2        3        4        5  
Does the service show planning around a unified theme?

6. ADMINISTRATION        1        2        3        4        5  
How well does the candidate work with the lay leadership in developing and carrying out a clear vision and mission of the church?

7. OUTREACH AND WITNESS    1        2        3        4        5  
(Elders) How well does the candidate enable laity to reach others for Jesus Christ?  
(Deacons) How well does the candidate connect the congregation with the needs of the world and to reach others for Jesus Christ?

8. COLLEGIALITY            1        2        3        4        5  
How does the candidate become involved and assume collegial responsibility (peer groups, district and conference work)?

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. Tawny Bernhardt  
BOOM Registrar  
1020 S. Valley Forge Rd.  
Lansdale, PA 19446  
Tawny.bernhardt@cumclansdale.org

**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).  
1<sup>st</sup> 6 months \_\_\_\_\_  
2<sup>nd</sup> 6 months \_\_\_\_\_  
3<sup>rd</sup> 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. \_\_\_\_\_

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 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. (Sent to entire interview team.)

\_\_\_ Video recording or YouTube or Vimeo.com link of the entire worship service for the third sermon. (Sent to interview team.)

\_\_\_ 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).

1<sup>st</sup> 6 months \_\_\_\_\_  
2<sup>nd</sup> 6 months \_\_\_\_\_  
3<sup>rd</sup> 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) \_\_\_\_\_

# **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 6<sup>th</sup> 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 or postmarked 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 to Interview Teams 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 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.

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 June following your commissioning** you will have access to a secure One Drive account for you to upload all your written materials in PDF form, as well as PDFs of bulletins, links to online recorded sermons, and other supporting materials as necessary. An email from [eddie@hopewellumc.org](mailto:eddie@hopewellumc.org) entitled "BOOM Interview One Drive" will provide direct access to your folder. You will have access to this account until the deadline for submission (midnight January 6<sup>th</sup> of the year you interview). If you have difficulty or issues accessing your secured folder, please contact Rev. Eddie Cameron at the email address mentioned above.
  
4. The entire Board can access your required submissions (discipline questions, Bible Study, essays, fruitfulness project, sermons) in preparation for your interview. ONLY the Registrar should receive other required documents (credit report, forms, evaluations, etc.). All of this should be mailed to the Registrar. To reiterate:
  - a. BOOM Registrar receives by mail:
    - i. Full paperwork for interview (all forms along with hard, clean copy of written materials).
  - b. Board Members receive via One Drive upload:
    - i. All written materials, including links to videos of sermons or ministry focus.
  - c. Presenter receives via One Drive upload:
    - i. All written materials, including links to videos of sermons or ministry focus.
  
5. If you require assistance with the submission process, please email Rev. Eddie Cameron at [eddie@hopewellumc.org](mailto:eddie@hopewellumc.org).

## **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, etc. 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. Work discovered beyond these parameters will be rejected and therefore the file and work will be deemed incomplete and the interview will be cancelled.

Printed Name: \_\_\_\_\_

Signed Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **Documentation to be examined along with this Application for Clergy Relationship to the Annual Conference**

### **License for Pastoral Ministry (§315)**

1. All documentation for candidacy certification
2. Report of the faculty of the licensing school or transcript from an approved school of theology indicating credit for one-third of the M.Div.
3. Biographical Information Form
4. Medical Information Form
5. Notarized statement concerning any criminal behavior, criminal background and credit checks
6. Psychological assessment report and any other information required by the Board of Ordained Ministry

### **Associate Membership (§322)**

1. Transcript from the Course of Study
2. College transcript with 60 semester hours credit or equivalent
3. Annual reports from a clergy mentor
4. Recommendation of the District Superintendent
5. Biographical Information Form
6. Medical Information Form
7. Notarized statement concerning any criminal behavior, criminal background and credit checks
8. Psychological assessment report and any other information required by the Board of Ordained Ministry

### **Provisional Membership (§324)**

1. College transcript indicating a bachelor of arts degree or its equivalent as determined by the Division of Ordained Ministry
2. Seminary transcript indicating completion of half of the M.Div, including one-half of the basic graduate theological studies; or Course of Study transcript indicating completion of five year Course of Study and 32 semester hours of graduate theological study or its equivalent through the Advanced Course of Study
3. Annual reports of the clergy mentor
4. Recommendation of the District Superintendent
5. Biographical Information Form
6. Medical Information Form
7. Written responses to doctrinal questions
8. Notarized statement concerning any criminal behavior, criminal background and credit checks
9. Psychological assessment report and any other information required by the Board of Ordained Ministry

### **Membership in Full Connection (§§330, 335)**

1. Reports of the clergy mentor
2. Recommendation of the District Superintendent
3. Biographical Information Form
4. Medical Information Form
5. Written responses to doctrinal questions (where required)
6. Project that demonstrates fruitfulness in carrying out the Church's mission
7. Psychological assessment and other information as determined by BOM (optional)

### **Recognition of Orders**

1. Certificate of Ordination
2. College transcript
3. Seminary transcript

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

**Ordination Project Proposal (Fruitfulness Project)**

Provisional Member: \_\_\_\_\_

Deacon \_\_\_\_\_ / Elder \_\_\_\_\_ (Check one)

District/Conference: \_\_\_\_\_

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 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.

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="radio"/> Yr. 2 <input type="radio"/> Yr. 3 <input type="radio"/> Yr. 4 <input type="radio"/> Yr. 5 <input type="radio"/>		
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 \_\_\_\_\_

**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)

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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**

	<b>Date</b>		<b>Date</b>
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 return it to:

Rev. Tawny Bernhardt  
BOOM Registrar  
1020 S. Valley Forge Rd.  
Lansdale, PA 19446  
Tawny.bernhardt@cumclansdale.org

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

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. Please indicate if pages are attached.)

I herby 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)

District/Conference: \_\_\_\_\_

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).

#### Fourth 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 6<sup>th</sup> 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 for to include a space to check for Full Time Local Pastor (page 25).

Fifth 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.