

**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) \_\_\_\_\_