

**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 mentioned above. This can be done via MS Word's Export to PDF feature (File → Export → Create PDF/XPS), or other online tools.
3. **Beginning December 1 of the year before your interview for ordination**, 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 entitled "Ordination One Drive" will provide direct access to your folder. You will have access to this account until the deadline for submission (midnight January 6). 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. Johnson Dodla at johnson@mthope.org or Rev. Eddie Cameron at eddie@hopewellumc.org.