

# Provisional Member Checklist

- Attend Developing Connectional Ministries (DCM) **Orientation Retreat**, during which Covenant Groups and Mentors are introduced (August)
  
- Continue meeting with **DCM Covenant Group and Mentor** throughout two years of residency (a minimum of 8 sessions total)
  - Learn more about yourself and others through a Birkman assessment and coaching session during one group session
  
- Develop **Connectional Habits**  
At least once during two years of residency:
  - Attend required District and Conference meetings required by your District Superintendent, including Annual Conference
  - Participate in *The Gathering* (a multi-day retreat for all Conference clergy in September) and/or Order of Elder or Order of Deacon Retreats
  - Participate in a marriage renewal or single clergy enrichment retreat
  - Participate as a volunteer at a District Camp or Conference Youth Academy
  - Participate in a mission trip (UM Army or a church-sponsored or a Conference-sponsored mission trip)
  
- Complete **two years full-time service** (from date of commissioning to date of ordination) under Episcopal appointment following completion of theological education
  
- Complete additional Conference theological education requirements
  - Complete **one course in worship and two courses in homiletics** (one basic course and one advanced course in homiletics, together equaling six semester or six quarter hours). (BOM policy, revised September 1991)
  
- Access on-line ordination and full membership requirements** and prepare for BOM triad and interviews. Reserve the third, fourth, and fifth Mondays and Tuesdays in March to meet with Board of Ordained Ministry (BOM) until you receive specific dates for interviews.
  
- Request **letters of recommendation**;
  - from your **District Superintendent**;  
arrange to be sent directly to Candidacy Manager (CM) by January 22
  - from your **Senior Pastor** (if you serve as an associate)  
arrange to be sent directly to CM by January 22
  
- Prepare for BOM ordination and full membership interviews with mentor
  - Write first draft of answers to **Disciplinary questions** (deacons answer ¶330.5.a, b, and c; elders answer ¶335.7.a, b, and c); review with mentor

- Review **mentor's recommendation letter**; arrange for mentor to send recommendation letter directly to CM by January 22
- Complete any other specific written recommendations or requirements you received from BOM during or following commissioning and provisional membership interviews
  
- Arrange for the following information **to be sent directly to CM by January 22**
  - Complete "Part 1" of "Medical Report of Ministerial Candidate" (**Form 103**); make an appointment with your physician for a basic medical exam; arrange for physician to complete "Part 2"; arrange for physician to send completed report directly to CM
  - Contact all colleges, universities, and theological schools you have attended and arrange for them to send all official undergraduate, graduate, and post graduate **transcripts** directly to CM
  
- Complete and send the following forms **directly to BOM Psychological Chairperson** by January 22
  - "Consent to Perform Criminal History and Background Check"** form
  - "Authorization for Release of Records and Waiver of Confidentiality"** form
  
- Contact approved **psychological testing** center. Arrange with testing center to complete forms; take assessments; and return for follow up interview in person. Report will be sent directly to BOM Psychological Chairperson.
  
- Complete the following; send to CM by January 22
  - Copy of valid **Driver's License**
  - Forms
    - Form 105** "Application for Clergy Relationship to the Annual Conference"
    - Form 114** "Candidate's Disclosure Form" (notarized)
  - Original Work
    - Written **responses to Disciplinary Questions** (deacons answer ¶ 330.5.a, b, and c; elders answer ¶ 335.7.a, b, and c); Type questions; double space answers
    - Design a six to eight week **Bible study** based on one book of the Bible (see book of Bible at [www.txcumc.org](http://www.txcumc.org)). Write an outline and plan for teaching including:
      - Teaching goals clearly stated
      - Description of teaching method
      - Description of arrangement of teaching environment
      - Broad outline of entire study

- Detailed teaching plans of two sessions
  - List of all resources used
- Preach a **sermon**
  - during October, November, December, or January just prior to your BOM interview
  - in a worship setting
  - based on one of the lectionary texts for that week (see UM Book of Worship, official UM programming calendar, or <http://lectionary.library.vanderbilt.edu/>)
  - prepare and submit the written manuscript
  - provide a video or audio recording of the sermon (DVD video preferred)
  - submit a copy of the worship bulletin
- Create your own candidacy file and keep copies of all forms completed and all work submitted
- Meet with a triad at your ministry site.** Between January 22 and BOM ordination and full membership interviews in late March, three members of the BOM—a “triad”—will arrange to meet with you, key lay and/or clergypersons engaged with you in ministry, your senior pastor or supervisor (if applicable), and your District Superintendent (if available) at your ministry site and evaluate the information you submitted to the CM and your effectiveness in ministry.
- Prepare for BOM ordination and full membership interviews.** One of the BOM Vice Chairpersons will contact you with your interview date and time. Review your responses to the Disciplinary questions; act on advice from your triad; and be prepared to clearly and concisely express your effectiveness in ministry.
- Attend BOM ordination and full membership interviews.** You will be briefly introduced to the large (70+) Board of Ordained Ministry, then accompanied to three separate interviews (focusing on theology, church, and personal life) by your triad convener or mentor.
- If recommended for **ordination and full membership** by the BOM and approved by the clergy session of annual conference, you will be ordained during annual conference (May/June).