

## Reinstatement or Readmission Interview

### References in The 2016 Book of Discipline

- As an admitted or certified candidate (§314.2)
- As a licensed local pastor (§320.4)
- As a provisional member (§364) or associate member
- After honorable location or administrative location (§365)
- After leaving the ministerial office to full membership as elder or deacon (§366)
- After termination by action of the annual conference (§367)

### Requirements prior to interview

1. Upon receipt of a request from the candidate, contact the Center for [ClergyExcellence@vaumc.org](mailto:ClergyExcellence@vaumc.org) immediately, with a copy to the bishop's office for supervisory file information.
2. The Director of Clergy Excellence in consultation with the district superintendent will review the circumstances of the request. The candidate's file contents will be reviewed in relation to the requirements of The Book of Discipline and, depending on the circumstances, most of the following will be required to be updated and resubmitted to the DCOM:
  - a. A written request by the candidate on his/her reasons and qualifications for readmission and a statement on the circumstances relating to their discontinuance or withdrawal.
  - b. Biographical Form (GBHEM Form 102)
  - c. Criminal and Sex Offenders Background Check
  - d. Expanded Background Report (national and county criminal search, DMV record search, consumer credit report, and social security trace)
  - e. Medical Report (GBHEM Form 103)
  - f. Candidate's Disclosure Form (GBHEM Form 114, notarized)
  - g. A satisfactory report and recommendation by their charge conference and pastor
  - h. Psychological Assessment (level to be determined by circumstances)
  - i. Work Authorization Form
  - j. Pastor Profile
  - k. Other letters of recommendation, if needed
  - l. Report of career counseling, if applicable
  - m. Additional information or report on requirements set by the Board or annual conference when discontinued or withdrawn.

The candidate's file will be uploaded to UMCARES. Notification will be sent to the district committee chair and district superintendent that the file is now available.

3. The District Committee on Ordained Ministry reviews the candidate's documents. An interview and subsequent minutes with an Action Report is required.
  - For reinstatement as a certified candidate, a majority vote is a recommendation to the Board of Ordained Ministry.
  - For reinstatement of local pastor status, or readmission to associate, provisional, or full membership, a majority vote is a recommendation to the Board of Ordained Ministry. This recommendation will require an interview with the Conference Relations Committee and further approval by the Cabinet.