**Virginia Conference Board of Ordained Ministry**

**Application Steps for Extension Ministry/Appointment Beyond the UM Connection (Elders, Associate Members, Provisional Elders, Licensed Locals, Deacons, Provisional Deacons)**

**For all appointment requests:**

* Consult with your District Superintendent prior to any interviews relative to such an appointment. (¶343; ¶331.4a, *2016 Book of Discipline*)
* Make a request in writing to the to the Bishop, with copies to the Center for Clergy Excellence and your District Superintendent by February 15 preceding the Annual Conference for which the appointment is being requested. Include the name of the institution or agency, the position title, and the effective date. Ad interim requests in between Annual Conference sessions may be considered by the Bishop. (¶344.1d; ¶331.4a, *2016 Book of Discipline)*
* The institution or agency desiring to employ the clergyperson shall also make a request in writing to the bishop, asking for your appointment to this setting. If the institution or agency is located in another episcopal area, the bishop of that area shall also be consulted (¶344.2; ¶331.4c, *2016 Book of Discipline*). For military chaplains, the United Methodist Endorsing Agency makes this request following endorsement.

In addition, for appointment requests to a non-United Methodist/ecumenical agency, **a review of the ministry setting and recommendation** from the Board of Ordained Ministry is required prior to the appointment (¶344.1b, d; 331.4a, *2016 Book of Discipline*). **This includes both an interview and submission of written materials:**

Are you seeking an appointment as a chaplain or pastoral counselor? \_\_\_yes/no

\_\_\_\_\_\_\_If yes you will be asked to upload to your application documentation regarding your statues with the United Methodist Endorsing Agency (either endorsement or your application plan for endorsed status)

\_\_\_\_\_\_I understand that an interview with the Extension Ministries Committee of the Board of Ordained Ministry is required, and that it is my responsibility to provide all application materials to the Center for Clergy Excellence not later than two weeks prior to my interview date.

**Written materials:**

In preparation for the interview, please prepare **a written paper** responding to the following questions (¶344.4d; ¶331.4a *2016 Book of Discipline*), and submit it not later than two weeks prior to the date of your interview:

Within the context of your whole call to ordained ministry, identify your sense of call to this particular ministry. Please describe the ministry position and organization as you answer this question. How is the proposed ministry one in which your vows of ordination to Word, Sacrament, Order, and Service/ Word, Service, Compassion, and Justice can be fulfilled? If you are a licensed local pastor or Associate member share how this proposed ministry allows you to fully live into God’s call for your life.

The Church in Mission: How does ministry in this setting extend the United Methodist Church’s effectiveness in our mission to “make disciples of Jesus Christ for the transformation of the world” (¶120, *2016 Book of Discipline)*? In what ways does serving in this setting minister to the world’s needs as related to the church’s mission?

In order to assess this ministry setting, the Extension Ministries Committee requires the following **information about the organization** (¶344.4d; ¶331.4a *2016 Book of Discipline*):

* Purpose of institution or agency
* A list of the Board of Directors, including the names and brief biographical information.
* A financial statement from the institution or agency (including income and budget).
* For clergy initiating their own ministry setting, incorporation as a non-profit (501(c)3 or LLC) will be required by the end of the first year of approval. If not completed by the time of the interview, documentation can be submitted when completed within the first year.
* Statement of accountability related to supervision and annual evaluation.

An appointment to this setting is to be confirmed as follows: On recommendation of the cabinet and the Board of Ordained Ministry, such positions are to be confirmed by a two-thirds vote of the clergy members of the annual conference (elders, associate, local: ¶344.1d, *2016 Book of Discipline).*

If appointed to an extension ministry setting, you will be required to submit an annual report by January 15, through the Conference EVC system (¶344.2a; ¶331.4d, *2016 Book of Discipline)*

**To begin your application,** [**click here**](https://form.jotform.com/222206667081049)**. Contact the Center for Clergy Excellence to schedule an interview time.**

Updated 8/2022