

Virginia Conference Board of Ordained Ministry

Procedures for Deacons and Provisional Deacons Requesting an Appointment Beyond the Local Church

In the Virginia Conference, the procedure for deacons and provisional deacons requesting an appointment beyond the local church (ABLC) is as follows:

For all ABLC requests, complete items 1 through 3:

1. Consult with your District Superintendent prior to any interviews relative to such an appointment. (¶331, *2016 Book of Discipline*)
2. Make a request in writing 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 between Annual Conference sessions may be considered by the Bishop.
3. The institution or agency desiring to employ a deacon or provisional deacon shall request in writing to the bishop and secure approval before completing any agreement to employ the deacon or provisional deacon. If the institution or agency is located in another area, the bishop of that area shall also be consulted, but the appointment is made by the bishop of the conference where membership is held (¶331.4b, *2016 Book of Discipline*).

For appointments to settings not connected to either The United Methodist Church or ecumenical agencies under ¶331.4a and for all provisional deacons seeking an appointment beyond the local church, a review of the ministry setting and recommendation to the Bishop and district superintendents by the Board of Ordained Ministry is required prior to an appointment (¶331.4a, *2016 Book of Discipline*). To that end, complete item 4 below:

4. An interview with the Extension Ministries Committee of the Board of Ordained Ministry is required. Interviews are held annually in the spring. In preparation for the interview, the following materials should be sent to the Center for Clergy Excellence by February 15:
 - The letters required in items #2 and #3 above
 - For those seeking appointments as chaplains or pastoral counselors, evidence of status with the United Methodist Endorsing Agency
 - A written paper responding to the following questions:
 - a. How is the proposed ministry one in which your vows of ordination to Word, Service, Compassion, and Justice can be fulfilled? Please note specifically how you intend to proclaim and teach the Word of God in this setting.
 - b. Within the context of your whole call to ordained ministry, identify your sense of call to this particular ministry.
 - c. The Church in Mission:
 - i. How does ministry in this setting enrich the church's effectiveness in mission?
 - ii. In what ways does serving in this setting minister to the world's needs as related to the church's mission?
 - Provide written information about the ministry setting including:
 - a. Purpose of institution or agency

- b. A list of the Board of Directors, including the names and brief biographical information
- c. A financial statement from the institution or agency (including income and budget)
- d. 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.
- e. Statement of accountability related to supervision and annual evaluation