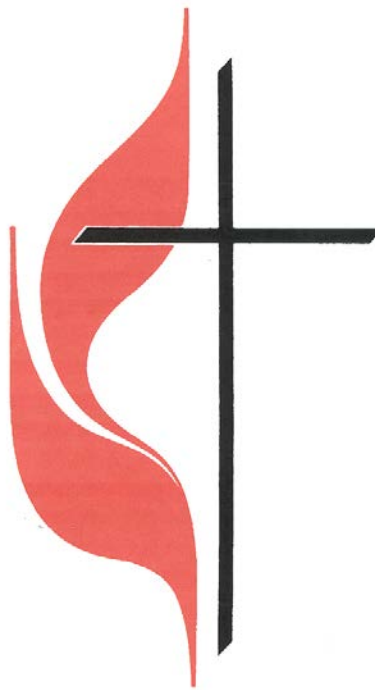


**Virginia Conference
The United Methodist Church
Board of Ordained Ministry**



**Policies Notebook
2016-2020**

Virginia Conference Board of Ordained Ministry Policies and Procedures for 2016-2020

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Appendix

Board of Ordained Ministry Executive Committee

BOM Committee Assignments

Virginia Conference, BOM Policies and Procedures (Revised 2017)

Board Membership by Class

Board Membership by District

Board Membership Directory

To access The United Methodist Board of Ordained Ministry Handbook 2016-2020, published by the General Board of Higher Education and Ministry, go to www.gbhem.org.

Virginia Conference Board of Ordained Ministry

Virginia Conference Board of Ordained Ministry

Purpose

The Board of Ordained Ministry will function according to the purposes outlined in the *2016 Book of Discipline*, especially Paragraph 635.

VAUMC BOM Core Values

Whole Person: In working with candidates and clergy, the whole person is considered, including theological knowledge, emotional intelligence, practical skill and cultural competency.

A Changing World: Effective ministry leadership is needed in the pulpit and far beyond it: Christ is present—and our witness is needed—in and for a rapidly changing world.

Spiritual Discernment: The Holy Spirit is at work in the BOM's practice of discernment; being prepared, being prayerful, and being healthy all help the Spirit to move among us.

Structure

The **membership** of the Board of Ordained Ministry shall consist of persons elected by the annual conference upon nomination of the presiding bishop plus the registrar and three Cabinet representatives. Additional members may be added to ensure representation of all districts on the Board. Categories for membership are outlined in the *Book of Discipline*. The members of the Board of Ordained Ministry are nominated by the Bishop prior to the first session of the Annual Conference following General Conference after consultation with others named in the *Discipline*. Members of the Board may serve a maximum of three consecutive four-year terms. According to a Judicial Council ruling, members of the Board serve the entire quadrennium and cannot be removed unless they resign. The Board works with each district superintendent to identify a Board representative to each District Committee on Ordained Ministry. When vacancies occur, nominations will be made by the Bishop ad interim, to be confirmed by Annual Conference vote at the next session.

The **Executive Committee** is made up of the officers of the Board, including the chair, three vice-chairs who also serve as Team Leaders in the interview process, secretary, chairs of the Orders and Fellowship, and chairs of designated Board Committees. The three district superintendents and registrar/Director of Clergy Excellence are also members of the Executive Committee. The **Advisory Team** is the Board chair, the three vice-chairs, the registrar, and district superintendents.

Each member of the Board serves on a standing committee (“workgroup”) of the Board and also on an interview committee. At the beginning of each quadrennium, Board members are given an opportunity to state their interests in these committee assignments. Final assignments are made by the Advisory Team.

Meetings

The Board meets at least three times annually: the first week of November for one or two days, January (beginning the last Sunday evening through Wednesday), and February (beginning the last Sunday evening through Wednesday). Interviews with candidates are held at the January and February meetings. The Executive Committee meets in the fall and the spring in addition to the Jan. and Feb. Board meetings. The fall meeting includes a joint meeting with the Bishop and Appointive Cabinet. These dates may be adjusted in advance to accommodate the liturgical calendar or other particular Conference needs.

Virginia Conference Board of Ordained Ministry

Mission

We will enable disciples of Jesus Christ to become effective clergy and certified professionals. To this end, the Board assists these persons with God's continuing work in the areas of call, development, and collegial support.

Functions of the Board

1. The Board will faithfully and responsibly interview and recommend candidates for commissioning, associate membership and ordination.
2. The Board will design and conduct a Provisional Membership curriculum to assist provisional members to become fully effective clergy leaders and full members of the Annual Conference through mentoring in covenant groups, continuing theological education through Residency Events, and supervision. (Provisional Membership Team)
3. The Board will offer the studies for licensing for pastoral ministry to those certified candidates recommended by their district committees on ordained ministry. (Licensing School Design Team , relating to Clergy Effectiveness)
4. The Board will review the credentials and recommend to the Cabinet and clergy executive session those persons who wish to be recognized as ministers of other denominations/other fellowships and conduct interviews in order to consult with the Bishop regarding requests for transfer to the Virginia Conference. (Transfer)
5. The Board will review and recommend requests for extension ministry appointment settings (elders, associate members, provisional elders and local pastors) and beyond the local church appointment settings (deacons, provisional deacons) that are beyond the connectional system, review annual reports from clergy in such appointments, and develop support systems for persons in extension/beyond the local church appointments. (Extension Ministries) The Board will receive and review the annual reports for deacons and diaconal ministers and assist the Cabinet with appointment requests. (with the Order of Deacons)
6. The Board will encourage and assist clergy and certified professionals in a commitment to life-long learning and professional development, monitor the continuing education requirements set by the Board, and provide funding through the Ministerial Education Fund for continuing education and strategic clergy development. (Clergy Effectiveness and Candidacy)
7. The Board will develop evaluation, assessment and development resources for clergy and church staff, working with the Appointive Cabinet. (Clergy Effectiveness)
8. The Board will collaborate with the Ministers' Convocation Team, assisting in developing themes relevant to continuing theological education for all active and retired clergy, and lay professionals. (Clergy Development)
9. The BOM will support an annual orientation for Lay Supply Ministers, conducted by the Appointive Cabinet. (Center for Clergy Excellence)
10. The Board, along with the Cabinet, will visit seminaries attended by Virginia Conference candidates for ministry and maintain contact with seminary students, to get to know the seminary students, answer questions about the process, and meet with others who may be interested in serving in Virginia. (Call Culture)

11. The Board will provide information, resources, and scholarships for professional certification, review the bi-annual renewals for certification, and report these to the annual conference. The Board recommends those to be certified in professional or para-professional specialized ministries, following an interview with and recommendation by the Executive Committee or a designated subcommittee.
12. The Board will receive applications and award Grants and Service Loans to seminary students. (Grants Committee, related to Candidacy)
13. The Board will develop and implement plans for discernment of calls to ministry, sponsoring exploration opportunities for college students, young adults and others. (Call Culture and Candidacy Committees)
14. The Board will provide support and resources for self-care among clergy and certified lay professionals. (Clergy Effectiveness Committee) The Board will coordinate with the Virginia Diaconate (including the Order of Deacon, deaconesses, home missionaries, and retired diaconal ministers), the Order of Elder, and the Fellowship of Local Pastors and Associate Members. (Orders and Fellowship)
15. The Board will provide resources and mandatory training in ethics, including basic sexual ethics training for all first time appointments, clergy reporting of child abuse and neglect for all first time appointments, and mandatory quadrennial ethics training for all clergy and certified lay professionals to support the Virginia Conference Sexual Ethics Policy. The Board will also support resources and training for clergy who serve an appointment following a serious breach of ministerial ethics. (Ethics, with the Sexual Ethics Response Team)
16. The Board will receive, review, and recommend to the clergy executive session changes in conference relationships. (Conference Relations Committee)
17. The Board will work with VUMPI and the Cabinet and interview and make recommendations to the Clergy Session regarding retirement (Retirement Committee, related to Conference Relations).
18. Through the Executive Committee, the Board will receive and act on requests for exceptions to Board policies and procedures.
19. Through the Executive Committee, the Board will determine and monitor the financial resources related to the Board, including the Ministerial Education Fund, the Board's Administrative Budget, and Ministerial Support items.
20. With the Conference Board of Pensions and Health Benefits and Appointive Cabinet, the Board will review requests for medical leave or for returning to an appointment from medical leave, and it will offer support to persons seeking medical leave. (Joint Committee on Medical Leave)
24. The Board will coordinate the Service for the Ordering of Ministry and the presentation of certificates for professional certification at annual conference.
21. The Board (lay and clergy members) will plan and coordinate the Clergy Executive Session at Annual Conference, presided over by the Bishop.
22. The Board will train and relate to District Committees on Ordained Ministry, train and register Candidacy Mentors, and support DCOM mentor coordinators in resourcing mentors for licensed local pastors.

23. Through the district committees on ordained ministry, the Board will interview and recommend to the clergy executive session candidates for certification, certified candidates for licensing for pastoral ministry, and candidates for certified lay minister. (DCOM)
24. The Board will keep on behalf of the annual conference personnel files on certified candidates, all active and retired clergy, diaconal ministers, and certified lay professionals. (Center for Clergy Excellence)

Associate Registrars

The Board has four associate registrars in addition to the BOM Registrar, who is the Director of the Center for Clergy Excellence:

- Candidacy—Candidacy Workgroup Chair
- Local Pastors and Associate Members—Chair of the Fellowship of Local Pastors and Associate Members
- Elders—Chair of the Order of Elders
- Deacons—Chair of the Order of Deacons

The registrars team meets as needed to review particular requests for exceptions to Board policies and make recommendations to the Executive Committee of the Board. Other Executive Committee members are consulted as needed in making those recommendations. In addition, they review the application and interview process and make recommendations to the Executive Committee.

Board Representative to DCOM

The District Committees on Ordained Ministry are extensions of the Board of Ordained Ministry, with primary responsibility for candidacy and licensing. See the District Committee on Ordained Ministry Handbook.

Each District Committee on Ordained Ministry shall include a representative from the Board of Ordained Ministry. This BOM Representative is named by the Board after consultation with the District Superintendent.

The responsibilities of the District BOM Representative are to ensure implementation of the Discipline and Conference policies and to be a liaison between the DCOM and BOM.

As the duly appointed liaison of the Board of Ordained Ministry, the District BOM Representative shall ensure that the rules set forth in the Book of Discipline and the additional policies of the Virginia Conference Board of Ordained Ministry are followed at the district level. Guidelines can be found in the District Committee on Ordained Ministry Handbook, Local Pastors' Handbook, and the Behavioral Health Guidelines. These documents are available from the conference website under District Committee on Ordained Ministry Resources.

Virginia Conference Guidelines and Policies

Guidelines and Policies

Virginia Conference Board of Ordained Ministry Policies

Record Keeping Policy

Guidelines from the General Board of Higher Education and Ministry:

Records and files should be actively maintained so long as, and only so long as, they are required for the personnel support and decision making of the annual conference. An officer should be designated by the annual conference as the custodian of its clergy personnel records. ...

After consultation with the BOM, no materials deemed by the custodian to be significant for future evaluation of the practice of ministry shall be destroyed. Each conference may establish standards for what candidate record to retain and what records to destroy. Twenty-five years after a clergyperson retires or no longer has a relationship with the conference, the custodian may destroy the personnel file.

VAUMC Clergy personnel files retain the following items when these items are available:

- Biographical data sheet and photo
- Criminal Background and Sex Offenders Background Check
- Expanded Background Check
- Medical Report
- All psychological, performance, and ESCI-U assessments
- CPE Supervisor's Report and Self-evaluation
- BOM Interview Report forms
- Supervisor evaluation reports
- Record of district committee actions
- Transcripts of all academic work
- Letters related to conference relationship, etc.

These items are available to the Appointive Cabinet or to the individual clergy subject of the file for examination at the Center for Clergy Excellence upon request. During BOM deliberations, the Advisory Team controls access to file materials for those interviewing before the BOM.

Administrative and Travel Expenses Policies

1. BOM members' travel expenses will be reimbursed at the Conference rate and under the Conference policies, following member submission of a reimbursement request.
2. BOM members need to RSVP for their lodging and meal arrangements for meetings, as directed by the Center for Clergy Excellence. Except for pastoral and family emergencies, BOM members who do not cancel their lodging or meal reservations for BOM meetings in a timely manner may be invoiced for the expense.
3. Workgroups and other committees are encouraged to consider meeting by videoconference or conference call or alongside other BOM gatherings. The Conference has a Zoom account that allows for free unlimited videoconferencing/conference calls. Contact ClergyExcellence@vaumc.org for a meeting login. The chairperson of each committee has discretion about the manner in which the committee's work will be conducted

Guidelines for Continuing Theological Education

1. The following persons are required to receive a minimum of **one CEU per year** and at least **8 CEU's per quadrennium**.

- Full-time local pastors
- Active Associate Members under appointment
- Active Elders under appointment
- Active Deacons under appointment
- Certified Lay Professionals.

The following persons are required to receive a minimum of 0.5 CEU per year and at least 2 CEU's per quadrennium:

- Part time local pastors

Persons in the above relationships involved in ongoing theological education (including enrollment in Course of Study, seminary, CPE, D.Min. and Ph.D. programs) are fulfilling their CEU requirements by their participation in those programs.

Provisional Elders and Deacons are fulfilling their CEU requirements by their participation in the Provisional Membership curriculum.

Clergy on Honorable Location, Administrative Location, Leave of Absence, and Medical Leave do not have a CEU requirement.

2. Minimum Standards for Continuing Education Units (CEU's)

Definition of a CEU: Ten contact hours (instructional session or its equivalent) under qualified leadership.

It is assumed that programs sponsored by an agency of the general church, jurisdiction, conference, district, ecumenical, or community service institution or covenant study groups will have qualified leadership.

- If the event does not offer a CEU, equivalency can be made based on the number of contact hours under qualified leadership in units of 5 contact hours (ie. 5 contact hours equals .5 CEU, 10 contact hours equals 1.0 CEU, 15 contact hours equals 1.5 CEU's, etc.). Requests for this equivalency may be made to the BOM Registrar through the Center for Clergy Excellence.
- For online continuing education, the sponsoring agency shall offer an official CEU. No more than three (3) CEU's a quadrennium may be completed online.
- For professional study travel or Volunteer in Mission (VIM) trips, only trips that provide the required contact hours (lectures, discussions under qualified leadership) are acceptable. Repeat trips to the same place will not qualify, and only one travel-based CEU trip per quadrennium is allowed.
- Twenty hours of reading and reflection in areas related to the Characteristics of Effective Clergy in the Virginia Conference is equivalent to one CEU. No more than one CEU defined as reading and reflection may be credited toward the eight for the quadrennium.

3. Accountability

The instrument of accountability will be an annual report submitted to the district superintendent on continuing education completed during the year. The district superintendent shall review the clergyperson's continuing education in light of the annual evaluation by the Pastor/Staff Parish Relations Committee or supervisor if in an extension/beyond the local church appointment.

In the annual meeting, the district superintendent and clergyperson shall discuss improvements made toward effectiveness in ministry and future needs for continuing education.

4. Approved Program Areas For Continuing Education

Areas approved for continuing education shall be related to Characteristics of Effective Clergy in the Virginia Conference approved by the Virginia Conference Cabinet and Board of Ordained Ministry. Additionally, specific areas for continuing education will be identified as a result of the annual evaluation by the Pastor/Staff Parish Relations Committee and district superintendent as outlined in the *Book of Discipline*. An annual written report from each clergyperson, describing his or her program for continuing education, is to be submitted to the district superintendent who is to give counsel concerning the outcomes of previous continuing education and a clergyperson's future plans for continuing education.

5. Continuing Education Grants

The Continuing Education Committee of the Board of Ordained Ministry administers the following policies for continuing education grants. Application forms may be downloaded off the following website: www.vaumc.org/ClergyContinuingEducation.

- The Continuing Education grants are available to active clergy and certified lay professionals who are required to receive CEU's (see "Requirements" section). Clergy on Leave may request funds and grants will be determined on a per case basis.
- Grants will be awarded for the calendar year in which the event is held, as follows:
 - For clergy, diaconal ministers, and certified lay professionals with a base salary of \$50,000 or less, up to **\$400** during any one calendar year and depending upon availability of funds.
 - For clergy, diaconal ministers, and certified lay professionals with a base salary above \$50,000, up to **\$200** during any one calendar year and depending upon availability of funds.
 - Grants requested for an event which may run into another calendar year will only be awarded for the year in which applied, for the duration of the event.
- Funds are available for events that meet the Minimum Standards and Approved Program Areas as listed above for Continuing Education established by the Board of Ordained Ministry or for the Lewis Pastoral Leadership Inventory (a 360 assessment tool) or the Emotional and Social Competency Inventory (ESCI) or GBHEM's Effective Ministry 360 (EM360).
- If an event is canceled for which funds were received, the recipient must return the grant in full.
- Persons receiving continuing education funds must send a verification of the Continuing Education Unit awarded to the Center for Clergy Excellence. A copy of the CEU report, a signed event agenda noting sessions attended, or a letter from the sponsoring agency is acceptable.

Also, refer to the Clergy Development Program, which offers specialized continuing education with full funding for certain in-depth programs and opportunities. Applications are available from the Center for Clergy Excellence.

Clergy Development grants promote lifelong learning and operates as a joint effort between the Cabinet and the Board of Ordained Ministry to support clergy effectiveness. Using Ministerial Education Funds, grants are awarded to cover a portion of the cost of registration, lodging, and meals for learning experiences selected by the Clergy Development Committee. Lodging and meals are reimbursed with a maximum per diem allowed. Participants contribute their travel costs, books, time, and full participation in the event. All active clergy and certified professionals in the Virginia Conference are eligible to apply for funding assistance.

Equivalency of Part Time Appointments

Two years of 50% appointments will be counted as one year of full-time appointment for provisional, transfer, and other service years requirements for the Board of Ordained Ministry.

Four years of 75% appointments will count as three years' full time service for provisional service requirements.

Exceptions to this policy for equivalent service may be requested of the BOM Executive Committee.

25% appointments are discouraged for provisional members due to the eight year limit on provisional membership, but equivalency for full time service years requirements for quarter-time appointments during provisional residency or for the sake of transfer may be requested of the BOM Executive Committee.

Grants and Loans

The Board of Ordained Ministry awards financial aid to Virginia Conference seminary students who are certified candidates for ordained ministry.

There are different categories of financial aid available—some awards are “repaid” in years of service and some are outright grants with various qualifications for the scholarships. A description of each category is below. The same application is used for all kinds of VAUMC seminary student financial aid, so you only need to submit one application.

Some applicants may receive only a scholarship and some may receive a scholarship in combination with a Pell Grant and/or a Service Loan. Applicants may indicate if they would not wish to be considered for a Service Loan.

Service Loans

Eligibility

1. Applicant must be a certified candidate or a licensed local pastor in the Virginia Conference of The United Methodist Church. For a request for support for Clinical Pastoral Education, the applicant may also be a provisional member of the Virginia Conference.
2. Applicant must attend a school of theology approved by the University Senate of The United Methodist Church or an Advanced Course of Study program approved by the General Board of Higher Education and Ministry of The United Methodist Church (or an approved CPE setting).
3. Applicant must be seeking ordination as a Deacon or Elder.
4. Applicants must have the recommendation of their district committee on ordained ministry and District Superintendent.
5. Applicants may be full-time or part-time students. Loans for part-time students will be based upon financial need, available funds, and pro-rated upon the number of actual semester hours taken compared to the amount of an award for a full-time student.

Application and Award Process

1. For students enrolled in seminary working toward the first professional degree, application deadlines are **July 1** for fall and spring semester grants and **October 1** for spring or summer semester grants. For licensed local pastors attending the Advanced

Course of Study, application deadlines for the summer COS are February 1 and May 1.

2. A student enrolled in an approved seminary must complete the application form, secure the recommendation of the district committee on ordained ministry, the district superintendent, and the recommendation of the seminary, including signatures from the Registrar's Office and the Financial Aid Office. **The student is responsible for sending the entire application to the Center for Clergy Excellence.**

A licensed local pastor attending the Advanced Course of Study program must complete the application form, secure the recommendation of the district committee on ordained ministry and the recommendation/signature of the district superintendent.

3. Service Loans are based upon the financial need and promise for effective ministry of the applicant and the availability of funds.
4. Service Loans will be repaid to the Virginia Annual Conference in years of service at a rate of one year per semester or summer of aid following full membership and ordination or associate membership.

Pell Grants

The Josephus Daniel Pell Foundation was established by the generosity of Josephus Daniel Pell. In his will, he established his desire for the funds to be used toward "educating preachers in the Methodist Church".

Eligibility

1. Applicant must be a certified candidate for ordained ministry on the elder track within the Virginia Annual Conference.
2. Applicant must be a full-time student at a United Methodist seminary, requesting scholarship aid for the first professional degree at the seminary.
3. Applicant must have financial need.
4. Applicants must have the recommendation of their district committee on ordained ministry and District Superintendent.
5. Applicant must have a recommendation for aid by the Virginia Annual Conference Board of Ordained Ministry in accordance with the directives of the Foundation and based upon financial need and available funds.

Application and Award Process

1. Annually, the Treasurer of the Pell Foundation will inform the Board of Ordained Ministry of the amount of aid available for grants in that calendar year.
2. Application deadlines are July 1 for Fall and Spring semester grants and October 1 for Spring or Summer semester grants.
5. The student must complete the application form, secure the signature of the chair of the district committee on ordained ministry and the district superintendent, and the recommendations of the seminary, including signatures from the Registrar's Office and the Financial Aid Office. **The student is responsible for mailing the entire application to the Center for Clergy Excellence.**
3. The Board of Ordained Ministry will recommend to the Pell Foundation the requests for grants, and the Foundation's Directors will review the requests and authorize payments.
4. All requests for grants will be considered on the basis of financial need and available funds.

5. The Board of Ordained Ministry will be informed of grants awarded and in turn inform the student.

Scholarships

The Board of Ordained Ministry awards a number of scholarships on behalf of the Virginia United Methodist Foundation. The actual amount of the scholarship varies from year to year. The eligibility criteria, application, and award process for a scholarship are the same as for a Service Loan (see above), except that repayment in years of service is not required. Some scholarship programs may have additional eligibility criteria or state a preference in granting an award (i.e., to candidates from a particular district). Each applicant will be considered for all scholarships for which they qualify.

Extension Ministry Settings and Deacons' Appointment Settings Beyond the UM Connection

1. Those who wish to apply for a new Extension Ministry appointment or a new Deacon's Appointment Beyond the Local Church should contact their District Superintendent.
2. For those appointments beyond the UM connection and not covered by endorsement, an application and interview process will be conducted by the Extension Ministries workgroup of the Board of Ordained Ministry.
3. For ad interim extension ministry appointment changes, the Extension Ministries Committee, acting on behalf of the Board, will schedule an interview with the clergyperson within 30 days of receipt of the application materials.

Inclusive Language Guidelines

Our language, both written and spoken, reflects our understanding of the Disciplinary mandate to be an inclusive church.

In using language about God:

In using language about God, we must hold to two basic theological principles regarding God. One, God is personal. Two, God is beyond human characteristics and limits; therefore, God is not a sexual being. This is difficult to do. If one uses the neuter pronoun "it" to describe God, one depersonalizes God in the process. However, to use the pronoun "he" makes God male. Some people solve this dilemma by never using pronouns for God at all. This may be awkward and impersonal. One acceptable approach is to reduce the number of pronouns while increasing the number of images for God.

While we recognize there are times and occasions when it is appropriate to use the traditional terms for God—especially in the language of Scripture, creeds, and liturgy—candidates and Board members are expected to use a variety of images for God.

In using language about people:

The assumption that the male is normative, the dominance of masculine imagery and masculine grammatical forms, or any other usage that diminishes the equal dignity of women and men is to be avoided in all written and oral work for the Board of Ordained Ministry.

Undocumented Persons and Candidacy or Employment as Clergy

An undocumented person may work with their pastor and/or DCOM on candidacy discernment. However, background checks are a part of the credentialing process, and work authorization is required prior to appointment to a paid position. Exceptions for those pursuing legal work status may be requested from the BOM Executive Committee.

Conference Relations Committee

A. Administrative Fair Process

When an Administrative Fair Process hearing is required (See Para. 361), the Conference Relations Committee will follow the Discipline to conduct the hearing. To accomplish the end of a fair hearing that protects “the rights of individuals and for the protection of the Church (Para. 361.2),” the following process will be followed at Administrative Fair Process hearings:

Each presenter will have up to 10 minutes for their presentation; there is no time limit for the questions. Presenters do not interject or comment during the other presenter’s time.

1. Presentation by the Bishop’s designee (10 min.)
2. Questions from the Conference Relations Committee to the Bishop’s designee
3. Presentation by the Respondent (the allotted time may be shared with an accompanying clergy person who is a member of the VAUMC) (10 min.)
4. Questions from the Conference Relations Committee to the Respondent

Then the presenters depart. The Conference Relations Committee makes a recommendation to the Board of Ordained Ministry to support or not support the recommendation

B. Changing Orders: From Elder to Deacon or Deacon to Elder

Membership in an Order (See relevant paragraphs in the Book of Discipline, Para. 309.2 and Para. 326.4)

In Virginia, the application to the BOM for changing one’s order is made to the Conference Relations Committee who will interview the clergy wishing to change orders. The CRC will ascertain the reasons for the desired change and ensure that the clergy have reviewed the process for completing that change in Orders.

- *For deacons seeking to change to the Order of Elder:*

If an ordained deacon requests change to ordained elder, the deacon takes a leave of absence (LOA) as a deacon and requests licensing for pastoral ministry. The deacon interviews with the Conference Relations Committee for the LOA request and interviews with the DCOM to be received as a local pastor.

Those deacons who have not attended Licensing School will attend prior to being issued a license and/or being appointed to serve at least two years in that ministry area. Those who attended previously may be so appointed as local pastors at any point following their request. See Paragraph 315.

Ordained deacons serving as local pastors, whether seeking to change their Order or simply serving in a missional appointment in this capacity, will relate to the local DCOM for the annual renewal of their license. They remain related to the BOM and Order of Deacon for the sake of their retained Orders until a full transition to the new Order has been approved.

Before ordination to the new order, the transitioning clergy must be recommended by the Board of Ordained Ministry following the application and interview process for Practice of Ministry and Vocation & Leadership full membership and ordination for the order into they are transitioning.

- *For elders seeking to change to the Order of Deacon:*

Those elders seeking to change to the Order of Deacon “shall be in ministries of Word, Service, Compassion and Justice in the local church or in an approved appointment beyond the local church,” having their appointment approved and made by the Bishop and Appointive Cabinet. See Paragraph 326.1.

If an ordained elder requests change to ordained deacon, the elder requests a leave of absence as an elder and seeks appointment analogous to that of a provisional deacon. The elder interviews with the Conference Relations Committee for the LOA request and with the Extension Ministries Committee, if applicable, for an appointment beyond the UM connection.

Ordained elders serving in this capacity will relate to the Diaconate in their annual ministry reports. They remain related to the BOM and Order of Elder for the sake of their retained Orders until a full transition to the new Order has been approved.

Before ordination to the new order, the transitioning clergy must be recommended by the Board of Ordained Ministry following the full membership application and interview process for Practice of Ministry and Vocation & Leadership in light of the order into which they are transitioning.

C. Retirement Policies and Procedures

1. Requests for retirement shall be made in compliance with ¶357, with a written request to the Bishop, Cabinet and Board of Ordained Ministry. In Virginia, these requests are due February 1 preceding the Annual Conference at which retirement is desired, unless waived by the Bishop and Appointive Cabinet. Ad interim requests for retirement should be made 120 days prior to the intended date of retirement unless waived by the Bishop and Appointive Cabinet.
2. The Retirement Committee of the Board of Ordained Ministry is an administrative committee working on behalf of the Conference Relations Committee and the Board. The Committee will:
 - assist the Board in complying with the Disciplinary requirements related to retirement;
 - honor the faithful service of clergy and diaconal ministers who are retiring and provide support to them in this transition;
 - assess any special reasons for retirement that may need further attention;
 - refer to the Conference Relations Committee any situations that need special review;
 - refer to the Board or other conference groups any needs identified as they work with retiring clergy/diaconal ministers.
3. The Retirement Committee will receive and review all requests for retirement, consulting with each clergy member who wishes to retire or receiving the recommendation of the DCOM, JCCML. If necessary, the Retirement Committee may refer a clergy member to the CRC for an interview. Recommendations for Retirement will be presented to the BOM Executive Committee prior to Annual Conference.

Professional/Para-Professional Certification

Committee Policies

1. All certification courses shall be completed by December of the year they are applying for certification (Applicants can take their last course(s) the fall prior to papers being due in January on the annual due date for provisional applications, published each year at www.vaumc.org/BOMApplications).
2. Scholarship Policy
 - For professional certification, candidates may receive up to \$300 per year.
 - For para-professional certification, candidates may receive up to \$100 per year.
3. Of the five certification courses, no more than three courses may be taken online.

Renewal of Certified Professionals

Note: Renewal for professional and paraprofessional certification is required every other year, on the even years.

1. Bi-annual renewal for professional and paraprofessional certification is required by the Board of Ordained Ministry and the General Board of Higher Education and Ministry.
2. Continuing education requirements are specified in the Continuing Education Policies of the Board of Ordained Ministry. The requirement is a minimum of 1 CEU annually and 8 per quadrennium for those serving full time, and a minimum of 0.5 CEU annually and 2 per quadrennium for those serving part time.
3. If a person fails to fulfill any of the minimum standards for renewal in a given year, the reason shall be given in writing to the Board of Ordained Ministry and to the certified (para)professional. If a person fails to fulfill any of the minimum standards for renewal for a second time, even if different reasons from the first time, the person may request a meeting with the Certification Committee of the Board of Ordained Ministry to work out a solution. The information from this meeting will be used in making a recommendation to the Board of Ordained Ministry.
4. For persons who are not employed, a report indicating professional activities must be attached to the renewal form. Types of workshops, seminars, or leadership training events, number of hours spent, and a summary evaluation from participants of the event must be included. Local church involvement must also be included.
5. If certification is allowed to lapse by failure of the certified person to seek renewal or to meet the standards of renewal, and later the person wishes to renew the certification, the Certification Committee will consider reinstatement based on the circumstances related to the discontinuance and the qualifications of the applicant.
6. Those diaconal ministers who serve through United Methodist church-related agencies, ecumenical agencies, and those who serve through ministries which extend the witness and service of Christ's love and justice in the world through equipping persons to fulfill their own calls to Christian service will submit annually to the board:
 - a. A copy of the performance evaluation by the employing agency.
 - b. An outline of his/her involvement in the local church, district, and/or annual conference.
 - c. A letter from the pastor of the local church and, if applicable, a letter from the district superintendent telling how she/he has been able to make use of the diaconal minister's gifts and what plans she/he has for future use of these gifts.
 - d. A statement verifying that she/he has attended the charge conference and has filed a report.

Transfer Committee

Policies and procedures have been developed in collaboration with the Bishop and Cabinet regarding appointments of clergy “on loan”, “ministers of other denominations”/other fellowships, and full transfers. In most cases, two years under appointment on loan or as a minister of another denomination is required prior to full transfer into the Virginia Conference.

Requests for on loan appointments from clergy of other annual conferences and of other Methodist denominations are handled by the assistant to the Bishop.

All other requests are handled as follows:

A. Ministers of Other Christian Denominations

Seeking Appointments in the Virginia Conference as a Minister of Another Denomination/Other Fellowship (§346.2)

1. All requests are made to the Board of Ordained Ministry through the Center for Clergy Excellence. Requests for Consideration for appointment may be found at <http://vaumc.org/BOMTransferCommittee>
2. The Director of the Center for Clergy Excellence works with a district superintendent to determine whether to initiate the process for requesting an appointment as a minister of another denomination/other fellowship.
3. Clergy credentials are eligible to be recognized from those denominations/fellowships listed in the Yearbook of American and Canadian Churches, or their international partners.
4. If recommended by the district superintendent to proceed, the personnel file for the clergy is completed as required, working through the Center for Clergy Excellence.
5. The clergyperson is interviewed by the Transfer Committee of the Board of Ordained Ministry, which conducts annual interviews in the spring.
6. The Board of Ordained Ministry presents its recommendations for ministers of other denominations (required in §346.2) to the cabinet during the appointment process.
7. Two years under appointment as a “minister of another denomination” is required prior to transfer.
8. As appropriate, the Virginia Bishop consults with other bishops or judicatory leaders.

Seeking Transfer to the Virginia Conference (§347.3)

1. The minister of another denomination who has served two years under appointment in the Virginia Conference writes a letter to the Virginia Bishop and the Bishop or judicatory leader where membership is held with a copy to his/her Virginia district superintendent and the Board of Ordained Ministry requesting transfer.
2. The Virginia district superintendent submits a narrative evaluation, including performance, leadership skills, and effectiveness in ministry, to the Board of Ordained Ministry.
3. The personnel file is updated through the Center for Clergy Excellence.
4. The clergyperson is interviewed by the Transfer Committee of the Board of Ordained Ministry. The Board presents its recommendation to the bishop.
5. The Bishop determines if the transfer in will be made.

B. Clergy of Other Methodist Denominations

On Loan Process (§346.1)

1. All requests are referred to the Assistant to the Bishop.
2. The Assistant to the Bishop works with the representing district superintendent to determine what information is needed from the clergy (i.e. resume, recommendation of current district superintendent, supervisory file, etc.).
3. The Assistant to the Bishop presents the possible on-loan clergy to the cabinet during the appointment process.
4. If the Bishop determines to request the clergy's appointment, the Bishop also requests a copy of the personnel file, which is given to the Board of Ordained Ministry through the Center for Clergy Excellence, and a copy of the supervisory file which is given to the district superintendent of the district to which appointed.
5. The names of those appointed would be presented to the Executive Committee of the Board of Ordained Ministry for recommendation of "voice" in the annual conference. The Board may request additional background information for the personnel file.
6. If the on loan appointment is a provisional member, the Board of Ordained Ministry consults immediately with the provisional member regarding participation in the Virginia Conference Provisional Process.
7. Usually being appointed for two years on loan is required prior to transfer.

Transfer Process (§347.2)

1. The on loan elder/deacon/provisional member who has served two years in the Virginia Conference writes a letter to the Virginia Bishop and the Bishop where membership is held, with a copy to the Virginia district superintendent. They complete a request for transfer and submit it to the Center for Clergy Excellence. The Request for Consideration is available at www.vaumc.org/BOMTransferCommittee
2. The Virginia district superintendent submits a narrative evaluation, including performance, leadership skills, and effectiveness in ministry, to the Board of Ordained Ministry.
3. Prior to transfer, the Board of Ordained Ministry reviews the personnel file and complete application file with the documents required according to §347.2.
4. The clergyperson is interviewed by the Transfer Committee of the Board of Ordained Ministry. The Board reports its recommendation to the Bishop.
5. The Bishop determines if a request for transfer to the home conference Bishop will be made.
6. If the transfer is a provisional member, the Board determines any further requirements related to the Provisional Process.
7. In special circumstances, if the elder/provisional member has not been serving on loan for two years, and the Bishop desires to transfer in, the Bishop requests the elder/provisional member's personnel and supervisory files. The Bishop gives the personnel file to the Board of Ordained Ministry through the Center for Clergy Excellence. Prior to transfer, the Board completes the personnel file according to §347.2. The Virginia district superintendent submits missional rationale for the transfer. The Board reviews, interviews, and reports a recommendation to the Bishop.

C. Full Connection and Provisional Members from Other United Methodist Conferences

On Loan Process (§346.1)

8. All requests are referred to the Assistant to the Bishop.
9. The Assistant to the Bishop works with the representing district superintendent to determine what information is needed from the elder/provisional member (i.e. resume, recommendation of current district superintendent, supervisory file, etc.).
10. The Assistant to the Bishop presents the possible on-loan elders/provisional members to the cabinet during the appointment process.
11. If the Bishop determines to request the elder/provisional member's appointment, the Bishop also requests a copy of the personnel file, which is given to the Board of Ordained Ministry through the Center for Clergy Excellence, and a copy of the supervisory file which is given to the district superintendent of the district to which appointed.
12. The names of those appointed would be presented to the Executive Committee of the Board of Ordained Ministry for recommendation of "voice" in the annual conference. The Board may request additional background information for the personnel file.
13. If the on loan appointment is a provisional member, the Board of Ordained Ministry consults immediately with the provisional member regarding participation in the Virginia Conference Provisional Process.
14. Appointment for two years on loan is required prior to transfer.

Transfer Process (§347.1)

1. The on loan elder/provisional member who has served two years on loan in the Virginia Conference writes a letter to the Bishops of the home conference and the Virginia Conference with a copy to his/her Virginia district superintendent. They complete a request for transfer and submit it to the Center for Clergy Excellence. The Request for Consideration is available at www.vaumc.org/BOMTransferCommittee
2. The Virginia district superintendent submits a narrative evaluation, including performance, leadership skills, and effectiveness in ministry, to the Board of Ordained Ministry.
3. Additional required documents are submitted by the clergyperson.
4. The clergyperson is interviewed by the Transfer Committee of the Board of Ordained Ministry. The Board reports its recommendations to the Bishop.
5. The Bishop determines if a request for transfer to the home conference Bishop will be made.
6. If the transfer is a provisional member, the Board determines any further requirements related to the Provisional Process.
7. In special circumstances, if the elder/provisional member has not been serving on loan for two years, and the Bishop desires to transfer in, the Bishop requests the elder/provisional member's personnel and supervisory files from the home conference. The Bishop gives the personnel file to the Board of Ordained Ministry through the Center for Clergy Excellence. The Virginia district superintendent submits missional rationale for the transfer. The Board reviews, interviews, and reports a recommendation to the Bishop. Following the transfer, the Board would complete the personnel file, if necessary.

D. Definition of “Other Denomination” for Credential Recognition

The Transfer Committee is responsible for interviewing and offering recommendations for clergy who desire to move into the Virginia Conference from a different Annual Conference of the United Methodist Church, a different part of the World Methodist community, and those who come from a different denominational family. Typically, those denominations from which clergy are transferring are relatively familiar and well-known. Sometimes applicants come from a denomination. In those instances, the standard handbook that has been put out by the National Council of Churches entitled “The Yearbook of Canadian and American Churches” is the primary guide for whether a candidate would proceed through Transfer, or would move through Candidacy within the VAUMC.

There are rare cases, however, where we receive an applicant who is from an unfamiliar denomination not included in the handbook. Upon request, such a candidate will supply the following information in addition to the existing submission requirements:

- A brief history of the denomination.
- The current membership of the denomination.
- The ordination process and requirements within the denomination.
- A summary statement of the denominational doctrine and belief, including references to written works describing the denominational doctrine.

The chair of the Transfer Committee will be responsible for reviewing the additional information and communicating salient facts to the Transfer Committee. The committee will then make a recommendation which will be forwarded to the Board as per usual procedure.

Characteristics of Effective Clergy

Characteristics of Effective Clergy Virginia Conference

These are the leadership qualities and vocational competencies that define the effectiveness of clergy in the Virginia Conference. Additional measurable characteristics of congregational health are included to provide information for discussion of the clergy person's leadership and resulting effectiveness.

Leadership Qualities

- *Maturing Spirituality*: Exhibits a disciplined spiritual life, maintaining healthy boundaries and being accountable for one's work and actions, including participation in a program of personal spiritual enrichment and renewal.
- *Integrity and Authenticity*: Demonstrates consistent behavior that is in alignment with Christian beliefs, practices, and healthy relationship with God.
- *Sound Theology*: Understands, knows, and celebrates the power of Jesus Christ to bring healing and wholeness, forgiveness and reconciliation, justice and peace, to the lives of individuals, congregations, and communities.
- *Servant Leadership*: Exhibits servant leadership that cultivates the gifts of the Spirit and empowers others to claim their call and find their place in ministry.
- *Relational*: Exhibits the ability to listen, develop working teams, equip persons for ministry, and manage conflict in a way that leads to healthy resolution.
- *Self Care*: Maintains a healthy balance between self, family, and work and participates in the Virginia Self-Care Covenant.
- *Connectional*: Serves as a leader who knows and supports United Methodist theology and polity as defined in the *Book of Discipline*, gives clear support for connectionalism and obedience to his/her ordination vows.
- *Adaptability*: Demonstrates the ability to be flexible regarding geographical location, congregational constituency, and worship styles.
- *Performance Standards*: Exhibits a high level of work ethic and consistently produces quality results.

Vocational Competencies

- *Evangelism and Discipleship*: Demonstrates the ability to lead the congregation in making disciples of Jesus Christ for the transformation of the world.
- *Ministry Development*: Demonstrates a willingness to lead the congregation in establishing ministries of nurture, outreach, and witness.
- *Proclamation*: Possesses and articulates a working knowledge of biblical faith; demonstrates the ability to communicate and apply the gospel of Jesus Christ in culturally relevant ways to the diverse population groups of our conference.
- *Commitment to Inclusivity*: Models and embraces inclusiveness, demonstrating sensitivity to diversity.

- *Visioning and Implementation Skills:* Demonstrates the ability to partner with laity in identifying and articulating the vision plus the assessment and administrative ability to make the vision become reality.
- *Inspirational and Motivational Skills:* Relates to others in a way that inspires and encourages them in their life of faith.
- *Administration:* Demonstrates administrative, management, and supervisory skills.
- *Pastoral Care:* Devotes time for pastoral care appropriate to the ministry setting, encourages and equips laity for the ministry of pastoral care, establishes and adheres to visitation priorities appropriate to the ministry setting.
- *Conflict Management:* Demonstrates the ability to handle complaints, settle disputes and resolve conflicts.

Vital Congregations Characteristics

- Disciples worship (average worship attendance)
- Disciples make new disciples (number of people who join by profession of faith)
- Disciples engage in growing as a disciple (number of small groups, Sunday school classes and Bible studies)
- Disciples engage in mission (number of people from the congregation engaged in local, national and international mission/outreach activities)
- Disciples give to mission (total amount given by local church to other organizations for support of benevolent and charitable ministries, including apportionments paid and support for all United Methodist and non-United Methodist organizations active in work such as advocacy, education, health, justice, mercy, outreach, and welfare anywhere in the world)

Adapted from: *Standards for Clergy Leadership in the Virginia Conference* and *Characteristics of Effective Clergy in the North Georgia Conference*

Assessment Instruments

Assessments: Psychological, Performance, ESCI-U

The Board of Ordained Ministry requires a variety of assessments of candidates at different stages in the process toward ordination.

Psychological Assessments: The intent of the psychological assessment is to provide the candidate and the Board of Ordained Ministry with a psychological understanding of how the candidate functions and how that relates to a journey toward ministry.

- A. There are two different kinds of assessment at two different points during the process toward ordination:

Prior to Certification as a Candidate: The purpose of this testing is to provide feedback to the BOM and the candidate regarding psychopathology, interpersonal and self-esteem issues. Tests administered are the Minnesota Multiphasic Personality Inventory (MMPI-2), Incomplete Sentences, and 16 PF Basic Interpretative Report.

Prior to Full Membership and Ordination as a Deacon or Elder and Associate Membership: To provide feedback to the BOM and the candidate regarding leadership style, interacting with others, making decisions, initiative and personal adjustment. The test administered is the 16 PF Human Resource Development Report.

- B. The Board of Ordained Ministry partners with two agencies to administer the psychological assessments: the Virginia Institute of Pastoral Care in Richmond and Pastoral Counseling of Northern Virginia. Each “Ministerial Assessment Specialist” shall be approved by the Board and also by the General Board of Higher Education and Ministry. A “Ministerial Assessment Agreement” is developed annually with these partner agencies, outlining costs, format for the report, etc.
- C. Candidates who request a second psychological assessment must use a registered Ministerial Assessment Specialist referred by the Board of Ordained Ministry. Cost for a second assessment is the responsibility of the candidate unless requested by the Board.

Performance Assessment: The performance assessment for candidates for associate and full membership provides feedback to the Board of Ordained Ministry by the people who work directly with the candidate in the candidate’s ministry setting. The performance assessment results are not shared with the candidate, to allow for confidential feedback to the Board. The performance assessment is completed on line through a company called Edge Training. Four persons from the ministry setting, including the chair of the Church Council or Board of Directors, the supervisor (e.g. Senior Pastor, Executive Director, or the district superintendent), the chair of the Staff/Pastor Parish Committee or Personnel Committee, and a lay person/volunteer, complete the assessment. The candidate also completes a self-assessment. The cost for the assessment is paid by the Board of Ordained Ministry.

Emotional and Social Competency Inventory –University Edition: The ESCI-U is a research-based tool that measures emotional and social intelligence competencies and cognitive competencies. Emotional and social intelligence is now recognized as a key factor in leadership performance. The test is based on emotional competencies identified by Dr. Daniel Goleman in *Working with Emotional Intelligence* (1998). The ESCI-U assesses 14 competencies (5 emotional intelligence, 7 social intelligence, and 2 cognitive). Nine raters are selected by the candidate to complete the on line survey (paper is an option). The report generated is provided to the candidate and to the Board.

Psychological Assessment Instruments

(1) Minnesota Multiphasic Personality Inventory (MMPI-2)

The MMPI-2 is a general personality inventory which provides a good assessment of strengths as well as areas of needed growth. It has simple, straightforward instructions and is a self-administering inventory. It consists of 567 numbered statements that you read and mark true (T) or false (F). For each item, if the statement is true or mostly true as applied to you, blacken the circle labeled (T). If a statement is false or not usually true as applied to you, blacken the circle labeled (F). Persons completing the inventory are asked to give their own opinion. Try not to leave any questions unanswered.

The MMPI-2 is a serious and important undertaking. Candidate responses are important and the results of this inventory will be taken seriously by the reviewing committee. The most accurate results are obtained when the candidate responds quickly and candidly and avoids any effort to contrive the responses to present a “favorable” profile. The average time to complete this inventory is 60 to 90 minutes.

(2) Incomplete Sentences Blank (ISB)

The Incomplete Sentences test is a projective technique that asks the candidate to complete 39 sentence stems. Each sentence stem permits a wide range of possible responses relevant to the candidate’s feelings about family, authority, hostility, self-concept and social adjustment that reflects personal needs, conflicts, values and thought processes. It gives the candidate the opportunity to provide open-ended narrative information for discussion with the Ministerial Assessment Specialist (MAS). The Incomplete Sentences form was developed by the National Task Force on Psychological Testing/Pastoral Evaluation of The United Methodist Church. The average time to complete this inventory is 20 minutes.

(3) 16PF (Sixteen Personality Factor)

The 16PF is a 185 multiple-choice item inventory that describes personality dimensions and how they relate to work, family, and life situations. Answer each question by choosing the alternative that best describes your attitude, belief, or behavior in that situation. The average time to complete the 16PF is about 35 to 50 minutes. When you are finished follow the computer screen instructions to submit the instrument for scoring. The scored instrument will be emailed to the DOM Assessment Office and the Assessment Coordinator will send the results along with the results of the other scored instruments to the MAS.

Virginia Conference Provisional Journey

Virginia Conference Provisional Journey

The Provisional Process Team includes the coordinators for each dimension of the provisional journey:

- Mentor – Covenant Groups
- Continuing Theological Education in a Residency Program
- Supervision

This Team identifies and trains mentors, coordinates the entire provisional process, evaluates and makes recommendations to the Board for refinement of the process, and makes decisions regarding exceptions to the process when requested by candidates. Refer to the *Provisional Journey Handbook* for details about this process.

Provisional members participate for a minimum of three years in the Provisional Journey. Generally, provisional members begin the Provisional Journey the year following their election to provisional membership and commissioning. Exceptions may be made upon request of the provisional member to the Provisional Membership Team in the case of appointments to attend school or other circumstances.

The Provisional Membership Team reviews the progress of each provisional member annually and makes a recommendation to the Executive Committee for their continuance.

Attendance at Provisional Residency Events

Provisional members are expected to attend all events related to Provisional Membership.

In the rare occasions when a family or congregational emergency prevents attendance, an excused absence may be granted. Provisional members are expected to notify the Center for Clergy Excellence. An absence for events in the life of the provisional member that can be scheduled at other times will be considered unexcused.

During the annual review in May, attendance at Provisional events will be noted as a factor in evaluating provisional members. Unexcused absences may extend the provisional member's time in the process.

Policies for Provisional Members

Provisional Members Who Wish to Become Licensed Local Pastors

The following documents and process are required:

1. A letter from the provisional member stating the reasons their request for discontinuance as a provisional member and licensing as a local pastor (sent to the district committee on ordained ministry and the Board of Ordained Ministry)
2. An evaluation by the district superintendent (sent to the district committee on ordained ministry and the Board of Ordained Ministry)
3. An interview with and recommendation from the district committee on ordained ministry for licensing as a local pastor.

Note that all recommendations for licensing are approved by the Executive Committee of the Board of Ordained Ministry.

Those Provisional Members who are not recommended for Full Membership by the end of the eight year maximum may be recommended by the BOM Executive Committee to serve as licensed local pastors without separate application.

Full and Part Time Appointments for Provisional Members

1. For provisional deacons, three years in a full time appointment is required prior to full membership and ordination.
 - a. For provisional deacons in appointments beyond the local church, the position must be a full time position whether salaried or unsalaried.
 - b. For provisional deacons appointed to a local church, the Virginia Conference minimum salary standards for full time provisional members would apply.
 - c. Provisional deacons and elders serving less than full time may request equivalency to full time service based on the guidelines established by the Board of Ordained Ministry.
 - d. A provisional deacon who is working full time in secular employment may be allowed to be appointed half-time to a ministry setting with approval of the Board of Ordained Ministry based on verification that the ministry setting is truly 50% time by review of the job description and supervisory evaluations, and evaluation of how they live out their call as a deacon in their secular work setting.
2. For provisional elders, three years in a full time appointment is required prior to full membership and ordination. For provisional elders in extension ministry appointments, the position must be a full time position. For provisional elders appointed to a local church, the Virginia Conference minimum salary standards for full time provisional members would apply. Provisional elders serving less than full time may request equivalency to full time service based on the guidelines established by the Board of Ordained Ministry.

Provisional Members on Leaves of Absence

1. Provisional members who are or have been on leave shall have been in an active appointment for one full year prior to requesting the application for ordination and full membership.
2. Provisional members on leaves of absence shall report annually on their plans for the following year using the Non-Appointed Clergy Report, submitted to the Center for Clergy Excellence by January 15 each year.
3. Provisional members on leaves of absence have stepped outside of pastoral ministry for a season; they do not participate in Mentor-Covenant Groups or Residency Events, and must secure the written permission of the Bishop to engage in clergy ministry.

Provisional Deacons Desiring Non-Salaried Appointments and Service Year Credit

¶330.6d-: d) Deacons and provisional deacons at their own request or with their consent may be appointed to a non-salaried position. Such missional appointments will serve to express the Church's concern for social holiness, for ministry among the poor, and for advancing emerging needs of the future. In such cases, the bishop will carefully review plans for expressing this appointed ministry and will consult with the deacon or provisional deacon about the well-being and financial security of his or her family.

Virginia Conference Guidelines for ¶330.6d for equating non-salaried service by a provisional deacon as meeting the requirement for service during the provisional period.

The following criteria will be used:

1. Years of service involved
2. Quality of that service
3. Maturity of the provisional deacon

4. How the appointment will serve to express the Church's concern for social holiness, for ministry among the poor, and for advancing emerging needs of the future
5. Well-being and financial security of the provisional member's family
6. Church compensation in ways other than financial, for example, vacation, continuing education, sick leave, etc.
7. Ongoing supervision by the district superintendent and Board of Ordained Ministry

The following process will be used to determine if the criteria have been met:

1. The Board will evaluate the non-salaried position annually during the provisional period.
2. The provisional deacon will submit annually at the set deadlines the appropriate information and documents to the Provisional Membership Team for annual review. Documents will include a position description, evaluation by the immediate supervisor and laity with whom the provisional deacon works, and other information as requested by the committee.
3. The Provisional Process Team will review the provisional deacon based on the criteria and make a recommendation to the Executive Committee of the Board annually in May.

A provisional deacon who is working full time in secular employment may be allowed to be appointed half-time to a ministry setting with approval of the Board of Ordained Ministry based on verification that the ministry setting is truly 50% time by review of the job description and supervisory evaluations, and evaluation of how they live out their call as a deacon in their secular work setting.