

Virginia Conference Board of Ordained Ministry

**Procedures for Elders and Associate Members,
Provisional Elders and Licensed Local Pastors
Requesting an Extension Ministries Appointment**

In the Virginia Conference, the procedure for elders requesting an extension ministries appointment is as follows:

For all extension appointment requests, complete items 1 through 3:

1. Consult with your District Superintendent prior to any interviews relative to such an appointment. (§343, *2016 Book of Discipline*)
2. 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.
3. The institution or agency desiring to employ an elder shall request in writing to the bishop for your appointment to this setting. If the institution or agency is located in another area, the bishop of that area shall also be consulted (§344.2, *2016 Book of Discipline*). For military chaplains, the United Methodist Endorsing Agency makes this request following endorsement.

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, *2016 Book of Discipline*). To that end, complete items 4 and 5:

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 (either endorsement or your application plan for endorsed status)
 - A written paper responding to the following questions:
 - a. Within the context of your whole call to ordained ministry, identify your sense of call to this particular ministry.
 - b. How is the proposed ministry one in which your vows of ordination to Word, Sacrament, Order, and Service can be fulfilled? Please note specifically how you intend to proclaim and teach the Word of God in this setting and what opportunities exist for providing the sacraments while you serve in this setting.
 - c. The Church in Mission:
 - i. 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?
 - 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 extension 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

- 5. 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. (§344.1d, *2016 Book of Discipline*)