

Associate Membership – Effectiveness in Ministry

The Board of Ordained Ministry receives application requests annually between July 1 and August 15. The process for applications and interviews changes somewhat each year, as the Board of Ordained Ministry refines the process in light of feedback, best practices, Disciplinary changes, and BOM policy changes.

Overview of Instructions and Requirements

When you have decided to apply for associate membership, you need to let two key groups know about this decision by August 15:

- 1) The Center for Clergy Excellence – by turning in your on-line application.
- 2) The Chair of your District Committee on Ordained Ministry (DCOM) – to schedule an interview to receive their recommendation for associate membership. Your request for an interview should be confirmed by the Chair no later than August 15. You need to have your interview with them completed no later than October 1—the earlier the better.

Once the Center for Clergy Excellence has received your request for the application packet, you will be placed on the “Applying for Associate Membership” track in PASSAGEUMC. Detailed instructions and specific deadlines toward preparing for your DCOM interview and turning in papers, materials and completing your BOM interviews will be found on that track.

Elements of the Expanded Application Packet

The “Applying for Associate Membership” track in PASSAGEUMC will guide you as you work through the items required by the United Methodist Church and the Virginia Annual Conference. These include:

- a) Emotional and Social Competency Inventory (ESCI-University edition): self-rating and ratings from others whom you will invite to participate online.
- b) EDGE Performance Assessment: self-rating and ratings from others whom you will invite to participate online.
- c) Current Undergraduate, COS and/or Seminary transcripts: All educational requirements must be completed by May of the year in which you wish to be received as an Associate Member; final transcripts are due by June 1 before Annual Conference.
- d) Interview Committee Papers and Materials: full written answers to questions from each of the three areas of Theology, Practice of Ministry, and Vocation and Leadership. Additionally, you will submit via web link (not DVD) a recording of your leadership in worship.

If at any time you choose to withdraw from the process, you may do so by sending an email to Rev. Jessie Colwell (JessieColwell@vaumc.org). You may be asked to reimburse the Virginia Conference for the cost of assessment materials if you withdraw after October 1.

The above assessments, papers, and other materials are due in early December each year, by noon on the first or second Friday of the month. The Associate Membership track in PASSAGE UMC

will detail what is submitted by paper and what is submitted electronically, and the track will allow you to see what has and has not been received. The due date is prominently listed in the packet each year, and it is firm. Late materials will not be accepted – but you will be 364 days early for the following year's deadline.