

## **Full Membership and Ordination – 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.

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

- 1) The Center for Clergy Excellence – fill out the on-line application form on the [vaumc.org](http://vaumc.org) website.
- 2) Your provisional mentor-covenant group, so that they can be in prayer with and for you.

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

Using the instructions detailed in that packet, you will begin working through a series of assessments and forms required by the United Methodist Church and the Virginia Annual Conference, including:

- a) Clinical Pastoral Education Supervisor’s Evaluation and Self-evaluation – *if not previously submitted*. Your CPE is to be completed by **September** for ordination as a deacon or elder and full membership in the conference the following June.
- b) Psychological Assessment: this is required for all candidates for ordination and full membership and is different from the psychological assessment you have previously completed.
- c) EDGE Performance Assessment: self-rating and rating from others whom you will invite to participate online.
- d) District Superintendent Evaluation: an interview is required early in the fall in order for your DS to complete their written narrative evaluation.
- e) 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 or, if applying for ordination as a deacon, a proclamation in your current ministry setting. Beginning July 2016, the Deacon proclamation materials need to include a full sermon.

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](mailto: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 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.