

Professional or Paraprofessional Certification in Specialized Ministries

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. Please read the following information carefully and we look forward to hearing from you as you respond to God's continued call in your ministry.

Overview of Instructions and Requirements

Your first step is to complete the application request form, including the autobiographical statement, and submit it by email to the Board of Ordained Ministry, in care of the Center for Clergy Excellence at ClergyExcellence@vaumc.org. This 3-page form must be received no later than August 15.

Once the Center for Clergy Excellence has received your request, you will receive the expanded application packet by return email and be placed on the certification track in PassageUMC. 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) State Criminal and Sex Offenders Background Report
- b) Expanded Background Report.
- c) Psychological Assessment – *if not previously completed for certification as a candidate for ministry.*
- d) Educational transcripts
- e) Three letters of reference
- f) Interview Committee Paper

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).

The above assessments, papers, and other materials are due in early January each year, by noon on the first or second Friday of the month. The expanded application packet will detail what is submitted by paper and what is submitted electronically. 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.