

Provisional Membership – Readiness for 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 provisional 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.
- 2) The Chair of your District Committee on Ordained Ministry (DCOM) – to schedule an interview to receive their recommendation for provisional 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 application request, you will be placed on the “Applying for Provisional 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 Provisional 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:

- Emotional and Social Competency Inventory (ESCI-University edition): self-rating and ratings from others whom you will invite to participate online.
- Candidate’s Disclosure Form: notarized statement relating to any written accusations or convictions for felonies, misdemeanors, or incidents of sexual misconduct.
- Medical report: a recent, satisfactory certificate of good health issued by a physician.
- Field Education/Contextual Education/Ministry Practicum Evaluation (schools call these by various names). If you are meeting the educational requirements for provisional membership by completing the Basic and Advanced Courses of Study, request from JessieColwell@vaumc.org an evaluation form to be completed by your current district superintendent in lieu of field education.
- Theological school recommendation: evaluation form completed by your Seminary Faculty Advisor.
- Educational Requirements Worksheet: In Virginia, all of the educational requirements must be completed before you are commissioned at annual conference.
- Official transcripts from your undergraduate (bachelor’s) degree and current seminary course work, with your final seminary transcript due by June 1 if you are graduating this year.

- Clinical Pastoral Education Supervisor’s Evaluation and Self-Evaluation (if completed—CPE is required before full connection and ordination in Virginia).
- Interview Committee Papers and Materials: full written answers to questions from each of the four areas of Call, Theology, Personal Growth and Development, and Practice of Ministry. Additionally, you will submit via web link (not DVD) a recording of your leadership in worship or, if applying for provisional deacon, a proclamation of the Word in your current ministry setting. Beginning in 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). 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 January each year. The Provisional Membership track in PASSAGEUMC 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.