**Request for Consideration of Appointment**

Board of Ordained Ministry

Virginia Conference of the United Methodist Church

**Consideration of a First-time Appointment to the Virginia Conference** (*2016 Book of Discipline*, *¶346)*

*(Ordained clergy or provisional members from Other UMC Annual Conferences and from Other Methodist Denominations (Korean Methodist, Nazarene, AME, etc.) should contact Rev. Dr. Steve Summers (*[SteveSummers@vaumc.org](file:///C%3A%5CUsers%5CJColwell%5CDownloads%5CSteveSummers%40vaumc.org)*), Assistant to the Bishop in Virginia, for consideration.)*

I am an elder or ordained clergy in another Christian denomination and wish to be appointed to serve in the Virginia Conference of The United Methodist Church.

[ ]  This is my first request for consideration by the Virginia Conference Board of Ordained Ministry.

[ ]  I previously interviewed with the Virginia Conference Board of Ordained Ministry for consideration of

appointment in the year \_\_\_\_\_\_\_\_\_; I am returning for further consideration to be appointed.

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This request and biographical information form is the first step. Once the Center for Clergy Excellence has received this form – and your profile photo – you will be invited to register in UMCARES, our online file management program. There are a number of additional materials you will be asked to submit, including supervisory evaluations and recommendations from your current denominational officials, educational transcripts, a psychological assessment, a medical report, criminal and background check authorizations, and statements of your understanding of United Methodist doctrine and your call and desire to serve in the Virginia Conference of the UMC. All materials are outlined in the UMCARES online file management system. **The deadline for all these materials is February 15, 2020 and we caution that the process may take 60-days to complete in full.** The Transfer Committee reviews your credentials and these submitted materials in light of the requirements set forth in the *2016 Book of Discipline*, ¶346, conducts an interview with you, and makes a recommendation to the Virginia Conference Board of Ordained Ministry.

The recommendation of the Board of Ordained Ministry is sent to the Bishop and Cabinet for consideration for an appointment, if a need exists. Completing the application process does not guarantee you a pastoral appointment but makes you available to receive one.

**Email this 3-page document and your profile photo to the Center for** **ClergyExcellence@vaumc.org****.**

If at any time you have questions or choose to withdraw from the process, you may do so by sending an email to Rev. Jessie Colwell (ClergyExcellence@vaumc.org).

**Biographical Information Form**

Request for Consideration of Appointment as Minister of another Denomination

Virginia Conference Board of Ordained Ministry

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Complete mailing address including Street, City, State and Zip Code)*

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (h) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (w) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethnic Origin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Male [ ]  Female

Marital Status: [ ]  Single [ ]  Married [ ]  Widowed [ ]  Divorced (# of previous marriages \_\_\_\_)

Name of spouse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spouse’s employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Children: names and ages with \* by those living at home

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ordination/Denominational Affiliation:**

Denomination Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\***Year of ordination: \_\_\_\_\_\_\_\_\_\_\_ Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your ordination was conducted by an individual church rather than a denomination, please note that church’s convention/affiliation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever withdrawn from ordained ministry in another United Methodist Annual Conference?

\_\_\_ Yes \_\_\_ No. If yes, name of Annual Conference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note that you will need to submit a copy of your ordination certificate as a part of your materials. If your ordination certificate is framed and cannot be copied, please take a clear, high quality picture of the credentials and submit that photograph instead.***

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment History**(List church and secular employment in the past ten years, starting with the most recent):

*Years Name of Employer Position Title*

**Educational History** (List seminary, graduate, and undergraduate institutions you have attended, starting with the most recent):

*Name of Institution Degree or Credit Hours Year degree earned*