

**Process for Readmittance to the UMC after Discontinuance or Withdrawal in
the Virginia Conference UMC**

1. **Certified Candidates** (2016 BOD ¶314.2) must interview with the dCOM of the district they withdrew from or were discontinued. Requires a majority vote from the dCOM.
2. **Licensed Local Pastors, Provisional Members, Honorable and Administrative Location, Associate and Full Members** must meet with the dCOM on the district where they were discontinued or withdrew and be recommended by a majority vote. They then must be recommended by the CRC of the Board of Ordained Ministry and the appointive cabinet.
 - A. **Licensed Local Pastors** (2016 BOD ¶320.4) must provide evidence that they have been members of a local UMC for at least 1 year prior to their request for readmittance. Their license and credentials shall be restored after approval by the clergy executive session of the Annual Conference and then they will be available for appointment.
 - B. **Provisional Members** (2016 BOD ¶364) After approval by the clergy executive session of the Annual Conference, provisional membership shall be restored. They must then serve a minimum of 2 additional years of provisional membership prior to ordination and be authorized by licensing and/or commissioning for ministry.
 - C. **Honorable or Administrative Location** (¶365) Must present certificate of location to dCOM. After approval by the clergy executive session of the Annual Conference, membership in the conference will be restored and the individual authorized to perform all ministerial functions. The conference BOM may require at least 1 year of service as a licensed local pastor prior to readmission as a full member.
 - D. **Associate and Full Members** (¶ 366) must serve at least 2 years of service as a licensed local pastor (assoc. or elder) or in an approved ministry setting (deacon) prior to readmission to conference membership. After approval by the clergy executive session of the Annual Conference, membership in the conference and credentials shall be restored and they shall be authorized to perform all ministerial functions.

Required by all above seeking readmittance before meeting with the dCOM

- a. To begin the process, a written request for readmittance stating reasons and qualifications for readmission as well as the circumstances/reasons relating to withdrawal to be sent to the Center for Clergy Excellence, copied to the Bishop and the District Superintendent of the district served during withdrawal/discontinuance.
- b. A recommendation from the District Superintendent in the conference and the district served during the withdrawal/discontinuance process.
- c. Biographical Form (GBHEM Form 102).
- d. Criminal and Sex Offenders Background Check Expanded Background Report (national and county criminal search, DMV record search, consumer credit report, and social security trace).
- e. Medical Report (GBHEM Form 103) (unless report is in Conference file within the last 2 years).
- f. Candidate's Disclosure Form (GBHEM Form 114, notarized).

- g. **Certified candidates and licensed local pastors** must have a recommendation by their charge conference AND pastor. **Provisional, associate member, honorable or administrative location or full members** must have a recommendation from the lay leader or SPRC Chairperson of the last church served in the conference before withdrawal/discontinuance.
- h. Psychological Assessment on call and qualifications for ministry (unless one is in Conference file within the last 5 years).
- i. If transitioning from another denomination, a copy of the written request for withdrawal from that denomination and/or letter requesting transfer to the UMC.

Below are other items that may be required by the dCOM, BOM or Cabinet

- j. Work Authorization Form
- k. Pastor Profile
- l. Other letters of recommendation
- m. Report from a counselor/psychologist
- n. Additional information or reports based on requirements set by the dCOM, Board of Ordained Ministry or appointive Cabinet upon withdrawal or discontinuance. The individual's file will be uploaded to PASSAGEUMC. Notification will be sent to the dCOM chair and district superintendent when the file is available.

After the interview, the dCOM registrar will submit minutes of the interview and an action report to the Center for Clergy Excellence.

Approved by the Executive Committee of the Board of Ordained Ministry on August 5, 2022.