

**EASTERN PENNSYLVANIA CONFERENCE
BOARD OF ORDAINED MINISTRY**

Checklist for Complete File
Commissioning Towards Deacon

- 1. Application for Clergy Relationship to the Annual Conference
- 2. Biographical Information Form
- 3. Theological School Recommendation Forms
 - Advisor
 - Field Ed. Supervisor
- 4. Updated copy of your Seminary Transcripts
- 5. SPRC Annual Report
- 6. Superintendent's Report
- 7. Medical Report
 - Lab Tests (Cholesterol, CBC Panel, Urine)
 - Toxin Screen (9 panel –with special Quest Lab form)
- 8. State Police Criminal Record Check
- 9. PA Child Abuse History Clearance
- 10. Current Disciplinary Questions which apply to your candidacy start state:
 - ¶315.9 of the 1996 & 2000 Disciplines (for commissioning toward Deacon & Elder)
 - ¶324 of the 2004/2008 Disciplines (for commissioning toward Deacon & Elder).
- 11. Credit check (Equifax: 800-525-6285; Experian: 800-301-7195; TransUnion: 800-680-7289)
- 12. Lesson Plan and Outline for Teaching a Bible Course/Study in a Parish Setting. *(A 4 to 8 week study with sufficient documentation as to allow for a substitute teacher leading the class. Study needs to have a goal or purpose and show depth of Biblical research.)*
- 13. Religious Development Essay (updated)
- 14. Autobiographical Essay (updated)
- 15. A ten (10) to thirty (30) minute video which depicts the service ministry of the candidate. Try to include more than one setting or facet of your work. If any segment of your ministry requires confidentiality or clergy/client privilege, please note this in your video introduction and tape only those segments or happenings which do not breach confidentiality;
Videotapes only need to be sent to your Presenter. All other materials are to be sent to the entire interview team and the Registrar for your file.
- 16. Copies of materials related to the primary area of service/ministry created or prepared by the candidate during their candidacy period (where available)
- 17. Psychological Assessment by E PA Conference Approved Process
- 18. Verification that you have completed your course work in UM history, doctrine and polity
- 19. Certification of completion of a Sexual Ethics seminar
- 20. Certification of completing a Healing the Wounds of Racism seminar
- 21. Disclosure Form
- 22. Non-plagiarism Form

Please note: All written materials **MUST - MUST - MUST** be submitted in the format expected as outlined in the Style Manual - Candidate Guidelines for Written Material. Materials not submitted properly may be rejected -*and interview delayed until the following year.