

**EASTERN PENNSYLVANIA CONFERENCE**  
**BOARD OF ORDAINED MINISTRY**

Checklist for Complete File  
Commissioning Towards Elder

- \_\_\_ 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
- \_\_\_ 13. Religious Development Essay (updated)
- \_\_\_ 14. Autobiographical Essay (updated)
- \_\_\_ 15. Three sermon manuscripts with audiotapes of 2 and videotape of the 3<sup>rd</sup>, including the entire worship service (it is helpful to have an actual transcript of the sermon typed from the audiotape). **Audio and 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. 4 different worship bulletins
- \_\_\_ 17. Psychological Assessment by E PA Conference Approved Process
- \_\_\_ 18. Verification that you have completed your course work in UM history, doctrine and policy
- \_\_\_ 19. Certification of completion of a Sexual Ethics seminar (required for Elder's Orders)
- \_\_\_ 20. Certification of completing a Healing the Wounds of Racism seminar (required for Elder's Orders)
- \_\_\_ 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.
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