

**BOARD OF ORDAINED MINISTRY  
EASTERN PENNSYLVANIA ANNUAL CONFERENCE  
The United Methodist Church**

**Requirements Check List For Deacons Orders**

Name \_\_\_\_\_ Office \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 \_\_\_\_\_ E-mail \_\_\_\_\_  
 Mailing Address (if different) \_\_\_\_\_ Home \_\_\_\_\_

**(A) FORMS, CERTIFICATIONS, AND EVALUATIONS**

**Date & Initials**

Application for Ministerial Relationship to the Annual Conference		_____
Annual Relationship Check-up by Approved Local Church [Signed-off by Commissioned Minister and Church]	<b>Year 1</b>	_____
	<b>Year 2</b>	_____
Annual Evaluation by Appointed Location/Agency/Church [Signed-off by Commissioned Minister and Employer]	<b>Year 1</b>	_____
	<b>Year 2</b>	_____
District Superintendent's Annual Report [Signed-off by Commissioned Minister and DS]	<b>Year 1</b>	_____
	<b>Year 2</b>	_____
Biographical Information Form (Current)		_____
Certification of "Healing the Wounds of Racism" (Not Continuing Ed.)		_____
Certification of Attending Sexual Ethics Seminar (Basic Seminar) (Not CE)		_____
Child Abuse History Clearance Form (Within 1 year of Ordination)		_____
Com. Action Report: Commissioning Interview		_____
Credit Check (Professional)		_____
Current Official Seminary Transcript (24+ Hours of Theological Study) And Masters' Equivalent in Area of Certification	<b>S</b>	_____
	<b>M</b>	_____
Criminal Record Check Report (PA State Police) (Within 1 year of Ordination)		_____
Drug/Alcohol Toxin Screen Report (Within 1 year of Ordination)		_____
Physical Examination (Within 1 Year of Ordination)		_____
Psychological Assessment Report		_____

**(B) PROVISIONAL PROGRAM**

I. Mentoring (6 month reports: including topics, dates, and cooperation affirmation – to be sent to BOOM Registrar)		<b>1<sup>st</sup> 6 mo</b> _____
		<b>2<sup>nd</sup> 6 mo</b> _____
		<b>3<sup>rd</sup> 6 mo</b> _____
II. Covenant/Peer Group Reports		<b>Year 1</b> _____
Indication of attendance at Residency in Ministry requirements <sup>1</sup>		<b>Year 2</b> _____

<sup>1</sup> RIM requirements are found on *Residency in Ministry Requirements for Provisional Deacons*

- III. Continuing Education Year 1 \_\_\_\_\_  
Year 2 \_\_\_\_\_
- (A) Retreats for all Provisional Members (Yearly) \_\_\_\_\_
- (B) Provisional Deacon Formation Retreat sponsored by GBHEM. \_\_\_\_\_
- (C) Two other events in the 2 year program  
(CEU Certification is preferred, with documentation attached)
- 1 CEU in the Person's Certified Field \_\_\_\_\_
- 1 CEU in Theological Education \_\_\_\_\_
- Suggested Topics, including: Biblical Studies, Church Growth,  
Computer Education, Leadership Development, Pastoral Care,  
Prayer/Meditation, Social Justice, Stewardship, Team Building,  
Theology, Time Management, Holistic Health, Worship (Forms of)
- (D) Note: Person must continue to meet Certification Standards in his/her field.
- IV. One On-site Employment Visit by Member of the Provisional Program  
Committee or Other Designated Member of the Board of Ordained Ministry \_\_\_\_\_

**(C) WRITTEN DOCUMENTS BY THE COMMISSIONED MINISTER**

- Current Disciplinary Questions (§330.5 a,b,&c, The Book of Discipline: 2008) \_\_\_\_\_
- Lesson Plan and Outline for Teaching a Bible Course/Study<sup>2</sup> \_\_\_\_\_
- Religious Development Essay (Up-dated) \_\_\_\_\_
- Autobiographical Essay (Up-dated) \_\_\_\_\_
- On-site Video or Audio Tape of Commissioned Minister at Work \_\_\_\_\_
- Sample Job Materials Prepared by the Commissioned Minister (where available) \_\_\_\_\_
- Have you ever been turned down by another UMC conference, other judicatory,  
or another church for ordination? If yes, please place a full explanation and  
resolution of the situation in your file. \_\_\_\_\_

**(D)**

**LISTING OF RECOMMENDATIONS  
AND CONTINGENCIES, ETC.**

**DOCUMENTATION**

- |           |           |
|-----------|-----------|
| (1) _____ | (1) _____ |
| (2) _____ | (2) _____ |
| (3) _____ | (3) _____ |

<sup>2</sup> 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