

TO: Candidates for Associate Membership
FROM: Julie Boone, BOM Chair
Alice Rogers, Director, The Center for Clergy Excellence
RE: Associate Membership Materials and Interview Process

This packet will provide information and resources as you prepare for Associate Membership. The requirements for Associate Membership are outlined in ¶322 in the 2016 Book of Discipline. This packet contains all the required materials and due dates for those seeking to interview for Associate Membership in the North Georgia Conference during 2025, 2026, or 2027. There are standard due dates annually for application materials, which must be submitted by that date to continue to the next date and step. Please note that Board of Ordained Ministry interviews are in February and March; thus, the materials for those interviews are due in the months prior.

Requirements and Dates

- Part-time local pastors must receive a recommendation from the District Committee on Ministry (DCOM) to the Board of Ordained Ministry (BOM) by October 1st.
 - During your annual license renewal meeting, inform the committee you wish to be considered for recommendation to the BOM for Associate Membership interviews.
 - The DCOM will schedule a time for you to meet with them between August 1-September 30 for an interview to receive the recommendation to the BOM.
 - You must receive a recommendation by October 1st to be eligible to interview during the following February or March.
- Full-time local pastors must receive a recommendation from the Committee on Local Pastors and Transfers (LP&T) by October 1st.
 - During your annual license renewal meeting, inform the committee you wish to be considered for recommendation to the BOM for Associate Membership interviews.
 - The Committee will add you to their fall meeting agenda and interview you for the recommendation to the BOM.
 - You must receive a recommendation by October 1st to be eligible to interview during the following February or March.
- Called and Disciplined Life materials due by November 1st.
 - Autobiographical Statement
 - Required forms and documents must be completed and submitted by the deadline. Failure to submit the proper documents will render a candidate ineligible to continue in the process.

- DCOM/LP&T may request to see these documents as a part of their recommendation process.
- Letters of recommendation and academic transcripts are due by December 1.
 - All candidates are required to have recommendation letters, which must be submitted by the deadline. It is the candidate's responsibility to make sure you request the letters and that you provide adequate time for their submission.
 - All candidates are responsible for requesting official copies of all academic work, which must be sent directly to The Center for Clergy Excellence.
- Written answers to all required questions and the worship video are due by January 1.

The Board of Ordained Ministry will meet with recommended candidates for Associate Membership in conjunction with the Provisional Member or Full Connection interviews each spring. Once the paperwork is received, you will be assigned a specific day and time for your interview.

This packet will be your guide and checklist to ensure you submit all the appropriate material. Please read the entire packet and reference the checklist (pages 7-8) as you work through the materials to verify you have completed every required section, document, and question. Read each section closely, as directions may vary. The ability to follow directions is a part of the process. Make sure you are clear about what is required and that you have fully completed each part and all the questions. Incomplete documents will prevent you from being eligible to interview. Most importantly, **submit your very best work.**

Please know that the Board of Ordained Ministry and the Center for Clergy Excellence are praying for you as you begin this next step toward Associate Membership. If we can assist you, please contact us: Julie Boone, BOM Chair, at 770.429.7800, the Center for Clergy Excellence at 678.533.1369, or clergyexcellence@ngumc.org. We look forward to serving with you as colleagues in ministry.

WHAT CAN I EXPECT TO HAPPEN AT THE INTERVIEWS?

The United Methodist Church, through the Board of Ordained Ministry, provides support and credentialing for persons responding to God's call to the full-time vocation of ministry. The Board is also responsible for upholding the standards and requirements for associate membership, provisional membership, and ordination in The United Methodist Church by confirming that required academic course work is completed, written and verbal responses to the questions demonstrate competency and authentic calling to associate membership.

Structure of the Board of Ordained Ministry

The North GA BOM is composed of fifty-five clergy and laity from across the conference. They are divided into small interview teams that evaluate your materials based on each area: Theology and Doctrine, Practice of Ministry, Called and Disciplined Life, and Leadership Development.

Evaluation of Interview Materials

Candidates are expected to submit their best written work and be prepared to present themselves successfully in the interview. Written work is to be grounded in United Methodist theology, reflecting the candidate's deepest understanding of the questions asked. Please proofread carefully for correct spelling and grammar; your work will be evaluated accordingly.

Using a proofreader and requesting clergy colleagues and BOM members to review paperwork for content is permissible. BOM members who choose to assist candidates may serve in an advisory role; however, they shall not write, rewrite, or make substantive changes to candidates' work. The opinions and suggestions of individual BOM members neither reflect nor predict the BOM's action.

The Interview Process and Reviewers

Candidates are notified of the specific time and day of their interview prior to the interview. Since this is an interview, no spouses, family, or friends may attend. Please dress comfortably but professionally. Bring a paper copy of the materials submitted to the BOM for reference while interviewing.

When you are notified of your specific interview date and time, you will be assigned a "Reviewer" from the BOM. Candidates should contact their reviewer immediately to schedule a time to meet and discuss the materials that have been submitted. Candidates can expect their reviewer to have read all materials and to be available for a pre-interview meeting at a mutually convenient time. Reviewers are not advocates for their candidates but are thoroughly familiar with all material submitted by the candidate. The reviewer will also fully engage with the rest of the team during the interview.

The interview day begins as the candidates and BOM members gather for a time of welcome, instructions about the schedule, introduction of candidates, and worship. Candidates will then be accompanied to their specific interview room. There will be a time for introductions and instructions. Then, each candidate will interview with the same team for twenty minutes in each of the following areas: Called and Disciplined Life, Theology and Doctrine, Practice of Ministry,

and Leadership Development. There will be a break between Theology and Doctrine and Practice of Ministry. Following the interviews, candidates are free to leave.

The Board convenes daily after all interviews are completed to receive and discuss the recommendations of each Team. The Board will review each Team's recommendations, and candidates will be notified by a phone call from the reviewer that day following the Board's decision. Please make sure your reviewer has your best phone number and that you are available during the evening of your interview. We encourage you to plan to spend your evening in a supportive environment.

Possible Responses from the Board of Ordained Ministry

At the end of the day, you can expect one of three responses: approved, deferred due to deficiencies, or discontinued.

- **Approved for Recommendation to Executive Session:** candidates who have met all requirements and passed all four areas are approved for recommendation to the clergy Executive Session held at the Annual Conference.
- **Deferred Due to Deficiencies:** Each year, the Board has to say, "Not yet," to some candidates. Candidates deferred because of deficiencies receive detailed explanations of where they could have done better and how they can improve before being interviewed again. If this is part of your evaluation, you must take the instructions seriously. You will receive a detailed letter of requirements from the BOM.
- **Discontinued:** Occasionally, the BOM has to say to a candidate, "We believe you are called to ministry, but not to ministry as an associate member in The United Methodist Church." This decision is always made prayerfully and thoughtfully with the clear understanding that as baptized children of God, all are called and equipped to serve in various ways as clergy and laity. In the circumstance of discontinuance, candidates can expect some follow-up assistance and care from the conference through the BOM, the district superintendent, and the local church.

ASSOCIATE MEMBERSHIP PACKET CONTENT

- Pages 6-7** **Associate Membership Checklist**
- Pages 8-10** **The Called and Disciplined Life - Due November 1st**
Part 1: Autobiographical Statement (page 8)
Part 2: Forms and Documents Directions (pages 9-10).
Required Forms (pages 22-38): Background Affidavit, Disclosure and Authorization to Obtain a Consumer Report, Medical Report, Plagiarism Statement, Questions for Determining US Work Authorization, GCIC Consent Form, Personal Income & Expense Statement, Psychological Evaluation, and Credit Report. Each form is also available on the [CCE website](#).
- Page 11 -15** **Other Required Materials Due December 1st**
Academic Transcripts (page 10)
Directions for letters of Reference and Recommendations (page 10)
Letters of Reference/Recommendation Forms (pages 11-14)
- Pages 16** **The Called & Disciplined Life**
PART 3: Eight Questions on Called and Disciplined Life (page 16)
- Page 17** **Theology & Doctrine**
Eleven Questions on Theology and Doctrine (page 17)
- Page 18-20** **The Practice of Ministry**
PART 1: Five Questions on Practice of Ministry (page 18)
PART 2: Sermon (pages 19-20)
The background information sheets for the sermon can be downloaded from the CCE website as a Word document in the section on commissioning.
- Page 21** **Leadership Development**
Five Leadership Questions (page 21)
- Page 22-38** **Called and Disciplined Life Forms and Directions**
Page 39-43 **Directions for obtaining your credit report.**
Page 44-52 **Directions for using Basecamp and eBridge.**

ASSOCIATE MEMBERSHIP CHECKLIST

The following items will be posted to eBridge by your District Office or CCE.

- GCIC Consent Form
(Give your completed form to your district office by August 1)
- Authorization to Obtain a Consumer Report via Trak-1
(Give your completed form to your district office by August 1)
- Psychological Evaluation (if your assessment will be more than four years old as of November 1, you will need to have an updated assessment)
- Recommendation from DCOM or LP&T by October 1**

CALLED AND DISCIPLINED LIFE – these materials are due November 1

- PART 1: Current Autobiographical Statement (post to eBridge)
- PART 2: Forms and Documents
 - Medical Report
 - Plagiarism Statement (notarized)
 - Background Affidavit (notarized)
 - Questions for Determining U.S. Work Authorization (notarized)
 - Credit Report (*Personal Expense/Income Statement if needed*)

Recommendation Letters and Transcripts – these materials are due December 1st

Official Transcripts are sealed original or electronic documents sent directly from the institution to CCE.

Transcripts

- College (from each school attended)
- Graduate School (non-seminary)
- Seminary/Course of Study
- Seminary/Advanced Course of Study

Reference Letters

At least three (3) letters of reference from the following list

- District Superintendent (required)
- SPRC Chairperson (required)
- Church Member (required)
- Senior Pastor (required if you are not serving as pastor-in-charge)
- Seminary recommendation (this can be waived if you have been out of school more than five years)

The following written materials are all due January 1

CALLED AND DISCIPLINED LIFE

_____PART 3: Respond to 8 Called and Disciplined Life questions (post to eBridge)

THEOLOGY AND DOCTRINE

_____Respond to 11 questions on Theology and Doctrine (post to eBridge)

PRACTICE OF MINISTRY

_____PART 1: Respond to five questions on Practice of Ministry (post to eBridge)

_____PART 2: Sermon

_____Background information sheet for the sermon (post to eBridge)

_____Manuscript or transcript of sermon (post to eBridge)

_____Bulletin/Order of Worship (post to eBridge)

_____Worship Video (post to Basecamp)

LEADERSHIP DEVELOPMENT

_____Respond to five Leadership Questions (post to eBridge)

CALLED AND DISCIPLINED LIFE

Associate Member Candidates

Due November 1

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: In the upper right corner, include your name, section, and page number.
 - Example: Name, Autobiographical Statement, pg. 1
 - Post your Autobiographical Statement (PART I) to eBridge as one PDF document no later than January 1 at 11:59 p.m.
 - Read all the directions before posting your written work and documents!
- **Paper Parameters:** double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
- **Answer Length:** Autobiographical Statement should be 5-7 pages.

PART 1: Autobiographical Statement

All Candidates will provide the Board of Ordained Ministry with a written, concise autobiographical statement including age, health, family status, Christian experience, call to ministry, educational record, formative Christian experiences, and plans for service in the church and world. Describe your participation, attendance, and leadership in a local United Methodist church during the past two years. Have you ever applied for or held membership in another Annual Conference? If so, give clear information about this relationship. Items you may consider including are a change in marital status, children, major illnesses, death of loved ones, or vocational changes. The Board uses this document to get to know you, to understand where you are in ministry, and how you have discerned and responded to your call.

Based on your recent medical assessment (required medical form, see pages 39-45), how do you evaluate your overall physical health? Do you have any current or chronic health problems? If so, what steps are you taking to care for yourself? What habits do you practice to keep yourself healthy: physically, mentally, and spiritually? How does your physical health impact your ability to be an effective minister? ¶324.8

Previously deferred candidates must submit an autobiographical statement including information about how you have addressed deferment (small group/coach) and any family situations that have changed since you last interviewed.

General Instructions – Please Read Carefully

- **Form Requirements:**
 - All forms are available on the [CCE website](#) as an individual downloadable document.
 - **Post the following forms to eBridge as a PDF document no later than November 1 at 11:59 pm.**
 - Post as one document: Background Affidavit, Plagiarism Statement, Work Authorization, Credit Report (income/expense document if needed), and Medical Report (*if your doctor sends it directly to CCE, we will post it for you*)
 - Your district office will upload your updated Trak-1 report directly to eBridge. You must submit the Authorization Form and GCIC Form directly to the district office by **August 1** for processing.
 - CCE will upload your psychological assessment directly to eBridge.

PART 2: Forms and Documents

Plagiarism Statement

Complete the plagiarism statement form, have it witnessed by a Notary Public, and submit it as a part of your Section C paperwork.

Background Affidavit, Background Check, GCIC Consent Form

You are required to complete the Background Affidavit, request a Trak-1 Consumer Report (criminal background check), and fill out the GCIC Consent Form. These are THREE different documents and are all required. Complete the background affidavit form, have it witnessed by a Notary Public, and submit it with your Called and Disciplined Life forms. Submit the Authorization to Obtain a Consumer Report via Trak-1 and your GCIC Consent Form to your **district office by August 1**. They will process the request and submit your report to CCE. The background check will take at least a month to process; please do not wait until the last minute to ask your district to process this request. You will be responsible for paying the district the processing fee.

Questions for Determining U.S. Work Authorization

Complete the questionnaire regarding your employment eligibility and have it witnessed by a Notary Public. If you answer “No” to question #1 and “Yes” to question #2, please fully explain your employment authorization and submit copies of appropriate documentation.

Credit Report

All Candidates will provide the Board of Ordained Ministry with a **full copy** of their current credit report from www.myfico.com using the Equifax option. Current means requested from MyFico within the 15 days prior to November 1st. There are screen snapshot directions on the CCE website and at the end of this packet to assist you with requesting the correct report.

Credit scores must meet the **established minimum of 640**.

A candidate whom DCOM has recommended but whose credit report does not satisfy the minimum established credit score and ratios shall submit the following documentation:

- The balance sheet/income statement.
- Letter from the candidate explaining the financial situation and plan for improving their score.
- Letter from DCOM stating they have consulted with the candidate, recommended the candidate to the credit advisory task force, and worked with the candidate to improve their score based on the consultation with the task force.
- A letter from the credit advisory task force stating that they have worked with the candidate and how they view the candidate's work toward suggested recommendations.

Medical Report

Complete the candidate's section of the Medical Report form and have your physician or any licensed physician complete the physician's section. You may submit this yourself, or your physician may email it directly to clergyexcellence@ngumc.org or fax it to 678.533.1368.

Psychological Evaluation

For uniformity, all evaluations must be secured through Dr. Anne Imhoff. You can schedule an appointment with her via Ms. Cynthia Daniels at 678.637.7170. If your evaluation is more than four years old at the time of the interviews, you must schedule a re-assessment interview with Dr. Imhoff. The evaluation will become a part of your file and will be only one piece of data used by the BOM to consider your candidacy for conference membership and ordination. We hope that your own self-understanding will be enhanced through the testing and that the time of reflection with a professional counselor on significant factors in your personality makeup will be a positive experience.

RECOMMENDATION LETTERS AND TRANSCRIPTS

Associate Member Candidates

Due – December 1

Official Transcripts

Please request that **official (sealed)** original transcripts from **all** college, seminary, Course of Study, and other graduate studies be sent to the Center for Clergy Excellence **no later than December 1**. If the academic institution offers electronic transcripts, have those sent directly to CCE at clergyexcellence@ngumc.org.

Academic Letter of Recommendation

1. Ask your faculty advisor or an appropriate faculty member at your seminary who knows you best to complete this form and return it to the Center for Clergy Excellence no later than **December 1**. This letter is not required if you have been out of school for more than five years.

Letters of Recommendation

Every candidate should have at least three letters of recommendation: one from the district superintendent and at least two from the list of options below. Ask your reference to send your letter and form to the Center for Clergy Excellence. Recommendation letters are due December 1.

1. Provide the letter of recommendation form to the District Superintendent for completion.
 - *District Superintendent (required)*
2. Provide the letter of recommendation form to the following:
 - *S/PPRC Chairperson of the church(es) where you are appointed. If your appointment recently changed, request the S/PPRC Chairperson of the previous church also submit a letter. If appointed to an extension ministry, your direct Supervisor should complete a recommendation.*
 - *A church member who is not your S/PPRC chairperson. If you are appointed to extension ministry, request a colleague who is not your supervisor to complete the recommendation.*
 - *Senior Pastor if your appointment is not Pastor-in-Charge.*

Additional Information

Ask persons writing letters to return their responses to the questions below no later than December 1 and send them to the Center for Clergy Excellence, 1700 Century Circle, NE, Suite 100, Atlanta, GA 30345, or via email to clergyexcellence@ngumc.org.

Candidates cannot access the content of these letters without the writer's prior consent.

Anyone who has worked with you or served with you at a local church, agency, or secular position can write a letter of recommendation. It is inappropriate for a family member to submit a letter of recommendation. If you have any questions regarding the recommendation letter, please call the Center for Clergy Excellence.

Due to The Center for Clergy Excellence by December 1

Recommendation Form – District Superintendent - **REQUIRED**

This form must be signed and returned with the letter of recommendation.

Candidate's Name: _____

Candidate's Required Signature: _____ Date _____

The Candidate is responsible for requesting the **District Superintendent** complete this form and submit it directly to The Center for Clergy Excellence.

District and District Superintendent's Name _____

You have been asked to respond to the following questions for a person seeking approval from the Board of Ordained Ministry of the North Georgia Conference. As the candidate's District Superintendent, your letter of recommendation will be an essential part of the candidate's evaluation for ministry in The United Methodist Church. Please give candid and complete answers to the following questions. **Please note: The candidate cannot access these letters' content without the writer's prior consent.** Send all letters to the Center for Clergy Excellence via email at clergyexcellence@ngumc.org or by mail to: 1700 Century Circle, NE Suite 100, Atlanta, GA 30345, or by **December 1**.

1. What were the candidate's responsibilities when they worked with you?
2. What gifts have you observed in the candidate that would affirm their call to associate membership in The United Methodist Church?
3. Describe the candidate's work ethic as you have observed in discharging their responsibilities.
4. Does the candidate display an ability to lead people to a relationship with Christ? Give examples.
5. Is the candidate effective in their appointment/job? Give a rationale for your answer.
6. If you have observed the candidate in times of stress and/or conflict, how did they respond, and how did the circumstances affect the performance of their duties?
7. What is your evaluation of the candidate's interpersonal relational skills? How well do they get along with a variety of people?
8. What is the attitude of the candidate to deadlines? How would you describe the candidate's ability to meet deadlines?
9. How does the candidate respond to criticism and the suggestions of others?
10. What strengths and skills will the candidate bring to ministry? What weaknesses will the candidate bring to ministry?
11. What is the most significant challenge the candidate faced, and how did they respond?
12. Does your experience with the candidate cause you to have any concern that this person can function effectively within the structure of The United Methodist Church? If yes, please explain.
13. If the candidate is married, does their family support their participation in the ordained ministry? If the candidate is on the elder track, is their spouse supportive of participation in the itinerant system?

Due to The Center for Clergy Excellence by December 1
Recommendation Form to be used by
S/PPRC Chairperson, Church Member, & Senior Pastor

This form must be signed and returned with the letter of reference.

Candidate's Name: _____

Candidate's Required Signature: _____ **Date** _____

The Candidate is responsible for requesting the S/PPRC Chairperson, Senior Pastor, Supervisor, or someone who knows them well to complete this form and have it submitted directly to The Center for Clergy Excellence.

Name of Reference _____

S/PPRC Chairperson, Church Member, and Senior Pastor

you have been asked to respond to the following questions for a person seeking approval from the Board of Ordained Ministry of the North Georgia Conference. Your letter of recommendation will be an essential part of the candidate's evaluation for associate membership in The United Methodist Church. Please give candid and complete answers to the following questions and make sure that you have identified the candidate by name and signed your reference before sending it in. **Please note that the candidate cannot access the letter's content without the writer's consent.** Send all letters to the Center for Clergy Excellence via email at clergyexcellence@ngumc.org or by mail to 1700 Century Circle, NE Suite 100, Atlanta, GA 30345 or by **December 1**.

Please respond to the following questions:

1. What were the candidate's responsibilities when they worked with you?
2. What gifts have you observed in the candidate that would affirm their call to ordained ministry in The United Methodist Church?
3. Describe the candidate's work ethic as you observed them discharging their responsibilities.
4. Does the candidate display an ability to lead people to a relationship with Christ? Give examples.
5. Is the candidate effective in their appointment/job? Give the rationale for your answer.
6. If you have observed the candidate in times of stress and conflict, how did they respond, and how did the circumstances affect the performance of their duties?
7. What is your evaluation of the candidate's interpersonal relational skills? How well do they get along with a variety of people?
8. What is the attitude of the candidate to deadlines? How would you describe the candidate's ability to meet deadlines?
9. How does the candidate respond to criticism and the suggestions of others?
10. What strengths and skills will the candidate bring to ministry? What weaknesses will the candidate bring to ministry?
11. What is the most significant challenge the candidate faced, and how did they respond?
12. Does your experience with the candidate cause you to have any concern that this person can function effectively within the structure of The United Methodist Church? If yes, please explain.

Due to The Center for Clergy Excellence by December 1
The United Methodist Church Theological School Recommendation
form for Ordination & Conference Membership - **REQUIRED**

Candidate's Name: _____

Theological School: _____

Faculty Recommender's Name: _____

Release Information

I hereby authorize the release of this information to the Registrar of the Board of Ordained Ministry of The North Georgia Conference as requested. Recognizing the confidential nature of this recommendation,

I DO waive all rights of access to this report without the written consent of the person providing the information.

I DO NOT waive all rights of access to this report without the written consent of the person providing the information.

Required Signature

Signed: _____ Date _____
Signature of candidate requesting recommendation

Directions:

1. Have the Theological School send your academic transcript directly to the Registrar of the Board of Ordained Ministry at clergyexcellence@ngumc.org or by mail to the Center for Clergy Excellence, 1700 Century Circle NE, Suite 100, Atlanta, GA 30345.
2. Give a **SIGNED** copy of this Recommendation Form to your faculty advisor or another faculty member of the theological school for completion and have it sent directly to the Registrar of the Board of Ordained Ministry via email at clergyexcellence@ngumc.org or by mail to the Center for Clergy Excellence, 1700 Century Circle NE, Suite 100, Atlanta, GA 30345.
3. Authorize the release of information by signing the release statement above.

Instructions to the Theological School Representative

1. The Board of Ordained Ministry is interested in any personal insights you can provide about the candidate in the following areas:
 - a. Academic ability and performance
 - b. Personal qualities and character
 - c. Spiritual maturity and insight
 - d. Field education experience and effectiveness
2. Attach all comments or reports you believe will be helpful in the decision-making process.
3. Return this form and any attachments **NO LATER THAN December 1** directly to: BOM Registrar, Center for Clergy Excellence via email to clergyexcellence@ngumc.org or by mail to 1700 Century Circle NE, Suite 100, Atlanta, GA 30345.

Please attach your recommendation letter.

Do you consider the candidate ready for ordination and conference membership in The United Methodist Church? Yes No

Recommendation Submitted By: _____
Signature *Date*

Printed Name

Theological School Position: _____

Email Address: _____

Mailing Address: _____
Street *City* *State* *Zip*

Telephone: _____

CALLED AND DISCIPLINED LIFE

Associate Member Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: In the upper right corner, include your name, section, and page number
 - Example: Name, Called and Discipline Life, pg. 1
 - Post your Called and Discipline Life answers (PART II) to eBridge as one PDF document no later than January 1 at 11:59 pm.
 - Read all the directions before posting your written work and documents!
- **Paper Parameters:** double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
- **Answer Length:** The length of Called and Disciplined Life Questions can vary but should not exceed three pages per question. Print each question above your answer, keeping them in order.

PART 3: Called and Disciplined Life Questions

1. How do you perceive yourself, your gifts, motives, role, and commitment as an associate member in The United Methodist Church?
2. Are you convinced that associate membership is the best way to respond to God’s call and claim upon your life? Why do you feel this way?
3. What is your understanding of the expectations and obligations of the itinerant system?
4. Describe your understanding of *diakonia*, the servant ministry of the Church, and the ministry of the associate member. ¶324.9l
5. Describe your understanding of an inclusive church and ministry. ¶324.9n
6. Describe your understanding of ¶2702 (2016 Book of Discipline) regarding your ethical boundaries and standards as a United Methodist clergyperson. In your answer, reference ¶304.2 and ¶324.9o.
7. All clergy in the state of Georgia are mandatory reporters for suspected child abuse or elder abuse, which includes, but is not limited to, physical abuse, neglect, emotional abuse, sexual abuse, or sexual exploitation. What is your understanding of this? For information, go to: <https://oca.georgia.gov/training/mandated-reporting>.
8. Have you ever been a part of a conflict that involved your pastor, a clergyperson, a district superintendent, or a bishop? If yes, please explain.

THEOLOGY AND DOCTRINE

Associate Member Candidates

General Instructions – Please Read Carefully

- The Board expects substantive answers to the questions: more than a brief paragraph is required. Answers should demonstrate an understanding of the theological concept(s) and lead to further discussion and clarification in the interview group.
- **Question Length:** 300-750 words or approximately one to three pages per question
- **Paper Requirements:**
 - Header: In the upper right corner, include your name, section, and page number
 - Example: Name, Theology and Doctrine, pg. 1
 - Print each question above your answer (keeping them in order)
 - Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper.
- Post your Theology and Doctrine answers to eBridge as one PDF document no later than January 1 at 11:59 p.m. Read all the directions before posting your document.

Theology and Doctrine Questions

1. Describe your personal experience of God and the understanding of God you derive from Biblical, theological, and historical sources. ¶324.9a
2. What is your understanding of evil as it exists in the world? ¶324.9b
3. What is your understanding of humanity and the human need for divine grace? ¶324.9c
4. How do you interpret the statement, “Jesus Christ is Lord”? ¶324.9d
5. What is your conception of the activity of the Holy Spirit in personal faith, in the community of believers, and in responsible living in the world? ¶324.9e
6. What is your understanding of the Kingdom of God, the Resurrection, and eternal life? ¶324.9f
7. How do you intend to affirm, teach, and apply Part III of the Discipline’s Doctrinal Standards and Our Theological Task in your work in the ministry to which you have been called? ¶324.9g
8. The United Methodist Church holds that the living core of the Christian faith was revealed in Scripture, illumined by tradition, vivified in personal experience, and confirmed by reason. What is your understanding of this theological position of the Church? ¶324.9h
9. Describe the nature and mission of the Church. What are its primary tasks today? ¶324.9i
10. Discuss your understanding of the primary characteristics of the United Methodist polity. ¶324.9j
11. Explain the theological role and significance of the sacraments in the ministry to which you have been called. ¶324.p

PRACTICE OF MINISTRY

Associate Member Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: In the upper right corner, include your name, section, and page number
 - Example: Name, Practice of Ministry, pg. 1
- **Paper Parameters:** double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
- **Answer Length:** The length of Practice of Ministry questions can vary but should not exceed three pages per question. Print each question above your answer, keeping them in order.
- Post your Practice of Ministry answers to eBridge as one PDF document no later than January 1 at 11:59 p.m. Read all the directions before posting your document.
- In Practice of Ministry, you will post your questions as one PDF document and sermon materials as a second PDF document in eBridge. Your written work is posted in eBridge; your video is posted in Basecamp.

PART 1: Practice of Ministry Questions

1. What are your best practices of ministry?
2. Give an example of a time when you led someone to make a faith commitment to Jesus Christ.
3. Describe your experience of preaching/proclamation and include your personal view of its importance in your role as a clergyperson.
4. State your personal view of the importance of preaching in your role as a clergyperson.
5. What types of hospitality and education would you implement to take someone from being a guest to a full member of the church?

PRACTICE OF MINISTRY

Associate Member Candidates

Part 2: Sermon

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: In the upper right corner, include your name, section, and page number
 - Example: Name, Sermon, pg. 1
 - Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper.
- In Practice of Ministry, you will post your questions and sermon written materials as two separate PDF documents in eBridge.
- Post your Practice of Ministry sermon materials to eBridge as **one PDF document** (*background information sheet, order of worship/bulletin, and sermon manuscript – in that order*) no later than January 1 at 11:59 p.m. Read all the directions before posting your document.
- Post only your Practice of Ministry video to Basecamp in the specific Associate Membership Video folder. Do not post written work in Basecamp.

Sermon Instructions

1. Submit a manuscript or transcript of a sermon you have recently preached from the current lectionary year – please use the following guide based on the current year: **YEAR B (7/1/24-9/30/24)**; **YEAR C (7/1/25-9/30/25)**; or **YEAR A (7/1/26-9/30/26)** (see #3 for more details). Complete and include the Background Information Sheet with your sermon and church bulletin or service order.
2. Video the entire worship service with the congregation present – **include the whole service in the video** (from the congregation arriving through the sending forth). The video should show a congregation in attendance, the person conducting the service and the person preaching. Your video must be one nonstop, unedited video. Directions to post your video to Basecamp are included at the end of this document. You will need to be able to provide a link to your video on either YouTube, your church website, or via your Google Drive.
3. Your sermon text shall be any of the Lectionary Sunday selections for the appropriate year of your application between July 1 and September 30. The sermon should be new and communicate the Word God is expressing to your listeners through this text. You must use one of the assigned texts from the list, but not necessarily on the assigned date.
4. The sermon will be evaluated on content and delivery. Attention will be paid to scriptural exegesis, theological development, logical flow of ideas, vivid illustrations, voice quality, eye contact, animation, and grammar. The sermon should reflect your best effort, a style you normally use, and an environment where you are comfortable. Do not be tempted by Internet sermons. Your work must be authentic.

Sermon Background Information Sheet

Sermon Submitted to Board of Ordained Ministry

(Manuscript/transcript, Background Sheet, and Order of Worship/Bulletin should be uploaded as one document.)

**A copy of this template will be on the CCE website for you to download and use in a Word format.*

Name of Candidate

Biblical Passage

Date Preached

Sermon Title

Conference Status Sought Associate Member

1. Briefly describe the setting in which the sermon was preached (nature of the congregation; concern to which the sermon was addressed; type of service where sermon was delivered — e.g., Sunday morning or evening, special service, etc.)

2. State in one sentence the message you sought to convey in this sermon.

3. What response did you receive from those who heard the sermon?

LEADERSHIP DEVELOPMENT

Associate Member Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: In the upper right corner include your name, section, and page number
 - Example: Name, Leadership Questions, pg. 1
 - Example: Name, Leadership Plan, pg. 1
 - Print each question above your answer (keeping them in order)
 - Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper.
- Post your Leadership Development Questions to eBridge as one PDF document no later than January 1 at 11:59 p.m. Read all the directions before posting your document.

Leadership Questions

Answers to the following questions should be 1-3 page(s) per question.

1. Servant leadership has been described as heart (the character of the leader) and skills and abilities. Which of your character traits help you to be an effective leader and which traits present a challenge for you in leading others? What skills/abilities do you possess that contribute to you being an effective leader?
2. What traits and skills in leadership have you seen in leaders that will shape your leadership in the church? You should include both positive and negative attributes.
3. In Ephesians 4:11 and 1 Corinthians 12:27 – 13:9, Paul describes some of the types of servant leaders and the importance of the leader's character being grounded in love. Which biblical role of servant leadership do you most resonate with, and why? Just as importantly, which role is the biggest challenge for you, and how do you overcome that challenge?
4. Leaders lead others. What techniques and skills do you use for building teams and equipping others for ministry? How do you lead when others are not following?
5. Even the best of leaders sometimes make bad decisions. How do you lead after a failure?

Called and Disciplined Life Forms and Documents

Print and complete each of these forms as a part of the required materials for Called and Disciplined Life. For your privacy, the entire BOM will not have access to these forms or your psychological information. After completing the forms (several must notarized), combine the following into one document to upload to eBridge: Background Affidavit, Plagiarism Statement, U.S. Work Authorization, Credit Score, and Medical Report. If your credit score is below 640, you will need to complete the personal income and expense statements and submit them with your documents. The district will upload your Trak-1 report (background check), and CCE will upload your psychological assessment.

In eBridge you should have a total of three (3) documents you upload to eBridge:

(1) Autobiographical Statement, (2) Called and Disciplined Life Questions, (3) Medical Report and Required Forms (Credit Score, Background Affidavit, Plagiarism Statement, U.S. Work Authorization as one document). The Center for Clergy Excellence and your District Office will upload your psychological assessment and your criminal background report.

Required Forms – DUE November 1

- Plagiarism Statement (*must be notarized*)
- Background Affidavit (*must be notarized*)
 - *If the Notary Seal isn't visible on your scan, lightly and gently color it with a pencil.*
- Trak-1 Disclosure and Authorization to Obtain Consumer Report *and* GCIC Consent Form
 - *Your district office will upload this for you to eBridge.*
 - *Please request this of your district office by August 1.*
 - *Your returned report is posted to eBridge. The request forms are not included in the upload.*
- Questions for Determining U.S. Work Authorization (*must be notarized*)
- Current Credit Report with FICO Credit Score (*requested between 10/15-11/1*)
 - *Please follow the directions and obtain the required report. Reports from other companies will not be accepted, the report must be from the myfico.com website. See directions below.*
 - Candidates Personal Income and Expense Statement (*pages 38-39*)
 - *If your credit score is near or below 640 you will need to complete this form.*
 - *You can download this [form](#) in Excel format on the CCE website. It includes the auto-calculating formulas.*
- Medical Form
 - *You can also find this form on the GBHEM Website: [Medical Form](#)*
- Psychological evaluation (*within the last 4 years*)
 - *CCE will upload this document to your file; you do not need to upload it.*

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby authorize Peoplefacts/Universal Background Screening to conduct a Criminal History Background inquiry for the purpose listed below and receive any Georgia and/or national criminal history record information as authorized by state and federal law.

Full Name (print)			
Address			
	Street Address	City, State, Zip code	
Sex	Race	Date of Birth	Social Security Number

CHECK ONE BOX

- This authorization is valid for 90 days from the date of signature.
- I give consent to the above-named entity to perform periodic criminal history checks for the duration of my employment.

Signature

Date

Purpose Code Used: (check one)

NON-CRIMINAL JUSTICE PURPOSES	
X	E – Employment
	M – Working with Mentally Disabled PROVIDING 24/7 CARE
	N – Working with Elderly
	W – Working with Children NOT A VOLUNTEER

BACKGROUND AFFIDAVIT

Personally appeared before the undersigned Notary Public, duly authorized to administer oaths, the undersigned Candidate for ministry before the Board of Ordained Ministry or the District Committee on Ordained Ministry of the North Georgia Conference of The United Methodist Church, having been duly sworn on oath, states and deposes the following is true and correct:

I list below the date, location, charge, court, and disposition for every occasion I have ever received a citation, traffic and otherwise, been arrested, or been charged by Warrant, Accusation, or Indictment, whether Misdemeanor or Felony. If there have been none, I have written "None Exist". Included below, or attached, is also an explanation of the circumstances of each charge:

If additional space is needed, please attach a document, and have the notary endorse each page.

I list below the date, location, and an explanation of the circumstances of every occasion I have ever been accused in writing of sexual misconduct or child abuse. If there have been none, I have written "None Exist":

If additional space is needed, please attach a document, and have the notary endorse each page.

FURTHER, AFFIANT SAITH NOT.

Signature (candidate)

Printed Name (candidate)

Printed Name (Notary)

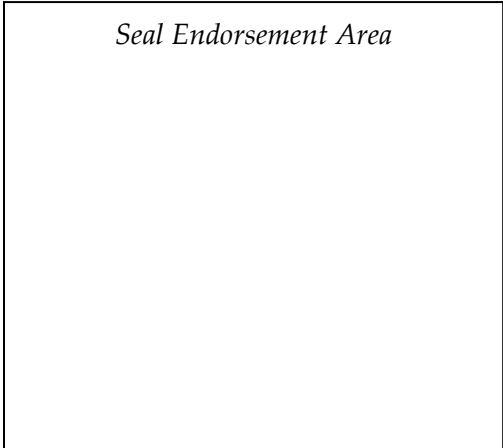
Sworn to and subscribed before me:

this _____ **day of** _____, **20** _____

Notary Public, State of _____

My commission expires: _____

Signature (Notary)



DISCLOSURE REGARDING CONSUMER REPORTS

North Georgia Conference of The United Methodist Church

NGA-UMC Will Obtain a Background Check

You acknowledge and understand that in connection with your application for employment with **North Georgia Conference of The United Methodist Church** (including any independent contract for services) or when deciding whether to modify or continue your ongoing employment, if hired, we may obtain a “consumer report” and/or an “investigative consumer report” on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.

Consumer Report Defined

A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. A common term for a consumer report is a “background check report.”

Investigative Consumer Report Defined

An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. An investigative consumer report might include, for example, calls to the personal references you provide or conversations with former supervisors or colleagues where you worked.

Reports May Contain

The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, current motor vehicle insurance coverage information, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others.

You further understand that these reports may include experience information along with reasons for termination of past employment. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested, and that a consumer report containing injury and illness, drug testing, or other medical records and medical information may be obtained only after a tentative offer of employment has been made.

Your Rights as a Consumer

You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in Trak-1’s files on you at the time of your request by providing proper identification.

You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to Trak-1 should be forwarded to: Trak-1, Consumer Relations, 7131 Riverside Parkway, Tulsa, Oklahoma 74136, 800-600-8999, CustomerCare@trak-1.com.

AUTHORIZATION TO OBTAIN CONSUMER REPORT

The following is information required for **North GA Conference of The UMC** to obtain a complete consumer report:

Full Legal Name: _____

(First Name, Full Middle Name, Last Name)

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Gender: M / F Race: _____

Social Security Number: _____ Date of Birth: _____

Driver's License Number: _____ Issuing State: _____ Expiration Date: _____

Other or Former Names: *(AKA, Maiden Names, Married Names, Surnames, Etc.)* _____

Your signature below indicates the following:

- 1) You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to **North GA Conference of the UMC** any records or information referenced in the provided disclosure statement for employment related purposes.
- 2) You authorize ongoing procurement of any records or information, reports, and records at any time during your employment to the extent allowed by law.
- 3) You authorize the use of a fax or photocopy of this authorization as having the same authority as the original.
- 4) You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish EMPLOYER NAME and/or Trak-1 with any and all background information in their possession regarding you for these stated employment purposes.
- 5) You understand and agree that in connection with your employment your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process.
- 6) You have read and fully understand the foregoing disclosure and this authorization.
- 7) You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- 8) You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

Customer Signature: _____ Date: _____

Check this box if you are a Minnesota, Oklahoma, or California applicant, and you would like to receive a copy of your consumer report, if one is obtained. For **California** applicants only: a copy of your report will be sent to you by the above-referenced employer within three business days beginning on the date of receipt by the employer. For **Minnesota** applicants only: the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer. For **Oklahoma** applicants only: the consumer reporting agency shall furnish a copy of your consumer report.

CALIFORNIA APPLICANTS: Pursuant to § 1786.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone, or with another person of your choice, provided that this additional person furnishes proper identification. California Civil Code section 1786.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

MAINE APPLICANTS: Pursuant to Maine state law, § 1317(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer.

Questions for Determining U. S. Work Authorization

Signature: _____ Date: _____

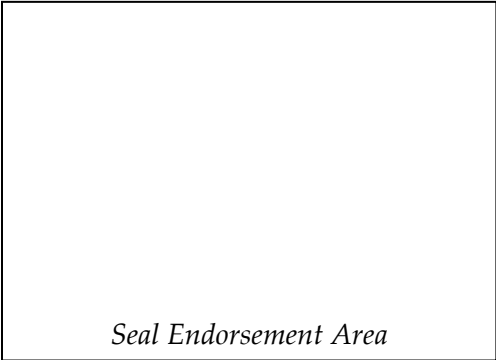
Printed Name: _____

Sworn to and subscribed before me this

_____ day of _____, _____

Notary Public, State of _____

My commission expires _____



1. Without specifying a particular category, are you eligible for employment in the U. S. by virtue of being one of the following: YES NO (Please answer questions 4 and 5)
 - U. S. Citizen
 - Permanent Resident (please answer question 2)
 - Asylee or Refugee (please answer question 3)
 - Lawful temporary resident under one of the amnesty programs? (please answer question 3)

2. *If you answered Permanent Resident – please share the time frame and the process by which you were able to obtain your status.*

3. *Asylee or Refugee, or Lawful temporary resident – please explain the type of VISA you are currently working under, who is the holder of that visa, when it was obtained and when does it will expire.*

Statement of Intellectual Integrity of Board of Ordained Ministry

North Georgia Conference – BOM approved – October 8, 2009

I have read the statement regarding plagiarism below and certify that none of the work that I have submitted to the Board of Ordained Ministry this year is plagiarized. I understand that the consequence of plagiarism in my paperwork would be deferral with deficiencies or such other action as the Board deems appropriate.

Signature: _____ Date: _____

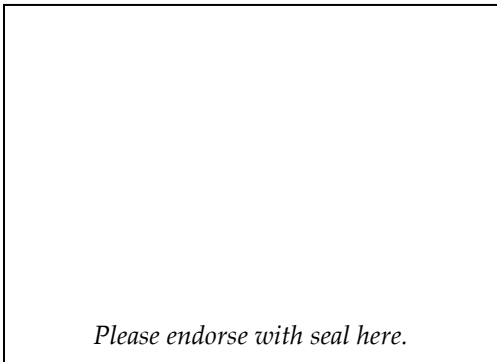
Printed Name: _____

Sworn to and subscribed before me this

_____ day of _____, _____

Notary Public, State of _____

My commission expires _____



From www.plagiarism.com

People think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense. According to the Merriam-Webster Online Dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. But can words and ideas really be stolen? According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All the following are considered plagiarism:

- turning in someone else's work as your own
- copying sentences or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by correctly citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.

Candidate Personal Income and Expenses Statement

At the candidate’s discretion, this information may be used to address a credit score that is around 640, the minimum requirement. If you would like this form as an excel chart with preformatted fields, ask CCE to email you the worksheet or download it from the [CCE website](#).

Assets	Candidate	Spouse	Total
<i>Cash</i>			
<i>Investments</i>			
<i>Cash Value of Life Insurance</i>			
<i>Retirement Funds</i>			
<i>Home</i>			
<i>Automobiles</i>			
<i>Furnishings</i>			
<i>Other Assets</i>			
Total Assets			

Liabilities	Candidate	Spouse	Total
<i>Mortgage</i>			
<i>2nd Mortgage/HELOC</i>			
<i>Auto Loan</i>			
<i>Credit Cards</i>			
<i>Other Liabilities</i>			
Total Liabilities			
Net Worth			

Candidate’s Signature _____

Spouse’s Signature _____

Chart continues onto the next page.

Income	Candidate	Spouse	Total
			Salary (<i>Net</i>)
			Other Income
			Investment Income
			Commissions
			Housing Allowance

Total Income

Expenses	Candidate	Spouse	Total
			Mortgage (<i>including insurance & taxes</i>)
			2nd Mort/HELOC (<i>min</i>)
			Home Maintenance
			Rent (<i>including renters' insurance</i>)
			Utilities (<i>water/power/gas/internet/TV-subscriptions/cable/cell and/or home phone/trash</i>)
			Auto Loan
			Auto Insurance
			Auto Maintenance
			Gasoline
			Dependent Care
			Groceries
			Credit Card (<i>min</i>)
			Medical (<i>copays/deductibles</i>)
			Entertainment
			Miscellaneous
			Student Loan Payment
			Charitable Contributions
			Personal Savings

Total Expenses

Surplus/(deficit)

Candidate Credit Evaluation

	Total Minimum Payments (<i>enter the amount from the combine Total Expenses line above</i>)
	Total Net Income (<i>enter the amount form the combine Total Income line above</i>)
	% of Net Income committed to minimum debt payments (<i>Total Payments divided by Total Income, then move the decimal to the right two places for the %</i>)
	Debt Safety Ratio (<i>Using the previous number – minus it from 100 and that gives You the safety ratio or the amount of your income not committed</i>)

Directions for obtaining a Credit Report your Credit Report

Go to: <https://www.myfico.com/>

The screenshot shows the myFICO website's pricing page. At the top, there is a navigation bar with 'myFICO', 'How It Works', 'Pricing', 'Education', 'Community', 'Support', and a 'Log In' button. The main heading is 'Your FICO Score, from FICO' with a subtext '90% of top lenders use FICO® Scores—do you know yours? Choose your plan.' Below this are three plan cards: 'BASIC' (circled in red), 'ADVANCED', and 'PREMIER'. Each card lists features like 'FICO Scores', 'Credit reports', and 'Identity monitoring' with checkmarks. The Basic plan is priced at \$19.95/month, Advanced at \$29.95/month, and Premier at \$39.95/month. A large red arrow points to the 'Start Plan' button of the Basic plan.

Select the **Basic Option** by clicking “**Start Plan.**”

The screenshot shows the 'Sign up for myFICO' form. It includes a 'Log in now.' link for existing members. The form has fields for 'Enter your Email' and 'Create a Password'. A checkbox is checked, indicating agreement to receive special offers. A blue 'Continue' button is at the bottom. Below the button, there is a disclaimer: 'By providing your email, you are agreeing to myFICO.com's Terms of Use and Privacy Policy.' The Norton logo is visible at the bottom.

Create your user ID and Password – and decide if you want to receive special offers (if no uncheck the box). Once you use myFICO for your first report it will maintain a record of your USER information. This allows you to easily return and download a new report as needed for DCOM or BOM. If you forget your USER ID, you will be able to use your SS# to request an email reset. Typically, the USER ID is your email, so use an account that will continue to be valid!

FIRST TIME USERS: Enter your information to create your account and [Continue to Billing Info](#):

1 Personal Info 2 Payment Method 3 Review & Confirm 4 Identity Verification

Enter your Personal Information

First Name M.I. Last Name Suffix
Select ▼

Date of Birth
MM/DD/YYYY Social Security # ? Gender
Select ▼

Street Address Zip Code
Enter zip for city and state

City & State Phone Number

[Continue to Billing Info](#) Need help? [Call 1-800-319-4433](tel:1-800-319-4433)

myFICO Dashboard Alerts Scores Reports More ▼

Dashboard

Do you need ongoing access to your FICO® Scores and credit reports?


FICO Advanced

- ✓ 3-Bureau FICO® Scores and credit report updates available every quarter
- ✓ 3-Bureau credit monitoring with FICO® Score alerts²
- ✓ Identity theft monitoring, alerts and dark web surveillance
- ✓ Fraud resolution and up to \$1 million identity theft insurance³

\$29⁹⁵/month¹

[Start Plan](#)

[Buy A One-Time Report](#)



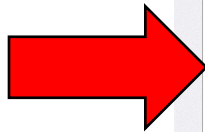
Prepare for your credit goals

Get the right score for your credit goal, including your FICO Scores used for mortgages, auto loans, and credit cards.

¹ IMPORTANT INFORMATION: Your subscription automatically renews monthly at \$29.95, unless you cancel. You may cancel at any time, however, refunds are not available. All subscriptions include a FICO® Score 8, and may include additional FICO® Score versions. Your lender or insurer may use a different FICO® Score than the versions you receive from myFICO, or another type of credit score altogether. [Learn more](#)

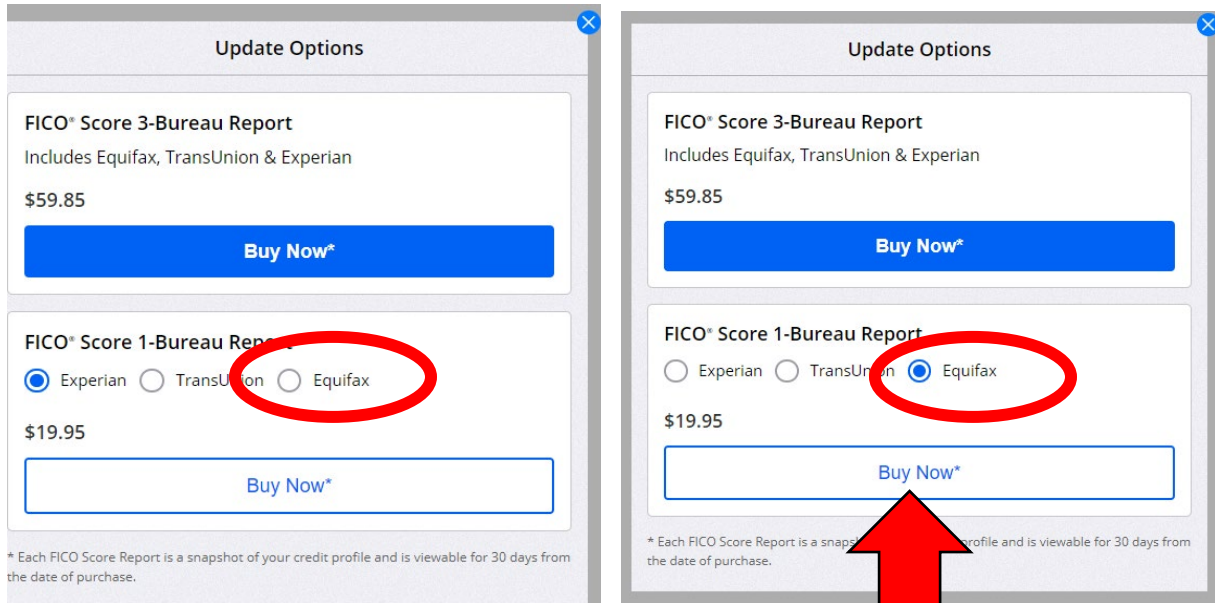
² Not all credit report data or transactions are monitored. Monitored credit report data, monitored credit report data change alerts, FICO® Score updates, FICO® Score alerts, monitored transactions, and alert triggers, timing and frequencies vary by credit bureau. Other limitations apply. [Learn more](#)

³ The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions. [Review the Summary of Benefits](#)



Select **BUY A ONE-TIME REPORT**, you do not need to start a monthly plan.

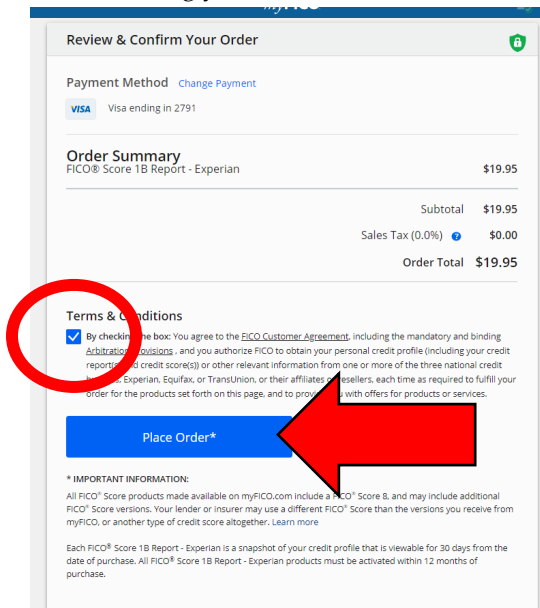
Select the second option: **1-Bureau Report** – the default is Experian, but select Equifax



Select Equifax and Click **BUY NOW**

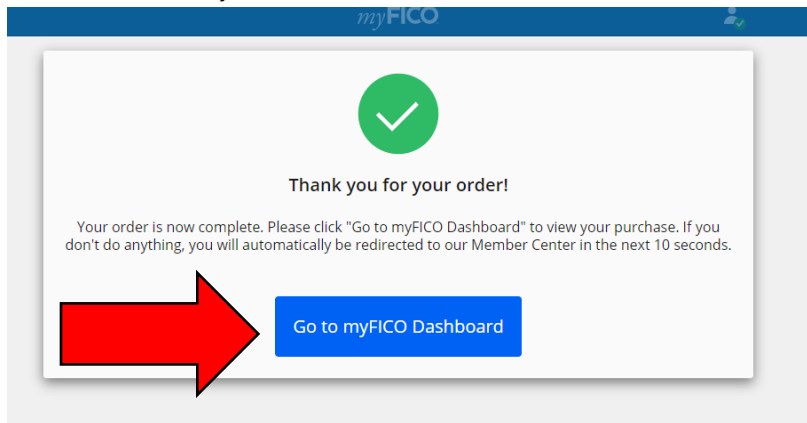
A Screen will appear asking for your credit card information to process the payment request. Make sure you are only purchasing a one-time report for \$19.95; you are not purchasing a monthly monitoring plan or three reports.

After entering your credit card information and submitting, you'll have this review screen



before your actual purchase. You must click the box and then click **Place Order**. A screen that says “**Processing**” will appear, do not refresh, just wait!

The following screen will appear once your order has completed.
Click on "Go to myFICO Dashboard"



THIS IS YOUR DASHBOARD

To print your report, click on FICO SCORE 1B Report, Equifax.

Credit Report

The screenshot shows the FICO Report - EQUIFAX interface. At the top right, it says "Your FICO® Reports from December 15, 2020:". Below this, there are links for "FICO® Score Simulator" and "Print". The main content area is titled "FICO® Report - EQUIFAX" and "December 15, 2020 | [Redacted] FICO® Score 8: 792". A navigation bar contains nine tabs: "FICO® Score Summary" (1), "Understanding Your Score" (2), "How Lenders See You" (3), "Credit At-A-Glance" (4), "Accounts" (5), "Inquiries" (6), "Collections" (7), "Public Records" (8), and "Credit Report" (9). Below the navigation bar, the "FICO® Score 8 Summary" is displayed, featuring a large "792" and the text "FICO® Score 8 based on Equifax data as of December 15, 2020". To the right of the score, there is a text box explaining that the FICO® Score considers both positive and negative information in the credit report. A large red arrow points from the "Print" icon in the top right towards the "FICO® Score 8 Summary" section.

Your report will open, and you'll need to click the PRINT icon.

After clicking print a new will open for the print menu.

The screenshot shows the print menu for the FICO Score 8 Summary. The print menu is on the right side of the page, titled "Print" and "13 pages". It includes options for "Destination" (Save as PDF), "Pages" (All), and "Layout" (Portrait). Below these options is a "More settings" dropdown. The main content area on the left shows the "myFICO" logo, the date "December 15, 2020", and the "FICO® Score 8 Summary". The score "792" is prominently displayed, along with the text "FICO® Score 8 based on Equifax data as of December 15, 2020". Below the score, it states "Your FICO® Score is Very Good" and includes a credit score scale from POOR to EXCEPTIONAL. A text box explains that the score is above the average of U.S. consumers and demonstrates to lenders that the user is a very dependable borrower. Below this, there are four sections: "Payment history" (Exceptional), "Amount of debt" (Very Good), "Length of credit history" (Very Good), and "Amount of new credit" (Very Good).

Select your printer option, or you may opt to save a PDF Document from this window. After printing or saving your report close the window and return to the Dashboard.

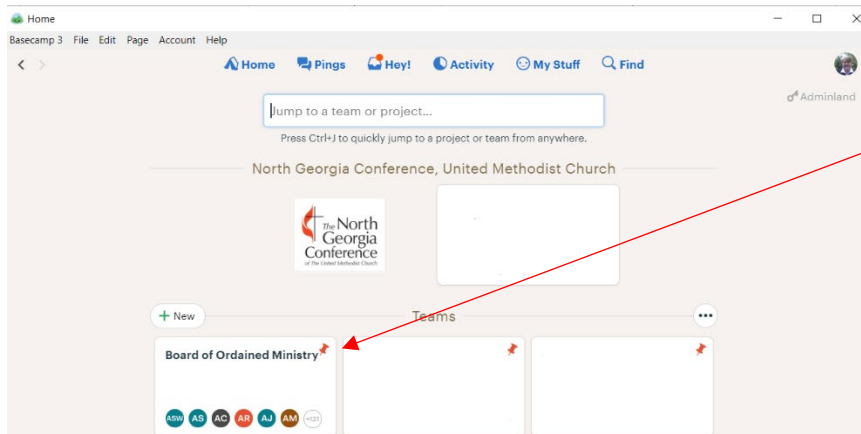
For security, hover over your name on the Dashboard, in the upper right-hand corner and click, then a small drop-down menu will appear, and you can LOG OUT.

The screenshot shows the myFICO Dashboard navigation bar. It includes the myFICO logo, a "Dashboard" button, and a menu with "Alerts", "Scores", "Reports", "Simulator", and "More". On the right side, there is a "Try E" button, a user name "NAME", and a dropdown arrow. Below the navigation bar, the word "Dashboard" is displayed on the left, and "Your subscription" is displayed on the right.

Instructions to Upload your Worship Video

Basecamp Instruction

You will receive an invitation to join the Basecamp – Board of Ordained Ministry group. Your invitation will be sent to your ngumc.net email address. The Center for Clergy Excellence will send the invite after October 1st to all recommended candidates. Following the directions from the email you can download the app or use Basecamp on the web. Your home page will be like the images below.

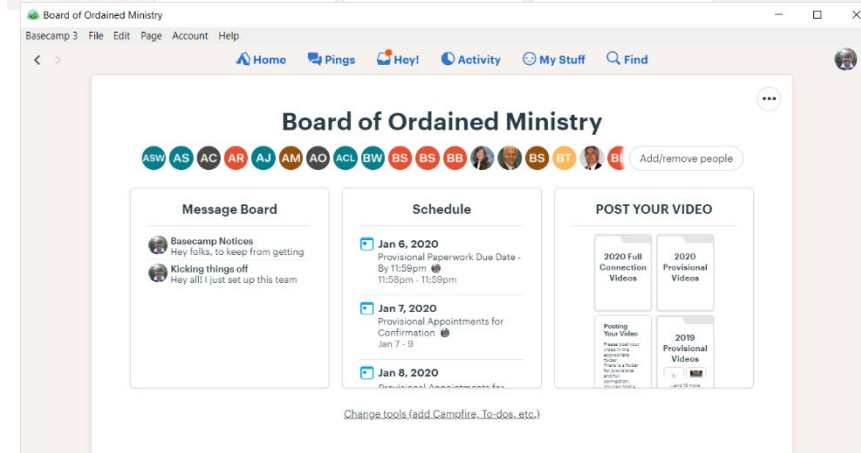


You will be asked to create your profile for the account.

Then click on the **Board of Ordained Ministry** Team.

The window below will open.

All BOM members are already members of this group, and all associate membership candidates will be added to the group.



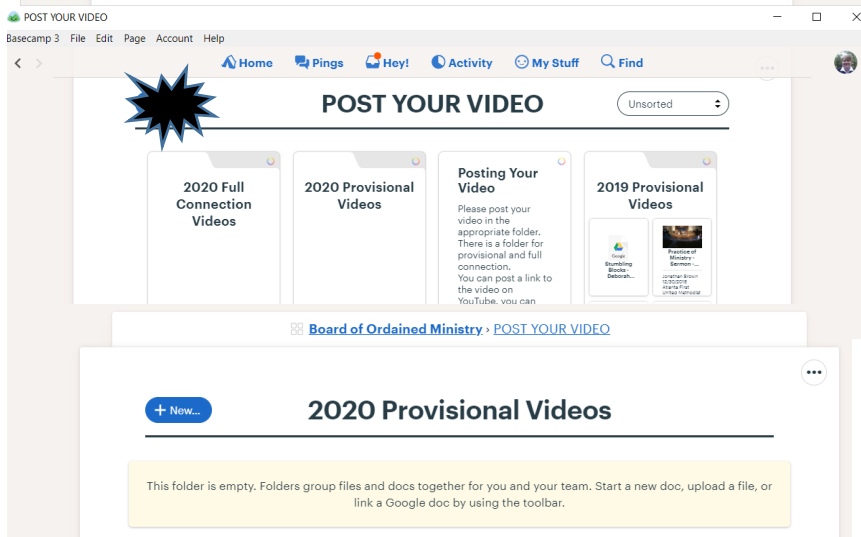
The **Message Board**, this is where CCE and BOM will post notes for the group.

Schedule is the calendar; you'll see the upcoming events.

Finally, the last column is where you will post your video: **POST YOUR VIDEO** folder.

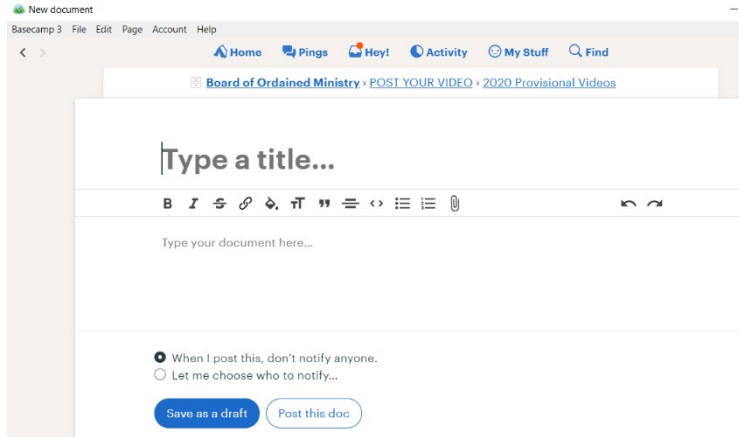
Click on Post Your Video

Select the appropriate folder (Associate Membership).



After you are in the **CORRECT FOLDER** then click the **BLUE NEW** button.

There will be several options but use "Start a new document."



Start a new document: Your name should be the title. In the text area, put the name of your sermon, the date it was preached and the Scripture. You can then add your link to where it is located on YouTube, your church website, or a link to your Google Drive. Click Post this doc. If providing a link to your Google Drive make sure your settings allow anyone who has the link to view.

While importing is an option, the BOM requests you provide a link and that you do not import your video.

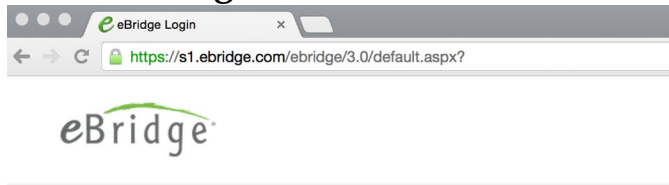
Instructions to Upload Written Work

eBridge is the online platform where you will post all written materials as **PDF documents**. Worship Videos are posted to Basecamp not eBridge. All written materials that are a part of your sermon are posted in eBridge only. The directions, including screen snap shots are included to assist in correctly posting your materials. CCE will issue user names and passwords for eBridge after October 1st. Contact CCE to request a password reset or if you have misplaced your user ID information you can email the office at clergyexcellence@ngumc.org or call 678.533.1369 for assistance.

Candidates are required to upload all written work, and All forms and required documents to eBridge.

Below are the directions for submitting written work, forms, and required documents. eBridge works most effectively with **Microsoft Edge**, it will work in other browser but all the features function correctly in Edge.

Go to: eBridge.com



User Name

Password

[Forgot user name or password?](#)

File Cabinet

You have been/will be assigned a User Name and Password by CCE. Your assigned Password is case sensitive, and you will be prompted to immediately change your password when you login the first time.

The third field is the File Cabinet – default is: NGUMC Ministry (please note there is a required space between NGUMC and Ministry)

User Name

Password

[Forgot user name or password?](#)

File Cabinet

Input your credentials and click the Green **Log In** button

The following screen will appear requiring you to update your password. Please change this to something you can remember and make a note of the password, as it can only be reset by calling CCE.

Your password has expired. You must change your password now.

MINISTERIALSERVICES@... User Information

User Information Please provide the users first name, last name, email address, username, and password all of which are required for the use of eBridge.

<p>Viewer Options</p> <p>Search Options</p>	<p>Personal Information</p> <p>First Name <input type="text" value="Michelle"/> <small>Users first name. *Required</small></p> <p>Last Name <input type="text" value="Candidate"/> <small>Users last name. *Required</small></p> <p>Email Address <input type="text" value="mlevan@ngumc.org"/> <small>Enter a valid email address. *Required</small></p>	<p>Login Credentials</p> <p>Username <input type="text" value="MINISTERIALSERVICES@NGUMC"/> <small>Must be 4 to 25 characters; not case sensitive. *Required</small></p> <p>Old Password <input type="password" value="*****"/> <small>Enter your current password. *Required if changing password</small></p> <p>New Password <input type="password" value="*****"/> <small>Must be 6 to 25 characters; case sensitive. *Required</small></p> <p>Confirm New Password <input type="password" value="*****"/> <small>Retype your password. *Required</small></p> <p>Time Zone</p> <p>(UTC-05.00) Eastern Standard Time v</p>
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Enter your OLD Password (even though it defaults to ** it is not the correct password), then a new Password, and Confirm the New Password, then click SAVE. You will automatically be directed to the Home Screen. After your first login and changing of your password you will also default to the Home Screen upon login.

The Home Screen

The screenshot shows the eBridge home screen. At the top, there is a blue navigation bar with buttons for 'Retrieve', 'Import', 'Account', and 'Support'. The 'Import' button is highlighted with a red arrow. To the right of the navigation bar, it says 'Home | Log out' and 'NGUMC MINISTRY'. Below the navigation bar, there is a 'Welcome' message for 'MINISTERIAL SERVICES@NGUMC' and a 'Last login' timestamp. On the left side, there is a 'Page Count' section showing 'Monthly' as 159 and 'Total' as 414,400. Below that is a 'Support' section with a phone number '1-813-387-3870' and links for 'Tools and Downloads' and 'User Manual'. The main content area is titled 'News' and contains three articles: 'eBridge Web PDF Viewer Update', 'eBridge now has Workflow!', and 'April Webinar Schedule'. Each article has a 'more' link. At the bottom of the news section, there is a 'Microsoft XP Users' notice.

In the **BLUE BAR** – Click on **IMPORT**

This is where you will begin the process of uploading your documents.

The screenshot shows the 'Import File' form. At the top, there is a blue header with a plus icon and the text 'Import File'. Below the header is a file selection area with a text input field and a 'Browse...' button. The form contains several dropdown menus: 'Person' (Michelle Candidate), 'District' (Gainesville), 'Clergy Status' (Certified Candidate), 'Document Type', 'Date' (2016), and 'Confidential' (BOM). There is also a text input field for 'Document Name'. At the bottom of the form is a green 'Import' button.

Several of these fields will be auto filled based on your user information, if something is incorrect, please contact CCE to update the information.

PLEASE READ BEFORE YOU START UPLOADING!!!

Please note under **Document Type** that each item you upload should match with the appropriate section of the checklist.

- Called and Discipline Life (you will have 3 individual documents for this section: autobiography, questions, and forms. Your Trak-1 report, and psychological assessment will be posted by CCE or your District Office. If your medical report is sent directly to CCE it will be posted for you).
- Theology and Doctrine (Questions)
- Practice of Ministry (Questions and Sermon: only written documents. Sermon Videos should be posted to Basecamp).
- Leadership Development (Questions)

- Other Materials. At the beginning of your scheduled appointment your access to import and view your materials will be deactivated. The CCE will scan and upload your reference letters and transcripts as they are received, but you are required to request those and provide the appropriate form to your references. You cannot see this section in the search option on eBridge.

Checklist: The signed checklist (pages 7-8) will be emailed to you once your file is checked by CCE and deemed completed during your appointment time.

Before beginning the importing process, make sure you know where all your electronic files are located and that they are the **final product**. All documents must be in a PDF file format to upload to eBridge, no other formats are acceptable. You do not have access to delete a file once it is posted. You'll need to contact CCE if you need a file deleted after posting.

Import File

Browse for a file
or drag and drop one here

Person: Michelle Candidate

District: Central West

Clergy Status: Certified Candidate

Document Type: [empty]

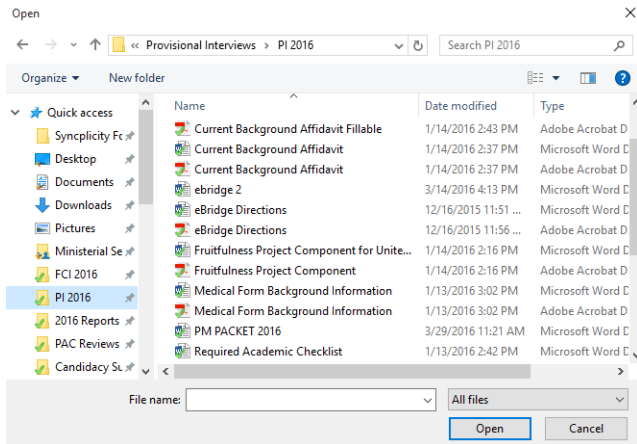
Date: 2023

Confidential: BOM

Document Name: [empty]

Import

Begin by Clicking on the “Browse for a file” button – your file browser will open so you can select the documents to upload one at a time.



Select your file and click open from your file selection window. Please convert everything to a PDF prior to uploading, document formats other than PDF cannot be opened from within eBridge.

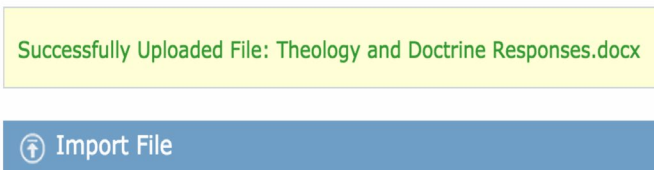
Verify the correct document is selected, choose the appropriate document type (CD/TD/PM/LD – click on the down arrow for options), name your document (keep it simple and don't include your name), and then click IMPORT (large green button)

↑ Import File

X
 Autobio.pdf

Person	<input type="text" value="Michelle Candidate"/>
District	<input type="text" value="Central West"/>
Clergy Status	<input type="text" value="Certified Candidate"/>
Document Type	<input type="text" value="Called and Disciplined Life"/>
Date	<input type="text" value="2023"/>
Confidential	<input type="text" value="BOM"/>
Document Name	<input type="text" value="Autobiographical Statement"/>

You will receive a confirmation message on Screen:



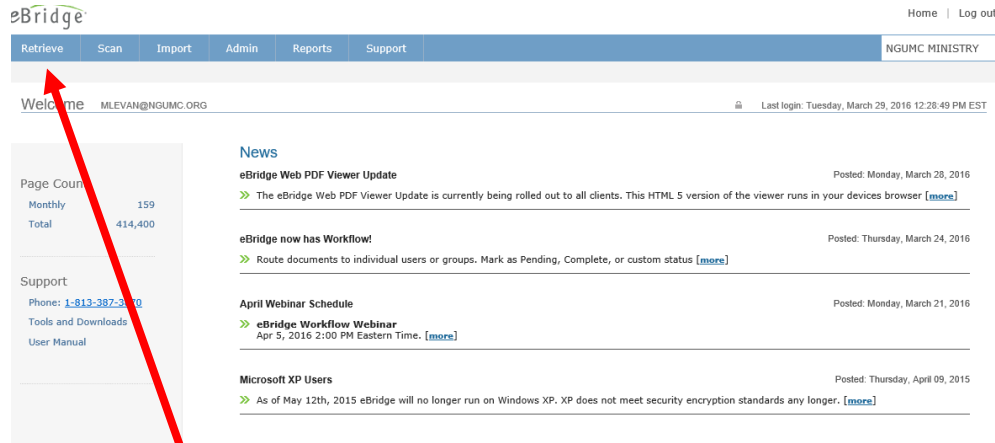
REPEAT this process for each document. Make sure to select the appropriate **Document Type** each time and edit the **Document Name** field for each item.

Several of the field will auto-fill after you import, double check Document Type and Document Name before each Import. If you need to alter or delete a document after importing, email or call CCE, they will be able to assist you with this process, you do not have edit or delete access.

Verify you have Uploaded Everything.

The program and viewing process works best if you are using Microsoft Edge or Safari on the Mac. The program does not always work correctly on the iPad. If you have questions direct those to CCE.

From the Home Screen



Click on **Retrieve** in the **BLUE TOOL Bar**

Your information will auto load, don't add anything or select a document type, just click the **GREEN Search** Button. This will reveal all the documents related to your name that you have uploaded.

The following screen appears.

The screenshot shows the eBridge interface with a navigation bar and a table of documents. The navigation bar includes 'Retrieve', 'Scan', 'Import', 'Admin', 'Reports', and 'Support'. Below it are options for 'Search', 'Merge', 'Zip', 'PDF', 'Edit', and 'Email'. The table has columns for 'VIEW', 'Person', 'District', 'Clergy Status', 'Document Type', 'Date', 'Confidential', and 'Document Name'.

	VIEW	Person	District	Clergy Status	Document Type	Date	Confidential	Document Name
1		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Practice of Ministry	BOM 2022	BOM	PM Questions
2		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Practice of Ministry	BOM 2022	BOM	Sermon Materials
3		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Leadership Development	BOM 2022	BOM	Leadership Development
4		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Called and Disciplined Life	BOM 2022	BOM	Background Check
5		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Called and Disciplined Life	BOM 2022	BOM	Medical Report
6		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Called and Disciplined Life	BOM 2022	BOM	Forms and Documents
7		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Called and Disciplined Life	BOM 2022	BOM	Autobiographical Statement
8		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Called and Disciplined Life	BOM 2022	BOM	C&D Questions

This will show each uploaded document. eBridge will not alter your documents, thus if you uploaded the correct file that is what will be available to BOM. Please double check your documents before uploading, especially if you have combined several documents into one PDF.

Options for reviewing your file

The screenshot shows the eBridge interface with a navigation bar and a table of documents. The 'VIEW' column header is circled in red. The table has columns for 'VIEW', 'Person', 'District', 'Clergy Status', and 'Document Type'.

	VIEW	Person	District	Clergy Status	Document Type
1		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Practice of Ministry
2		Hannah Stephanie 104659	Central West	Part Time Local Pastor	Practice of Ministry

VIEW: Click on the icon to the left of the name of your person and this will open a window from which you can read the file. eBridge Viewer software will ask to download to your computer, you must install the viewer before you can view the files. It will take a couple seconds for the eBridge Viewer to launch after you install the software, and then you'll be able to see/read the document. After installing the viewer the other documents should launch without having to restall the software.