

TO: Candidates for Provisional Membership
FROM: Julie Boone, BOM Chair
Alice Rogers, Director, The Center for Clergy Excellence
RE: Provisional Membership Materials and Interview Process
DATE: April 19, 2024

Congratulations on responding to your call to ministry in the North Georgia Conference of The United Methodist Church! This packet will provide information and resources as you prepare for Provisional Membership.

You must first receive a recommendation for Provisional Interviews from your District Committee on Ministry (DCOM). The Center of Clergy Excellence and the Board of Ordained Ministry (BOM) work closely with each DCOM. Together, we will work with those recommended to secure materials, confirm the receipt of materials, and schedule your interview. DCOM is your starting place, and they will help you prepare to be successful with the BOM.

You need to mark your calendars now with these important dates:

- The Provisional Prep Seminar will be held at Decatur First United Methodist Church on May 21, 2024, from 10:30 a.m. to 12:30 p.m. This is an opportunity to hear presentations to help you prepare to complete the required materials and interview. BOM members will review this packet, answer questions, and highlight helpful details. This will also allow you to meet the CCE staff and BOM members you will work with within the coming months. [Register Now.](#)
- The Board of Ordained Ministry interviews for recommended candidates will be held February 17-18, 2025. For now, you should reserve both of those days in their entirety. Closer to the interview dates, you will be assigned a specific day and time on which you should be present.

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 all required sections and questions. 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 in each section and that you have fully completed each part and all the questions. Incomplete documents will prevent you from being eligible for an interview.

You will submit all your written materials online via eBridge and Basecamp no later than January 5, 2025, at 11:59 p.m. Some Called and Disciplined Life items requiring uploading to eBridge by November 15, 2024. Additionally, transcripts and reference letters are due by December 1, 2024. You can select an [appointment between January 6th and January 7th, 2025](#), to review and confirm receipt of all your materials with CCE. All your materials must be submitted by 11:59 p.m. on the due date. There are no exceptions, and your file will be considered incomplete if everything isn't posted by 11:59 p.m. on January 5, 2025. You cannot submit paper copies; you must submit all materials online following the appropriate directions. You will receive a call from the CCE at the time of your scheduled appointment. They will walk through your file with you, confirm receipt of your materials, and email you a follow-up confirmation regarding your file's status and eligibility for the interview. You can access the registration link to make an appointment by visiting the CCE website. You will see a link to the [2025 Provisional Membership Material Submission Registration](#) on the Center for Clergy Excellence page. If you have questions about the reservation process or the submission of materials, feel free to contact CCE by email at clergyexcellence@ngumc.org or by phone at 678.533.1369 for assistance.

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 ordination. If we can assist you, please feel free to contact us, Julie Boone, BOM Chair, at 770.429.7800 or the Center for Clergy Excellence at 678.533.1369 or clergyexcellence@ngumc.org. We look forward to serving with you as colleagues in the ministry.

Again, read the packet entirely, follow all the instructions, and carefully examine the details. Ask someone to review your materials before the deadline so you have ample time to make corrections. Most importantly, **submit your very best work**. We look forward to seeing you in February.

WHAT CAN I EXPECT TO HAPPEN AT THE INTERVIEWS?

The United Methodist Church, through the Board of Ordained Ministry, provides support for persons responding to God's call to the full-time vocation of ministry through the discernment process of candidacy, mentoring, financial support with Ministerial Education Funds while in seminary or Course of Study, and Provisional Residency groups for Provisional Members.

The Board is also charged with responsibility for upholding the standards and requirements for ordained ministry in The United Methodist Church by confirming that required academic course work is completed and written answers and verbal responses to the questions for

provisional membership and ordination are answered in ways that demonstrate competency and authentic calling to ordained ministry.

Requirements for Commissioning and Ordination

Successful candidates for Provisional Membership must demonstrate **“fitness and readiness”** for the vocation of ordained ministry in Theology and Doctrine, Practice of Ministry, Called and Disciplined Life, and Leadership Development.

Successful candidates for Full Connection and Ordination must demonstrate “effectiveness” in their Theology and Doctrine, Practice of Ministry, Called and Disciplined Life, and Leadership Development.

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. Additionally, a specialty team meets with candidates who self-defer, change orders, require endorsements, and have other various reasons requiring approval from the Board of Ordained Ministry.

Location of Interviews and Overnight Lodging

The interview venue will be determined during the fall of 2024. The interview schedule begins with lunch and ends in the late afternoon. If you live out of state or a significant distance from the interview venue, the BOM will provide accommodations for you. All candidates should plan their travel time accordingly to account for unpredictable traffic, as you want to arrive on time for your interview.

Evaluation of Interview Materials

Candidates must 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 and reflect 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 interviews 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 advocating 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. On the day of the interview, each candidate will be assigned a “Host,” who will escort the candidate to the interview, sit with the candidate, and fully observe the interview process. The Host will not read any material submitted by the candidate and is genuinely a non-biased observer in the interview. If candidates experience any difficulty accessing their presenters, please notify the Center for Clergy Excellence immediately.

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 by their Host 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.

Categories of Responses from the Board of Ordained Ministry

There are three categories of responses that you can expect at the end of the day: Approved, deferred due to deficiencies, or denied (provisional candidates).

- **Approved for Recommendation to Executive Session:** Provisional candidates who have met all requirements and passed all four committees are approved for recommendation to the Executive Session. Full Connection Candidates who have met all the requirements and passed all four committees are recommended for ordination and election into full connection.
- **Deferred Due to Deficiencies:** Each year, the Board has to say, “Not yet,” to some candidates. Candidates who are 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 Board of Ordained Ministry.
- **Denied:** Occasionally, the BOM has to say to a candidate, “We believe you are called to ministry, but not to ministry as a deacon or elder 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 a variety of ways as clergy and laity. In the circumstance of denial, candidates can expect some follow-up assistance and care from the conference through BOM, the District Superintendent, and the local church.

We strongly suggest that candidates, family, friends, co-workers, and church members wait until after the interviews before making plans or issuing invitations to attend the service of licensing, commissioning, and ordination at Annual Conference.

2025 PROVISIONAL MEMBERSHIP PACKET CONTENT

- Pages 7-8** **Provisional Membership Checklist**
- Pages 9-26** **The Called & Disciplined Life – Due November 15, 2024**
PART I: Autobiographical Statement (page 9)
PART II: Forms and Documents Directions (pages 9-11).
Required Forms (pages 12-26): Georgia Consent Form (12), Disclosure and Authorization to Obtain Consumer Report (13-14), Background Affidavit (15), Plagiarism Statement (16), Questions for Determining US Work Authorization (17-18), Medical Report (19-24), Personal Income & Expense Statement (25-26), Credit Report (directions 46-50) and Psychological Evaluation. Each form is also available on the [CCE website](#).
- Pages 27-31** **Required Materials Due December 1, 2024**
Academic Transcripts (page 27)
Directions for letters of Reference and Recommendations (page 27)
Letters of Reference/Recommendation Forms (pages 28-31)
- Pages 32-42** **Required Materials Due January 5, 2025**
- Pages 32-33** **The Called & Disciplined Life**
PART III: 13 Questions on Called and Disciplined Life (pages 32-33)
- Page 34** **Theology & Doctrine**
11 Questions on Theology and Doctrine (page 34)
- Pages 35-40** **The Practice of Ministry**
PART I: 8 Questions on Practice of Ministry (page 35)
PART II: Sermon (pages 36-38)
PART II: Deacon only Ministry Video Project option (pages 39-40)
The background information sheets for the sermon and the Deacon project can be downloaded from the CCE website as a Word document.
- Pages 41-42** **Leadership Development**
PART I: 6 Leadership Questions (page 41)
PART II: Leadership Development Plan (page 42) *The leadership plan template is a Word document that can be downloaded from the CCE website.*
- Pages 43-44** **Resource Materials:** *(resource lists are provided for you on pages 43-44)*
- Page 45** **Required Academic Courses** *(this document is for you; it does not need to be submitted)*
- Pages 46-50** **Directions for obtaining your Credit Report via MyFico**
- Pages 51-59** **Directions for using Basecamp and eBridge**

2025 PROVISIONAL MEMBERSHIP CHECKLIST

CALLED AND DISCIPLINED LIFE – these materials are due 11/15/2024!

_____ PART I: Current Autobiography Statement (Post to eBridge)

_____ PART II: Forms and Documents

Please post the following items as ONE document to eBridge

_____ Background Affidavit (notarized – page 15)

_____ Plagiarism Statement (notarized – page 16)

_____ Questions for Determining U.S. Work Authorization (notarized – pages 17-18)

_____ Medical Report (pages 19-24)

_____ Credit Report (*Personal Expense/Income Statement-if needed – pages 25-26*)

Your district office or CCE will post the following items to eBridge.

_____ Georgia Consent Form (*submit to your district office by August 1, 2024 – pages 12*)

_____ Authorization to Obtain a Consumer Report via Trak-1 (*submit to your district office by August 1, 2024 – pages 13-14*)

_____ Psychological Evaluation (*less than four years old*)

OTHER REQUIRED MATERIALS – these materials are due 12/1/2024.

These materials will not be posted to eBridge by the candidate but should be emailed or mailed directly to the Center for Clergy Excellence for posting.

Transcripts (pages 27)

Official Transcripts are sealed original or electronic documents sent directly from the institution to CCE. Please see the complete list of required seminary courses as listed in The Book of Discipline ¶324.4a. A description of the courses and checklist can be found on page 45.

_____ College (from each school attended)

_____ Graduate School (non-seminary)

_____ Seminary

Reference Letters (pages 27-31)

At least two (2) letters of reference from the following list (*pages 28-29*)

_____ District Superintendent (*required, page 28*)

_____ Senior Pastor of local church: (*required if you are appointed or serving on staff, page 29*)

_____ SPRC Chairperson: (*required if you are serving under appointment, page 29*)

_____ Senior Pastor of your local church where you are a member (*page 29*)

_____ Supervisor: (*if you are working or serving in a site other than a local church, page 29*)

_____ If unemployed: (*someone other than a family member who knows you well, page 29*)

Two (2) Seminary Recommendations (*pages 30-31*)

_____ Faculty Advisor or Faculty Member of your seminary

(Ask the faculty member who is most familiar with you academically)

_____ Field Education/Supervised Ministry/Contextual Education experience

(The formal evaluations completed during your field ministry experience)

2025 PROVISIONAL MEMBERSHIP CHECKLIST CONTINUED

The following items are due by January 5th.

CALLED AND DISCIPLINED LIFE

_____PART III: Respond to 13 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 I: Respond to 8 questions on Practice of Ministry (Post to eBridge)

Option 1: Elder or Deacon

_____PART II: 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 (Posted to Basecamp)

Option 2: Deacon Track only

_____PART II: Ministry Video Project (Deacon ONLY) (Post to Basecamp)

_____Written Explanation/Reflection,

_____Background sheet

_____Handouts (Post to eBridge)

LEADERSHIP DEVELOPMENT

_____PART I: Respond to 6 Leadership Questions (Post to eBridge)

_____PART II: Leadership Development Plan (Post to eBridge)

CALLED AND DISCIPLINED LIFE– Due November 15, 2024

Deacon and Elder Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: 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 November 15, 2024, 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:** Autobiographical Statement should be 5-7 pages.

PART I: Autobiographical Statement (Due 11/15/24)

The Board uses this document to get to know you and to understand where you are in ministry and how you have come to discern and respond to your call. 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. Items you may consider including are a change in marital status, children, major illnesses, death of loved ones, or vocational changes.

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.

Based on your recent medical assessment (required medical form, see pages 19-24), 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 updated autobiographical statement, including information about how you have addressed deferment (small group/coach) and any family situations that have changed since you last interviewed.*

PART II: Forms and Documents

Print and complete each of these forms as a part of the required materials for Called and Disciplined Life. 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, Medical Report, and Credit Score. If your credit score is below 640, you must complete the personal income and expense statement and submit it with your credit report. The district will upload your Trak-1 report (background check), and CCE will upload your psychological assessment.

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 ONE PDF document no later than November 15, 2024, at 11:59 p.m.**
 - 1 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*)
 - *If the Notary Seal isn't visible on your scanned documents, lightly and gently color it with a pencil and scan again.*
 - Your district office will upload your updated Trak-1 report directly to eBridge. You must submit the Trak-1 Authorization Form and Georgia Consent Form directly to the district office no later than **August 1, 2024**, for processing.
 - CCE will upload your psychological assessment directly to eBridge.
- You have a total of two (2) documents you upload to eBridge for the 11/15 deadline:
 - (1) Autobiographical Statement,
 - (2) Required Forms (Credit Score, Background Affidavit, Plagiarism Statement, Medical Report, U.S. Work Authorization as one document).

Background Affidavit, Background Check, Georgia Consent Form

You are required to complete the Background Affidavit (page 15), request a Consumer Report (criminal background check – pages 13-14), and the Georgia Consent Form (page 12). These are THREE different documents and are all required. Complete the background affidavit form (page 16), have it witnessed by a Notary Public, and submit it as a part of your Called and Disciplined Life forms. Submit the Authorization to Obtain a Consumer Report (pages 13-14) via Trak-1 and your Georgia Consent Form (page 12) to your district office **no later than August 1, 2024**; 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. Your background check can be no older than 8/1/2024 to be accepted, and you will be responsible for paying the district for the processing fee.

Plagiarism Statement

Complete the plagiarism statement form (page 16), have it witnessed by a Notary Public, and submit it with your required forms.

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 give a full explanation of your employment authorization and submit copies of appropriate documentation (pages 17-18).

Medical Report

Complete the candidate's section of the Medical Report form and then have your personal physician or any licensed physician complete the physician's section (pages 19-24). You can submit this, or your physician can email it directly to clergyexcellence@ngumc.org or fax it to 678.533.1368.

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 between November 1-15, 2024. There are screen snapshot directions on the CCE website and on pages 46-50 to assist you with requesting the correct report. Credit scores must meet the **established minimum of 640**.

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

- Balance sheet/income statement found on pages 25-26.
- 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.
- Letter from the credit advisory task force stating they have worked with the candidate and how they view the work of the candidate towards recommendations that have been suggested.

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 as of February 1, 2025, you must schedule a re-assessment interview with Dr. Imhoff. The evaluation will become a part of your file. It will be only one piece of data used by the BOM to consider your candidacy for conference membership and ordination. We hope that your 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.

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

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 the **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 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 creditworthiness, 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 that 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 understand that these reports may include experience information and reasons for past employment termination. You also acknowledge and understand that information from various federal, state, local, and other agencies containing 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 the information required for the **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 the **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.

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)

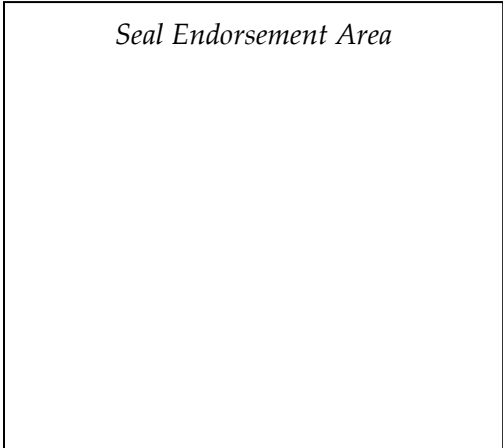
Sworn to and subscribed before me:

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

Notary Public, State of _____

My commission expires: _____

Signature (Notary)



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: _____

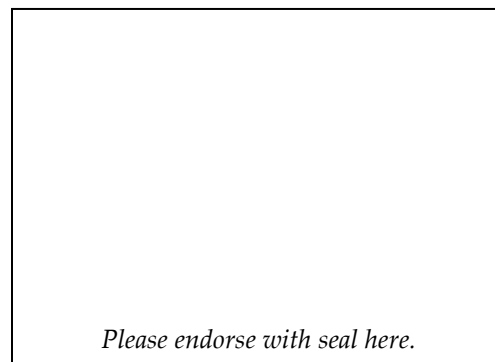
Printed Name: _____

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 of 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.

Questions for Determining U. S. Work Authorization

Candidate Name: _____

Candidate Signature: _____ **Date:** _____

Notary Signature: _____ **Date:** _____

Notary 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:
 - 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)
 - NO (Please also answer question 4)

2. *If you answered Permanent Resident, please share the time frame and process by which you obtained your status.*

3. *Asylee, refugee, or Lawful temporary resident, please explain the type of visa you are currently working under, who holds that visa, when it was obtained, and when it will expire.*

IF YOU ANSWERED "NO" TO QUESTION 1, PLEASE COMPLETE QUESTION 4

4. If your answer to Question 1 is "no," are you currently authorized to work in the U. S.? Please explain the basis for your employment authorization:



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

THE UNITED METHODIST CHURCH MEDICAL SUMMARY REPORT OF MINISTERIAL CANDIDATE Form 103

Candidate's Name: _____

To the Board of Ordained Ministry:

Please indicate here, the name/address of the board officer who will receive this report.

Name: Rev. Dr. P. Alice Rogers, BOM Registrar. clergyexcellence@ngumc.org or 678-533-1369

Address: Center for Clergy Excellence, North GA Conference of the UMC,
1700 Century Circle NE, Atlanta, GA 30345

CONSENT FOR THE RELEASE OF CONFIDENTIAL INFORMATION - COMPLETED BY CANDIDATE

Candidate Name: _____ Birth Date: _____

I hereby authorize and direct _____ (physician) to disclose to the _____ (annual conference) Board of Ordained Ministry the following information with regard to the records of _____ (candidate) for the purpose of evaluation by The United Methodist Church for entrance into ministry.

I, the undersigned, understand that I may revoke this consent at any time except to the extent that action has been taken in reliance upon it. This consent will expire sixty (60) days after the date treatment is terminated unless another date is specified.

I understand that the information requested may be disclosed from records whose confidentiality is otherwise protected by federal as well as state law. Any of the above requested information may include results of alcohol/drug (substance) abuse and/or diagnosis and treatment of psychological disorders, as well as HIV status.

To the party receiving this information: This information has been disclosed to you from records whose confidentiality is protected by federal law. Federal regulations (42 CFR Part 2) prohibit you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is not sufficient for this purpose.

Signature of Candidate

Date

Witness

Date



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General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

SUMMARY REPORT – COMPLETED BY PHYSICIAN

Comments for physician:

Complete the summary report. The United Methodist Church assumes you are completing this information based on a current physical examination of the candidate. Screening guidelines are provided for reference as needed.

This person is a candidate for ministry in The United Methodist Church. Among other requirements, this includes being able to typically work a full-time week – with periodic weeks requiring longer work hours. Those serving in ministry will encounter situations that require the ability to cope with conflict and stress. Job-related tasks range from office work and traveling from site to site to communicating with and relating to a variety of people and managing multiple tasks simultaneously, among other responsibilities.

Candidate’s Name: _____

Date of Physical Exam: _____

Check One:

Based on the physical exam I completed, this candidate appears to be healthy. I have no concerns about his/her physical fitness for ministry.

Based on the physical exam I completed, this candidate has some health concerns that are summarized below.

Summary of Concerns:



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Typical treatment(s) for this condition could potentially include (medication, surgery, lifestyle modification, intervention by specialist, frequent monitoring, etc.):

Questions to ask, or conversation that a committee might have, to address these concerns could include:



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Examining Provider: _____

Address: _____

Phone: _____

Fax: _____

Signature: _____ Date: _____

STAMP



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EXAMINATION STANDARDS*

As a part of the ministry application process, The United Methodist Church requires each candidate to “present a satisfactory certificate of good health” by a physician on the prescribed form. Disabilities are not to be construed as unfavorable health factors when a person with disability is capable of meeting the professional standards and is able to render effective service.... (*The Book of Discipline*, ¶¶ 315.6c, 324.8, 347.3, 357.7, 355.3, 368.5).

The following lists show standard screening practices to be considered in an assessment of physical health. Additionally, the physician may choose to make recommendations to the candidate as needed. While the candidate’s physician should make the final determination regarding the need for specific medical tests as related to the overall health and needs of the candidate, The United Methodist Church seeks a summary report from the physician upon completion of a physical examination of the candidate that provides an assessment of the candidate’s physical ability to perform the required work of ministry.

NOTE: DO NOT RECORD SCREENING RESULTS ON THIS FORM.

Screening

Height and weight (periodically)

Blood pressure

Alcohol and tobacco use

Depression (if appropriate follow-up is available)

Diabetes mellitus (patients with hypertension)

Dyslipidemia (total and HDL cholesterol): men ≥ 35 y; men or women ≥ 20 y who have cardiovascular risk factors; measure every 5 y if normal

Colorectal cancer screening (men and women 50-75 y)

Mammogram every 1 to 2 y for all women ≥ 40 y. Evaluation for BRCA testing in high-risk women only.

Papanicolaou test (at least every 3 y until age 65 y)

Chlamydial infection (sexually active women ≤ 25 y and older at-risk women)

Routine voluntary HIV screening (ages 13-64 y)

Bone mineral density test (women ≥ 65 y and at-risk women 60-64 y)

AAA screening (one time in men 65-75 y who have ever smoked)



Counseling—Substance Abuse

Tobacco cessation counseling

Alcohol misuse: brief behavioral counseling; alcohol abuse: referral for specialty treatment

Counseling—Diet and Exercise

Behavioral dietary counseling in patients with hyperlipidemia, risks for CHD and other diet-related chronic disease. Regular physical activity (at least 30 minutes per day most days of the week)

Intensive counseling/behavioral interventions for obese patients

AAA = abdominal aortic aneurysm; BRCA = breast cancer susceptibility gene; CHD = coronary heart disease.

* Based on recommendations from the U.S. Preventive Services Task Force.

Key Points

- The U.S. Preventive Services Task Force recommends routine periodic screening for hypertension, obesity, dyslipidemia (men ≥ 35 years), osteoporosis (women ≥ 65 years), abdominal aortic aneurysm (one-time-screening), depression, and HIV infection.
- The U.S. Preventive Services Task Force recommends routine periodic screening for colorectal cancer (persons 50-74 years of age), breast cancer (women ≥ 40 years), and cervical cancer.
- The U.S. Preventive Services Task Force recommends that all pregnant women be screened for asymptomatic bacteriuria, iron-deficiency anemia, hepatitis B virus, and syphilis.
- The U.S. Preventive Services Task Force recommends against screening for hemochromatosis; carotid artery stenosis; coronary artery disease; herpes simplex virus; or testicular, ovarian, pancreatic, or bladder cancer.
- Outside of prenatal, preconception, and newborn care, genetic testing should not be performed in unselected populations because of lower clinical validity; potential for false positives; and potential for harm, including “genetic labeling.”
- For patients for whom genetic testing may be appropriate, referral for genetic counseling should be provided before and after testing.
- A human papillomavirus vaccine series is indicated in females ages 9 through 26 years, regardless of sexual activity, for prevention of cervical cancer.
- A single dose of tetanus-diphtheria-acellular pertussis (Tdap) vaccine should be given to adults ages 19 through 64 years to replace the next tetanus-diphtheria toxoid (Td) booster.
- A zoster (shingles) vaccine is given to all patients 60 years and older regardless of history of prior shingles or varicella infection.
- Asymptomatic adults who plan to be physically active at the recommended levels do not need to consult with a physician prior to beginning exercise unless they have a specific medical question.
- Smoking status should be determined for all patients.
- Patients who want to quit smoking should be offered pharmacologic therapy in addition to counseling, including telephone quit lines.
- Routine screening is recommended to identify persons whose alcohol use puts them at risk.
- For management of alcohol abuse and dependence, referral for specialty treatment is recommended; for management of alcohol misuse, brief behavioral counseling may be useful.
- Clues for chemical dependency include unexpected behavioral changes, acute intoxication, frequent job changes, unexplained financial problems, family history of substance abuse, frequent problems with law enforcement agencies, having a partner with substance abuse, and medical sequelae of drug abuse. Condom use reduces transmission of HIV, Chlamydia, gonorrhea, Trichomonas, herpes virus, and human papillomavirus.
- It is important to ask about domestic violence when patients present with symptoms or behaviors that may be associated with abuse.
- When an abusive situation is identified, address immediate safety needs.

Candidate Personal Income and Expenses Statement

At the candidate’s discretion, this information may be used to address a credit score of around 640, which is 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>)

OTHER REQUIRED MATERIALS– Due December 1, 2024

Deacon and Elder Candidates

Official Transcripts

Please request that **official (sealed)** original transcripts from **all** colleges, seminaries, and other graduate studies be sent to the Center for Clergy Excellence no later than **December 1, 2024**. If the academic institution offers electronic transcripts, have them sent directly to CCE at clergyexcellence@ngumc.org.

Seminary Letters of Recommendation

1. Ask your Faculty Advisor or an appropriate Faculty member who knows you best at your seminary to complete this form and return it to the Center for Clergy Excellence no later than **December 1, 2024**. Again, your file must be complete by your appointment time, including the recommendation letters due December 1, 2024. (pages 30-31)
2. If you have participated in a Field Education/Supervised Ministry/Contextual Education experience during seminary, please give their office a copy of the seminary form and ask them to submit a copy of your course evaluations. This is in addition to the faculty recommendation and does not replace the individual faculty recommendation. (pages 30-31)

Letters of Reference

Every candidate should have at least two letters of reference, one from the District Superintendent and at least one from the list of options below. Ask your reference to send your letter and form to the Center for Clergy Excellence. Again, your file must be complete by your appointment time, including the recommendation letters due December 1, 2024.

1. Please give the letter of Reference form for the District Superintendent (page 28) for completion:
 - *District Superintendent (required)*
2. At least one from the following list (letter of reference form page 29):
 - *Senior Pastor: of your local church, of your appointment, or if on staff as laity.*
 - *Supervisor: if you are working or serving in a site other than a local church.*
 - *S/PPRC Chairperson: if you are under appointment at a local church.*
 - *If unemployed: someone other than a family member who knows you well.*

Additional Information

Ask persons writing letters to return their responses to the questions below no later than December 1, 2024, and send them to Center for Clergy Excellence, 1700 Century Circle, NE, Suite 100, Atlanta, GA 30345, or via email to clergyexcellence@ngumc.org.

Candidates do not have access to the content of these letters without the writer's prior consent.

Anyone—except family members—who has worked with you or served with you at a local church, agency, or secular position can write a letter of reference. If you have any questions regarding the reference letter, please call the Center for Clergy Excellence.

Due to The Center for Clergy Excellence by December 1, 2024
Letters of Reference Form – District Superintendent - REQUIRED

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 **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 who is seeking approval of the Board of Ordained Ministry of the North Georgia Conference. As their District Superintendent your letter of reference will be a very important part of the evaluation of the candidate 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, 2024**.

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/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, 2024

Letters of Reference Form to be used by:

Senior Pastor, S/PPRC Chairperson, Supervisor - **REQUIRED**

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 you well to complete this form and submit it directly to The Center for Clergy Excellence.

Name of Reference _____

S/PPRC Chairperson, Senior Pastor, Supervisor, and/or Other Reference

You have been asked to respond to the following questions for a person who is seeking approval of the Board of Ordained Ministry of the North Georgia Conference. As their supervisor your letter of reference will be a very important part of the evaluation of the candidate for ordained ministry 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. **Please note: The candidate does not have access to the content of these letters 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, by **December 1, 2024**.

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/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.

Due to The Center for Clergy Excellence by December 1, 2024
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 as requested to the Registrar of the Board of Ordained Ministry of The North Georgia Conference. 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 the candidate requesting the 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. If you have had a field education experience, give a second signed copy of this form to the Office of Field Education (Supervised Ministry/Contextual Education) and have it sent 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.
4. 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 with regard to 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 **NO LATER THAN December 1, 2024**, and any attachments 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

Deacon and Elder Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: 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 5, 2025, 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:** 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.

5

PART II: Called and Disciplined Life Questions

1. Explain your understanding of the distinctive vocations of the Order of Elder and the Order of Deacon. How do you perceive yourself, your gifts, your motives, your role, and your commitment as a Provisional member in The United Methodist Church? ¶324.9k
2. Are you presently convinced that ordained ministry is the best way to respond to God's call and claim upon your life? Why do you feel this way? ¶324.9k
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 Provisional member. ¶324.9l
5. What is the meaning of ordination in the context of the general ministry of the Church? What do you understand are the differences, if any, between the order of deacon and the order of elders? ¶324.9m
6. Describe your understanding of an inclusive church and ministry. ¶324.9n
7. Describe your understanding of and appreciation for persons of different racial/ethnic heritages.
8. You have agreed as a candidate for the sake of the mission of Jesus Christ in the world and the most effective witness of the gospel, and in consideration of your influence as a minister, to make a complete dedication of yourself to the highest ideals of the Christian life as set forth in Paragraph 304.2, (2016 Book of Discipline) and to this end agree to exercise responsible self-control by personal habits conducive to bodily health, mental and emotional maturity, integrity in all personal relationships, fidelity in marriage and

celibacy in singleness, social responsibility and growth in grace and the knowledge and love of God. What is your understanding of this agreement? ¶324.9o

9. Management of personal finances is essential, not only for personal and family reasons, but also for Christian witness. How skilled or disciplined are you in this area of your life? Are you presently in debt so as to interfere with your work and make it difficult for you to live on the salary you may receive?
10. Knowing the dangers and blessings of social media and networking technology, what steps would you take as a clergyperson to safeguard your integrity and maintain your ethical standards and boundaries?
11. Describe your understanding of ¶2702 (2016 Book of Discipline) regarding your ethical boundaries and standards as a United Methodist clergyperson.
12. All clergy in the state of Georgia are Mandatory Reporters to report 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>.
13. 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

Deacon and Elder Candidates

General Instructions – Please Read Carefully

- The Board expects substantive answers to the questions—a brief paragraph is not sufficient! 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: 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 5, 2025, at 11:59 p.m. Read all the directions before posting your document.

Questions for all Candidates

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 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 of the Church and the mission of the Church. What are its primary tasks today? ¶324.9i
10. Discuss your understanding of the primary characteristics of 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

Deacon and Elder Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: 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 5, 2025, 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/video materials as a second PDF document in eBridge. Your written work is posted in eBridge, and your video is posted in Basecamp.

PART I: Practice of Ministry Questions (all candidates)

1. How has your experience of God changed/deepened during your preparation for ministry?
2. You have received a call that a church member has died. Describe your walk with the family from the point where they learn a loved one has died through the funeral and follow-up care.
3. Write a prayer you could pray for a parishioner with terminal illness in a hospital. Write a prayer you could pray for a parishioner having surgery and is expected to make a full recovery.
4. You have been requested to officiate at a couple's wedding. What steps will you take to prepare for the wedding, and what resources will you use?
5. How much preaching experience have you had to this point in your ministry?
6. State your personal view of the importance of preaching in your role as a clergy person.
7. What activities would you include in a confirmation class to help young people think about God and their experiences of God?
8. 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

Deacon and Elder Candidates

Deacon Candidates must select either Option 1 (Sermon) or Option 2 (Ministry Video Project) found on pages 39-40.

Part II: Sermon (only option for Elder Candidates; Deacon Candidates option 1)

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: 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 5, 2025, 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 2025 Provisional 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 lectionary **YEAR A between July 1 and September 30** (see #3 for more details). Complete and include with your sermon the *Background Information Sheet* (page 37) and your *church bulletin or order of service*.
2. Video the entire worship service with the congregation present—include the entire 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 on how to post your video to Basecamp are included on pages 51-52.
3. The text for your sermon shall be any of the [Lectionary Sunday](#) selections (page 38) from July 1 and September 30, 2024. 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

Provisional Elder

Provisional Deacon

1. Briefly describe the setting in which the sermon was preached (e.g., the nature of the congregation, the concern to which the sermon was addressed, and the type of service where the 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?

2025 Lectionary Texts for Preaching Options

You must use an assigned text from this list, but not necessarily on the assigned date. For example, you could use the Gospel Reading for July in a September sermon, which would be acceptable.

Season after Pentecost Year B	First* reading and Psalm	Alternate* First reading and Psalm	Second reading	Gospel
Seventh Sunday after Pentecost July 7, 2024	2 Samuel 5:1-5, 9-10 Psalm 48	Ezekiel 2:1-5 Psalm 123	2 Corinthians 12:2-10	Mark 6:1-13
Eighth Sunday after Pentecost July 14, 2024	2 Samuel 6:1-5, 12b-19. Psalm 24	Amos 7:7-15 Psalm 85:8-13	Ephesians 1:3-14	Mark 6:14-29
Ninth Sunday after Pentecost July 21, 2024	2 Samuel 7:1-14a Psalm 89:20-37	Jeremiah 23:1-6 Psalm 23	Ephesians 2:11-22	Mark 6:30- 34, 53-56
Tenth Sunday after Pentecost July 28, 2024	2 Samuel 11:1-15 Psalm 14	2 Kings 4:42-44 Psalm 145:10-18	Ephesians 3:14-21	John 6:1-21
Eleventh Sunday after Pentecost, August 4, 2024	2 Samuel 11:26 - 12:13a. Psalm 51:1-12	Exodus 16:2-4, 9-15 Psalm 78:23-29	Ephesians 4:1-16	John 6:24-35
Twelfth Sunday after Pentecost August 11, 2024	2 Samuel 18:5-9, 15, 31-33. Psalm 130	1 Kings 19:4-8 Psalm 34:1-8	Ephesians 4:25-5:2	John 6:35, 41-51
Thirteenth Sunday after Pentecost, August 18, 2024	1 Kings 2:10-12; 3:3- 14. Psalm 111	Proverbs 9:1-6 Psalm 34:9-14	Ephesians 5:15-20	John 6:51-58
Fourteenth Sunday after Pentecost, August 25, 2024	1 Kings 8:(1,6,10-11), 22-30, 41-43. Psalm 84	Joshua 24:1-2a, 14-18 Psalm 34:15-22	Ephesians 6:10-20	John 6:56-69
Fifteenth Sunday after Pentecost, September 1, 2024	Song of Solomon 2:8- 13. Psalm 45:1-2, 6-9	Deuteronomy 4:1-2, 6-9 Psalm 15	James 1:17- 27	Mark 7:1-8, 14-15, 21-23
Sixteenth Sunday after Pentecost, September 8, 2024	Proverbs 22:1-2, 8-9, 22-23. Psalm 125	Isaiah 35:4-7a Psalm 146	James 2:1-17	Mark 7:24-37
Seventeenth Sunday after Pentecost, September 15, 2024	Proverbs 1:20-33 Psalm 19	Isaiah 50:4-9a. Psalm 116:1-9 or Wisdom of Solomon 7:26 - 8:1	James 3:1-12	Mark 8:27-38
Eighteenth Sunday after Pentecost, September 22, 2024	Proverbs 31:10-31 Psalm 1	Wisdom of Solomon 1:16-2:1, 12-22 or Jeremiah 11:18-20 Psalm 54	James 3:13 - 4:3, 7-8a	Mark 9:30-37
Nineteenth Sunday after Pentecost, September 29, 2024	Esther 7:1-6, 9-10; 9:20-22. Psalm 124	Numbers 11:4-6, 10-16, 24-29. Psalm 19:7-14	James 5:13- 20	Mark 9:38-50

PRACTICE OF MINISTRY

Deacon Candidates Only

Deacon candidates may complete either a ministry video project reflecting how you proclaim the Word in your ministry setting or a sermon. **Do not do both!** If you opt to complete the sermon, please follow the directions for the sermon instructions given on pages 36-38.

Part II: Ministry Video Project *(Deacon Candidates only)*

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: Upper Right Corner, include your name, section, and page number
 - Example: Name, Video Project, 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.
- In Practice of Ministry, you will post your questions and video written materials as two separate PDF documents in eBridge.
- Post your Practice of Ministry Video Project written materials to eBridge as **one PDF document** (*background information sheet, transcript/manuscript of presentation, handouts, and other materials used during the project*) no later than January 5, 2025, at 11:59 p.m. Read all the directions before posting your document.
- Post only your Practice of Ministry Video Project to Basecamp in the specific 2025 Provisional Video folder. Do not post written work in Basecamp.

MINISTRY VIDEO PROJECT

1. Submit a video at least thirty (30) minutes in length showing how you proclaim the Word within the context of your ministry. Your video must include/show the participants in your ministry setting. For example, a minister of music might video a 30-minute Bible study in which they deal with the scriptural background of a cantata. A church administrator might video a session in which they share biblical understandings of stewardship with the finance committee. (The video would show that the choir or committee is present and engaged in your practice of ministry).
2. Submit a three-to-five (3-5) page paper explaining the video event and how it reflects your overall ministry setting. Please include the Deacon Video Project Information Sheet (page 40) as your cover sheet and any handouts given during the presentation (agenda, worksheets, discussion questions) at the end of your paper. Post the entire document (cover/paper/handouts) to eBridge as one PDF document. Directions to post your video are included on pages 51-52.

Deacon Ministry Video Project Information Sheet

Video Submitted to Board of Ordained Ministry

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

Name of Candidate

Project Title

Conference Status Sought: **Provisional Deacon**

1. Describe the setting of the Ministry Video Project (participants, place, type of program).
2. State in one sentence the message you sought to convey in this Ministry Video Project.
3. What response did you receive from those who heard/participated in your project?

LEADERSHIP DEVELOPMENT

Deacon and Elder Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
 - Header: 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 and Leadership Plan to eBridge as one PDF document no later than January 5, 2025, at 11:59 p.m. Read all the directions before posting your document.

PART I: Leadership Questions

Answers to the following questions should be 1-3 pages per question.

1. Servant leadership has been described as 90% heart (the leader's character) and 10% 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 your effectiveness?
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. How do you measure your readiness to be a pastor-leader?
5. Leaders lead others. What techniques and skills do you use to build teams and equip others for ministry? How do you lead when others are not following?
6. Even the best of leaders sometimes make bad decisions. How do you lead after a failure?

PART II: Leadership Development Plan

Create three leadership goals you plan to accomplish during your three-year provisional period. These are goals outside the work of residency group: these are your personal leadership goals. These goals can span one year, two years, or three years. Reflecting on your strengths for ministry, what are your growing edges as a leader, and what goals will help you become a stronger leader after residency.

GOAL 1: (short title)

Write a short narrative naming the goal, explaining why it is important to you, and expounding on how you will accomplish the goal.

- Explain what specific steps you will take in achieving this goal. Your goal may span 1-3 years.
- How will you measure your progress?
- What is your timeline for achieving the goal?
- You will evaluate your goal annually with your Residency Leaders to assess your progress.

GOAL 2: (short title)

Write a short narrative naming the goal, explaining why it is important to you, and expounding on how you will accomplish the goal.

- Explain what specific steps you will take in achieving this goal. Your goal may span 1-3 years.
- How will you measure your progress?
- What is your timeline for achieving the goal?
- You will evaluate your goal annually with your Residency Leaders to assess your progress.

GOAL 3: (short title)

Write a short narrative naming the goal, explaining why it is important to you, and expounding on how you will accomplish the goal.

- Explain what specific steps you will take in achieving this goal. Your goal may span 1-3 years.
- How will you measure your progress?
- What is your timeline for achieving the goal?
- You will evaluate your goal annually with your Residency Leaders to assess your progress.

Resource Materials

These are for your assistance and to provide guidance as you prepare your papers, sermon or ministry project, Bible Study, and Leadership materials as a part of the Provisional Member and Full Connection interview processes.

Suggested Bibliography

The following bibliography is recommended for ordained ministry candidates applying for provisional and full connection in the North Georgia Conference. This is not an exhaustive bibliography but a suggested introductory list for candidates.

- A good quality study Bible: The New Interpreter's Study Bible, Oxford Study Bible, Harper Collin's Study Bible, CEB Study Bible.
- The Book of Discipline of The United Methodist Church 2016. Nashville: The United Methodist Publishing House, 2016. (ISBN 978150183321-2)
- The United Methodist Hymnal. Nashville: The United Methodist Publishing House, 1989. (ISBN 9780687431328)
- The United Methodist Book of Worship. The United Methodist Publishing House, 1992. (ISBN 9780687035724)
- Holy Mystery: A United Methodist Understanding of Holy Communion. Discipleship Ministries Website: <http://www.umcdiscipleship.org/resources/this-holy-mystery-a-united-methodist-understanding-of-holy-communion1>
- By Water and the Spirit: A United Methodist Understanding of Baptism Discipleship Ministries Website: <http://www.umcdiscipleship.org/resources/by-water-and-the-spirit-full-text>
- Burkholder, Anne, and Thomas Elliott, Jr. Quick and Easy Guide to United Methodist Polity. Nashville: General Board of Higher Education and Ministry, 2018. (ISBN 9781945935121)
- Campbell, Ted A. Methodist Doctrine. The Essentials. 2nd Edition. Nashville: The United Methodist Publishing House, 2011. (ISBN 9781426727016) (E-Pub ISBN9781426753473)
- Carder, Kenneth, and Lacey Warner. Grace to Lead, Practicing Leadership in the Wesleyan Tradition, revised edition. Nashville: General Board of Higher Education and Ministry, 2016. (ISBN: 9780938162537)
- Maddox, Randy. Responsible Grace: John Wesley's Practical Theology. Nashville: Abingdon Press, 1994. (ISBN: 9780687003341)
- Outler, Albert C., and Richard P. Heitzenrater, eds. John Wesley's Sermons: An Anthology. Nashville: Abingdon Press, 1991. (ISBN 9780687204953)

- Warner, Lacey. *The Method of our Mission*, United Methodist Polity and Organization. Nashville: Abingdon Press, 2014. (ISBN: 9781426767173)

Leadership Development Resources

- Blanchard, Ken, Phil Hodges and Phyllis Hendry. *Lead Like Jesus: Lessons from the Greatest Leadership Role Model of All Time*, Nashville, Thomas Nelson, 2007.
- Bolsinger, Tod. *Canoeing the Mountains: Christian Leadership in Uncharted Territory*, Downers Grove, InterVarsity Press, 2015
- Hunter, James. *The Servant Leader: A Simple Story About the True Essence of Leadership*, Crown Publishing Group, 1998.
- Kouzes, James and Barry Posner. *The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations*, Wiley, 2017.
- MacHaffie, Barbara J. *Her Story: Women in Christian Tradition*, 2nd edition. Minneapolis: Augsburg Fortress, 2006.
- Malphurs, Aubrey and Will Mancini. *Building Leaders: Blueprints for Developing Leadership at Every Level of Your Church*, Baker Publishing Group, 2004.
- McKenzie, Vashti. *Not Without a Struggle: Leadership Development for African American Women in Ministry*, Cleveland: The Pilgrim Press, 1996.
- Miller, Mark. *Leaders Made Here: Building a Leadership Culture*, ReadHowYouWant, 2017.
- Miller, Mark. *Chess Not Checkers: Elevate Your Leadership Game*, Oakland, Berrett-Koehler Publishers, Inc., 2015.
- Parales, Heidi Bright. *Hidden Voices: Biblical Women and Our Christian Heritage*, Macon: Smyth & Helwys, 1998.
- Sipe, James and Don Frick. *Seven Pillars of Servant Leadership: Practicing the Wisdom of Leading by Serving*, New York/Mahwah, Paulist Press, 2015.
- Wessinger, Catherine, ed. *Religious Institutions and Women's Leadership: New Roles Inside the Mainstream*, Columbia: The University of South Carolina Press, 1996.
- Willhauck, Susan and Thorpe, Jacquelyn. *The Web of Women's Leadership: Recasting Congregational Ministry*, Nashville: Abingdon, 2001.

Required Academic Courses for Provisional Candidates

All candidates seeking provisional membership in the North Georgia Conference of The United Methodist Church will need to successfully complete the required courses and submit an official academic transcript for verification. All academic course work must be completed prior to commissioning. All academic work must be completed at a University Senate approved school. Seminary course work may be completed via in-class, hybrid, or online at approved seminaries. However, the North Georgia Conference expects students to complete at least one preaching and one theology course via an in-class or hybrid format and will not accept a fully online course for the preaching or theology requirements. Separate courses are required for each course, one course cannot fulfill two requirements. You can find a list of United Methodist Seminaries and other denominational University Senate approved schools on the General Board of Higher Education and Ministries website <http://www.gbhem.org/education/seminary/approved-seminaries>.

REQUIRED COURSES

UMP/UMH/UMD must be for at least a total of six (6) credit hours combined.

- **UM Polity: Course # and Date Taken:** _____
- **UM History: Course # and Date Taken:** _____
- **UM Doctrine: Course # and Date Taken:** _____

Old Testament: Course # and Date Taken: _____ This must be a survey course. If a seminary waives this requirement because of work completed during an undergraduate degree, the BOM will accept the waiver of a survey course, not of the requirement. An advanced Old Testament course will be required in place of the survey course.

New Testament: Course # and Date Taken: _____ This must be a survey course. If a seminary waives this requirement because of work completed during an undergraduate degree, the BOM will accept the waiver of a survey course, not of the requirement. An advanced New Testament course will be required in place of the survey course.

Theology: Course # and Date Taken: _____ The theology course specified by the Book of Discipline (§324.4a) shall satisfy this requirement only when it is a thorough survey course in systematic theology. (NGA will not accept a fully online course for the theology requirement)

Mission of the Church in the World: Course # and Date Taken: _____ A seminary course in the mission of the church in the world in preparation to lead, equip, empower and connect the congregation to the needs of the community and world. The course should include the theological, biblical, and practical foundations for the mission of the church.

Evangelism: Course # and Date Taken: _____ A seminary course in evangelism, and it is strongly encouraged that this class be an intentional study in the making of disciples in post-Christian, multicultural settings. We encourage innovative ideas for building relationships in one's context of ministry and creativity in adapting to the new challenges of evangelism that lay ahead for the Church.

Worship/Liturgy: Course # and Date Taken: _____ A seminary course in worship, this course should include an introduction to the history, theology, and practice of Christian worship, including Sunday gatherings, the sacraments, weddings, funerals, etc.

Church History: Course # and Date Taken: _____ A seminary survey course in church history, United Methodist History does not meet this requirement.

Homiletics: Course # and Date Taken: _____ The North Georgia Conference requires all candidates for ordination (deacons and elders) to complete at least one seminary course in the theory and practice of preaching. The course must include sermon preparation, presentation, and critique. (NGA will not accept a fully online course for the preaching requirement).

Directions for obtaining your Credit Report

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

The screenshot shows the myFICO website's 'Your FICO Score, from FICO' page. It features three plan options: Basic, Advanced, and Premier. The Basic plan is highlighted with a red circle and a red arrow pointing to its 'Start Plan' button. The Basic plan includes 1-bureau (Experian) coverage, updates every month, FICO Scores, scores for mortgages, auto loans & more, credit reports, score and credit monitoring, \$1 million identity theft insurance, 24x7 identity restoration, and identity monitoring. The Advanced plan includes complete 3-bureau coverage, updates every 3 months, and all other features. The Premier plan includes complete 3-bureau coverage, updates every month, and all other features. The Basic plan costs \$19.95/month, the Advanced plan costs \$29.95/month, and the Premier plan costs \$39.95/month.

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

The screenshot shows the myFICO sign-up form. It includes a 'Sign up for myFICO' header, a 'Log in now' link for existing members, and a 'Continue' button. The form asks for an email address and a password. There is a checkbox for 'Yes, sign me up to receive email about special offers, valuable information, and educational resources to help me manage my credit.' Below the form, 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 also 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](#)



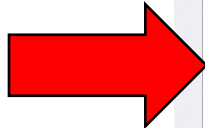
Prepare for your credit goals

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](#)

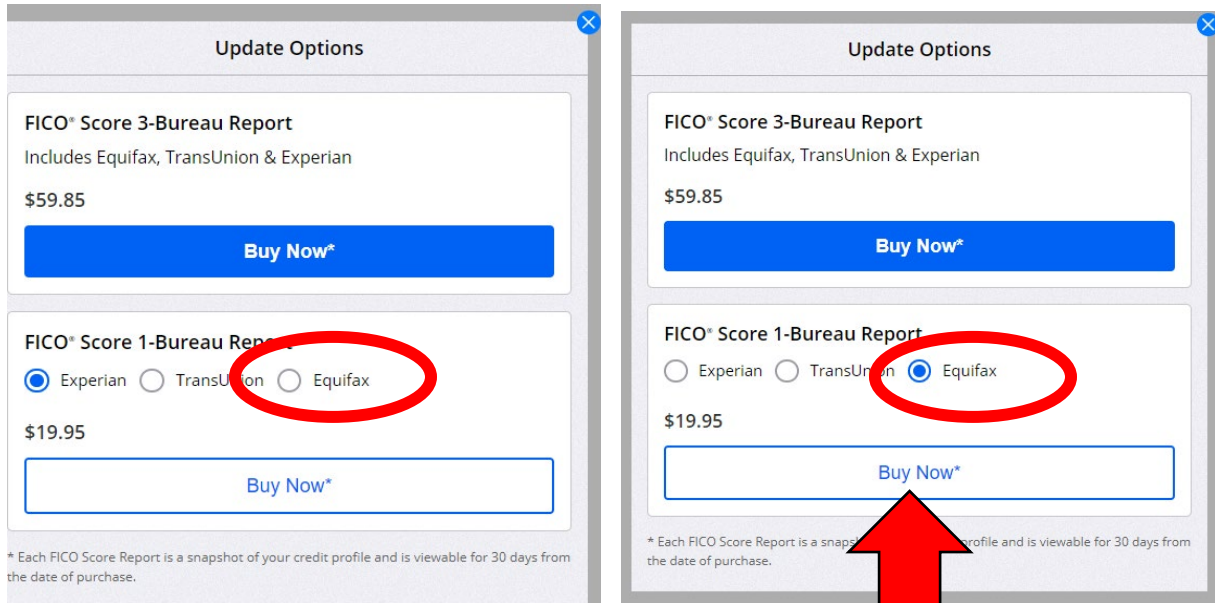
² Not all credit report data or transactions are monitored. Monitored credit report data, monitored credit report data change alerts, FICO® Score updates, FICO® Score alerts, monitored transactions, and alert triggers, timing and frequencies vary by credit bureau. Other limitations apply. [Learn more](#)

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.

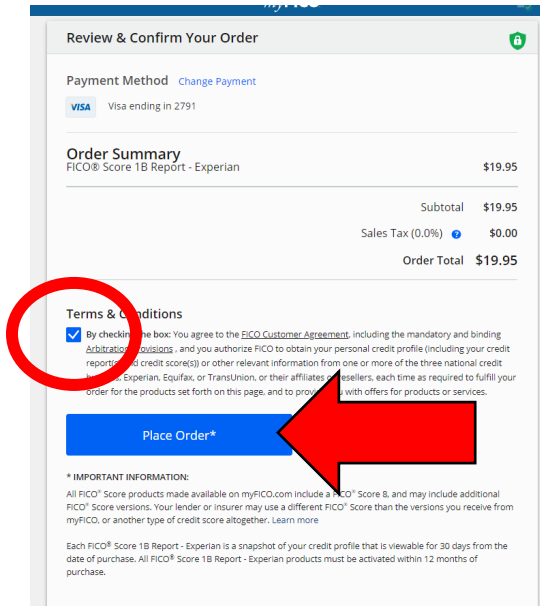
Select the second option: **1-Bureau Report** – the default is Experian, but select Equifax



Select Equifax and Click **BUY NOW**

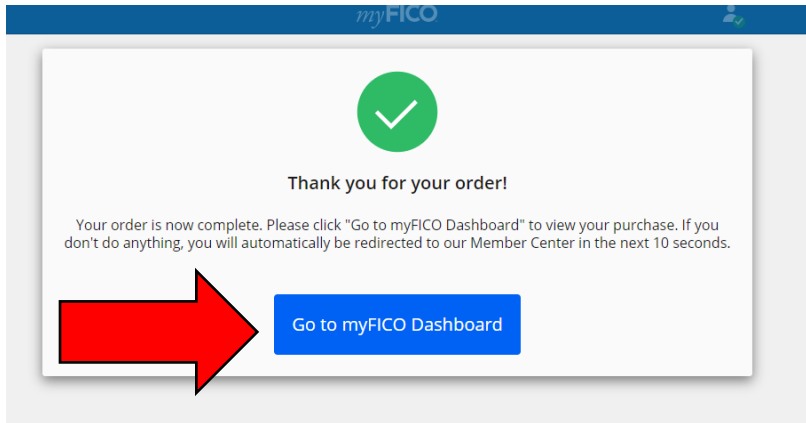
A Screen will appear asking for your credit card information to process the payment request. Make sure you only purchase a one-time report for \$19.95; you are not purchasing a monthly monitoring plan or three reports.

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

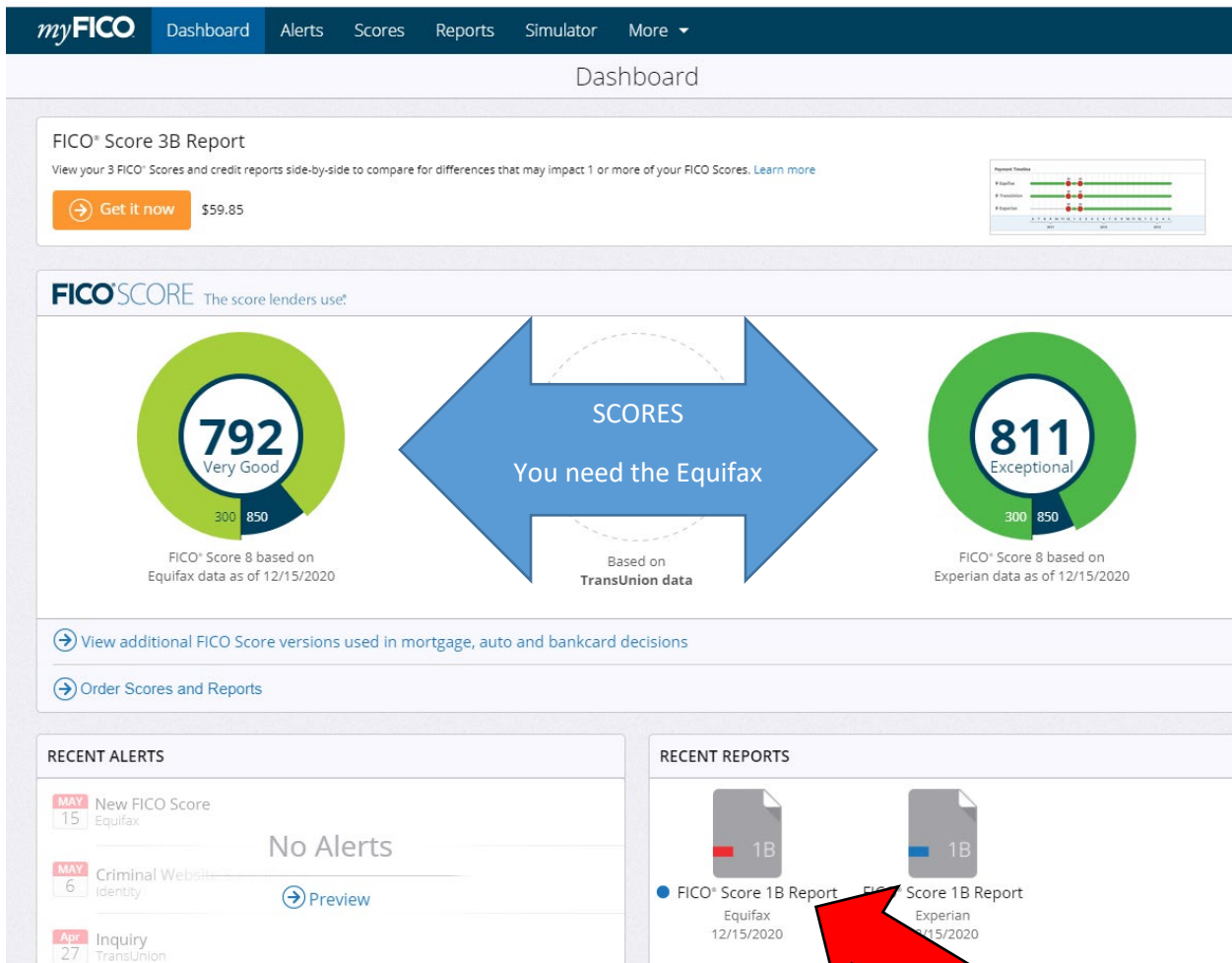


before your actual purchase. You must click the box and then click **Place Order**. A screen that says “**Processing**” will appear. Do not refresh; just wait!

The following screen will appear once your order has been 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 interface for December 15, 2020. The user's FICO Score is 792. A navigation bar at the top includes 'FICO Score Simulator' and a 'Print' icon. Below the navigation bar is a progress indicator with nine steps: 1. FICO Score Summary, 2. Understanding Your Score, 3. How Lenders See You, 4. Credit At-A-Glance, 5. Accounts, 6. Inquiries, 7. Collections, 8. Public Records, and 9. Credit Report. The 'Print' icon is highlighted with a large red arrow.

Your report will open, and you must click the PRINT icon.

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

The screenshot shows the print menu on the right side of the FICO report. The menu includes options for 'Destination' (Save as PDF), 'Pages' (All), and 'Layout' (Portrait). The main content area shows the 'FICO Score 8 Summary' page with a score of 792. The score is categorized as 'Very Good'. A chart shows the score's position relative to other consumers, and a table lists 'FICO score ingredients' such as Payment history, Amount of debt, Length of credit history, and Amount of new credit.

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.

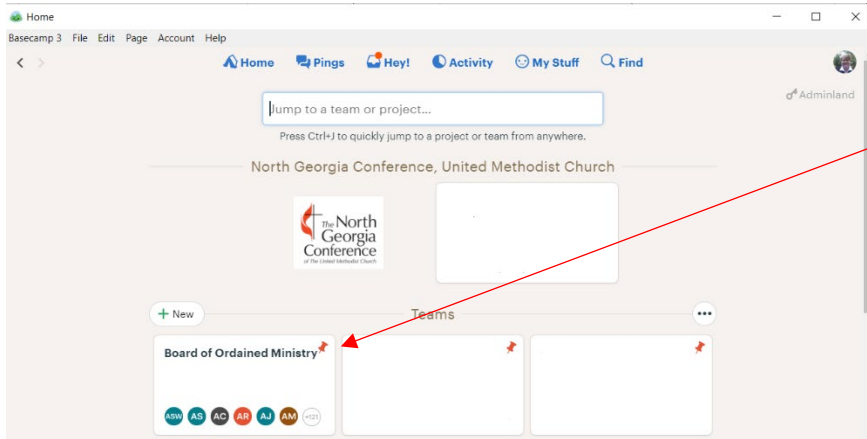
For security, hover over your name on the Dashboard in the upper right-hand corner and click. A small drop-down menu will appear, and you can LOG OUT.

The screenshot shows the FICO Dashboard header. The navigation bar includes 'myFICO', 'Dashboard', 'Alerts', 'Scores', 'Reports', 'Simulator', and 'More'. The user's name 'NAME' is displayed in the upper right-hand corner, and a small drop-down menu is visible next to it.

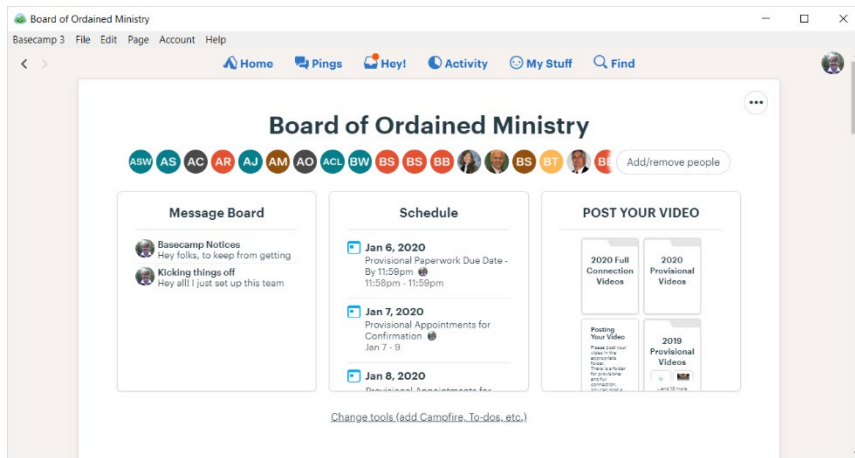
Instructions to Upload Your Video

Basecamp Instruction

You will receive an invitation to join the Basecamp – Board of Ordained Ministry group. If you have an ngumc.net email address, that one will be used for the invitation. The Center for Clergy Excellence will invite all candidates after November 1st. Following the directions in the email, you can download the app or use Basecamp on the web. Your home page will be similar to the images below.



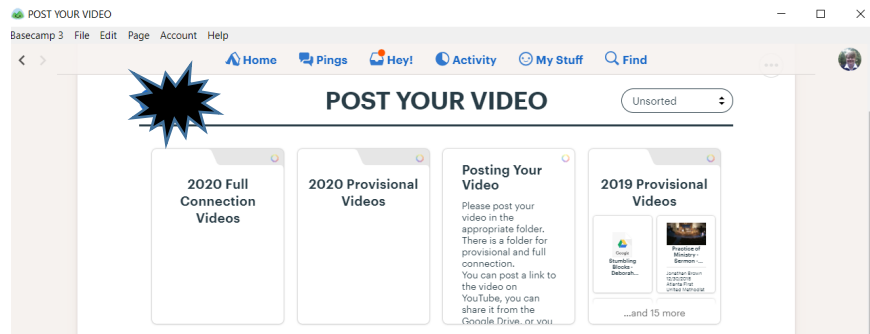
You will be asked to create your profile for the account. Then click on the **Board of Ordained Ministry** Team. The window below will open. All BOM members are already members of this group, and all provisional and full connection candidates will be added to the group.



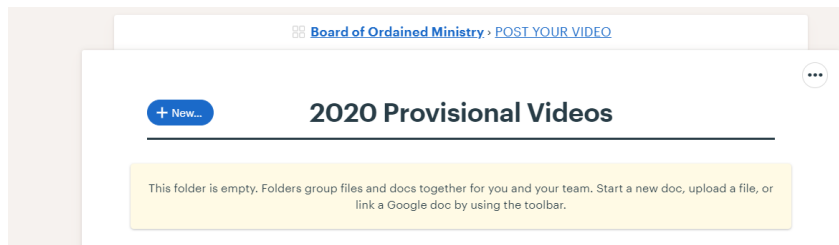
The **Message Board** is where CCE and BOM will post notes for the group. The **schedule** is the calendar; you'll see the upcoming events.

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

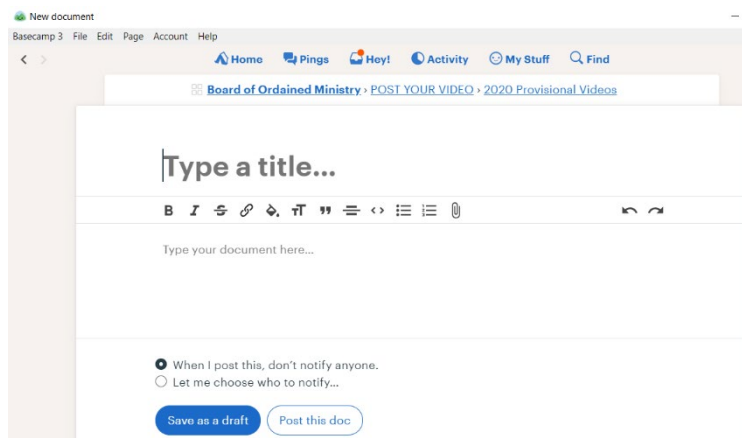
Click on **POST YOUR VIDEO** folder and select the appropriate folder (provisional videos 2025)



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



There will be several options, but select **“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.

Then, add the link to your video's location on YouTube, Google Drive, or your church website. Click Post this doc.

There is an option to upload your video. DO NOT USE this is not an option for

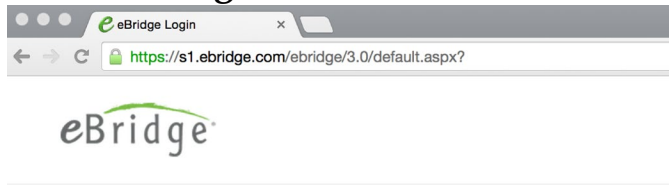
Instructions to Upload Written Work

eBridge is the online platform where you will post all written materials as **PDF documents**. Sermons and Video Projects are posted to Basecamp, not eBridge. All written materials that are a part of your sermon or video project are posted in eBridge only. The directions, including screen snapshots, are included to assist in correctly posting your materials. CCE will issue user names and passwords for eBridge after November 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 browsers**, 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 change your password immediately when you log in 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.

Viewer Options

Search Options

Personal Information	Login Credentials
<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>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 <input type="text" value="(UTC-05.00) Eastern Standard Time"/></p>

Enter your OLD Password (even though it defaults to **, it is not the correct password), then a new Password, Confirm the New Password, and click SAVE. You will automatically be directed to the Home Screen. After your first login and password change, you will default to the Home Screen upon login.

The Home Screen

The screenshot shows the eBridge Home Screen. At the top, there is a navigation bar with buttons for 'Retrieve', 'Import', 'Account', and 'Support'. The 'Import' button is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a 'Welcome' message and a sidebar on the left containing 'Page Count' (Monthly: 159, Total: 414,400) and 'Support' links (Phone: 1-813-387-3870, Tools and Downloads, User Manual). The main content area features a 'News' section with several articles, including 'eBridge Web PDF Viewer Update', 'eBridge now has Workflow!', 'April Webinar Schedule', and 'Microsoft XP Users'.

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. It has a blue header with a plus icon and the text 'Import File'. Below the header is a file upload field with 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 four individual documents for this section: autobiography, questions, medical report, and forms. CCE or your District Office will post your Trak-1 report and psychological assessment. If your medical report is sent directly to CCE, it will be posted for you).
- Theology and Doctrine (Questions)
- Practice of Ministry (Questions, Bible Study, Sermon/Ministry Setting Project: only written documents. Sermon/Project Videos should be posted to Basecamp).
- Leadership Development (Questions and Leadership Plan)

- Other Materials. Your access to import and view your materials will be deactivated at the beginning of your scheduled appointment. 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 for your reference. 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**. To upload to eBridge, all documents must be in PDF file format; 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]

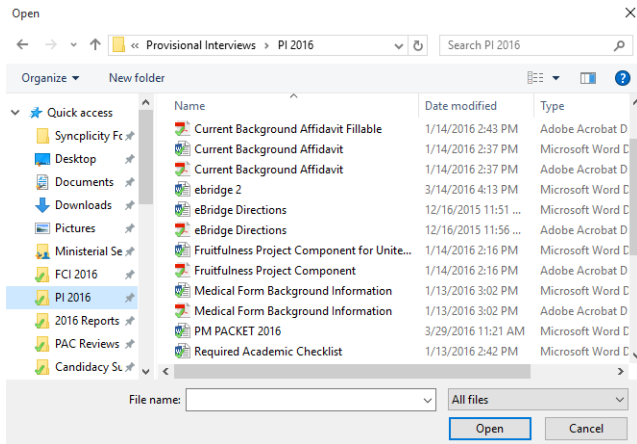
Date: 2023

Confidential: BOM

Document Name: [empty]

Import

Begin by Clicking on the Browse for a file button. Your file browser will open, and 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.

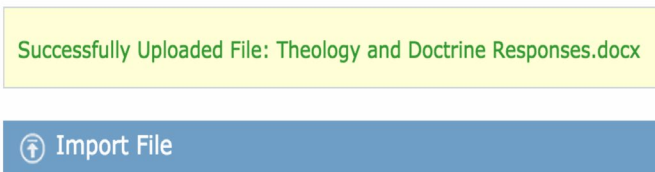
Verify the correct document is selected, choose the appropriate document type (CD/TD/PM/LD – click on the down arrow for options), name your document (keep it simple and don't include your name), and then click IMPORT (large green button)

↑ Import File

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 the Screen:



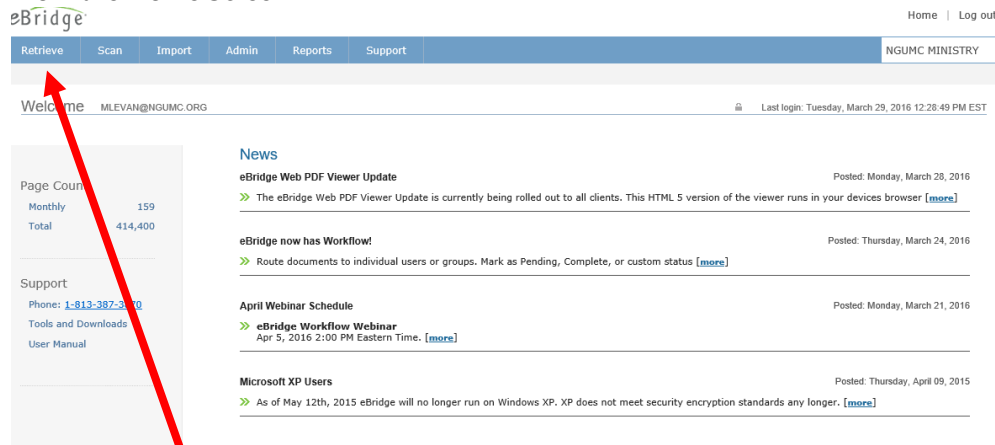
REPEAT this process for each document. Make sure to select the appropriate **Document Type** each time and edit the **Document Name** field for each item.

Several of the fields will auto-fill after you import. Double-check the 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 work best if you use Microsoft Edge or Safari on the Mac. The program does not always work correctly on the iPad. If you have questions, direct them 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 that you have uploaded that are related to your name.

Index Search

Person: Michelle Candidate

District: Central West

Clergy Status: Certified Candidate

Document Type:

Date: BOM 2023

Confidential: BOM

Document Name:

Scan Date Search

Start Date: [Calendar Icon] End Date: [Calendar Icon]

Text Search

[Text Input Field]

Search

The following screen appears.

The screenshot shows the eBridge application interface. At the top left is the eBridge logo. Below it is a navigation bar with tabs: Retrieve, Scan, Import, Admin, Reports, and Support. Underneath the navigation bar are options: Search, Merge, Zip, PDF, Edit, and Email. The main content is a table with the following columns: VIEW, Person, District, Clergy Status, Document Type, Date, Confidential, and Document Name. The table contains 8 rows of data.

	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 upload 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 application interface, similar to the previous one. The navigation bar and options are the same. The table has columns: VIEW, Person, District, Clergy Status, and Document Type. The first two rows of data are visible. A red circle highlights the 'VIEW' column header and the document icons in the first two rows.

	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 your person's name, which will open a window from which you can read the file. eBridge Viewer software will ask you to download it to your computer, so you must install the viewer before you can view the files. It will take a few seconds for the eBridge Viewer to launch after you install the software, and then you can see/read the document. After installing the viewer, the other documents should launch without having to reinstall the software.