

PROCEDURE SHEET

Requirements for Membership in Full Connection in the Desert Southwest Annual Conference of the United Methodist Church.

Complete the following requirements as soon as possible. All materials must be in the hands of the Registrar by January 13, 2012 or no interview will be arranged for this Conference year.

1. Application for Admission Deadline: November 1, 2011
2. Sex Offense Form. Deadline: November 1, 2011
3. Background Form Deadline: November 1, 2011
4. Permanent Record Form. Deadline: November 1, 2011
5. Personal Reference Form (14 references required). Deadline: November 1, 2011
6. Biographical Summary Form. Deadline: November 1, 2011
6. Official transcript from an accredited college or university. Deadline: November 1, 2011
7. Official transcript from a seminary accredited by the United Methodist Church. Deadline: November 1, 2011
8. Field Work Evaluation if not previous submitted when you applied for Provisional Membership. Deadline: November 1, 2011
9. Physical Examination using the enclosed form with an M.D. of your choice. The Board will pay up to \$50 including laboratory tests for this examination. Deadline: November 1, 2011
10. Advising your District Superintendent and Board Advisor of your application.
11. Provide the Registrar written proof (i.e., a letter from the Conference Treasurer) that you have paid in full all Conference imposed obligations through the date for admission into Full Connection. Deadline: November 1, 2011
12. A full-length Sermon and Exegetical paper on the text (Elders and Deacons) or an exegetical paper on the work of service ministry with an application in the form of a service project (Deacons only). Send 5 DVDs of sermon (mandatory) or project in action (if applicable). Also, send 1 CD containing all written information, preferably in Word format. All written information may be e0mailed to the Registrar. Deadline: January 13, 2012
13. Doctrinal Examination on Theology and The Practice of Ministry; A Plan for Teaching; and finally, the Pastoral Care Examination. Send this in on your CD. All information may be submitted by e-mail to the Registrar. Reader's questions and responses will be communicated to you for your preparation for the interview. Deadline: January 13, 2012
14. A Personal Interview with members of the Board of Ordained Ministry. Procedures for this interview and interview dates will be sent to you by February, 2011.
15. Appearance at the Annual Conference session in June 2012 at both Executive Session and Ordination.