

PROCEDURE SHEET

Requirements for Probationary Membership 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 December 5, 2008 or no interview will be arranged for this Conference year.

1. Application for Admission and Sex Offense Form. Deadline: November 1, 2008.
2. Permanent Record Form (In duplicate). Deadline: November 1, 2008.
3. Personal Reference Form (8 references required). Deadline: November 1, 2008.
4. Biographical Summary Form. Please include a current photo (at least 4 x 6). Deadline: November 1, 2008.
5. Official transcript from an accredited college or university. Deadline: November 1, 2008.
6. Official transcript from a seminary accredited by the United Methodist Church. Arrange for transcript after completing fall semester of this year. Deadline: November 1, 2008.
¶324.4a “Candidates for deacon or elder shall have completed a minimum of twenty-four semester hours of graduate theological studies in the Christian faith. These graduate theological studies must include the areas of: Old Testament; New Testament; theology; church history; mission of the church in the world; evangelism; worship/liturgy; and United Methodist doctrine, polity and history.” (*Book of Discipline 2004*)
7. Field Work Evaluation. Deadline: November 1, 2008.
8. A recommendation for Probationary Membership from your District Committee on Ordained Ministry. (Arrange for an interview through your District Superintendent as this must be done by November 1, 2008.)
9. Physical Examination using the enclosed form and an M.D. of your choice. The Board will pay up to \$50.00 including laboratory tests for each examination. Deadline: November 1, 2008.
10. A full-length sermon. Send 1 printed copy of the manuscript. Send 1 copy of the full-length sermon on DVD and send 1 CD with your sermon. Deadline: December 5, 2008.
11. Doctrinal examination and Plan for Teaching. Send 1 printed copy of all documents. Include this information on the CD or disk. Deadline: December 5, 2008.
12. An interview/oral examination with the Board of Ordained Ministry at their meetings, January 26-28, 2009. The spouse or fiancé of the candidate may not attend the interview. Candidate will be notified of interview date and time by early January, 2009.
14. Appearance at Annual Conference session in June 2009 at both Executive Session and Ordination Service.