

PROCEDURE SHEET

Requirements for Provisional 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 the dates listed or no interview will be arranged for this Conference year.

1. Application for Admission and Sex Offense Form. Deadline: November 1, 2010.
2. Permanent Record Form (In duplicate). Deadline: November 1, 2010.
3. Personal Reference Form (8 references required). Deadline: November 1, 2010.
4. Biographical Summary Form. Please include a current photo (at least 4 x 6). Deadline: November 1, 2010.
5. Official transcript from an accredited college or university. Deadline: November 1, 2010.
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, 2010.
¶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 2008*)
7. Field Work Evaluation. This form can be filled out online by the person who supervised your field work experience. It can be found at www.dswboom.org on the “candidate Information page. They can save it on their computer and e-mail it to the Registrar: December 1, 2010.
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, 2010)
9. Physical Examination using the enclosed form by an M.D. of your choice. The Board will pay up to \$50.00 including laboratory tests for each examination. Deadline: November 1, 2010.
10. A full-length sermon. Send 5 copies of the full-length sermon on DVD and include your manuscript on your informational CD. Deadline: December 1, 2009.
11. Doctrinal examination and Plan for Teaching. Include this information on the CD. Deadline: December 1, 2010.
12. An interview/oral examination with the Board of Ordained Ministry at their meetings, January 18-20, 2011. The spouse or fiancé of the candidate may not attend the interview. Candidate will be notified of interview date and time by early January, 2011.
14. Appearance at Annual Conference session in June 2010 at both Executive Session and Ordination Service.