

Michigan Conference Board of Ordained Ministry

Summary Checklist for:

Clergy Serving Among Us Under Paragraph 346

Clergy Desiring to Transfer in Under Paragraph 347

The steps outlined below comprise a condensed version of the Clergy Transfer Policy of the Michigan Conference Board of Ordained Ministry. This document is intended as a helpful guide but does not include full descriptions or details. The full Clergy Transfer Policy is available from Debbie Stevenson, Board of Ordained Ministry Coordinator, dstevenson@michiganumc.org.

The first section (§346, *UM Book of Discipline*) describes the process by which clergy from other United Methodist Annual Conferences, as well as other Methodist and non-Methodist denominations, may serve among us as church leaders, without transferring their membership to the Michigan Conference.

The second section (§347, *UM BoD*) describes the process by which the same clergy may transfer to the Michigan Conference of the UMC.

Forms referred to below by their numbers can be found on the Michigan Conference website: MichiganUMC.org/Resources/Clergy.

All documents and forms should be submitted to Debbie Stevenson at the above email address or 1011 Northcrest Rd., Lansing MI 48906.

SECTION ONE: ¶1346 – THOSE SERVING AMONG US

¶1346.1 - Ordained Clergy from other UM Annual Conferences and other Methodist Denominations

_____ Interview with 2 District Superintendents (DS) & 2 Board of Ordained Ministry members. Notes sent to Office of Clergy Excellence (OCE).

_____ Form #114, Disclosure Statement, notarized

_____ Background and Credit Check, which will be sent to DS & Bishop's Office

Psychological Evaluation

_____ Review of any past assessment(s) by BOM Psych Liaison

_____ New assessment taken, if necessary

_____ New Psychological Report written

_____ Summary written by BOM Psych Liaison; sent to DS, Bishop's Office, BOM Conference Relations Comm Chair and/or DCOM Chair or Psych Reader

_____ Healthy Boundaries info given by DS

¶1346.2 - Ordained Clergy from other non-Methodist Denominations

_____ All of the above requirements

_____ Connection with the District Committee on Ordained Ministry (DCOM), including DS

_____ Education/ordination credentials checked by GBHEM. Any additional requirements explained. Plan for completion written and agreed upon.

_____ Statement of assurance of faith & experience

_____ Medical Report, Form #103

_____ Statement of agreement with UM doctrine, discipline & polity

SECTION TWO: ¶347 – TRANSFERS

¶347.1 - Ordained UM clergy from another Annual Conference

- _____ Letter requesting transfer to both Bishops
- _____ Consent of both Bishops
- _____ Completion of steps in 346.1
- _____ Consultation with and approval of BOM Chair or Executive Committee
- _____ 2 years serving among us

Transfer is as Full Member

¶347.2 - Ordained clergy from another Methodist denomination

- _____ Letter requesting transfer to MI Conf Bishop, BOM Chair
- _____ Denomination approved by GBHEM
- _____ Consent of other Bishop or judicatory authority
- _____ Completion of steps in 346.1
- _____ 2 years serving among us

Transfer is as Provisional Member, with possibility of exception.

Participation in the Residency Program is required, with the possibility of exception.

¶347.3 - Ordained clergy from a non-Methodist denomination

- _____ Completion of steps in 346.2
- _____ Letter requesting transfer to Bishop and BOM Chair
- _____ Letters of recommendation from leadership of previous denomination
- _____ Education requirements met by time of transfer, with possibility of exception
- _____ Meeting with BOM Exec Comm or designee for purpose of recommendation to BOM and Clergy Session

Transfer is as Provisional Member, with possibility of exception

Participation in the Residency Program is required, with the possibility of exception.

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