

*Michigan Conference  
Board of Ordained Ministry*

Checklist for:

**Clergy Serving Among Us**  
¶346, *2016 UM Book of Discipline*

**Clergy Desiring to Transfer Under**  
¶347, *2016 UM Book of Discipline*

Forms referred to below by their numbers can be found on the Michigan Conference website: <https://michiganumc.org/board-of-ordained-ministry-toolbox/>

All documents and forms should be submitted to Debbie Stevenson, BOM Coordinator, at [dstevenson@michiganumc.org](mailto:dstevenson@michiganumc.org) or 1011 Northcrest Rd., Lansing MI 48906.

Questions should also be sent to Debbie Stevenson the BOM Coordinator.

**SECTION ONE: ¶346 – THOSE SERVING AMONG US**

**¶346.1 - 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
- \_\_\_\_\_ Clergy Ethics Training info given by DS

*Note: Upon the recommendation of the BOM, clergy appointed under 346.1 in the Michigan Conference may be granted voice but not vote in the annual conference to which they are appointed.*

**¶346.2 - 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
- \_\_\_\_\_ 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, and BOM Conference Relations Comm Chair.

**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

**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, and BOM Conference Relations Comm Chair.

\_\_\_\_\_ 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

**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, and BOM Conference Relations Comm Chair.

\_\_\_\_\_ 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.