

West Ohio Conference

Requirements for Ordination as an Elder and/or Full Membership

There are a few items of importance as you prepare to complete the requirements for meeting with the Board of Ordained Ministry in January 2025. Please note that there are some changes to our process.

We have made the switch from UMCARES to PassageUMC. You will need to submit all your requirements directly into the application.

The deadline for all requirements is December 1. Please plan to complete your work by mid-November to allow time for tech challenges, etc.

The Board of Ordained Ministry now requires that all Candidates whose Psychological Assessment is more than five years old at the time of Interviews must re-take the Psych Assessment. Please be sure to follow up with the Ministerial Assessment Specialist to complete your Interview and allow time for the MAS to complete your Psych Assessment Report.

Advance Preparation: Complete your requirements early so you have time for trusted persons to proofread your work and you can make edits prior to submitting. If you are able, please assemble a prayer team of three to five people to pray with and for you as you prepare.

General Requirements

Application Process

1. Submit the application for Full Membership/Elder's Orders.
2. Submit autobiography, medical report, and sermon manuscript with a video link.

Written Submissions

3. Written sermon based on the lectionary texts for Christ the King Sunday.
4. A teaching plan for a book or books of the Bible.
5. Project demonstrating effectiveness in discipleship.

Documentation and Evaluation

6. Response to Disciplinary Questions on theology, vocation, and ministry.
7. Report from the leader of the Crucible Cohort Group.
8. Evaluation by a Senior Pastor/Professional Colleague.

Miscellaneous Requirements

9. Change of Appointment Form, if applicable.
10. Official final transcript(s) from seminary.
11. Psychological assessment and recent photograph.

Submission Guidelines

12. All documents are to be submitted into PassageUMC.
13. Ensure that no photocopies are submitted for official transcripts.
14. Reference any used copyrighted materials appropriately without uploading them.

Deadlines and Additional Instructions

15. The main deadline is December 1, 2024, for all submissions.
16. Ensure all evaluations and forms are submitted by this date.
17. Coordination with the Board of Ordained Ministry and the S/PPRC or Comparable Group is crucial.

Compliance with Training and Policies

18. Completion of the 2024 Clergy Ethics Training.
19. Adherence to the BOM Intellectual Integrity Plagiarism Policy.

Facilitator Report Process

20. Complete and submit a Self-Evaluation Form.

21. Coordinate a conversation with the S/PPRC or Comparable Group and the Board of Ordained Ministry Facilitator.
22. Compile and submit all reports by the deadline.
23. District Superintendent Evaluation