



Deacon and/or Full Membership Requirements

Introduction

This document outlines the requirements as per *The Book of Discipline (2016)* for ordination as a Deacon and/or Full Membership within the West Ohio Conference.

1. Application for Full Membership/Deacon's Orders

- Download the application form.
- Submit the form into the PASSAGE UMC APPLICATION.

2. Autobiography

- Provide a current autobiography.
- Download the form and submit it into the PASSAGE UMC APPLICATION.

3. Medical Report

- Provide a current medical report (no lab tests required).
- Scan and submit the form into the PASSAGE UMC APPLICATION.
- Retain the original form in your personal files in case the BOM requests it.

4. Written Sermon

- Prepare a sermon based on one or a combination of the lectionary texts for Christ the King/Reign of Christ (White) Sunday, November 24, 2024.
- Submit the sermon into the PASSAGE UMC APPLICATION.
- Upload a video of the sermon to a hosting site (e.g., YouTube) and include the link at the top of your sermon manuscript.
- **Deadline for Video Submission:** December 1, 2024.
- **Lectionary Texts for Christ the King Sunday:** NOVEMBER 24 | Christ the King/Reign of Christ Sunday; United Methodist Student Day; Thanksgiving Sunday (White or Gold) 2 Sam 23:1-7; Ps 132:1-12 (13-18) (UMH 849); Rev 1:4b-8; John 18:33-37

You may use the above texts or the scriptures from a different year as long as it is for the Christ the King Sunday.

- **Note:** If your ministry area does not lend itself to traditional preaching, another appropriate expression of proclamation is acceptable.

5. Bible Study Plan

- Submit a written plan and outline for teaching a book or books of the Bible.
- The plan should be original, detailed, and usable by others in your absence.
- Include the context, audience, and setting where the teaching will occur.
- Ensure this is a different plan and outline from your provisional membership requirement.
- Submit the plan into the PASSAGE UMC APPLICATION.

6. Disciple-Making Project

- Present a project demonstrating fruitfulness in carrying out the church's mission of "Making Disciples of Jesus Christ for the Transformation of the World."
- Suggested page maximum: Five pages, double spaced, with 11 pt font.
- Additional items may be added if developed as part of the project.
- Reference all sources appropriately, but do not upload copyrighted materials.
- Submit the project into PASSAGE UMC APPLICATION.

7. Response to Disciplinary Questions

- Provide a brief written response to the Disciplinary Questions on theology, vocation, and the practice of ministry as found in The Book of Discipline, 2016 ¶330.5 a, b, c.
- Suggested page range: 10-15 pages, *maximum 15 pages*, double spaced, with 11 pt font. Your interview teams are not expected to read more than the maximum allotment of 15 pages for this assignment.
- Submit the response into the PASSAGE UMC APPLICATION.

8. Crucible Cohort Group Report

- Submit a written report by the leader of your Crucible Cohort Group.
- If you had an alternate individualized program, ask your mentor to write a report.
- Submit the report into PASSAGE UMC APPLICATION.

9. Evaluation by Senior Pastor/Professional Colleague

- Provide an evaluation by a Senior Pastor or a professional colleague who has observed you in your current ministry context.
- Preferably, the colleague should be United Methodist.
- Submit the evaluation into PASSAGE UMC APPLICATION.

10. Change of Appointment Form

- Complete this form only if you changed appointments during your years as a provisional member.
- Submit the form into the PASSAGE UMC APPLICATION.

11. Final Transcripts

- Provide final transcripts from your seminary or specialized degree institution.
- If applicable, include documentation regarding your area of specialized ministry.
- Submit the transcripts and documentation into PASSAGE UMC APPLICATION.
- Retain the original forms in your personal files.
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12. Evaluation Process

- Complete the evaluation process as outlined:
 - If your primary appointment is outside the local church, conduct the process with a supervisory reflection group.
 - If your primary appointment is in the local church, conduct the process with the S/PPRC of your appointment.
- **Facilitator Report Process:**
 - Complete the Self-Evaluation Form.
 - Gather contact information for your S/PPRC Chairperson or comparable group and your BOM Representative.
 - Email the blank form to the S/PPRC Chairperson or comparable group for distribution.
 - Submit the completed Self-Evaluation Form to the BOM Representative.
 - Coordinate a conversation between the S/PPRC or Comparable Group, BOM Representative, and yourself.
 - Upload the compiled Conversation Report into the PASSAGE UMC APPLICATION.

13. Clergy Ethics Training

- Completion of 2024 Clergy Ethics Training: *Boundaries in Ministry & The Importance of Self Care* is required.
- Submit proof of completion into the PASSAGE UMC APPLICATION.

14. BOM Intellectual Integrity Plagiarism Policy

- Submit a signed copy of the BOM Intellectual Integrity Plagiarism Policy into UMC PASSAGE APPLICATION.

15. Psychological Assessment

- Ensure your psychological assessment is less than five years old.
- Submit the assessment into PASSAGE UMC APPLICATION.

16. Recent Photograph

- Submit a clear, recent head and shoulders photograph (jpg format) into the PASSAGE UMC APPLICATION.

17. District Superintendent Evaluation

The Candidate is responsible for the completion of this form. The District Superintendent (DS) is responsible for forwarding the Report to the Candidate for inclusion in the Requirements in the PASSAGEUMC.ORG.

- **Note to Applicant:**
Contact your District Superintendent to request the completion of this report. Please forward this form to the DS with your request.

Final Deadline

- **December 1, 2024, 5:00 p.m.:** All requirements must be completed and submitted by this deadline.

Disciplinary Requirements

- The requirements for Full Membership/Deacon's Orders are discussed in *The Book of Discipline, 2016*, paragraphs 329 and 330.