

Local Pastor Checklist

- Attend licensed local pastor school by July of first year appointed as a local pastor
 - Request local pastor's license

- While serving under Episcopal appointment, your District Superintendent is your supervisor; you will also be assigned a clergy mentor to encourage you and help you stay connected with your clergy sisters and brothers until you have completed the basic course of study. It is your responsibility to stay in contact with your mentor.

- Request clergy mentor's recommendation letter each year prior to relicensing interview

- After your first year of ministry, begin taking course of study courses until you have completed the basic course of study

- Stay in contact with your District office and District Committee on Ministry (dCOM)
 - Request and attend annual **relicensing** interviews with dCOM
 - Bring **license**, course of study **transcripts**, and clergy **mentor's recommendation letter** to each annual relicensing interview