

# Provisional Member Checklist

- Complete **two consecutive years full-time service** (from date of commissioning to date of ordination) under Episcopal appointment following completion of theological education
- Attend Residency Program Orientation Retreat, during which Covenant Groups and Mentors are introduced.
  - Establish a lay consultation team (LCT) from your local church of 5 to 7 persons
  - The BOM will assign a Residency Effectiveness Team (RET) made up of your district superintendent, two members of the BOM, an ordained clergy, and a lay consultation team representative
  - Learn more about yourself and others through a Birkman assessment and coaching session during one group session
- Continue meeting with **Residency Covenant Group and Mentor** throughout two years of residency (a minimum of 9 sessions total: 6 in the first year, 3 in the second year)
- Participate in a mission trip sponsored by the Cabinet
- Access on-line ordination and full membership requirements** and prepare for BOM triad and interviews.
- Request **letters of recommendation (check with BOM Registrar for deadlines)**
  - from your **Senior Pastor** (if you serve as an associate) arrange to be sent directly to **BOM Registrar**
  - from your **Mentor**; arrange to be sent directly to **BOM Registrar**
  - BOM Registrar will request a recommendation letter from the Cabinet. The letter will be sent directly to the BOM Registrar.
- Prepare for BOM ordination and full membership interviews with mentor
  - Write first draft of answers to **Disciplinary questions** (deacons answer *Discipline* ¶ 330.5.a, b, and c; elders answer *Discipline* ¶ 335.7.a, b, and c); review with mentor
  - Complete any other specific written recommendations or requirements you received from BOM during or following commissioning and provisional membership interviews
- Arrange for the completed ordination packet, including medical forms and transcripts **to be sent directly to BOM Registrar** by the deadline.
- Complete and send the following forms **directly to the Candidacy and Recruitment Assistant**
  - “**Consent to Perform Criminal History and Background Check**” form
  - “**Authorization for Release of Records and Waiver of Confidentiality**” form
- If **Psychological Assessment** is required, you will be contacted by the **Candidacy and Recruitment Assistant**. Report will be sent directly to BOM Psychological Chairperson.

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- Meet with the Resident Effectiveness Team [RET] at your ministry site.**
- In the fall of year one: Interviews with District Superintendent, RET and senior pastor. Develop growth plan.
- In the spring of the second year: Interviews with RET, District Superintendent and senior pastor. Review of disciplinary questions, project, growth plan.
  
- Prepare for BOM ordination and full membership interviews.** One of the BOM Vice Chairpersons will contact you with your interview date and time. Review your responses to the Disciplinary questions; act on advice from your RET; and be prepared to clearly and concisely express your effectiveness in ministry.
  
- Attend BOM ordination and full membership interviews.** You will be briefly introduced to the large (70+) Board of Ordained Ministry and accompanied to your interview by your RET team convener.
  - 2/3 written vote required (§ 335)
  
- If recommended for **ordination and full membership** by the BOM and approved by the clergy session of annual conference, you will be ordained during annual conference (May/June).