

**DISTRICT COMMITTEE CHECKLIST
FOR MINISTERS OF OTHER FELLOWSHIP- (OF)**

Name: _____ Date: _____

District: _____ Denomination: _____

Before Appointment to serve as an Other Denomination - (OD) - maintaining relationship to their own denomination (2016 *Book of Discipline of the United Methodist Church*, i 346.2)

- Letter of Application for Appointment
- Background/Credit Check
- Notarized Disclosure Form 114
- Psychological Evaluation
- Certificate of Good Health Form from family physician (Form 103)
- Minimum of three reference letters or written notes of phone conversations to check references
- Copy of ministerial credentials from home denomination.
 - Submit copy of ministerial credentials to Ministerial Services (ministerialservices@inumc.org)
 - Ministerial Services has verified that ministerial credentials meet at least the minimum requirements for consideration as an Other Fellowship pastor
- Letter from appropriate judicatory representative that states:
 - The person is in "Good Standing" with home denomination
 - Verification that ministerial credentials are valid and active/current
 - Indication that there are no conditions such as warnings, censure, etc., in force
 - Permission from judicatory to serve with United Methodist Church
- Form RSF: Release of Supervisory Files
 - Request for supervisory file(s) from other Annual Conference(s)
Date request sent _____
- Complete and sign of "Loyalty" Statement (Form S) to support and maintain United Methodist doctrine, discipline and polity while under appointment to a church/charge
- Report of interview with Bishop and Cabinet (full-time appointment) or District Committee on Ministry (part-time appointment).
- Copy of completed Pension Enrollment or Waiver, if applicable

During First Year of Appointment

- Agree to begin taking the following in first year of appointment: Course of Study Courses in United Methodist History, Doctrine and Polity. Such courses may be taken from any United Methodist Seminary or from the General Board of Higher Education and Ministry (GBHEM) online Advanced Course of Study program (<https://www.courseofstudy.org/>)

To transfer credentials to the United Methodist Church to serve as a Local Pastor {2016 Discipline, ¶ 347.3}

- Serve at least one year in Other Fellowship (OF) status.
- Submit transcripts from Course of Study School showing completion of courses in United Methodist history, doctrine and polity.
- Submit educational transcripts to ministerialservices@inumc.org for review to determine that education is equivalent to United Methodist Local Pastor education.
- Upon vote of Clergy Session, their OF credentials will no longer be recognized.

To transfer credentials to the United Methodist Church to seek provisional membership {2016 Discipline, ¶ 347.3):

- Serve at least one year in Other Fellowship (OF) status.
- Must have a Master of Divinity or equivalent from a University Senate approved seminary. Submit transcripts to ministerialservices@inumc.org for review to determine if additional credits are needed.
- Must also serve as provisional member for at least three years, participate in Residency in Ministry program (RIM) and complete all requirements of 1]335 (2012 Discipline) including UM History, Doctrine and Polity.

The person has completed the requirements for the following classification:

- Other Denomination Transfer as Local Pastor Transfer as Provisional Member

Signature of dCOM Chair or dCOM Registrar

Date

NOTES:

A copy of all required documents must be provided to the Conference Registrar or by uploading into ebridge.

If the candidate has not met all criteria to be credentialed as an Other Fellowship - (OF) by the start date of the appointment, the candidate will start as a Supply Pastor. When all criteria for OF status have been met, the District Office will inform Conference Relations Chairperson.