

North Georgia Board of Ordained Ministry

Requirements to Transfer Conference Membership

United Methodist Clergy in provisional or full connection membership in an annual conference may request transfer of their membership to North Georgia. Consultation regarding transfer begins at the initiative of the resident bishop through the chairperson of The Board. The person seeking transfer shall be interviewed by The Board's Committee on Local Pastors and Transfers at the next scheduled meeting for transfer requests.

Clergy transferring from another annual conference shall be required to serve at least two years under episcopal appointment in The North Georgia Conference. This two-year process begins with an initial meeting with and approval of the Committee on Local Pastors and Transfers.

A second interview will be required for approval and recommendation to the BOM, and if approved a recommendation from BOM to the Clergy Executive Session. Additionally, all clergy seeking to transfer will have a member of the BOM serve as a Covenant Sponsor during the two-year period.

Provisional clergy seeking to transfer must participate in the North Georgia Conference Residency in Ministry program and participate in NGA full connection interviews.

Required Materials

The clergy person will be required to present the following to the Committee on Local Pastors and Transfers for consideration of transfer:

- a. Letters of recommendation from the District Superintendent
 - This will be required at the initial interview and again at the final interview.
- b. Letters of recommendation from the SPRC Chairperson
 - This will be required at the initial interview and again at the final interview.

- c. An Autobiographical Statement
 - All Candidates will provide the Board of Ordained Ministry a concise autobiographical statement regarding your faith development considering your family background and present family situation. You should include your ministry experience, educational history, and your call and response to ministry in The United Methodist Church. Items you may considering including change in marital status, children, major illnesses, death of loved ones, or vocational changes. The Board uses this document to get to know you, and to understand where you are in ministry and how you have come to discern and respond to your call.
- d. Updated criminal background check, background affidavit, and credit check
 - The NGA district office will assist with processing the required Trak-1 background check. The Center for Clergy Excellence will provide directions for obtaining the appropriate credit report.
- e. A copy of their permanent and supervisory files from their home conference.
- f. A psychological assessment that is less than five years old, this can be from the home conference or completed with NGA Ministerial Assessment Specialist.
- g. A letter of recommendation from the Covenant Sponsor will be required at the final interview.

The candidate will meet with the committee for approval or non-approval. The committee will inform the BOM Executive Committee of their action for the BOM to have final approval and presentation to the Clergy Executive Session of the Annual Conference.

What is a Covenant Sponsor? Each candidate seeking to transfer their annual conference membership or denomination credentials will be assigned a Covenant Sponsor to work with them during their transfer period. The goal is to provide a resource to those transferring by assisting them in connecting within the annual conference in a variety of ways. The Candidate will meet quarterly with the Covenant Sponsor who will encourage them in their ministry, help them connect with others in the conference, and provide prayer and support. The Covenant Sponsor will be asked to provide a recommendation for the candidate prior to the final interview session. Those in the provisional period will not be assigned an additional Covenant Sponsor but their Residency in Ministry leaders will serve in this role and will be asked to provide a letter of recommendation prior to the final interview.

REQUIRED MATERIALS

Psychological Evaluation

For uniformity all evaluations must be secured through Dr. Anne Imhoff. You can schedule an appointment with her via Ms. Cynthia Daniels at 678.637.7170. If your evaluation will be more than four years old as of the paperwork deadline you will need to schedule a re-assessment interview with Dr. Imhoff. The evaluation will become a part of your file and will be only one piece of data used by the BOM in its consideration of your candidacy for conference membership or licensing. It is hoped that your own self-understanding will be enhanced through the testing and the time of reflection with a professional counselor on significant factors in your personality make-up.

Background Affidavit and Background Check

You are required to complete the Background Affidavit and request a Consumer Report. These are TWO different documents, and both are required. Complete the background affidavit form, and have it witnessed by a Notary Public. Submit the Authorization to Obtain a Consumer Report via Trak-1 to your **district office**, they will process the request and submit your report to CCE. The background check may take 14-21 days, please do not wait until the last minute to ask your district to process this request. Your background check can be no older than three months to be accepted, and you will be responsible for paying the district for processing fee.

Credit Report

All Candidates will provide the Board of Ordained Ministry with a **full copy** of your current credit report from www.myfico.com. (Current means requested from myfico within the 30 days of your paperwork deadline). Specific directions are available on the CCE website. If your Credit Score does not meet established minimum of **640**, the candidate is required to provide additional information using the balance sheet/income statement, found on the CCE website. The BOM will review all materials submitted for a candidate with a score below 640 and discern if they are properly before the BOM and eligible to continue to interview or if they will be disqualified.

DISCLOSURE REGARDING CONSUMER REPORTS

North Georgia Conference of The United Methodist Church

NGA-UMC Will Obtain a Background Check

You acknowledge and understand that in connection with your application for employment with **North Georgia Conference of The United Methodist Church** (including any independent contract for services) or when deciding whether to modify or continue your ongoing employment, if hired, we may obtain a “consumer report” and/or an “investigative consumer report” on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.

Consumer Report Defined

A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. A common term for a consumer report is a “background check report.”

Investigative Consumer Report Defined

An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. An investigative consumer report might include, for example, calls to the personal references you provide or conversations with former supervisors or colleagues where you worked.

Reports May Contain

The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, current motor vehicle insurance coverage information, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others.

You further understand that these reports may include experience information along with reasons for termination of past employment. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested, and that a consumer report containing injury and illness, drug testing, or other medical records and medical information may be obtained only after a tentative offer of employment has been made.

Your Rights as a Consumer

You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in Trak-1’s files on you at the time of your request by providing proper identification.

You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to Trak-1 should be forwarded to: Trak-1, Consumer Relations, 7131 Riverside Parkway, Tulsa, Oklahoma 74136, 800-600-8999, CustomerCare@trak-1.com.

AUTHORIZATION TO OBTAIN CONSUMER REPORT

The following is information required in order for **North GA Conference of the UMC** to obtain a complete consumer report:

Full Legal Name: _____

(First Name, Full Middle Name, Last Name)

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Gender: M / F Race: _____

Social Security Number: _____ Date of Birth: _____

Driver's License Number: _____ Issuing State: _____ Expiration Date: _____

Other or Former Names: *(AKA, Maiden Names, Married Names, Surnames, Etc.)* _____

Your signature below indicates the following:

- 1) You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to **North GA Conference of the UMC** any records or information referenced in the provided disclosure statement for employment related purposes.
- 2) You authorize ongoing procurement of any records or information, reports and records at any time during your employment to the extent allowed by law.
- 3) You authorize the use of a fax or photocopy of this authorization as having the same authority as the original.
- 4) You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish EMPLOYER NAME and/or Trak-1 with any and all background information in their possession regarding you for these stated employment purposes.
- 5) You understand and agree that in connection with your employment your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process.
- 6) You have read and fully understand the foregoing disclosure and this authorization.
- 7) You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- 8) You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

Customer Signature: _____ Date: _____

Check this box if you are a Minnesota, Oklahoma, or California applicant, and you would like to receive a copy of your consumer report, if one is obtained. For **California** applicants only: a copy of your report will be sent to you by the above-referenced employer within three business days beginning on the date of receipt by the employer. For **Minnesota** applicants only: the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer. For **Oklahoma** applicants only: the consumer reporting agency shall furnish a copy of your consumer report.

CALIFORNIA APPLICANTS: Pursuant to § 1786.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone, or with another person of your choice, provided that this additional person furnishes proper identification. California Civil Code section 1786.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

MAINE APPLICANTS: Pursuant to Maine state law, § 1317(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer.