TO: Candidates for Provisional Membership  
FROM: Julie Boone, BOM Chair  
        Alice Rogers, Director, The Center for Clergy Excellence  
RE: Provisional Membership Materials and Interview Process  
DATE: May 1, 2023

Congratulations on responding to your call to ministry in the North Georgia Conference of The United Methodist Church! This packet will provide you with information and resources as you prepare for Provisional Membership.

You must first receive a recommendation to Provisional Interviews from your District Committee on Ministry (DCOM). The Center of Clergy Excellence and the Board of Ordained Ministry (BOM) work closely with each DCOM. Together we will work with those recommended to secure materials, confirm the receipt of materials, and to schedule your interview. DCOM is your starting place, and they will help you prepare and be successful with the BOM.

You need to mark your calendars now with these important dates:

- The Provisional Prep Seminar will be held via a Zoom Meeting, May 24th at 10am. This is an opportunity to hear presentations that will help you prepare for completing the required materials and interviewing. BOM members will walk through this packet answering questions and highlighting helpful details. Additionally, this will give you the opportunity to meet the CCE staff and BOM members you will be working with in the coming months. Register Now.
- The Board of Ordained Ministry interviews for recommended candidates will be held February 12-13, 2024. For now, you will want to reserve both of those days in their entirety, and closer to the interview dates, you will be assigned a specific day and time in which you should be present for your interviews.

This packet will serve as your guide and checklist to make sure you have submitted all the appropriate material. Please read the entire packet and reference the checklist (pages 7-8) as you work through the materials to verify you have completed every required section document, and question. Read each section closely as directions may vary, and following the directions is a part of the process. Make sure you are clear about what is required in each section, and that you have fully completed each part and all the questions. Incomplete documents will prevent you from being eligible to interview.
You will submit all your materials (papers, forms, reports, videos, etc.) online via eBridge and Basecamp no later than **January 4, 2024, at 11:59 pm**. Some Called and Disciplined Life items are due November 15th. Additionally, transcripts and reference letters are due by December 1st. Using the following **Registration Link** you will be able to select an appointment between January 5th and January 6th, 2024, to review and confirm the receipt of all your materials with CCE. All your materials must be submitted online by 11:59 pm. There are no exceptions, and your file will be considered incomplete if everything isn’t posted by 11:59 pm on January 4, 2024. You will not be able to submit paper copies; you must submit all materials online following the appropriate directions. At your scheduled appointment time you will receive a call from the CCE. They will walk through your file with you, confirm receipt of your materials, and email you a follow-up confirmation regarding the status of your file and your eligibility to interview. You can access the registration link to make an appointment by visiting the ngumc.org website, and on the Center for Clergy Excellence page, you will see a link to the 2024 Provisional Membership Material Submission Registration. If you have questions about the reservation process or the submission of materials, feel free to contact CCE by email at clergyexcellence@ngumc.org or by phone at 678.533.1369 for assistance.

Please know that the Board of Ordained Ministry and the Center for Clergy Excellence are praying for you as you begin this next step towards ordination. If we can be of assistance to you, please feel free to contact us, Julie Boone, BOM Chair at 770.429.7800 or the Center for Clergy Excellence at 678.533.1369 or clergyexcellence@ngumc.org. We look forward to serving with you as colleagues in the ministry.

Again, read the packet entirely, follow all the instructions, and pay careful attention to the details. Ask someone to review your materials in advance of the deadline, so you have ample time to make corrections. Most importantly, **submit your very best work**. We look forward to seeing you in February.

**WHAT CAN I EXPECT TO HAPPEN AT THE INTERVIEWS?**

The United Methodist Church, through the Board of Ordained Ministry provides support for persons responding to God’s call to the full-time vocation of ministry through the discernment process of candidacy, mentoring, financial support with Ministerial Education Funds while in seminary or Course of Study, and Provisional Residency groups for Provisional Members.

The Board is also charged with responsibility for upholding the standards and requirements for ordained ministry in The United Methodist Church by confirming that required academic course work is completed and written answers and verbal responses to the questions for
provisional membership and ordination are answered in ways that demonstrate competency and authentic calling to ordained ministry.

Requirements for Commissioning and Ordination
Successful candidates for Provisional Membership must demonstrate “fitness and readiness” for the vocation of ordained ministry in the areas of Theology and Doctrine, Practice of Ministry, Called and Disciplined Life, and Leadership Development.

Successful candidates for Full Connection and Ordination must demonstrate “effectiveness” in their Theology and Doctrine, Practice of Ministry, Called and Disciplined Life, and Leadership Development.

Structure of the Board of Ordained Ministry
The North GA BOM is composed of fifty-five clergy and laity from across the conference. They are divided into small interview teams that work to evaluate your materials based on each area: Theology and Doctrine, Practice of Ministry, Called and Disciplined Life, and Leadership Development. Additionally, there is a specialty team that meets with candidates who self-defer, change order, require endorsements, and other various reasons requiring The Board of Ordained Ministry approval.

Location of Interviews and Overnight Lodging
The interview venue will be determined during the fall of 2024. The interview schedule begins with lunch and ends late afternoon. If you live out of state or a significant distance from the interview venue, the BOM will provide accommodations for you. All candidates should plan their travel time accordingly to account for unpredictable traffic, as you do not want to be late for your interview.

Evaluation of Interview Materials
Candidates are expected to submit their best written work and to be prepared to present themselves successfully in the interview. Written work is to be grounded in United Methodist theology reflecting the candidate’s deepest understanding of the questions asked. Please proofread carefully for correct spelling and grammar as your work will be evaluated accordingly.

It is permissible to use a proofreader and to request clergy colleagues and BOM members to review paperwork for content. BOM members who choose to assist candidates may serve in an advisory role; however, they shall not write, rewrite, or make substantive changes to
candidates’ work. The opinions and suggestions of individual BOM members neither reflect nor predict the BOM’s action.

**The Interview Process and Reviewers**

Prior to interviews, candidates are notified of the specific time and day of their interview. Since this is an interview, no spouses, family, or friends may attend. Please dress comfortably but professionally. Bring a paper copy of the materials submitted to the BOM for reference while interviewing.

At the same time, you are notified of your specific interview date and time, you will be assigned a “Reviewer” from the BOM. Candidates should contact their reviewer immediately to schedule a time to meet and discuss the materials that have been submitted. Candidates can expect their reviewer to have read all materials and to be available for a pre-interview meeting at a mutually convenient time. Reviewers are not advocating for their candidates but are thoroughly familiar with all material submitted by the candidate. The reviewer will also fully engage with the rest of the team during the interview. On the day of the interview, each candidate will be assigned a “Host,” and they will escort the candidate to the interview, sit with the candidate and fully observe the interview process. The Host will not read any material submitted by the candidate and is truly a non-biased observer in the interview. If candidates experience any difficulty accessing their presenters, please notify the Center for Clergy Excellence immediately.

The interview day begins as the candidates and BOM members gather for a time of welcome, instructions about the schedule, introduction of candidates, and worship. Candidates will then be accompanied by their Host to their specific interview room. There will be a time of introductions and instructions, and then each candidate will interview with the same team for twenty minutes in each of the following areas: Called and Disciplined Life, Theology and Doctrine, Practice of Ministry, and Leadership Development. There will be a break between Theology and Doctrine and Practice of Ministry. Following the interviews, candidates are free to leave.

The Board convenes daily after all interviews are completed to receive and discuss the recommendations of each Team. The Board will review each Team’s recommendations, and candidates will be notified by a phone call from the Reviewer that day following the Board’s decision. Please make sure your Reviewer has your best phone number and that you are available during the evening of your interview. We encourage you to plan to spend your evening in a supportive environment.
Categories of Responses from the Board of Ordained Ministry

There are three categories of responses that you can expect at the end of the day: Approved, deferred due to deficiencies, or denied (provisional candidates).

- **Approved for Recommendation to Executive Session**: Provisional candidates who have met all requirements and passed all four committees are approved for recommendation to Executive Session. Full Connection Candidates who have met all the requirements and passed all four committees are recommended for ordination and election into full connection.

- **Deferred Due to Deficiencies**: Each year, the Board has to say, “Not yet,” to some candidates. Candidates who are deferred because of deficiencies receive detailed explanations of where they could have done better and how they can improve before being interviewed again. If this is part of your evaluation, it is important that you take the instructions seriously. You will receive a detailed letter of requirements from the Board of Ordained Ministry.

- **Denied**: Occasionally, the BOM has to say to a candidate, “We believe you are called to ministry, but not to ministry as a deacon or elder in The United Methodist Church.” This decision is always made prayerfully and thoughtfully with the clear understanding that as baptized children of God, all are called and equipped to serve in a variety of ways as clergy and laity. In the circumstance of denial, candidates can expect some follow up assistance and care from the conference through BOM, the District Superintendent and the local church.

We strongly suggest that candidates, family, friends, co-workers, church members wait until after the interviews before making plans or issuing invitations to attend the service of licensing, commissioning, and ordination at Annual Conference.
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2024 PROVISIONAL MEMBERSHIP CHECKLIST

CALLED AND DISCIPLINED LIFE
______PART 1: Current Autobiography Statement (Post to eBridge)
______PART 2: Respond to 14 Called and Disciplined Life questions (Post to eBridge)

CALLED AND DISCIPLINED LIFE – these materials are due 11/15/2023!
______PART 3: Forms and Documents
Please post the following item as ONE document to eBridge
______Medical Report (pages 40-46)
Please post the following items as ONE document to eBridge
______Plagiarism Statement (notarized – page 31)
______Background Affidavit (notarized – page 32)
______Credit Report (Personal Expense/Income Statement-if needed – pages 38-39)
The following items will be posted to eBridge by your District Office or CCE
______GCIC Consent Form
   (Give your completed form to your district office by September 1, 2023 – pages 35)
______Authorization to Obtain a Consumer Report via Trak-1
   (Give your completed form to your district office by September 1, 2023 – pages 33-34)
______Psychological Evaluation (less than four years old)

THEOLOGY AND DOCTRINE
______Respond to 11 questions on Theology and Doctrine (Post to eBridge)

PRACTICE OF MINISTRY
______PART 1: Respond to 8 questions on Practice of Ministry (Post to eBridge)

Option 1: Elder, Deacon, Associate Member Track
______PART 2: Sermon
   ____Background information sheet for sermon (Post to eBridge)
   ____Manuscript or transcript of sermon (Post to eBridge)
   ____Bulletin/Order of Worship (Post to eBridge)
   ____Worship Video (Posted to Basecamp)

Option 2: Deacon Track only
______PART 2: Ministry Video Project (Deacon ONLY) (Post to Basecamp)
   ____Written Explanation/Reflection,
   ____Background sheet
   ____Handouts (Post to eBridge)
CONTINUED

LEADERSHIP DEVELOPMENT
   ______ PART 1: Respond to 6 Leadership Questions (Post to eBridge)
   ______ PART 2: Leadership Development Plan (Post to eBridge)

OTHER REQUIRED MATERIALS – these materials are due 12/1/2023!
These materials will not to be posted to eBridge by the candidate but should be sent directly to the Center for Clergy Excellence. Official Transcript as sealed original or electronic document sent directly from the institution to CCE. Please see the full list of required seminary courses as listed in The Book of Discipline ¶324.4a. There is a description of the courses and checklist for your use found page 29.

Transcripts
   ______ College (from each school attended)
   ______ Graduate School (non-seminary)
   ______ Seminary:

Reference Letters (pages 25-28)
   At least two (2) letters of reference from the following list (pages 25-26)
   ______ District Superintendent (required, page 25)
   ______ Senior Pastor of local church: (required if you are appointed or serving on staff, page 26)
   ______ SPRC Chairperson: (required if you are serving under appointment, page 26)
   ______ Senior Pastor of your local church where you are a member (page 26)
   ______ Supervisor: (if you are working or serving in a site other than a local church, page 26)
   ______ If unemployed: (someone other than family member who knows you well, page 26)

Two (2) Seminary Recommendations (pages 27-28)
   ______ Faculty Advisor or Faculty Member of your seminary
   ______ Field Education/Supervised Ministry/Contextual Education experience
       (We are looking for the evaluations from your field ministry experience)
CALLED AND DISCIPLINED LIFE
Deacon, Elder, and Associate Member Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
  - Header: Upper Right Corner include your name, section, and page number
    - Example: Name, Autobiographical Statement, pg. 1
  - Post your Autobiographical Statement (PART I) to eBridge, as one PDF document no later than January 4, 2024, at 11:59 pm.
    - Read all the directions before posting your written work and documents!
- **Paper Parameters:** double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
- **Answer Length:** Autobiographical Statement should be 5-7 pages.

**PART I: Autobiographical Statement**

All Candidates will provide the Board of Ordained Ministry a written concise autobiographical statement including age, health, family status, Christian experience, call to ministry, educational record, formative Christian experiences, and plans for service in the church and world. Describe your participation, attendance, and leadership in a local United Methodist church during the past two years. Have you ever applied for or held membership in another Annual Conference? If so, give clear information about this relationship. Items you may consider including are a 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.

Previously deferred candidates must submit an updated autobiographical statement including information about how you have addressed deferment (small group/coach) and any family situations that have changed since you last interviewed.

General Instructions – Please Read Carefully

- **Paper Requirements:**
  - Header: Upper Right Corner include your name, section, and page number
    - Example: Name, Called and Discipline Life, pg. 1
  - Post your Called and Discipline Life answers (PART II) to eBridge, as one PDF document no later than January 4, 2024, at 11:59 pm.
    - Read all the directions before posting your written work and documents!
- **Paper Parameters:** double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
PART II: Called and Disciplined Life Questions

1. Explain your understanding of the distinctive vocations of the Order of Elder and the Order of Deacon. How do you perceive yourself, your gifts, your motives, your role, and your commitment as a Provisional member in The United Methodist Church? ¶324.9k

2. Are you presently convinced that ordained ministry is the best way to respond to God’s call and claim upon your life? Why do you feel this way? ¶324.9k

3. What is your understanding of the expectations and obligations of the itinerant system?

4. Describe your understanding of diakonia, the servant ministry of the Church, and the ministry of the Provisional member. ¶324.9l

5. What is the meaning of ordination in the context of the general ministry of the Church? What do you understand are the differences, if any, to the order of deacon and order of elders? ¶324.9m

6. Describe your understanding of an inclusive church and ministry. ¶324.9n

7. Describe your understanding of and appreciation for persons of different racial/ethnic heritages.

8. You have agreed as a candidate for the sake of the mission of Jesus Christ in the world and the most effective witness of the gospel, and in consideration of your influence as a minister, to make a complete dedication of yourself to the highest ideals of the Christian life as set forth in Paragraph 304.2, (2016 Book of Discipline) and to this end agree to exercise responsible self-control by personal habits conducive to bodily health, mental and emotional maturity, integrity in all personal relationships, fidelity in marriage and celibacy in singleness, social responsibility and growth in grace and the knowledge and love of God. What is your understanding of this agreement? ¶324.9o

9. Management of personal finances is important, not only for personal and family reasons, but also for Christian witness. How skilled or disciplined are you in this area of your life? Are you presently in debt so as to interfere with your work and make it difficult for you to live on the salary you may receive?

10. Knowing the dangers and blessings of the technology of social media and networking, what steps would you take to safeguard your integrity and maintain your ethical standards and boundaries as a clergy person?

11. Describe your understanding of ¶2702 (2016 Book of Discipline) regarding your ethical boundaries and standards as a United Methodist clergyperson.

12. All clergy in the state of Georgia are Mandatory Reporters to report suspected child abuse or elder abuse, which includes, but is not limited to, physical abuse, neglect,
emotional abuse, sexual abuse, or sexual exploitation. What is your understanding of this? For information, go to: [https://oca.georgia.gov/training/mandated-reporting](https://oca.georgia.gov/training/mandated-reporting).

13. Based on your recent medical assessment (required medical form, see pages 39-45), how do you evaluate your overall physical health? Do you have any current or chronic health problems? If so, what steps are you taking to care for yourself? What habits do you practice to keep yourself healthy: physically, mentally, and spiritually? How does your physical health impact your ability to be an effective minister? ¶324.8

14. Have you ever been a part of a conflict that involves your pastor, a clergyperson, District Superintendent, or Bishop? If yes, please explain.

**General Instructions – Please Read Carefully**

- **Form Requirements:**
  - *All forms are available on the CCE website as an individual downloadable document.*
  - *Post the following forms to eBridge as a PDF document no later than November 15, 2023, at 11:59 pm.*
    - 1 Document: Medical Report *(if your doctor sends it directly to CCE we will post it for you)*
  - Your district office will upload your updated Trak-1 report directly to eBridge. You must submit the Authorization Form and GCIC Form directly to the district office no later than September 1, 2023, for processing.
  - CCE will upload your psychological assessment directly to eBridge.

**PART III: Forms and Documents – Due November 15, 2023**

**Plagiarism Statement**

Complete the plagiarism statement form (page 31), have it witnessed by a Notary Public, and submit it as a part of your Section C paperwork.

**Background Affidavit, Background Check, GCIC Consent Form**

You are required to complete the Background Affidavit (page 32), request a Consumer Report (criminal background check – pages 33-34), and the GCIC Consent Form. These are THREE different documents, and are all required. Complete the background affidavit form (page 32), have it witnessed by a Notary Public, and submit as a part of your Called and Disciplined Life forms. Submit the Authorization to Obtain a Consumer Report (page 33-34) via Trak-1 and your GCIC Consent Form (page 35) to your district office no later than September 1, 2023, they will process the request and submit your report to CCE. The background check will take at least a month to process, please do not wait until the last minute to ask your district to process this request. Your background check can be no older than 8/1/2023 to be accepted, and you will be responsible for paying the district for processing fee.
Questions for Determining U.S. Work Authorization
Complete the questionnaire regarding your employment eligibility, have it witnessed by a Notary Public. If you answer “No” to question #1 and “Yes” to question #2, please give a full explanation of your employment authorization and submit copies of appropriate documentation (page 36-37).

Credit Report
All Candidates will provide the Board of Ordained Ministry with a full copy of your current credit report from www.myfico.com using the Equifax option. Current means requested from MyFico between November 1-15, 2023. There are screen snapshot directions on the CCE website and at the end of this packet to assist you with requesting the correct report. Credit scores must meet the established minimum of 640.
A candidate who has been recommended by DCOM, but whose credit report does not satisfy the minimum established credit score and/or ratios shall submit the following documentation:
- Letter from the candidate explaining the financial situation and plan for improving their score.
- Letter from DCOM stating they have consulted with the candidate, recommended the candidate to the credit advisory task force, and worked with the candidate to improve their score based on the consultation with the task force.
- Letter from the credit advisory task force stating they have worked with the candidate and how they view the work of the candidate towards recommendations that have been suggested.

Medical Report
Complete the candidate’s section of the Medical Report form and then have your personal physician or any licensed physician complete the physician’s section (pages 40-46). This can be submitted by you, or your physician can email it directly to clergyexcellence@ngumc.org or fax it to 678.533.1368.

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 February 1, 2024, 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 and ordination. We hope that your own self-understanding will be enhanced through the testing and that the time of reflection with a professional counselor on significant factors in your personality make-up will be a positive experience.
THEOLOGY AND DOCTRINE
Deacon, Elder, and Associate Member Candidates

General Instructions – Please Read Carefully

• The Board expects substantive answers to the questions: a brief paragraph is not sufficient! Answers should demonstrate an understanding of the theological concept(s) and should lead to further discussion and clarification in the interview group.

• Question Length: 300-750 words or approximately one to three pages per question

• Paper Requirements:
  o Header: Upper Right Corner include your name, section, and page number
    ▪ Example: Name, Theology and Doctrine, pg. 1
  o Print each question above your answer (keeping them in order)
  o Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper.

• Post your Theology and Doctrine answers to eBridge, as one PDF document no later than January 4, 2024, at 11:59 pm. Read all the directions before posting your document.

Questions for all Candidates

1. Describe your personal experience of God and the understanding of God you derive from Biblical, theological, and historical sources. ¶324.9a

2. What is your understanding of evil as it exists in the world? ¶324.9b

3. What is your understanding of humanity, and the human need for divine grace? ¶324.9c

4. How do you interpret the statement, “Jesus Christ is Lord”? ¶324.9d

5. What is your conception of the activity of the Holy Spirit in personal faith, in the community of believers, and in responsible living in the world? ¶324.9e

6. What is your understanding of the Kingdom of God, the Resurrection, and eternal life? ¶324.9f

7. How do you intend to affirm, teach, and apply Part III of the Discipline Doctrinal Standards and Our Theological Task in your work in the ministry to which you have been called? ¶324.9g

8. The United Methodist Church holds that the living core of the Christian faith was revealed in Scripture, illumined by tradition, vivified in personal experience, and confirmed by reason. What is your understanding of this theological position of the Church? ¶324.9h

9. Describe the nature of the Church and the mission of the Church. What are its primary tasks today? ¶324.9i

10. Discuss your understanding of the primary characteristics of United Methodist polity. ¶324.9j

11. Explain the theological role and significance of the sacraments in the ministry to which you have been called. ¶324.p
PRACTICE OF MINISTRY
Deacon, Elder, and Associate Member Candidates

General Instructions – Please Read Carefully

- **Paper Requirements:**
  - Header: Upper Right Corner include your name, section, and page number
    - Example: Name, Practice of Ministry, pg. 1
- **Paper Parameters:** double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper
- **Answer Length:** The length of Practice of Ministry questions can vary but should not exceed 3 pages per question. Print each question above your answer keeping them in order.
- Post your Practice of Ministry answers to eBridge, as one PDF document no later than January 4, 2024, at 11:59 pm. Read all the directions before posting your document.
- In Practice of Ministry, you will post your questions as one PDF document, and sermon/video materials as a second PDF document in eBridge. Your written work is posted in eBridge, your video is posted in Basecamp.

PART I: Practice of Ministry Questions (all candidates)
1. How has your experience of God changed/deepened during your preparation for ministry?
2. You have received a call that a church member has died. Describe your walk with the family from the point where they learn a loved one has died through the funeral and follow-up care.
3. Write a prayer you could pray for a parishioner with terminal illness in a hospital. Write a prayer you could pray for a parishioner having surgery and expected to make a full recovery.
4. You have received a request to officiate at a couple’s wedding. What steps will you take to prepare for the wedding and what resources will you use?
5. How much preaching experience have you had to this point in your ministry?
6. State your personal view of the importance of preaching in your role as a clergy person.
7. What activities would you include in a confirmation class to help young people think about God and their experiences of God?
8. What types of hospitality and education would you implement to take someone from being a guest to a full member of the church?
PRACTICE OF MINISTRY
Deacon, Elder, and Associate Member Candidates

Deacon Candidates must select either Option 1 (sermon) or Option 2 (Ministry Video Project) found on pages 18-19.

Part II: Sermon (Elder & Associate Members only option; Deacon Candidates option 1)

General Instructions – Please Read Carefully

- Paper Requirements:
  - Header: Upper Right Corner include your name, section, and page number
    - Example: Name, Sermon, pg. 1
  - Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper.
  - In Practice of Ministry, you will post your questions and sermon written materials as two separate PDF documents in eBridge.
  - Post your Practice of Ministry sermon materials to eBridge, as one PDF document (background information sheet, order of worship/bulletin, and sermon manuscript – in that order) no later than January 4, 2024, at 11:59 pm. Read all the directions before posting your document.
  - Post only your Practice of Ministry video to Basecamp in the specific 2024 Provisional Video folder. Do not post written work in Basecamp.

Sermon Instructions

1. Submit a manuscript or transcript of a sermon you have recently preached from the lectionary YEAR A between July 1 and September 30 (see #3 for more details). Complete and include with your sermon the Background Information Sheet (page 16) and your church bulletin or order of service.

2. Video the entire worship service with the congregation present – include the entire service in the video (from the congregation arriving through the sending forth). The video should show a congregation in attendance, as well as the person who is conducting the service, and the person preaching. Your video must be one nonstop unedited video. Directions to post your video to Basecamp are included on page 51-52.

3. The text for your sermon shall be any of the Lectionary Sunday selections (page 17) from July 1 and September 30, 2023. The sermon should be new and should communicate the Word that God is expressing to your listeners through this text. You must use one of the assigned texts from the list, but not necessarily on the assigned date.

4. The sermon will be evaluated on content and delivery. Attention will be paid to scriptural exegesis, theological development, logical flow of ideas, vivid illustrations, voice quality, eye contact, animation, and grammar. The sermon should reflect your best effort, a style you normally use and an environment where you are comfortable. Do not be tempted by internet sermons. Your work must be authentic.
Sermon Background Information Sheet
Sermon Submitted to Board of Ordained Ministry

(Manuscript/transcript, Background Sheet, and Order of Worship/Bulletin should be uploaded as one document.)

*A copy of this template will be on the CCE website for you to download and use in a word format.

Name of Candidate ____________________________

Biblical Passage ____________________________ Date Preached ____________________________

Sermon Title ____________________________

Conference Status Sought
☑ Provisional Elder ☐ Associate Member ☐ Provisional Deacon

1. Briefly describe the setting in which the sermon was preached (nature of the congregation; concern to which the sermon was addressed; type of service where sermon was delivered—e.g., Sunday morning or evening, special service, etc.)

2. State in one sentence the message you sought to convey in this sermon.

3. What response did you receive from those who heard the sermon?
### 2024 Lectionary Texts for Preaching Options

You must use an assigned text from this list, but not necessarily on the assigned date. For example, you could use the Gospel Reading for July in a sermon during September and that would be acceptable.

<table>
<thead>
<tr>
<th>Season after Pentecost Year A</th>
<th>First* reading and Psalm</th>
<th>Alternate* First reading and Psalm</th>
<th>Second reading</th>
<th>Gospel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ninth Sunday after Pentecost: July 30, 2023</td>
<td>Genesis 29:15-28; Psalm 105:1-11, 45b; or Psalm 128</td>
<td>1 Kings 3:5-12; Psalm 119:129-136</td>
<td>Romans 8:26-39</td>
<td>Matthew 13:31-33, 44-52</td>
</tr>
<tr>
<td>Twelfth Sunday after Pentecost: August 20, 2023</td>
<td>Genesis 45:1-15; Psalm 133</td>
<td>Isaiah 56:1, 6-8; Psalm 67</td>
<td>Romans 11:1-2a, 29-32</td>
<td>Matthew 15:15: (10-20), 21-28</td>
</tr>
</tbody>
</table>
PRACTICE OF MINISTRY

Deacon Candidates Only

Deacon candidates may complete either a ministry video project reflecting how you proclaim the Word in your ministry setting or a sermon. Do not do both! If you opt to complete the sermon, please follow the directions for the sermon instructions given on page 15-17.

Part II: Ministry Video Project (Deacon Candidates only)

General Instructions – Please Read Carefully

- Paper Requirements:
  - Header: Upper Right Corner include your name, section, and page number
    - Example: Name, Video Project, pg. 1
  - Print each question above your answer (keeping them in order)
  - Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper.
- In Practice of Ministry, you will post your questions and video written materials as two separate PDF documents in eBridge.
- Post your Practice of Ministry Video Project written materials to eBridge as one PDF document (background information sheet, transcript/manuscript of presentation, handouts and other materials used during the project) no later than January 4, 2024, at 11:59 pm. Read all the directions before posting your document.
- Post only your Practice of Ministry Video Project to Basecamp in the specific 2024 Provisional Video folder. Do not post written work in Basecamp.

MINISTRY VIDEO PROJECT

1. Submit a video at least thirty (30) minutes in length showing how you proclaim the Word within the context of your ministry. Your video must include/show the participants in your ministry setting. For example, a minister of music might video a 30-minute Bible study in which he or she deals with the scriptural background to a cantata. A church administrator might video a session in which he or she shares biblical understandings of stewardship with the finance committee. (The video would show that the choir or committee is present and engaged in your practice of ministry).

2. Submit a three-to-five (3-5) page paper explaining the video event and how it reflects your overall ministry setting. Please include the Deacon Video Project Information Sheet (page 19) as your cover sheet and any handouts given during the presentation (agenda, worksheets, discussion questions) at the end of your paper. Post the entire document (cover/paper/handouts) to eBridge as one PDF document. Directions to post your video are included on page 51-52.
**Deacon Ministry Video Project Information Sheet**

*Video Submitted to Board of Ordained Ministry*

*A copy of this template will be on the CCE website for you to download and use in a word format.*

<table>
<thead>
<tr>
<th>Name of Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
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</tbody>
</table>

Conference Status Sought: **Provisional Deacon**

1. Describe the setting of the Ministry Video Project (participants, place, type of program).

2. State in one sentence the message you sought to convey in this Ministry Video Project.

3. What response did you receive from those who heard/participated in your project?
LEADERSHIP DEVELOPMENT
Deacon, Elder, and Associate Member Candidates

General Instructions – Please Read Carefully

- Paper Requirements:
  - Header: Upper Right Corner include your name, section, and page number
    - Example: Name, Leadership Questions, pg. 1
    - Example: Name, Leadership Plan, pg. 1
  - Print each question above your answer (keeping them in order)
  - Double-spaced, standard one-inch margins, 12-point Times New Roman font, on 8½ x 11 paper.
- Post your Leadership Development Questions and Leadership Plan to eBridge, as one PDF document no later than January 4, 2024, at 11:59 pm. Read all the directions before posting your document.

PART I: Leadership Questions
Answers to the following questions should be 1-3 page(s) per question.

1. Servant leadership has been described as 90% heart (the character of the leader) and 10% skills and abilities. Which of your character traits help you to be an effective leader and which traits present a challenge for you in leading others? What skills/abilities do you possess that contribute to you being an effective leader?

2. What traits and skills in leadership have you seen in leaders that will shape your leadership in the church? You should include both positive and negative attributes.

3. In Ephesians 4:11 and 1 Corinthians 12:27 – 13:9 Paul describes some of the types of servant leaders and the importance of the character of the leader being grounded in love. Which biblical role of servant leadership do you most resonate with and why? Just as importantly, which role is the biggest challenge for you, and how do you overcome that challenge?

4. How do you measure your readiness to be a pastor-leader?

5. Leaders lead others. What techniques and skills do you use for building teams and equipping others for ministry? How do you lead when others are not following?

6. Even the best of leaders sometimes make bad decisions. How do you lead after a failure?
PART II: Leadership Development Plan
Create three leadership goals you plan to accomplish during your three-year provisional period. These are goals outside the work of residency group: these are your personal leadership goals. These goals can span one year, two years, or three years. Reflecting on your strengths for ministry, what are your growing edges as a leader and what goals will help you become a stronger leader after residency.

GOAL 1: (short title)
Write a short narrative naming the goal, why it is important to you and expounding on how you will accomplish the goal.
- Explain what **specific steps** you will take in achieving this goal. Your goal may span 1-3 years.
- How will you measure your progress?
- What is your timeline for achieving the goal?
- You will evaluate annually your goal with your Residency Leaders to assess your progress.

GOAL 2: (short title)
Write a short narrative naming the goal, why it is important to you and expounding on how you will accomplish the goal.
- Explain what **specific steps** you will take in achieving this goal. Your goal may span 1-3 years.
- How will you measure your progress?
- What is your timeline for achieving the goal?
- You will evaluate annually your goal with your Residency Leaders to assess your progress.

GOAL 3: (short title)
Write a short narrative naming the goal, why it is important to you and expounding on how you will accomplish the goal.
- Explain what **specific steps** you will take in achieving this goal. Your goal may span 1-3 years.
- How will you measure your progress?
- What is your timeline for achieving the goal?
- You will evaluate annually your goal with your Residency Leaders to assess your progress.
**Resource Materials**

These are for your assistance and to provide guidance as you prepare your papers, sermon or ministry project, Bible Study, and Leadership materials as a part of the Provisional Member and Full Connection interview processes.

**Suggested Bibliography**

The following bibliography is recommended for ordained ministry candidates applying for provisional and full connection in the North Georgia Conference. This is not an exhaustive bibliography but a suggested introductory list for candidates.

- A good quality study Bible: The New Interpreter’s Study Bible, Oxford Study Bible, Harper Collin’s Study Bible, CEB Study Bible.

**Leadership Development Resources**

• Bolsinger, Tod. Canoeing the Mountains: Christian Leadership in Uncharted Territory, Downers Grove, InterVarsity Press, 2015
OTHER REQUIRED MATERIALS
Deacon, Elder, and Associate Member Candidates

Official Transcripts
Please request that official (sealed) original transcripts from all college, seminary, and other graduate studies be sent to the Center for Clergy Excellence no later than the December 1, 2023. If the academic institution offers electronic transcripts have those sent directly to CCE at clergyexcellence@ngumc.org.

Seminary Letters of Recommendation
1. Ask your Faculty Advisor or an appropriate Faculty member who knows you best at your seminary to fill out this form and return it to the Center for Clergy Excellence no later than December 1, 2023. Again, your file must be complete by your appointment time, including the recommendation letters that are due December 1, 2023. (pages 27-28)
2. If you have participated in a Field Education/Supervised Ministry/Contextual Education experience during seminary, please give their office a copy of the seminary form and ask them to submit a copy of your course evaluations. This is in addition to the faculty recommendation and does not replace the individual faculty recommendation. (pages 27-28)

Letters of Reference
Every candidate should have at least two letters of reference, one from the District Superintendent and at least one from the list of options below. Ask your reference to send your letter and form to the Center for Clergy Excellence. Again, your file must be complete by your appointment time, including the recommendation letters that are due December 1, 2023.
1. Please give the letter of Reference form for the District Superintendent (page 25) for completion:
   - District Superintendent (required)
2. At least one from the following list (letter of reference form page 26):
   - Senior Pastor: of your local church; of your appointment; or if on staff as laity.
   - Supervisor: if you are working or serving in a site other than a local church.
   - PPRC Chairperson: if you are under appointment at a local church.
   - If unemployed: someone other than family member who knows you well.

Additional Information
Ask persons writing letters to return their responses to the questions below no later than December 1, 2023, and send it to: Center for Clergy Excellence, 1700 Century Circle, NE, Suite 100, Atlanta, GA 30345, or via email to clergyexcellence@ngumc.org.

Candidates do not have access to the content of these letters without prior consent of the writer.

Letters of reference can be written by anyone – not family members – who have worked with you or served with you at a local church, agency, or secular position. If you have any questions regarding the letter of reference, please call the Center for Clergy Excellence.
Due to The Center for Clergy Excellence by December 1, 2023
Letters of Reference Form – District Superintendent - REQUIRED
This form must be signed and returned with the letter of reference.

Candidate’s Name: ___________________________________________

Candidate’s Required Signature: ___________________________ Date ____________
The Candidate is responsible for requesting the District Superintendent complete this form and submit it
directly to The Center for Clergy Excellence.

District and District Superintendent’s Name __________________________________________

You have been asked to respond to the following questions for a person who is seeking approval of the
Board of Ordained Ministry of the North Georgia Conference. As their District Superintendent your letter
of reference will be a very important part of the evaluation of the candidate for ministry in The United
Methodist Church. Please give candid and complete answers to the following questions. Please note: the
candidate does not have access to the content of these letters without prior consent of the writer. Send
all letters to the Center for Clergy Excellence via email clergyexcellence@ngumc.org or by mail to:
1700 Century Circle, NE Suite 100, Atlanta, GA 30345 or by December 1, 2023.

1. What were the candidate’s responsibilities when he/she worked with you?
2. What gifts have you observed in the candidate that would affirm their call to ordained ministry in
   The United Methodist Church?
3. Describe the candidate’s work ethic as you have observed him/her in discharging his/her
   responsibilities.
4. Does the candidate display an ability to lead people to a relationship with Christ? Give examples.
5. Is the candidate effective in his/her appointment/job? Give rationale for your answer.
6. If you have observed the candidate in times of stress and/or conflict, how did he/she respond and
   how did the circumstances affect the performance of his/her duties?
7. What is your evaluation of the candidate’s interpersonal relational skills? How well does he/she get
   along with a variety of people?
8. What is the attitude of the candidate to deadlines? How would you describe the candidate’s ability to
   meet deadlines?
9. How does the candidate respond to criticism and the suggestions of others?
10. What strengths and skills will the candidate bring to ministry? What weaknesses will the candidate
    bring to ministry?
11. What is the largest challenge the candidate faced and how did he/she respond?
12. Does your experience with the candidate cause you to have any concern that this person can function
    effectively within the structure of The United Methodist Church? If yes, please explain.
13. If the candidate is married, is his/her family supportive of their participation in the ordained
    ministry? If the candidate is on the elder track, is his/her spouse supportive of participation in the
    itinerant system?
Due to The Center for Clergy Excellence by December 1, 2023

Letters of Reference Form to be used by:
Senior Pastor, SPRC Chairperson, Supervisor - REQUIRED

This form must be signed and returned with the letter of reference.

Candidate’s Name: ____________________________

Candidate’s Required Signature: ____________________________ Date ____________

The Candidate is responsible for requesting the PPRC Chairperson, Senior Pastor, Supervisor, or someone who knows you well to complete this form and submit it directly to The Center for Clergy Excellence.

Name of Reference __________________________________________

PPRC Chairperson, Senior Pastor, Supervisor, and/or Other Reference:
you have been asked to respond to the following questions for a person who is seeking approval of the Board of Ordained Ministry of the North Georgia Conference. As their supervisor your letter of reference will be a very important part of the evaluation of the candidate for ordained ministry in The United Methodist Church. Please give candid and complete answers to the following questions and make sure that you have identified the candidate by name and signed your reference before sending it in. Please note: the candidate does not have access to the content of these letters without prior consent of the writer. Send all letters to the Center for Clergy Excellence via email clergyexcellence@ngumc.org or by mail to 1700 Century Circle, NE Suite 100, Atlanta, GA 30345 or by December 1, 2023.

Please respond to the following questions:
1. What were the candidate’s responsibilities when he/she worked with you?
2. What gifts have you observed in the candidate that would affirm their call to ordained ministry in The United Methodist Church?
3. Describe the candidate’s work ethic as you have observed him/her in discharging his/her responsibilities.
4. Does the candidate display an ability to lead people to a relationship with Christ? Give examples.
5. Is the candidate effective in his/her appointment/job? Give rationale for your answer.
6. If you have observed the candidate in times of stress and/or conflict, how did he/she respond and how did the circumstances affect the performance of his/her duties?
7. What is your evaluation of the candidate’s interpersonal relational skills? How well does he/she get along with a variety of people?
8. What is the attitude of the candidate to deadlines? How would you describe the candidate’s ability to meet deadlines?
9. How does the candidate respond to criticism and the suggestions of others?
10. What strengths and skills will the candidate bring to ministry? What weaknesses will the candidate bring to ministry?
11. What is the largest challenge the candidate faced and how did he/she respond?
12. Does your experience with the candidate cause you to have any concern that this person can function effectively within the structure of The United Methodist Church? If yes, please explain.
Due to The Center for Clergy Excellence by December 1, 2023

The United Methodist Church Theological School Recommendation form for Ordination & Conference Membership - REQUIRED

Candidate’s Name:__________________________________________________________

Theological School:________________________________________________________

Faculty Recommender’s Name:_______________________________________________

Release Information
I hereby authorize release of this information as requested to the Registrar of the Board of Ordained Ministry of The North Georgia Conference. Recognizing the confidential nature of this recommendation,

☐ I DO waive all rights of access to this report without the written consent of the person providing the information.

☐ I DO NOT waive all rights of access to this report without the written consent of the person providing the information.

Required Signature
Signed:________________________________________________________ Date ________________

Signature of candidate requesting recommendation

Directions:
1. Have the Theological School send your academic transcript directly to the Registrar of the Board of Ordained Ministry at clergyexcellence@ngumc.org or by mail to the Center for Clergy Excellence, 1700 Century Circle NE, Suite 100, Atlanta, GA 30345.

2. Give a SIGNED copy of this Recommendation Form to your faculty advisor or another faculty member of the theological school for completion and have it sent directly to the Registrar of the Board of Ordained Ministry via email clergyexcellence@ngumc.org or by mail to the Center for Clergy Excellence, 1700 Century Circle NE, Suite 100, Atlanta, GA 30345.

3. Give a second signed copy of this form to the Office of Field Education (Supervised Ministry/Contextual Education) if you have had a field education experience and have it sent directly to the Registrar of the Board of Ordained Ministry email clergyexcellence@ngumc.org or by mail to the Center for Clergy Excellence, 1700 Century Circle NE, Suite 100, Atlanta, GA 30345.

4. Authorize the release of information by signing the release statement above.
Instructions to the Theological School Representative

1. The Board of Ordained Ministry is interested in any personal insights you can provide with regards to the candidate in the following areas:
   a. Academic ability and performance
   b. Personal qualities and character
   c. Spiritual maturity and insight
   d. Field education experience and effectiveness

2. Attach all comments or reports you believe will be helpful in the decision-making process.

3. Return this form NO LATER THAN December 1, 2023 and any attachments directly to: BOM Registrar, Center for Clergy Excellence via email to clergyexcellence@ngumc.org or by mail to 1700 Century Circle NE, Suite 100, Atlanta, GA 30345.

   Please attach your recommendation letter.

Do you consider the candidate ready for ordination and conference membership in The United Methodist Church?  
☐ Yes  ☐ No

Recommendation Submitted By:

Signature ___________________________ Date ___________________________

Printed Name ___________________________

Theological School Position: ___________________________

Email Address: ___________________________

Mailing Address:

Street ___________________________ City ___________________________ State ___________________________ Zip ___________________________

Telephone: ___________________________
Required Academic Courses for Provisional Candidates

ALL PROVISIONAL CANDIDATES: Verification of these successfully completed courses must be in your file before the BOM interviews for recommendation to the Conference Board of Ordained Ministry. Only work completed at schools approved by the University Senate will be accepted. The provisional courses listed may be taken in an interactive class online through the internet from United Methodist University Senate approved theological seminaries. Separate courses are required for each required course. You can find a list of United Methodist Seminaries and other denominational University Senate approved schools on the General Board of Higher Education and Ministries website [http://www.gbhem.org/education/seminary/approv ed-seminaries](http://www.gbhem.org/education/seminary/approved-seminaries).

**REQUIRED COURSES** *(this page is for your reference; you do not need to submit it)*

- **Old Testament:** This must be a survey course. If a seminary waives this requirement because of work done in an undergraduate degree, the BOM exec will also consider a waiver. An OT course is still required. **Course # and Date Taken:**

- **New Testament:** This must be a survey course. If a seminary waives this requirement because of work done in an undergraduate degree, the BOM exec will also consider a waiver. A NT course is still required. **Course # and Date Taken:**

- **Theology:** Each candidate shall, prior to being interviewed by the Board of Ordained Ministry for provisional membership, have completed a seminary-level course in systematic theology. The theology course specified by the Discipline (¶324.4a) shall satisfy this requirement only when it is a thorough survey course in systematic theology. **Course # and Date Taken:**

- **Mission of the Church in the World:** Each candidate shall, prior to admission to provisional membership, have successfully completed one basic seminary course in the mission of the church in the world in preparation to lead, equip, empower and connect the congregation to the needs of the community and world. The course should include the theological, biblical and practical foundations for the mission of the church. **Course # and Date Taken:**

- **Evangelism:** Each candidate shall, prior to admission to provisional membership, have included a course in evangelism. It is strongly encouraged that this class be intentional in studying the making of disciples in post-Christian, multicultural settings. We encourage innovative ideas for building relationship in one’s context of ministry and creativity in adapting to the new challenges of evangelism that lay ahead for the Church. **Course # and Date Taken:**

- **Worship/Liturgy:** Each candidate shall, prior to admission to provisional membership, have successfully completed at least one basic seminary-level course in worship, this course to include an introduction to the history, theology, and practice of Christian worship, including Sunday gatherings, the sacraments, weddings, funerals, etc. This requirement may be satisfied through a non-credit course with instructor, content, and procedures approved by the Board of Ordained Ministry. **Course # and Date Taken:**

- **Church History:** **Course # and Date Taken:**

- **UM Polity:** **Course # and Date Taken:**

- **UM History:** **Course # and Date Taken:**

- **UM Doctrine:** **Course # and Date Taken:**

- **UMP/UMH/UMD:** at least 6 credit hours in classes combined: two 3 credit classes or three 2 credit classes.

- **Homiletics:** Each candidate who intends to pursue ordination as an elder shall, prior to being interviewed for provisional membership, have successfully completed at least one basic seminary course in the theory and practice of preaching, including sermon preparation and critique. Courses not requiring personal involvement in the act of preaching are unacceptable. **The homiletics course must be an in-class course, online homiletics courses will not be accepted.** Courses taken by correspondence will not be accepted. **Course # and Date Taken:**

All Deacon Candidates will be required to complete a preaching course as 7/1/2019.

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2024 Examination for Provisional Membership N.GA Conference 29
**Called and Disciplined Life Forms and Documents**

Print and complete each of these forms as a part of the required materials for Called and Disciplined Life. After completing the forms (several must notarized), combine the following into one document to upload to eBridge: Background Affidavit, Plagiarism Statement, U.S. Work Authorization, and Credit Score. If your credit score is below 640 you will need to complete the personal income and expense statements and submit with your documents. Upload your Medical Report as a separate document, do not include with the other required forms. The district will upload your Trak-1 report (background check), and CCE will upload your psychological assessment.

In eBridge you should have a total of four (4) documents you upload to eBridge: (1) Autobiographical Statement, (2) Called and Disciplined Life Questions, (3) Medical Report, and (4) Required Forms (Credit Score, Background Affidavit, Plagiarism Statement, U.S. Work Authorization as one document). The Center for Clergy Excellence and your District Office will upload your psychological assessment and your criminal background report.

**Required Forms – DUE November 15, 2023**

- Plagiarism Statement *(page 31)*
- Background Affidavit *(must be notarized – page 32)*
  - If the Notary Seal isn’t visible on your scan, lightly and gently color over it with a pencil
- Disclosure and Authorization to Obtain Consumer Report, Trak-1 *(pages 33-34)* and GCIC Consent Form *(page 35)*
  - Your district office will upload this for you to eBridge
  - Please request this of your district office by September 1, 2023
  - Your returned report is posted to eBridge. The request forms are not included in the upload
- Questions for Determining U.S. Work Authorization *(page 36-37)*
- Current Credit Report with FICO Credit Score *(requested between 11/1-11/15/2023)*
  - Please follow the directions and obtain the required report. Reports from other companies will not be accepted, it must be from the myfico.com website.
  - See pages 46-50 of this packet for screen-snapshot directions
  - Candidates Personal Income and Expense Statement *(pages 38-39)*
    - If your credit score is below 640 you will need to complete this form
    - You can download this form in an excel format on the CCE website, and it will include the auto-calculating formulas.
- Medical Form *(pages 40-46)*
  - For your privacy we ask you to upload this as a separate document. The entire BOM will not have access to this information.
  - You can also find this form on the GBHEM Website: Medical Form
- Psychological evaluation *(within the last 4 years)*
  - CCE will upload this document to your file you do not need to upload it.
Statement of Intellectual Integrity of Board of Ordained Ministry
North Georgia Conference – BOM approved – October 8, 2009

I have read the statement regarding plagiarism below and certify that none of the work that I have submitted to the Board of Ordained Ministry this year is plagiarized. I understand that the consequence of plagiarism in my paperwork would be deferral with deficiencies or such other action as the Board deems appropriate.

Signature: ______________________________________________ Date: __________________________

Printed Name: ________________________________________

Sworn to and subscribed before me this ___________________ day of ______________________, ______

Notary Public, State of _________________________________

My commission expires _________________________________

From www.plagiarism.com
People think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense. According to the Merriam-Webster Online Dictionary, to "plagiarize" means:

• to steal and pass off (the ideas or words of another) as one's own
• to use (another's production) without crediting the source
• to commit literary theft
• to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. But can words and ideas really be stolen? According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

• turning in someone else's work as your own
• copying sentences or ideas from someone else without giving credit
• failing to put a quotation in quotation marks
• giving incorrect information about the source of a quotation
• changing words but copying the sentence structure of a source without giving credit
• copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by correctly citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.
Background Affidavit for Candidates

Full Name:

I hereby certify that:

I have never been accused in writing nor convicted of a felony, misdemeanor, incident of sexual misconduct, or child abuse.

OR

I hereby certify that:

I have never been convicted for a felony or misdemeanor, nor have been accused in writing of sexual misconduct, or child abuse.

OR

I hereby certify that:

the details given below are true and accurate accounts of any incident or incidents in which I have been convicted for felony or misdemeanor, or have been accused in writing of sexual misconduct or child abuse;


Signature: ______________________ Date: ______________________

Printed Name: ______________________

Sworn to and subscribed before me this 

________ day of ________________, ______

Notary Public, State of ______________________

My commission expires ______________________

Please endorse with seal here.
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.
AUTORIZATION 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 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.
GCIC Consent Form

In signing below, I hereby authorize the agency in possession of this document to release any and all Georgia criminal background record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

________________________________________________________________________

Last Name (Please print), First Name, M.I.                         

________________________________________________________________________

Address                          City/State/Zip code

Sex                                Race                            D.O.B. (mm/dd/yyyy)            Social Security Number

________________________________________________________________________

Previous Name(s)

________________________________________________________________________

Applicant Signature                   Signature Date (mm/dd/yyyy)

Purpose Code: Employment

This authorization is valid for 90 days from the date of the signature above.

Pursuant to O.C.G.A. 35-3-34(a)(1)(A), GCIC Rule 140-2-.04
Questions for Determining U. S. Work Authorization

Signature: ____________________________ Date: ____________________________

Printed Name: ____________________________

Sworn to and subscribed before me this

________________________ day of ____________________________ , ______

Notary Public, State of ____________________________

My commission expires ____________________________

Please endorse with seal here.

1. Without specifying a particular category, are you eligible for employment in the U. S. by virtue of
   being one of the following: ☐ YES ☐ NO (Please answer questions 4 and 5)
   ☐ U. S. Citizen
   ☐ Permanent Resident (please answer question 2)
   ☐ Asylee or Refugee (please answer question 3)
   ☐ Lawful temporary resident under one of the amnesty programs? (please answer question 3)

2. If you answered Permanent Resident – please share the time frame and the process by which you were able
to obtain your status.

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

3. Asylee or Refugee, or Lawful temporary resident – please explain the type of VISA you are currently
   working under, who is the holder of that visa, when it was obtained and when does it will expire.

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2024 Examination for Provisional Membership N.GA Conference | 36
IF YOU ANSWERED "YES" TO QUESTION 1, DO NOT COMPLETE QUESTIONS 4 & 5

4. If the answer to Question 1 is "no", are you currently authorized to work in the U. S.?
   ● YES  ● NO

5. If "yes", please explain the basis of your employment authorization:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Candidate Personal Income and Expenses Statement
At the candidate’s discretion, this information may be used to address a credit score that is around 640, the minimum requirement. If you would like this form as an excel chart with preformatted fields, ask CCE to email you the worksheet or download it from the CCE website.

<table>
<thead>
<tr>
<th>Assets</th>
<th>Candidate</th>
<th>Spouse</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Value of Life Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automobiles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furnishings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Candidate</th>
<th>Spouse</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Mortgage/HELOC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto Loan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Cards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Worth</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Candidate’s Signature

Spouse’s Signature

*Chart continues onto the next page.*
## Income

<table>
<thead>
<tr>
<th>Income</th>
<th>Candidate</th>
<th>Spouse</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary (Net)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Allowance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Total Income

## Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Candidate</th>
<th>Spouse</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgage (including insurance &amp; taxes)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Mort/HELOC (min)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent (including renters’ insurance)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities (water/power/gas/internet/TV-subscriptions/cable/cell and/or home phone/trash)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto Loan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gasoline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependent Care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groceries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card (min)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical (copays/deductibles)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Loan Payment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charitable Contributions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Savings</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Total Expenses

### Surplus/(deficit)

## Candidate Credit Evaluation

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Minimum Payments</td>
<td>(enter the amount from the combine <strong>Total Expenses</strong> line above)</td>
</tr>
<tr>
<td>Total Net Income</td>
<td>(enter the amount from the combine <strong>Total Income</strong> line above)</td>
</tr>
<tr>
<td>% of Net Income committed to minimum debt payments</td>
<td>(Total Payments divided by Total Income, then move the decimal to the right two places for the %)</td>
</tr>
<tr>
<td>Debt Safety Ratio</td>
<td>(Using the previous number – minus it from 100 and that gives You the safety ratio or the amount of your income not committed)</td>
</tr>
</tbody>
</table>
THE UNITED METHODIST CHURCH
MEDICAL SUMMARY REPORT OF MINISTERIAL CANDIDATE
Form 103

Candidate’s Name: ________________________________________________

To the Board of Ordained Ministry:

Please indicate here, the name/address of the board officer who will receive this report.

Name: ___________________________________________________________

Address: _________________________________________________________

CONSENT FOR THE RELEASE OF
CONFIDENTIAL INFORMATION – COMPLETED BY CANDIDATE

Candidate Name: ________________________  Birth Date: ________________

I hereby authorize and direct ___________________ (physician) to disclose to the
____________________ (annual conference) Board of Ordained Ministry the following information with
regard to the records of ______________________ (candidate) for the purpose of evaluation by The United
Methodist Church for entrance into ministry.

I, the undersigned, understand that I may revoke this consent at any time except to the extent that action
has been taken in reliance upon it. This consent will expire sixty (60) days after the date treatment is
terminated unless another date is specified.

I understand that the information requested may be disclosed from records whose confidentiality is
otherwise protected by federal as well as state law. Any of the above requested information may include
results of alcohol/drug (substance) abuse and/or diagnosis and treatment of psychological disorders, as
well as HIV status.

To the party receiving this information: This information has been disclosed to you from records whose
confidentiality is protected by federal law. Federal regulations (42 CFR Part 2) prohibit you from making
any further disclosure of it without the specific written consent of the person to whom it pertains, or as
otherwise permitted by such regulations. A general authorization for the release of medical or other
information is not sufficient for this purpose.

__________________________________  ________________________
Signature of Candidate  Date

______________________________  ________________________
Witness  Date
SUMMARY REPORT – COMPLETED BY PHYSICIAN

Comments for physician:

Complete the summary report. The United Methodist Church assumes you are completing this information based on a current physical examination of the candidate. Screening guidelines are provided for reference as needed.

This person is a candidate for ministry in The United Methodist Church. Among other requirements, this includes being able to typically work a full-time week – with periodic weeks requiring longer work hours. Those serving in ministry will encounter situations that require the ability to cope with conflict and stress. Job-related tasks range from office work and traveling from site to site to communicating with and relating to a variety of people and managing multiple tasks simultaneously, among other responsibilities.

Candidate’s Name: _____________________________________________________.

Date of Physical Exam: ________________________________________________

Check One:

___ Based on the physical exam I completed, this candidate appears to be healthy. I have no concerns about his/her physical fitness for ministry.

____ Based on the physical exam I completed, this candidate has some health concerns that are summarized below.

Summary of Concerns:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
Typical treatment(s) for this condition could potentially include (medication, surgery, lifestyle modification, intervention by specialist, frequent monitoring, etc.):

Questions to ask, or conversation that a committee might have, to address these concerns could include:
EXAMINATION STANDARDS*

As a part of the ministry application process, The United Methodist Church requires each candidate to “present a satisfactory certificate of good health” by a physician on the prescribed form. Disabilities are not to be construed as unfavorable health factors when a person with disability is capable of meeting the professional standards and is able to render effective service. (The Book of Discipline, ¶¶ 315.6c, 324.8, 347.3, 357.7, 355.3, 368.5).

The following lists show standard screening practices to be considered in an assessment of physical health. Additionally, the physician may choose to make recommendations to the candidate as needed. While the candidate’s physician should make the final determination regarding the need for specific medical tests as related to the overall health and needs of the candidate, The United Methodist Church seeks a summary report from the physician upon completion of a physical examination of the candidate that provides an assessment of the candidate’s physical ability to perform the required work of ministry.

NOTE: DO NOT RECORD SCREENING RESULTS ON THIS FORM.

Screening

- Height and weight (periodically)
- Blood pressure
- Alcohol and tobacco use
- Depression (if appropriate follow-up is available)
- Diabetes mellitus (patients with hypertension)
- Dyslipidemia (total and HDL cholesterol): men ≥35 y; men or women ≥20 y who have cardiovascular risk factors; measure every 5 y if normal
- Colorectal cancer screening (men and women 50-75 y)
- Mammogram every 1 to 2 y for all women ≥40 y. Evaluation for BRCA testing in high-risk women only.
- Papanicolaou test (at least every 3 y until age 65 y)
- Chlamydial infection (sexually active women ≤25 y and older at-risk women)
- Routine voluntary HIV screening (ages 13-64 y)
- Bone mineral density test (women ≥65 y and at-risk women 60-64 y)
- AAA screening (one time in men 65-75 y who have ever smoked)

Counseling—Substance Abuse

- Tobacco cessation counseling

Alcohol misuse: brief behavioral counseling; alcohol abuse: referral for specialty treatment
Counseling—Diet and Exercise

Behavioral dietary counseling in patients with hyperlipidemia, risks for CHD and other diet-related chronic disease
Regular physical activity (at least 30 minutes per day most days of the week)
Intensive counseling/behavioral interventions for obese patients

AAA = abdominal aortic aneurysm; BRCA = breast cancer susceptibility gene; CHD = coronary heart disease.

* Based on recommendations from the U.S. Preventive Services Task Force.

Key Points

- The U.S. Preventive Services Task Force recommends routine periodic screening for hypertension, obesity, dyslipidemia (men ≥35 years), osteoporosis (women ≥65 years), abdominal aortic aneurysm (one-time-screening), depression, and HIV infection.
- The U.S. Preventive Services Task Force recommends routine periodic screening for colorectal cancer (persons 50-74 years of age), breast cancer (women ≥40 years), and cervical cancer.
- The U.S. Preventive Services Task Force recommends that all pregnant women be screened for asymptomatic bacteriuria, iron-deficiency anemia, hepatitis B virus, and syphilis.
- The U.S. Preventive Services Task Force recommends against screening for hemochromatosis; carotid artery stenosis; coronary artery disease; herpes simplex virus; or testicular, ovarian, pancreatic, or bladder cancer.
- Outside of prenatal, preconception, and newborn care, genetic testing should not be performed in unselected populations because of lower clinical validity; potential for false positives; and potential for harm, including “genetic labeling.”
- For patients for whom genetic testing may be appropriate, referral for genetic counseling should be provided before and after testing.
- A human papillomavirus vaccine series is indicated in females ages 9 through 26 years, regardless of sexual activity, for prevention of cervical cancer.
- A single dose of tetanus-diphtheria–acellular pertussis (Tdap) vaccine should be given to adults ages 19 through 64 years to replace the next tetanus-diphtheria toxoid (Td) booster.
- A zoster (shingles) vaccine is given to all patients 60 years and older regardless of history of prior shingles or varicella infection.
- Asymptomatic adults who plan to be physically active at the recommended levels do not need to consult with a physician prior to beginning exercise unless they have a specific medical question.
- Smoking status should be determined for all patients.
- Patients who want to quit smoking should be offered pharmacologic therapy in addition to counseling, including telephone quit lines.
- Routine screening is recommended to identify persons whose alcohol use puts them at risk.
- For management of alcohol abuse and dependence, referral for specialty treatment is recommended; for management of alcohol misuse, brief behavioral counseling may be useful.
• Clues for chemical dependency include unexpected behavioral changes, acute intoxication, frequent job changes, unexplained financial problems, family history of substance abuse, frequent problems with law enforcement agencies, having a partner with substance abuse, and medical sequelae of drug abuse.
• Condom use reduces transmission of HIV, Chlamydia, gonorrhea, Trichomonas, herpes virus, and human papillomavirus.
• It is important to ask about domestic violence when patients present with symptoms or behaviors that may be associated with abuse.
• When an abusive situation is identified, address immediate safety needs.
Directions for obtaining a Credit Report

Go to: https://www.myfico.com/

Select the Basic Option by clicking “Start Plan”

Create your user ID and Password – and decide if you want to receive special offers (if no uncheck the box). Once you use myFICO for your first report it will maintain a record of your USER information. This allows you to easily return and download a new report as needed for DCOM or BOM. If you forget your USER ID, you will be able to use your SS# to request an email reset. Typically, the USER ID is your email, so use an account that will continue to be valid!
FIRST TIME USERS: Enter your information to create your account and Continue to Billing Info:

Select **BUY A ONE-TIME REPORT**, you do not need to start a monthly plan.
Select the second option: **1-Bureau Report** – the default is Experian, but select Equifax

Select Equifax and Click **BUY NOW**

A Screen will appear asking for your credit card information to process the payment request. Make sure you are only purchasing a one-time report for $19.95; you are not purchasing a monthly monitoring plan or three reports.

After entering your credit card information and submitting, you’ll have this review screen before your actual purchase. You must click the box and then click **Place Order.** A screen that says “Processing” will appear, do not refresh, just wait!
The following screen will appear once your order has completed. Click on “Go to myFICO Dashboard”

**THIS IS YOUR DASHBOARD**

To print your report, click on FICO SCORE 1B Report, Equifax.
Your report will open, and you’ll need to click the PRINT icon.

After clicking print a new window will open for the print menu.

Select your printer option, or you may opt to save a PDF Document from this window. After printing or saving your report close the window and return to the Dashboard.

For security, hover over your name on the Dashboard, in the upper right-hand corner and click, then a small drop-down menu will appear, and you can LOG OUT.
Instructions to Upload your Video

Basecamp Instruction

You will receive an invitation to join the Basecamp – Board of Ordained Ministry group. If you have an ngumc.net email address that one will be used for the invitation. The Center for Clergy Excellence will send the invite after November 1st to all candidates. Following the directions from the email you can download the app or use Basecamp on the web. Your home page will be similar to the images below.

You will be asked to create your profile for the account. Then click on the Board of Ordained Ministry Team. The window below will open. All BOM members are already members of this group and all provisional and full connection candidates will be added to the group.

The Message Board, this is where CCE and BOM will post notes for the group. Schedule is the calendar; you’ll see the upcoming events. Finally, the last column is where you will post your video: POST YOUR VIDEO folder.

Click on Post Your Video
Select the appropriate folder (provisional or full connection 2024)
After you are in the CORRECT FOLDER then click the BLUE NEW button.

There will be several options, but select either “Start a new document” or “Upload a file”
Start a new document: Your name should be the title. In the text area, put the name of your sermon, the date it was preached and the Scripture. You can then add your link to where it is located on YouTube or the link in the Google Drive. Click Post this doc.

Upload a File: Your file manager window will open, and you need to navigate to the file you wish to upload. Please make sure the title of the movie is YOUR NAME, in the notes field put the title of your sermon, date preached and scripture. Click Uploading and then WAIT it will take a while for your video to upload.
Instructions to Upload Written Work

eBridge is the online platform where you will post all written materials as PDF documents. Sermons and Video Projects are posted to Basecamp not eBridge. All written materials that are a part of your sermon or video project are posted in eBridge only. The directions, including screen shots are included to assist in correctly posting your materials. CCE will issue user names and passwords for eBridge after November 1st. Contact CCE to request a password reset or if you have misplaced your user ID information you can email the office at clergyexcellence@ngumc.org or call 678.533.1369 for assistance.

Candidates are required to upload all written work, and All forms and required documents to eBridge.

Below are the directions for submitting written work, forms, and required documents. eBridge works most effectively with Microsoft Edge, it will work in other browser but all the features function correctly in Edge.

Go to: eBridge.com

You have been/will be assigned a User Name and Password by CCE. Your assigned Password is case sensitive, and you will be prompted to immediately change your password when you login the first time.

The third field is the File Cabinet – default is: NGUMC Ministry (please note there is a required space between NGUMC and Ministry)
Input your credentials and click the Green Log In button

The following screen will appear requiring you to update your password. Please change this to something you can remember and make a note of the password, as it can only be reset by calling CCE.

Enter your OLD Password (even though it defaults to ** it is not the correct password), then a new Password, and Confirm the New Password, then click SAVE. You will automatically be directed to the Home Screen. After your first login and changing of your password you will also default to the Home Screen upon login.
The Home Screen

In the BLUE BAR – Click on IMPORT
This is where you will begin the process of uploading your documents.

Several of these fields will be auto filled based on your user information, if something is incorrect, please contact CCE to update the information.

PLEASE READ BEFORE YOU START UPLOADING!!
Please note under Document Type that each item you upload should match with the appropriate section of the checklist.

- Called and Discipline Life (you will have 4 individual documents for this section: autobiography, questions, medical report, and forms. Your Trak-1 report, and psychological assessment will be posted by CCE or your District Office. If your medical report is sent directly to CCE it will be posted for you).
- Theology and Doctrine (Questions)
- Practice of Ministry (Questions, Bible Study, Sermon/Ministry Setting Project: only written documents. Sermon/Project Videos should be posted to Basecamp).
- Leadership Development (Questions and Leadership Plan)
• Other Materials. At the beginning of your scheduled appointment your access to import and view your materials will be deactivated. The CCE will scan and upload your reference letters and transcripts as they are received, but you are required to request those and provide the appropriate form to your reference. You cannot see this section in the search option on eBridge.

Checklist: The signed checklist (pages 7-8) will be emailed to you once your file is checked by CCE and deemed completed during your appointment time.

Before beginning the importing process, make sure you know where all your electronic files are located and that they are the final product. All documents must be in a PDF file format to upload to eBridge, no other formats are acceptable. You do not have access to delete a file once it is posted. You’ll need to contact CCE if you need a file deleted after posting.

Begin by Clicking on Browse for a file button – your file browser will open so you can select the documents to upload one at a time.
Select your file and click open from your file selection window. Please convert everything to a PDF prior to uploading, document formats other than PDF cannot be opened from within eBridge.

Verify the correct document is selected, choose the appropriate document type (CD/TD/PM/LD – click on the down arrow for options), name your document (keep it simple and don’t include your name), and then click IMPORT (large green button)

You will receive a confirmation message on Screen:
REPEAT this process for each document. Make sure to select the appropriate Document Type each time and edit the Document Name field for each item.

Several of the field will auto-fill after you import, double check Document Type and Document Name before each Import. If you need to alter or delete a document after importing, email or call CCE, they will be able to assist you with this process, you do not have edit or delete access.

**Verify you haveUploaded Everything.**
The program and viewing process works best if you are using Microsoft Edge or Safari on the Mac. The program does not always work correctly on the iPad. If you have questions direct those to CCE.

**From the Home Screen**

Click on Retrieve in the BLUE TOOL Bar

Your information will auto load, don’t add anything or select a document type, just click the GREEN Search Button. This will reveal all the documents related to your name that you have uploaded.
The following screen appears.

This will show each uploaded document. eBridge will not alter your documents, thus if you uploaded the correct file that is what will be available to BOM. Please double check your documents before uploading, especially if you have combined several documents into one PDF.

Options for reviewing your file

VIEW: Click on the icon to the left of the name of your person and this will open a window from which you can read the file. eBridge Viewer software will ask to download to your computer, you must install the viewer before you can view the files. It will take a couple seconds for the eBridge Viewer to launch after you install the software, and then you’ll be able to see/read the document. After installing the viewer the other documents should launch without having to restall the software.