

## **APPLICATION PROCESS FOR CANDIDATES FOR FULL TIME LOCAL PASTOR**

1. The District Committee on Ministry (dCOM) approves Certified Candidate to attend the Licensing School and to serve as local pastor.
2. A Certified Candidate who has received dCOM approval and completed Licensing School may be recommended to the Board of Ordained Ministry (BOM) by the district superintendent (DS) for approval as a full-time local pastor.
3. Upon receipt of the recommendation, the Office of Ministerial Services (OMS) will schedule an interview with the Local Pastors and Transfers Committee, a sub-committee of the BOM. The DS and district office will communicate with the candidate and work with them to complete the required check list of materials. The Local Pastors & Transfers Committee of the BOM meets two times per conference year, in October and March.
4. Written paperwork and required forms are due to OMS two-weeks prior to the scheduled interview. The OMS will review candidate's file to be sure all necessary documents, including the updated psychological evaluation (not more than 4 years old), credit report, criminal background check, plagiarism statement, and updated Course of Study or seminary transcript are present. The file will be made available to the sub-committee for the interview until it is completed. No candidate will be interviewed unless all requirements stated above are met.
5. Sub-committee will interview candidate and will make recommendations regarding approval or denial of request to the BOM.
6. Required Materials and Directions
  - Current Transcript from Course of Study or Seminary
    - Have this sent from your school directly to OMS via email: [ministerialservices@ngumc.org](mailto:ministerialservices@ngumc.org) or by mail: 1700 Century Circle NE, Ste. 100, Atlanta, GA 30345
  - Criminal Background Report and Affidavit
    - Complete the Background Affidavit, have it witnessed by a Notary Public, and submit a copy along with your other materials. You will need a current Background Check (Trak-1 Consumer Report), your District Office will assist you with requesting a report and submitting

it to OMS on your behalf. You will be responsible for the cost of the report and the district will communicate with you a balance due upon completion of the report.

- Credit Report
  - All Candidates will provide the Board of Ordained Ministry with a full copy of your current credit report from [www.myfico.com](http://www.myfico.com). (Current means requested from myfico within 30 days of your scheduled interview). Hover over the Compare Our Products in the tool bar at the top of the page. From the new menu that appears select One-Time Reports and Scores – also called 1 Bureau Report and FICO Score. From the menu click on the Equifax option, as that is the required format, then click the orange button – Get my FICO Score and Credit Report\*.
  - If your Credit Score does not meet established minimum of 640, the candidate is required to provide additional information using the balance sheet/income statement found on the OMS website or it can be emailed to you upon request.
- Plagiarism Statement
  - Please complete the plagiarism statement form and submit as a part of your paperwork. All paperwork is subject to review via iThenticate, a plagiarism search engine used by the many different annual conference.
- Psychological Assessment
  - If your psychological assessment is more than four years old you will need to call for an appointment with Dr. Anne Imhoff. Call Cynthia Daniels at 678.637.7170 to schedule an appointment. Let them know you have previously completed an assessment and will need to be scheduled for a re-assessment as it has been more than four years since your last evaluation.

## 7. Required Questions

### A. Theology and Doctrine

1. What is your understanding of the Trinity and how does this doctrine influence the life and work of the Church?
2. How do you experience God in your personal life? How do you see God at work in the world?
3. What is your understanding of humanity, and the human need for divine grace?
4. What is your understanding of Prevenient Grace, Justifying Grace, and Sanctifying Grace from a Wesleyan perspective?
5. The United Methodist Church maintains that tradition, experience and reason serve as tools in interpreting and applying scriptural doctrine. How does this position relate to your understanding of the authority of scripture? How do you view the authority of the Bible?
6. Describe the nature and mission of the Church. What are its primary tasks today?
7. Discuss your understanding of the primary characteristics of United Methodist polity. Identify four or five strengths with this polity that you find compelling.
8. What's your understanding of the sacraments of Baptism and Holy Communion?

### B. Called and Discipline Life

1. Describe your call to ministry and why you feel being a local pastor is the best way for you to respond to God's claim upon your life.
2. Have you ever applied for ordination, or held the position of local pastor or membership in another Annual Conference or other denomination? If so, give clear information about this relationship, including dates, addresses, and name of supervisors.
3. What habits do you practice to keep yourself healthy: physically, mentally, and spiritually?

### C. Autobiographical Statement

1. Please write a statement providing information about your family background and present family situation, church participation and experience, educational history, work experience, and call and response to ministry.

## **CHECKLIST FOR FULL TIME LOCAL PASTOR CANDIDATES**

**All items must be completed and submitted to the Office of Ministerial Service at least 2-weeks prior to the interview. All materials must be completed and submitted for a candidate to be eligible to interview.**

### **District Section to Complete**

- \_\_\_\_\_ Date Candidate Became a Certified Candidate for Ministry
- \_\_\_\_\_ Date Candidate Completed License for Pastoral Ministry School
- \_\_\_\_\_ Date candidate was recommended by the District Committee on Ministry to the Board of Ordained Ministry to interview with the Local Pastor and Transfer Committee.

We are confident that the character, personality, and gifts of this individual will enable her/him to serve effectively within our church polity. We recommend this person for appointment in the North Georgia Conference.

\_\_\_\_\_  
Signature of District Superintendent/date

\_\_\_\_\_  
Signature of dCOM Chair/date

### **Candidate Required Materials**

- \_\_\_\_\_ Transcript from Course of Study or Seminary
- \_\_\_\_\_ Credit Report (within 30 days of interview)
- \_\_\_\_\_ Background Affidavit (within 30 days of interview)
- \_\_\_\_\_ Consumer Report (Criminal Background – Trak-1)
- \_\_\_\_\_ Date of Original Psychological Assessment
  - \_\_\_\_\_ If more than 4 years old, date of updated assessment
- \_\_\_\_\_ Written Responses Questions
  - \_\_\_\_\_ Theology and Doctrine (8 Questions)
  - \_\_\_\_\_ Called and Discipline Life (3 Questions)
  - \_\_\_\_\_ Autobiographical Statement

### **To be completed by the Office of Ministerial Services**

Materials were received by OMS and completed on \_\_\_\_\_ date by OMS staff

person \_\_\_\_\_.

**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: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

My commission expires \_\_\_\_\_

*Please endorse with seal here.*

*Intentionally Blank*

# 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](mailto:CustomerCare@trak-1.com).

## AUTHORIZATION TO OBTAIN CONSUMER REPORT

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

Full Legal Name: \_\_\_\_\_

*(First Name, Full Middle Name, Last Name)*

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Gender: M / F Race: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

### Your signature below indicates the following:

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

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

## Statement of Intellectual Integrity of Board of Ordained Ministry

North Georgia Conference – BOM approved – October 8, 2009

From [www.plagiarism.com](http://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.

**I have read the statement regarding plagiarism above 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: \_\_\_\_\_