

**PROCESS FOR CLERGY FROM OTHER DENOMINATIONS
TO BE APPOINTED AND/OR TRANSFERRED**
Book of Discipline, 2016, ¶347.3 page 289-90.

District Process for recommending a candidate:

- Candidate must first meet with the District Superintendent, who will become acquainted with the clergy person and determine if they should refer them to the district committee on ministry (dCOM).
 - a. At the initial point of expressed interest, a full connection member of the Annual Conference shall be assigned to serve as mentor to any clergyperson of another denomination seeking to serve an appointment or to transfer. This mentor shall submit an annual report to the dCOM.
 - b. Persons seeking to transfer shall submit to the same process as Certified Candidates seeking approval for provisional membership in the annual conference.
 - i. Candidate should complete the psychological evaluation, criminal background report, and credit reports (pages 4-8 for forms/directions)
 - c. Upon recommendation by the DS, the dCOM shall become familiar with the person seeking appointment and/or recognition of their credentials. The dCOM shall review the results of a psychological evaluation, criminal background check and credit report before recommending persons to have their credentials recognized and/or transferred into the conference.

- After the dCOM has:
 - verified the clergy credentials and good standing with their denomination and
 - concluded that this a person of solid Christian character and
 - affirmed that their theology is compatible with Wesleyan doctrine
 - become convinced that the person can function effectively within our United Methodist polity

The dCOM *may* recommend the person to the Board of Ordained Ministry's Committee on Local Pastors and Transfers.

- Upon recommendation from dCOM to the Board of Ordained Ministry Committee on Local Pastors and Transfers, the candidate will follow the process for application as a provisional member or as a full-time local pastor.
 - a. Those recommended for provisional members will follow the provisional process, complete the required materials, and interview with the Board of Ordained Ministry.
 - i. If the person wishes to become a United Methodist and a member of the North Georgia Conference, a minimum of three years of service under appointment in North Georgia is required before the person is eligible for transfer.
 - b. Those recommended as a local pastor will follow the process for full-time local pastor, complete the required materials, and interview with the Local Pastor and Transfer Committee of the Board of Ordained Ministry.
 - i. Upon approval by BOM's Committee on Local Pastors and Transfers, clergy with credentials from another denomination are available for appointment by the cabinet while retaining those credentials.
 - c. The interview with BOM or LP&TC may result in approval, deferral, or denial of the request. Persons who are deferred will be given areas of deficiency on which to focus and a designated time to return for another interview. Persons who are denied may not be appointed.

NOTE: Recommendation by the dCOM and/or approval by BOM does not guarantee an appointment. BOM approval only allows clergy to be available if the Cabinet wishes to appointment them.

CHECKLIST for CLERGY FROM OTHER DENOMINATIONS

District Committee on Ordained Ministry (dCOM)

- What date did the candidates met with District Superintendent and receives recommendation to dCOM?_____
- Which Full Connection Clergy Member was assigned to be the Mentor for this candidate by the District Superintendent? Mentor's Name_____
 - Has the Mentor submit an annual report to dCOM?_____
- Date Candidate began following the process for Certificated Candidates_____
 - Complete psychological evaluation_____
 - District receives academic transcripts_____
 - District receives credit report, background affidavit, and criminal background _____
 - Other required materials are submitted to the dCOM prior to interview (see questions and forms below)
- Date Candidate received recommendation from dCOM to conference Board of Ordained Ministry_____

Required Forms and Documents for District Recommendation

- Current Transcript from Course of Study or Seminary
 - Have this sent from your school directly to the district office
- Criminal Background Report and Affidavit
 - Complete the Background Affidavit, have it witnessed by a Notary Public, and submit a copy along to the District Office. You will need a current Background Check (Trak-1 Consumer Report), your District Office will assist you with requesting a report. 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 a full copy of their current credit report from www.myfico.com. (Current means requested from myfico means within 30 days of your scheduled material due date). 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.
- Psychological Assessment
 - Call Cynthia Daniels at 678.637.7170 to schedule an appointment for Dr. Anne Imhoff for an assessment.

- 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.

NEXT STEP – Committee on Local Pastors and Transfers

After receiving a recommendation to the Board of Ordained Ministry from the District Committee on Ministry, all Candidates will meet with the Committee on Local Pastors and Transfers. This committee will recommend people to either continue their process toward transferring of credentials to Ordination or to Licensing.

Candidates will again submit all written work, forms, and documents that were submitted to DCOM to the Committee for review by the appropriate deadline. The in-person interviews are held in October and April each year. Please check with your dCOM following recommendation for the paperwork due date.

Local Pastor and Transfer Committee Checklist

- Letter of recommendation from the District Committee on Ministry
- Transcripts – all college, graduate school, and seminary or Course of Study
 - These must be sent directly to the Center for Clergy Excellence
- Criminal Background Report and Affidavit
 - These cannot be more than six (6) months old
 - The district will forward these from the dCOM file
- Credit Report
 - This report can be no more than 30 days old at the time of submission
- Psychological Assessment
 - The district will forward this from the dCOM file
- Statement of Intellectual Integrity Form
- 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.

Local Pastor and Transfer Committee and Board of Ordained Ministry decision:

The interview may result in approval, deferral, or denial of the request. Persons who are deferred will be given areas of deficiency on which to focus and a designated time to return for another interview. Persons who are denied may not be appointed. *NOTE:* Recommendation by the dCOM and/or approval by BOM does not guarantee an appointment. BOM approval only allows clergy to be available if the Cabinet wishes to appointment them.

Those approved for transfer of credentials will continue to the full Board of Ordained Ministry. Candidates may also be approved licensing and serve as a full-time Local Pastor

NEXT STEP - Prepare for Conference Board of Ordained Ministry (BOM) Interviews

- Candidates recommended for Provisional Membership
 - will complete the required materials by the appropriate deadline for provisional membership (*application is found on the Center of Clergy Excellence website*)
 - interview with the Board of Ordained Ministry, upon approval
 - serve three (3) years as a provisional member
 - complete the required materials by the appropriate deadline to apply for Full Connection and Ordination
 - interview with the Board of Ordained Ministry, upon approval
 - official transfer of credentials and recognition as United Methodist clergy at the Annual Conference following approval by BOM

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.

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

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: _____