

**Personnel Available Review Committee (PARC)**  
**Application for Appointment**  
**Iowa Annual Conference United Methodist Church**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_

E-mail Address \_\_\_\_\_ SS # \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Marital Status \_\_\_\_\_ If married, spouse's name \_\_\_\_\_

Spouse's employment \_\_\_\_\_

Ages of others who would live in parsonage with you \_\_\_\_\_

If you have been previously married, comment on another sheet about the length of each marriage and how/why each was terminated.

Amount of indebtedness: School \_\_\_\_\_ Home \_\_\_\_\_

Auto \_\_\_\_\_ Other \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ If not, are you legally able to work in the U.S.?

If no, send a copy of your immigration documentation.

If currently in seminary, what is anticipated date of graduation? \_\_\_\_\_

Is English your primary language? \_\_\_\_\_

If no, the Cabinet may require you to take an examination in English presentation/interactive skills. What score have you received on the "Test of Spoken English?" \_\_\_\_\_

Comment on your level of proficiency in the English language:

Are you physically and in other ways able to perform the "duties and responsibilities" of being a pastor outlined in ¶331, *2000 Book of Discipline of The United Methodist Church*? \_\_\_\_\_

Please elaborate, if you have any limiting factors:

Have you ever had a formal ecclesiastical complaint filed against you? \_\_\_\_\_

Have you ever been charged with or accused in the church or in a civil or criminal court proceeding with sexual misconduct or a sexual offense? \_\_\_\_\_

Have you ever been convicted of a felony (conviction does not necessarily disqualify an applicant from appointment)? \_\_\_\_\_ If yes, what was the conviction for?

Have you ever had sexual relations or physical sexual contact with a member, constituent, staff member or counselee (other than you spouse) in a church you were serving as a clergy?

***(On separate paper explain any affirmative answer given on the previous four questions.)***

If you are a United Methodist, indicate your current status: \_\_\_ Full \_\_\_ Associate  
\_\_\_ Probationary Member of the \_\_\_\_\_ Annual Conference

— or —

\_\_\_ Local Pastor \_\_\_ Certified Candidate \_\_\_ Declared/Exploring Candidate in the  
\_\_\_\_\_ District of the \_\_\_\_\_ Annual Conference

— or —

Other (elaborate) \_\_\_\_\_

Are you currently under appointment? \_\_\_\_\_ If yes, list the charge, district, and conference and give name/address/phone number of your district superintendent:

If no, please elaborate:

If you are not a United Methodist, indicate your current denomination and status:

Are you ordained, or do you have other credentials as a pastor? \_\_\_\_\_ Please explain and attach a photocopy of these credentials:

Are you currently serving a church? \_\_\_\_\_ If yes, list the church; if no, please elaborate:

Give name/address/phone number of your denominational executive or superintendent:

Give name/address/phone number of a United Methodist pastor who is familiar with your ministry:

Give names, addresses and telephone numbers for two references who are not related to you and who are not listed above.

1.

2.

If you are a seminary student, or a recent graduate, list two seminary professors in addition to the others.

1.

2.

## I. CALL AND KEEPING FIT FOR MINISTRY

- A. Briefly describe your *call to ministry* and the current prompting in your life to do what you do.
- B. Briefly describe your theological orientation/perspective.
- C. What are your *passions for ministry*? What drives you? What do you do well?
- D. What are your *growing edges*? Where do you need to develop skills? How would you describe your weaknesses?
- E. What are your *ministry goals*? How do you assess your progress toward meeting these goals?
- F. Fitness for Ministry
1. What is your current response to Wesley's question: "How is it with your soul?"
  2. How do you keep yourself fit for ministry through personal and spiritual self care?
  3. Are you currently in a peer covenant relationship for support and accountability? How often do you meet?
  4. What continuing education reading/experiences did you have this past year which build on your strengths and address your growing edges? List CEU's earned.

## II. PROFESSIONAL MINISTRY GIFTS AND GRACES

(Paragraph 331 2000 UM Book of Discipline)

Please indicate your *self perceived proficiency* in each of these areas. Include your reflections of *self evaluation* of how you have functioned in each of these areas during the past year.

### A. PREACHING AND WORSHIP

Describe your preaching style. What do others affirm in you? Describe your selection and use of scripture in worship and preaching. What skills do you have in music, leading traditional/ contemporary/ blended worship?

Self evaluation:

### B. PASTORAL CARE AND NURTURE

Describe your practice for visitation, crisis care, counseling, teaching, equipping laity for caring ministries, discipling.

Are you a trained Disciple Bible Study leader?     Yes     No

Are you a trained Companions In Christ leader?     Yes     No

Training in other specialized study programs. Describe:

Self evaluation:

**C. VISIONING**

Describe your role and practice to help a congregation discern its vision for ministry and the strategy for implementation.

Self evaluation:

**D. LEADERSHIP DEVELOPMENT**

Describe your leadership style to help laity be empowered for ministry. If you have taken the Myers Briggs Inventory (or other similar test), comment about your learning and your type/style.

Self evaluation:

What training or experience have you had in starting ministries or churches?

**E. ADMINISTRATION**

Describe your interest, experience and ability to organize, communicate, supervise staff, use of computers, etc.

Self evaluation:

**F. Social Principles**

How does your ministry reflect the spirit of the United Methodist Social Principles?

Self evaluation:

**III. APPOINTMENT CONSIDERATIONS**

**A.** What family or personal considerations should the cabinet keep in mind (such as accessibility issues or medical concerns)?

**B.** If you are part of a dual career couple, whose employment will receive priority at this point in your careers?

**C.** Please indicate types of appointments in which you have interest or would consider. (Check all categories that apply)

1. Lead pastor on multiple staff (indicate experience/training) \_\_\_ Yes \_\_\_ No

2. Associate on multiple staff (indicate experience/training) \_\_\_ Yes \_\_\_ No

3. Size/type of parish (Check as many as desired. Indicate experience/training)

a. Rural larger parish \_\_\_ Yes \_\_\_ No

b. Large urban setting \_\_\_ Yes \_\_\_ No

c. Suburban setting \_\_\_ Yes \_\_\_ No

d. Town (county seat) \_\_\_ Yes \_\_\_ No

e. Rural single/multi point \_\_\_ Yes \_\_\_ No

- D. What other specialized skills for ministry do you have which haven't been noted above?
- E. What languages other than English do you speak? (Note level of fluency.)
- F. What are your connectional interests (include involvement in district, conference and general church)?
- G. If you are within five years of retirement, what is your projected year of retirement?

Duplicate the enclosed Reference Form, sign the copies and send them to the persons you have named on page 2.

If possible, include a video-tape or audio-tape of a worship service in which you preached a sermon.

***Please mail your completed application to:***

***Assistant to the Bishop  
Iowa Annual Conference UMC  
500 E Court Avenue, Suite C  
Des Moines, IA 50309-2019***

You may reach the Assistant to the Bishop at 515.283.1991.

# Authorization for Background Checks

(Please print or type the following information.)

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Maiden/Former Names & Aliases \_\_\_\_\_

Current Address \_\_\_\_\_

Previous Addresses (last ten years):

E-mail Address \_\_\_\_\_ SS # \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

***“I understand this application is for the bishop and cabinet’s use in deciding whether or not to approve me for an appointment to serve a United Methodist Church. This application and the information obtained by you from my references may be reviewed and utilized by the bishop, cabinet and such other persons as are reasonably necessary to evaluate my application and assess my qualifications to serve a church. No guarantee is given nor implied concerning future decisions of the Board of Ordained Ministry or the executive session of annual conference regarding any future applications I might make for membership in the Iowa Annual Conference.***

***I further understand that the church is exempt from paying unemployment taxes and that, if appointed, I would not be eligible to receive unemployment benefits.***

***My signature below gives permission for background checks and investigation (criminal records, child abuse and sexual offender registries, credit checks and/or their counterparts in states where I have lived) according to conference policy and at my expense. I am enclosing a check or money order for \$50 made out to the Iowa Annual Conference to contribute to the cost of these background checks. Further, I agree to cooperate with the conference in making such checks and agree to sign any and all documents necessary for their completion.***

***I declare that the information contained in this application, together with that submitted by me on a resume or other documentation, is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information that they may have regarding my abilities, character, personal habits, and fitness for serving as a pastor in The United Methodist Church. I release all such references from liability for any damage that may result from furnishing such evaluations to you, and I waive any right that I may have to inspect references, comments, and/or information regarding me and provided to you.”***

***Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_***

**REFERENCE FORM**  
**Personnel Available Review Committee (PARC)**  
**Iowa Annual Conference**  
**The United Methodist Church**

Dear \_\_\_\_\_:

*I am making application to the of the Iowa Annual Conference of The United Methodist Church for an appointment as a pastor. I hereby request that you respond to the questions in this reference form.*

*I authorize you to give any information that you may have regarding my abilities, character, personal habits, and fitness for serving as a pastor in The United Methodist Church. I release you from liability for any damage that may result from furnishing such evaluations, and I waive any right that I may have to inspect references, comments, and/or information regarding me and provided by you.*

*Please promptly send your response to **the Assistant to the Bishop, 500 E. Court Ave. Ste C, Des Moines IA 50309** or fax it to **515-283-8672**.*

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Name of Applicant (**print or type**) \_\_\_\_\_

1. How long have you known this person, and in what capacity? (If you are the district superintendent or denominational executive, please indicate his/her current official status.)
  
  
  
  
  
  
  
  
  
  
2. What is your general impression of this person?
  
  
  
  
  
  
  
  
  
  
3. How do you view this person's faith? How mature is he/she in the faith? How is he/she seen walking with God?



Signature \_\_\_\_\_

Official Title \_\_\_\_\_

Address

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Phone Number(s)

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Send to **Assistant to the Bishop, 500 E Court Ave Ste C, Des Moines IA 50309**  
or fax to **515-283-8672**