

CHECKLIST FOR ASSOCIATE MEMBERSHIP

APPLICATION FOR MINISTERIAL RELATIONSHIP FORM *Submit each year.*

Complete and send to Lisa Steel, Office of Ministerial Services, 2301 Rittenhouse Street, Des Moines, IA 50321, lisa.larson@iaumc.org by November 8 for examination in February.

Please note: The first year of application for Associate Membership will be an examination only year – **NO decision on associate membership will be made.** Your Examination Team will meet with you and discuss with you the forms, written work, and sermon submitted. The team will set any January 8 the following year and discussed at that examination. A decision on associate membership may be made following the second examination with your Team.

First year of application for Associate Membership:

Complete and send to Office of Ministerial Services by January 8:

Lisa Steel, Office of Ministerial Services, 2301 Rittenhouse Street, Des Moines, IA 50321
lisa.larson@iaumc.org

- 1. BIOGRAPHICAL INFORMATION FORM WITH PICTURE**
- 2. CANDIDATE DISCLOSURE FORM**
- 3. MEDICAL EXAMINATION REPORT**
- 4. RECOMMENDATION FORMS** from each of District Superintendent, SPRC chair, Administrative Council chair, a lay member of your church, and an elder in full connection (not your mentor). If you are serving as an associate pastor, send a form from the senior pastor.
- 5. COMPETENCY CHECKLIST**
- 6. TRANSCRIPT OF RECORD** (College and Course of Study/Seminary)
Contact schools to mail transcripts to Office of Ministerial Services postmarked by January 8. If you have sent these previously, please check with the Lisa Steel to see if these are on file.
- 7. PSYCHOLOGICAL TEST FEEDBACK** – If you had your psychological assessment done at Des Moines Pastoral Counseling Center, NO further action is needed.
- 8. CLINICAL PASTORAL EDUCATION EVALUATION REPORT** Form from your CPE supervisor.
- 9. WRITTEN MATERIALS** (See Guidelines for Written Work)
- 10. PLAGIARISM POLICY** (Review, Sign, and Submit with Application or Written Materials)

Second and following years of application:

APPLICATION FOR MINISTERIAL RELATIONSHIP FORM Submit each year.

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Complete and send to Office of Ministerial Services by January 8:

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- 1. BIOGRAPHICAL INFORMATION FORM WITH PICTURE**
- 2. CONTINUANCE EXAMINATION FORM**
- 3. REQUIREMENTS set by your Examination Team.** These requirements were spelled out for you at the time of your examination the previous year and documented in the letter you received following the examination.

Questions?

Please contact Lisa Steel (lisa.larson@iaumc.org or 515-974-8939) or Rev. Scott Keele Kober (keelekober@hotmail.com) for further information or clarification.