

CHECKLIST FOR FULL MEMBERSHIP & ORDINATION (Elder & Deacon)

1. APPLICATION FOR MINISTERIAL RELATIONSHIP FORM – Submit each year.

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

When this form is received, additional information will be sent to you.

Complete and send to Office of Ministerial Services by January 8: lisa.larson@iaumc.org or Lisa Steel, Office of Ministerial Services, 2301 Rittenhouse Street, Des Moines, IA 50321

1. BIOGRAPHICAL INFORMATION FORM WITH PICTURE

2. MEDICAL EXAMINATION FORM

3. CANDIDATE DISCLOSURE FORM To be completed each year

4. RECOMMENDATION FORM 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. If you are a deacon candidate, send a form from a deacon in full connection also. If you are not serving in a local church setting, contact Scott Keele Kober to determine the persons to complete the Recommendation Form.

5. COMPETENCY CHECKLIST

6. TRANSCRIPT OF RECORD (College and Seminary) Need only be sent once, showing degree granted. Contact schools to mail transcripts to Office of Ministerial Services postmarked by January 8.

7. PSYCHOLOGICAL TEST FEEDBACK

If you completed your psychological assessment at the Des Moines Pastoral Counseling Center NO further action is needed.

8. CLINICAL PASTORAL EDUCATION EVALUATION REPORT (When completed)

Your supervisor at the Clinical Pastoral Education Office at your site provides the form and evaluation.

9. FRUITFULNESS PROJECT

10. WRITTEN MATERIALS See Guidelines for Written Work

11. VIDEO OF YOUR SERMON including the entire worship service in which it was preached, with a bulletin from that service. Please post the video of your sermon online and send the link to lisa.larson@iaumc.org, including the entire worship service in which it was preached, and email or mail a bulletin for that service to the Office of Ministerial Services by January 8.

12. OTHER TEAM REQUIREMENTS Your Examination Team expects submission and/or completion of requirements given at your last examination. Submit any work required or proof of completion to the Office of Ministerial Services by January 8.

13. Mentor Report

14. R.I.M. Group Participation Report

15. PLAGIARISM POLICY (Review, Sign, and Submit with Application or Written Materials)

Questions?

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