

## **CHECKLIST FOR CONTINUING PROVISIONAL MEMBERS**

### **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 or [lisa.larson@iaumc.org](mailto:lisa.larson@iaumc.org) by **November 8** for February examinations.

*As soon as this form is received, additional information will be sent to you.*

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**Complete and send to Office of Ministerial Services by December 1:** [lisa.larson@iaumc.org](mailto:lisa.larson@iaumc.org) or Lisa Steel, Office of Ministerial Services, 2301 Rittenhouse St, Des Moines, IA 50321

1. **Candidate Disclosure Form** (to be completed each year)
2. **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. If you are a deacon candidate, send a form from a deacon in full connection also.
3. **Continuance Examination Form**
4. **Other Examination Team requirements** Your examination team expects completion and submission of requirements given at your last examination. Submit any work required or proof of completion with your other materials to Lisa Steel by December 1.
5. **Mentor Report**
6. **R.I.M. Group Participation Report**
7. **Plagiarism Policy** (Review, Sign, and Submit with Application or Written Materials)

### **Questions?**

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