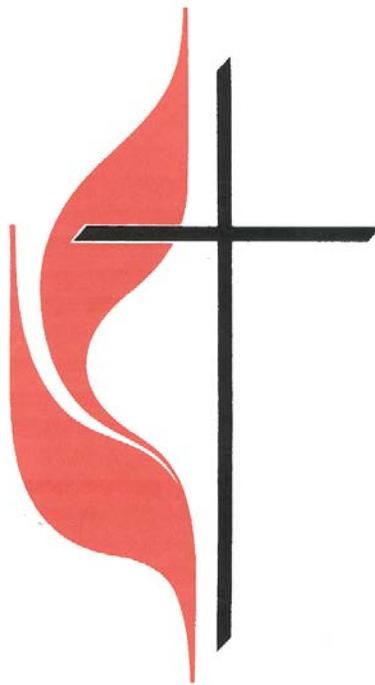


**Virginia Conference
The United Methodist Church
Board of Ordained Ministry**



**Policies and Procedures Notebook
2016-2017**

Virginia Conference Board of Ordained Ministry Policies and Procedures for 2012-2016

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Appendix

Board of Ordained Ministry Executive Committee

BOM Committee Assignments

Board Membership by Class

Board Membership by District

Board Membership Directory

To access The United Methodist Board of Ordained Ministry Handbook 2012-2016, published by the General Board of Higher Education and Ministry, go to www.gbhem.org.

Virginia Conference Board of Ordained Ministry

Purpose

The Board of Ordained Ministry will function according to the purposes outlined in the *2012 Book of Discipline*. In addition, the Board has the following purpose statement: *The Virginia Conference Board of Ordained Ministry will enable disciples of Jesus Christ to become effective clergy, diaconal ministers, and certified lay professionals. To this end, the Board assists these persons with God's continuing work in the areas of call, development, and collegial support.*

Structure

The **membership** of the Board of Ordained Ministry shall consist of persons elected by the annual conference upon nomination of the presiding bishop plus the registrar and three Cabinet representatives (Conference Rule V. A.1.) Additional members may be added to insure representation of all districts on the Board. Categories for membership are outlined in the *Book of Discipline*. Prior to the first session of the annual conference following General Conference, the members of the Board of Ordained Ministry are nominated by the Bishop, after consultation with others named in the *Discipline*. According to the *Discipline*, members of the Board may serve a maximum of three consecutive four-year terms. According to a Judicial Council ruling, members of the Board serve the entire quadrennium and cannot be removed unless they resign. The Board works with each district superintendent to identify a Board representative to each District Committee on Ordained Ministry. The Board is defined by the annual conference as a program board, amenable to the Common Table.

The **Executive Committee** includes the officers of the Board, including the chair, three vice-chairs who also serve as Team Leaders in the Interview Process, and secretary, chairs of the Orders, associate registrars for elders, deacons/diaconal ministers, local pastors, candidacy, and the application/interview process and chairs of designated Board Committees. The three district superintendents and registrar/Director of Clergy Excellence are also members of the Executive Committee. The **Advisory Committee** includes the Board chair, the three vice-chairs, and district superintendents.

Each member of the Board serves on a standing committee of the Board and also on an interview committee. At the beginning of each quadrennium, Board members are given an opportunity to state their interests in terms of these committee assignments. Final assignments are made by the Board Advisory Committee.

Meetings

The Board meets at least three times annually: the first week of November for one or two days, January (beginning the last Sunday evening through Wednesday), and February (beginning the last Sunday evening through Wednesday). Training for new Board members is held the day before the fall meeting. Interviews with candidates are held at the January and February meetings. The Executive Committee meets in September and May in addition to the Jan. and Feb. Board meetings. The September meeting includes a joint meeting with the Cabinet.

Virginia Conference Vision

We envision churches where all God's people are welcomed at table, nurtured, and transformed to be Christ to others in the world.

Virginia Conference Board of Ordained Ministry

Mission

We will enable disciples of Jesus Christ to become effective clergy, diaconal ministers, and certified professionals. To this end, the Board assists these persons with God's continuing work in the areas of call, development, and collegial support.

Functions of the Board

1. The Board will faithfully and responsibly interview and recommend candidates for associate membership, commissioning, and ordination.
2. The Board recommends those to be certified in professional or para-professional specialized ministries, following an interview with and recommendation by the Certification Committee. (Certification Committee)
3. The Board will implement the Provisional Process to assist provisional members to become effective clergy leaders through mentoring in covenant groups, continuing theological education through Residency Events, and supervision. (Provisional Process Team)
4. The Board will offer the studies for licensing for pastoral ministry to those certified candidates recommended by their district committees on ordained ministry. (Licensing School Committee)
5. The Board will review the credentials and recommend to the Cabinet and clergy executive session those persons for ministers of other denominations and consult with the Bishop regarding requests for transfer to the Virginia Conference. (Transfer Committee)
6. The Board will review and recommend requests for extension ministry appointments (elders and provisional elders) and beyond the local church appointments (deacons, provisional deacons, and diaconal ministers) that are beyond the connectional system, review annual reports from such appointments, and develop support systems for persons in extension/beyond the local church appointments. (Extension Ministries Committee)
7. The Board will encourage and assist clergy, diaconal ministers, and certified professionals in a commitment life-long learning and professional development, monitor the continuing education requirements set by the Board, and provide funding through the Ministerial Education Fund for continuing education and strategic clergy development. (Continuing Education and Clergy Development Committee; Grants and Awards Committee; Clergy Effectiveness Committee)
8. The Board will assess and develop support systems in the areas of evaluation and assessment of clergy, working with other conference Boards and Agencies, with specific focus in the following areas (Clergy Effectiveness Committee):
 - Lewis Pastoral Leadership Inventory (360 Assessment)
 - Training for Interim Pastors
 - Liaison with the Large Church Lead Pastor Committee
 - Liaison with Mid Size Church Leadership Team
 - Liaison with the Small Church Leadership Team
 - Collaborate with the Cabinet on procedures for the annual evaluation of clergy
 - New initiatives to encourage clergy development and effectiveness

9. The Board will continue to offer support resources for the evaluation and assessment of clergy and church staff, in addition to other resources for Pastor Staff Parish Relations Committees. (Clergy Effectiveness Committee)
10. The Board will collaborate with the Ministers' Convocation Committee, assisting in developing themes relevant to continuing theological education, for all active and retired clergy, diaconal ministers, and lay professionals. (Ministers' Convocation Committee and Continuing Education Committee)
11. Annual orientation for Lay Supply Pastors will be offered. (with Cabinet leadership)
12. The Board, along with the Cabinet, will visit seminaries attended by Virginia Conference candidates for ministry and maintain contact with seminary students, to get to know the seminary students, answer questions about the process, and share the VA Conference Vision, Challenge, and All Things New and Vital Congregations. (Call Culture Committee)
13. The Board will provide information, resources, and scholarships for professional certification, review the bi-annual renewals for certification, and report these to the annual conference. (Certification Committee)
14. The Board will receive applications and award Pell Grants and Service Loans, based on Board policies, to seminary students. (Grants Committee)
15. The Board will develop and implement plans for enlistment into ministry, including providing resources for Ministry Sunday, sponsoring exploration opportunities for college students and young adults, co-sponsoring with Randolph-Macon College an event for high school students and other strategies. (Call Culture Committee)
16. The Board will provide support and resources for self-care among clergy, diaconal ministers, and certified lay professionals. (Clergy Effectiveness Committee)
17. The Board will provide mandatory training and resources in ethics, including basic sexual ethics training for all first time appointments, clergy reporting of child abuse and neglect for all first time appointments, and Ethics II training (required every quadrennium) for all clergy, diaconal ministers and certified lay professionals to support the Virginia Conference Sexual Ethics Policy. (Ethics Committee)
18. The Board will provide training and support for "afterpastors". (Ethics Committee)
19. The Board will collaborate with the Clergy Family Enrichment Committee to offer support and resources to families of clergy, diaconal ministers, and certified lay professionals, with a special focus on persons new to ministry. (Clergy Family Enrichment Committee)
20. The Board will provide support to clergy and diaconal ministers through the following: the Virginia Diaconate (including the Order of Deacon, deaconesses, and diaconal ministers), the Order of Elder, and the Fellowship of Local Pastors and Associate Members. (Orders and the Fellowship Steering Committees)
21. The Board will receive, review, and recommend to the clergy executive session changes in conference relationships. (Conference Relations Committee)
22. The Board will interview and make recommendations to the Clergy Session regarding retirement (Retirement Committee).

23. The Board will work with the Conference Board of Pensions and Health Benefits to offer support to retiring and retired clergy.
24. Through the Executive Committee, the Board will receive and act on requests for exceptions to Board policies and procedures. (Associate Registrars)
25. Through the Executive Committee, the Board will determine and monitor the financial resources related to the Board, including the Ministerial Education Fund, the Board's Administrative Budget, and Ministerial Support items. (Advisory Committee)
26. With the Conference Board of Pensions and Health Benefits, the Board will review requests for medical leave and offer support to persons seeking medical leave or returning to an appointment from medical leave. (Joint Committee on Medical Leave)
27. The Board will coordinate the Service for the Ordering of Ministry and the presentation of certificates for professional certification at annual conference. (Order chairs, Board chair, Bishop, staff)
28. The Board will plan, coordinate, and attend the Clergy Executive Session (both lay and clergy members). (Advisory Committee and Associate Registrars)
29. The Board will participate in jurisdictional and general church training events. (Advisory Committee, etc.)
30. The Board will receive and review the annual reports for deacons and diaconal ministers and assist the Cabinet with appointment requests. (Associate Registrar for Deacons and Diaconal Ministers)
31. The Board will train district committees on ordained ministry. (Associate Registrar for Candidacy and staff)
32. The Board will train and register candidacy mentors. (Associate Registrar for Candidacy and staff)
33. The Board will support DCOM mentor coordinators in training clergy mentors for licensed local pastors. (Associate Registrar for Candidacy and staff)
34. The Board will provide support including visitation at the Course of Study schools and financial assistance for licensed local pastors to attend the Course of Study. (Associate Registrar for Local Pastors)
35. Through the district committees on ordained ministry, the Board will interview and recommend to the clergy executive session candidates for certification, certified candidates for licensing for pastoral ministry, and candidates for certified lay minister. (DCOM)
36. The Board will keep on behalf of the annual conference personnel files on certified candidates, all active and retired clergy, diaconal ministers, and certified lay professionals. (DCOM for certified candidates and local pastors; Registrar)

Virginia Conference Interview Process

Overview

1. Provisional Membership – Readiness for Ministry: There will be four interviews of 45 minutes each with 15 minutes between interviews. The interview committees are as follows: Theology, Call, Practice of Ministry, and Personal Growth. Interviews for **Provisional Membership** (readiness for ministry) will be held in **February**.
2. Associate Membership – Effectiveness in Ministry: There will be three interviews of one hour each with 15 minutes between interviews. The interview committees are as follows: Theology, Practice of Ministry, and Vocation/Leadership. Interviews for **Associate Membership** (effectiveness in ministry) will be held in **January**.
3. Full Membership – Effectiveness in Ministry: There will be three interviews of one hour each with 15 minutes between interviews. The interview committees are as follows: Theology, Practice of Ministry, and Vocation/Leadership. Interviews for **Full Membership** (effectiveness in ministry) will be held in **January**.
4. Professional Certification: A one hour interview is held with the Certification Committee of the Board prior to the February Board meeting. The Certification Committee then makes a recommendation for each candidate to the full Board.

Virginia Conference Interview Process

Details

1. The basic structure of the interview process is three teams of interview committees. Each Team is led by one of the vice-chairs of the Board. One district superintendent (Cabinet rep to BOM) participates in each Team. The teams function by consensus decision-making. Each interview committee reports to the Team a “recommend, continue, or not recommend” for each candidate interviewed. The Team then recommends to the Board for final action.
2. For persons applying for provisional membership, the candidacy file from the district Committee on Ordained Ministry must be sent to the Conference Registrar prior to interviews.
3. Prior to the Board meeting, “file reviewers” from each team review the files and working with the Director of Clergy Excellence, create a “candidate’s profile sheet” for each candidate.
4. Teams will meet to carefully review and discuss all information on the “candidate’s profile” and have access to the original files as well. The Center for Clergy Excellence will monitor contents to ensure complete files. In addition, the Cabinet representative to each team reviews and makes notes on file contents to contribute information to the team.
5. Candidates must have a positive recommendation from the district Committee on Ordained Ministry for provisional membership or associate membership. For full membership, the district superintendent will write a detailed evaluation (see Addendum G in the Provisional Journey Handbook) on provisional members on their district, and the cabinet as a whole will identify any reservations about candidates.
6. Performance assessments for candidates for associate and full membership will be used from local church officers or others in the ministry setting and the district superintendent (separate from the D.S.’s evaluation form).
7. The following materials will be available to each member of the Interview Committee:
 - The biographical form and autobiographical statement for each candidate being interviewed by that Team.
 - The written questions and criteria for the paper for that interview committee.
 - The oral questions and criteria for that committee.
 - Information on paper formatting, plagiarism, and using sources that was given to the candidates.
 - The BOM guidelines on plagiarism (not available to the candidates).
 - For candidates for provisional membership, a copy of the results of the Emotional and Social Competency Inventory-University Edition for each candidate assigned to that Team. For candidates for associate and full membership, a copy of the performance assessment results for each candidate assigned to that Team.
 - Interview Committee chairs will receive the Turn It In scanning results and a “Tip Sheet” for reviewing the results prior to the Board meeting.
 - Paper and related materials for *full and associate membership* interviews:
 - **Theology:** Theology Paper.
 - **Vocation and Leadership:** Vocation and Leadership Paper, Psychological Assessment, and CPE supervisor’s report and self-evaluation if not reviewed at provisional membership.
 - **Practice of Ministry:** Practice of Ministry Paper, Teaching Plan, Proclamation video (for Elder track, includes sermon manuscript and bulletin) and the district superintendent’s narrative evaluation.

- Paper and related materials for *provisional membership* interviews:
 - **Theology:** Theology Paper.
 - **Personal Growth and Development:** PGD Paper and CPE supervisor’s report and self-evaluation, if completed.
 - **Practice of Ministry:** Practice of Ministry Paper, Proclamation video (for provisional elder candidates, includes sermon manuscript and bulletin; for provisional deacon candidates, includes a proclamation description) and the district committee on ordained ministry recommendation.
 - **Call:** Call Paper.
8. Interviews will be grouped as much as possible according to the type of interview. During the January interviews, no more than five candidates will be interviewed each day by each team. During the February interviews, no more than seven candidates will be interviewed each day by each team.
 9. During the interview, the primary focus will be on questions to the candidate. Feedback will be given through a Interview Report Form, based on the criteria for that interview, completed by each interview committee for each candidate. Following the interview, the committee chair will be responsible for the preparation of the Interview Report Form with assistance from committee members. Time needs to be taken to report comments and fill out the form completely. Each report should include areas of strength and areas for growth. The Interview Report Form does not include whether or not the interview committee is recommending or not recommending the candidate. The forms are available electronically. In addition, the Team Leader writes a final summary of the Team’s recommendation. Each candidate will be mailed a copy of the Interview Report Form for each committee and the Team summary in a letter from the Board chair. A copy of the report form for each candidate will be kept in their permanent file.
 10. Each Team will meet to review each candidate. Teams will hear and discuss the reports from each committee regarding a candidate. The Team will then determine a recommendation of “recommend”, “continue”, or “not recommend” to make to the Board. The Team Leader will present the recommendations of their team to the Board with appropriate rationale.
 11. A bibliography of resources will not be provided to candidates. Candidates should endnote and list in academic format their bibliography and other resources used.
 12. Interview committees from each team will meet together prior to the interviews to discuss and agree on expectations for candidates. Oral questions are provided to each interview committee for consistency of interviews among the teams.
 13. Discernment will be the key tool in evaluations.
 14. Candidates are free to depart following the conclusion of their interviews.
 15. The Team Leader will notify by phone as soon as possible following the Board meeting each candidate reviewed by their team. The chair of the Board will then send a letter to each candidate with a copy for the personnel file. A copy of the interview report forms will be kept in the personnel file.
 16. Following each Board meeting, the cabinet representatives will notify by phone the other district superintendents regarding the actions of the Board. In addition, an email with these actions will be sent by the Director of Clergy Excellence to the Bishop and district superintendents.
 17. Candidates will not be assigned to a team with a family member (either as a BOM member or another candidate) or with an immediate supervisor/staff member. It is the responsibility of both BOM member and candidate to alert the Center for Clergy Excellence of these conflicts.

Interview Process Guidelines for Board Members

Provide this document to all Board members Sunday nights before interviews.

1. Board members are not allowed to read the papers of candidates prior to submission.
2. The Chair of each interview committee reviews the papers **immediately** when they are received to make sure they comply with the guidelines. The Chair informs the Director of Clergy Excellence if they discover a concern. Committee members that notice a concern about compliance with the guidelines must contact their committee chair immediately and the Committee Chair contacts the Director of Clergy Excellence. Board members may not contact candidates. Board members need to be very careful to NOT give permission for exceptions to the requirements, changes in format, (examples: fewer pages are acceptable, etc.)
3. Guidelines for the interview committees:
 - Make sure BOM members wear the name tags.
 - It is not appropriate for Board members to eat during the interviews (beverages are ok).
 - Greet candidate at the door, offer a specific chair (not set up in an inquisition style). Pay attention to room arrangement.
 - Begin and end with prayer. Do not ask the candidate to pray.
 - Interview committee members shall introduce themselves and share something about themselves (like ministry setting) at the beginning of the interview.
 - The chair of the interview committee shall verbally acknowledge that each member of the committee has read the paper and materials submitted by the candidate.
 - The chair of the interview committee shall initially outline the “interview process”.
 - Use the question outline agreed to by the Interview Committees of the three teams.
 - Begin with a pleasant getting to know you question or question about the ministerial setting. The first questions should be carefully selected to help alleviate initial anxiety.
 - Candidates may refer to paper if needed.
 - Discuss within the committee what questions are out of bounds/inappropriate. Hold each other accountable if someone asks an inappropriate question.
 - Pay attention to body language, phrasing of questions, voice tone, not trying to “pin the candidate down” but listen to responses.
 - For those continued, refer to the recommendations from the previous year found in the candidate’s file.
 - Do not dismiss candidates early from an interview.
 - Do not reference in any way a cabinet reservation. The cabinet reservation will be a part of the confidential contents of the candidate’s file and not available for the candidate to see.
4. The purpose of the interview is to go beyond a critique of the paper and to engage the candidate in dialogue around knowledge in the specified areas, integration of that knowledge into the practice of ministry, and demonstrated willingness to pursue on-going growth and learning. Again, official oral interview questions are to be used.
5. Candidates notice and appreciate the atmosphere of trust among Board members. Also appreciated the support and encouragement from Board members and the personal support in the interviews.
6. Remember that “inside humor” (laughter, standing ovations) during the gather time leaves the candidates out.
7. Confidentiality needs to be stressed and taken seriously by both BOM and Cabinet. BOM members do not need to respond to requests for information from district superintendents – refer them to BOM Chair or staff person.

Team Leader Guidelines

General Team Leadership Considerations

- Make sure all members of team have a chance to speak
- Facilitate in moving team toward consensus.
- Team leader is not to speak own opinion but to facilitate team
- Rely upon DS to help with file information and in facilitation
- We're looking for "can we all accept -- not necessarily agree -- and live with this recommendation?" Someone may need to stand outside the consensus
- Have prayer often
- Remember that a *committee* does not recommend, continue or deny. The *team* does this as a whole.
- Bring your laptop computer and a printer with you

Meeting at 4 pm on Sunday with all team leaders and district superintendents

- Reminded of "best practices"

Meeting at 4:30 on Sunday with all committee chairs, team leaders and district superintendents

- Share feedback from previous evaluations if provided
- Team leader takes notes for committee leaders on team who cannot attend this meeting
- Team leader prays for each other, committee chairs, and list of candidates being seen by team that week.

Sunday Team Meeting

- Bring files to the team room
- Have an ice-breaker
- Allow for introductions of team members
- Remind why we are here for this session of the Board (provisional or full connection interviews) and the standard of 'readiness' or 'effectiveness'
- Explain consensus model using the sheet if necessary
- Explain team leader responsibility
- Do not allow members to bring in outside experiences with a candidate because not all candidates have this opportunity.
- Have file researcher go through profiles of candidates. Let them highlight items and not read it. Team leader can ask if anything else needs to be noted. Make sure to only look at the development of the candidate and not project onto the candidate
- Go over a typical day of interviewing with the team
- Remind team that we are looking at the whole person. Don't let candidates squeak by piecemeal. They must demonstrate readiness or effectiveness in all areas even if they do not return in that area (for previously continued candidates)
- Reiterate ground rules for committees
 - Pray with candidate at beginning and end
 - Introduce members of committee
 - Have the recorder announce that he/she will be taking notes during the interview
 - Keep chatter down when you can be overheard
 - Do not tell the candidate how they did
 - Stress that committees are not to give feedback in interviews
 - Show respect for the candidate
 - Stay on schedule
 - Sake sure no committee member dominates the conversation
 - Committee members cannot openly disagree in front of the candidate
 - Do not ask vague questions expecting a precise answer
 - Do not look for a specific word answer from a candidate
 - Be careful not to ask questions that appear to be antagonistic or 'trapping' of the candidate

- Ask questions clearly. If the candidate does not understand the question, it should be rephrased without penalizing the candidate. Perhaps another committee member can rephrase it if necessary
- Maintain a professional attitude
- Be watchful of inappropriate questions. Monitor each other
- When writing reports, be 'honest, specific, and direct.'
- While giving the candidate more time to speak than the committee, do not let the candidate dictate the pace of the interview
- Then disband for committee meetings
- Stick head in committee meetings to see if they need anything.

Weekday interviews

- Remember that we begin with worship
- Meet your candidates in the hall in the general area of your interview rooms
- Stay with them until they enter the interview rooms
- Return to the interview room area before they exit so you are ready
- If someone is upset upon exiting an interview offer to stay with them, sit and debrief, show them the chapel, pray with them
- During interview, team leaders meet and work in the cabinet room. This is a good time to go through files and start writing reports. On the first day, there is little to do since you have no committee reports at this time
- Keep committees on schedule. If they go 5 minutes late, knock lightly on the door
- Remind the candidate, upon exiting, that they can relax for a brief period. Refreshments are available and they can go to the chapel. Let them know how much time they have.
- Ask other team leaders for advice on how to handle an area where you need help
- Before a candidate leaves, ask them for a phone number where they can be reached after noon on Wednesday (or when the Board finishes its work) Give them a time to expect the call

After-Interview Team Meetings

- Begin with a devotion
- Go around and have committee chairs report and describe the candidate without a recommendation.
- Then have committees state whether they believe the candidate did or did not satisfactorily meet the criteria.
- If so, what are specific deficiencies and suggestions.
- If not, how did they fail to meet the criteria
- Work toward consensus. We do not use a 'check sheet'
- Note any contrast between papers, recommendations, files, and interviews
- As team leader, guard against inappropriate questions and comments
- Do not let a candidate slide. If one committee changes its previous decision because a person comes back to another committee after being previously continued, that needs to be taken seriously.
- Tell committee chairs that you need their reports before they go to bed that evening. Occasionally a committee will need to meet the next morning before coming to a consensus amongst themselves.
- Some team leaders have benefited from having a team member act as recorder of comments shared so that team leader can spend energy facilitating
- If team is 'stuck,' remember to stay on track and not go off on tangents, state what you as the team leader are hearing, keep the process moving, allow for brief break time if really stuck.

Interview Report sheets

- More is better than little or nothing.
- Be concise and direct in feedback.
- Include areas of growth even for those who are recommended for full, associate or provisional membership

- When assembling reports, it is helpful to lay them out on the table in the cabinet room so you can see missing reports and other potential problems
- The following items are provided for you: paper for printing, paper clips, and other supplies
- Do not use staples in report forms – use paper clips
- Do not project onto the candidate when writing reports
- Be careful not to state personal feelings of encouragement that might confuse the candidate
- Stress with committee chairs the need for how the candidate did or did not meet the criteria
- Make sure the committee reports, and your report, are clear, concise, and direct
- Make sure you use inclusive language and are sensitive to cultural differences
- Feel free to ask for DS and other team leader help when wording a report

Team Leader Action Reports (approved by Advisory Committee 2/28/2011)

1. The Action report is initially to report to the Board the team's description and action, not what happened in the individual committees. Overview of the whole person as viewed by the team. A big picture team view. Summary description of who this person ("patterns" that emerge in the team discussion) is as well as what was decided by the team.
 - a. If altered by the Board in a significant way, the team action report would need to be changed to reflect the view of the Board.
 - b. Shows the candidate what the Board heard about the candidate.
2. Read all committee reports and then write an action report that describes the candidate and how they did and/or did not meet the criteria for membership
3. Take the time necessary to proofread for any kind of confusion the candidate might have when reading your report. You will have already made sure the committee reports are clear, as well. (This has been an area of concern in previous evaluations of the interview process. The candidates want clear, direct, honest feedback. Do not feel you have to soothe their feelings.)

Full Board Meeting

1. Spend balanced time on outstanding candidates and those less so
2. Don't let any candidate be slighted
3. Think: "How am I going to describe this candidate to the whole board?"
4. Guidelines for presenting a candidate to the Board:
 - a. When presenting a candidate for full membership and ordination, say,
 - i. We present (name) and recommend for full membership and ordination as an [elder, deacon.]
 - ii. We present (name) and recommend continued as a provisional member and return to the Board to interview in the area(s) of [theology, practice of ministry, or vocation and/or leadership.]
 - iii. We present (name) and do not recommend for full membership and ordination as an [elder/deacon.]
 - b. When presenting a candidate for associate membership, say,
 - i. We present (name) and recommend for associate membership.
 - ii. We present (name) and recommend continued as a [certified candidate or local pastor] and return in the area(s) of [theology, call, practice of ministry, personal growth and development.]
 - c. When presenting a candidate for provisional membership, say,
 - i. We present (name) and recommend for commissioning and provisional membership on the [elder/deacon] track.
 - ii. We present (name) and recommend continued as a [certified candidate or local pastor] and return in the area(s) of [theology, call, practice of ministry, personal growth and development.]
5. Outline following the recommendation:
 - a. Start with the strengths of the candidate first
 - b. Then substantiate the recommendation if for continuance or the areas of growth

6. Remember that the team makes suggestions only. And even these are not a way to pass the Board but to address the area of growth. Recommendations and requirements are only used in exceptional cases.
7. After sharing the team report on a candidate, let other teams speak first then invite your team to speak. They can change their mind and vote differently than in team meeting at this point

Calling Candidates:

- This can be really difficult
- Best to do before leaving to travel home
- Be very clear about what the team is saying when a candidate is continued
- Team leader should read the report carefully so you can have clarity *before* calling. Clarity does not come during the call!
- Do a summary of recommendation and key points. Do not read the report over the phone.
- Take the time necessary to answer all of their questions
- Give them a number where they can reach you if they want to talk more after having had time to let the decision sink in.
- Remind those who are recommended for membership that they can expect a letter from the chair of the BOM in a week that will include all of their action forms. Let them know that they may wish to contact you again at that time.
- For those being recommended remind them that there will be forthcoming instructions for what they are to do at annual conference during the ordination service.
- Added by BOM Executive Committee 9/7/2011: Initiate a follow up phone call to each continued candidate a month after the initial call to check in.

District Superintendents' Participation on BOM Teams

1. The district superintendent is responsible to be familiar with the files for each team, so that s/he will be prepared to be the "file expert" in team deliberations.
2. The district superintendent may not bring any information to the team meeting outside of what is in the file.
3. The district superintendent will be a full participant in the team process.
4. The district superintendent can assist the team leader to clarify issues, if asked.
5. If a district superintendent outside of the Board has a question about a candidate's feedback, that district superintendent can ask either the team leader or the cabinet rep to the team. Outside of this particular conversation, the cabinet rep is bound by the same rules of confidentiality as all other team members. Inside this conversation, the DS. is free to explain the process and/or the final team recommendations, but is bound by the rules of confidentiality in terms of the team's deliberations. Cabinet reps do not take the initiative in this conversation. Team leaders and Cabinet reps will both receive copies of the feedback sheets for the candidates on that team.
6. The district superintendent could serve as the "Team Discernmentarian" using the guidelines to help the Team move forward in the consensus decision-making process.

1/2007

Interview Committee Chair Job Description

1. Immediately when papers are received, review the papers to make sure they comply with the guidelines. Make sure all pages are included. Board members may NOT give permission for exceptions to the requirements and format.
2. Report concerns or questions to the Director of Clergy Excellence. Do NOT contact the candidate directly.
3. Refer to the “Guidelines for Interview Committees” and review these with your committee.
4. Lead your committee in assigning roles and responsibilities during the interview. Your role may be to initiate the introductions, perhaps ask the first question, and be the time-keeper. Decide about note-taking during the interview. Make sure as chair you do not ask all the questions. Involve everyone on your committee.
5. Help your committee decide about room set up. Plan for a small “worship center” in your interview room (cloth, candle).
6. Discuss with your committee what questions are out of bounds/inappropriate. Hold your committee members accountable.
7. Use discernment and consensus in determining your committee’s recommendation to your Team.
8. Make arrangements for a laptop to be available to your committee. You will need the laptop for the interview report forms, which are available electronically. Complete one interview report form for each candidate, using information from your committee. Get the report forms from your Team Leader. Write as much information as you can and write legibly. Your signature is required on the report form. These interview report forms are important in giving feedback to all candidates, those recommended, continued, or not recommended. These report forms will need to be completed by the time your team meets if at all possible. Candidates receive copies of interview report forms
9. Report to your Team the recommendation and reasons behind it. Your Team Leader may ask you to also speak to an issue at the full Board meeting.
10. Lead your committee in evaluation of your interviewing. Seek feedback from your Team Leader to share with your committee.

Application Packets and Paper Guidelines

1. Format for the papers. All papers must be typed using the following format:
 - Font: Times New Roman, 12-point
 - Page margins: 1” on all four sides
 - Line Spacing: Double (with the exception of the “stated question” as detailed below)
 - State and number each question, as it is written, prior to answering the question. The question is to be single spaced.
 - Page numbers are required, beginning with *Page 1* on the first page after the title page
 - The candidate’s name on each page, in either the header or footer area.
 - A bibliography is required for each paper and the sermon manuscript. Endnotes, not footnotes, are required. Neither the bibliography nor endnotes count toward the required number of pages.

If they exceed the page limit, the paper will not be accepted. Page limits:

- Personal Growth and Development (Provisional Membership) – 8-12 pages
 - Call (Provisional Membership)– 8-12 pages
 - Vocation and Leadership (Full Membership) – 16-21 pages
 - Theology – 12-15 pages
 - Practice of Ministry
 - Practice Paper (Provisional Membership) – 6-8 pages
 - Practice Paper (Full Membership) – 8-10 pages
 - Teaching Plan – 8-12 pages (required for associate and full membership only)
 - Sermon Manuscript (required for Elder candidates only) – not specified
2. Keep the “What to Expect” section up to date.
 3. Include in packet instructions: “During the interviews, you will be asked questions that demonstrate an integration of theory and practice. Interview questions may go beyond the specific questions asked for the papers.”
 4. Both undergraduate and seminary transcripts are required for Provisional and Associate Membership. Provisional members who graduate in May must submit a final transcript. If these final transcripts are in the file, new ones are not needed for full membership.
 5. The performance assessment results, required for associate and full membership, are confidential and not available to the candidates. Be careful to not ask questions that directly refer to the performance assessments.
 6. Committee papers and corresponding documents are submitted electronically according to the packet instructions. Some documents have to be submitted in paper format, as specified in the packet.
 7. The candidate is responsible for making sure all items are in their file by the deadline.
 8. Three weeks prior to the deadline, an email will be sent to each candidate stating what is missing from their file.
 9. In the packet, the process for notification following interviews and what happens if a candidate is continued will be clearly stated.

Irregularities in Submission of Papers

Importance of reviewing papers immediately upon arrival

- Chairs must review papers immediately upon receipt.
- Chairs are to receive reports from committee members and check with other members to determine if an irregularity is consistent for all on the committee. Results are reported to the Director of Clergy Excellence.

What about border line irregularity issues? Borderline issues are as follows:

1. Page length (minimum and maximum)

- Page length is 7 ½ pages when 8 pages is the minimum? The packet states 8 “full” pages.
- Page length is 6 ½ pages when 8 pages is the minimum?
- Page length is 12 ½ pages when maximum is 12 pages? The packet states 12 “full” pages.

2. Omission of title page and/or synopsis of congregation in Practice of Ministry

3. Annotated bibliography omitted

4. Teaching evaluations omitted

5. Confusion about practice of ministry paper

6. Endnotes issues

7. Omitting a question

Agreed

Reporting: When anything is an irregularity, the chair of the interview committee will report to the Director of Clergy Excellence.

What is the sanction? Page length issues would receive a ½ to one page “grace”. If sermon title or synopsis of congregational setting on the sermon title page is omitted, candidate will be given opportunity to submit.

If a greater omission, the candidate may request an exception and the Executive Committee determines if an interview will be allowed.

Approved 2/1/2010

Assessments: Psychological, Performance, ESCI-U

The Board of Ordained Ministry requires a variety of assessments of candidates at different stages in the process toward ordination.

Psychological Assessments: The intent of the psychological assessment is to provide the candidate and the Board of Ordained Ministry with a psychological understanding of how the candidate functions and how that relates to a journey toward ministry.

- A. There are two different kinds of assessment at two different points during the process toward ordination:

Prior to Certification as a Candidate: The purpose of this testing is to provide feedback to the BOM and the candidate regarding psychopathology, interpersonal and self-esteem issues. Tests administered are the Minnesota Multiphasic Personality Inventory (MMPI-2), Incomplete Sentences, and 16 PF Basic Interpretative Report.

Prior to Full Membership and Ordination as a Deacon or Elder: To provide feedback to the BOM and the candidate regarding leadership style, interacting with others, making decisions, initiative and personal adjustment. The test administered is the 16 PF Human Resource Development Report.

- B. The Board of Ordained Ministry partners with two agencies to administer the psychological assessments: the Virginia Institute of Pastoral Care in Richmond and Pastoral Counseling of Northern Virginia. Each “Ministerial Assessment Specialist” shall be approved by the Board and also by the General Board of Higher Education and Ministry. A “Ministerial Assessment Agreement” is developed annually with these partner agencies, outlining costs, format for the report, etc.
- C. Candidates who request a second psychological assessment must use a registered Ministerial Assessment Specialist referred by the Board of Ordained Ministry. Cost for a second assessment is the responsibility of the candidate unless requested by the Board.

Performance Assessment: The performance assessment for candidates for associate and full membership provides feedback to the Board of Ordained Ministry by the people who work directly with the candidate in the candidate’s ministry setting. The performance assessment results are not shared with the candidate, to allow for confidential feedback to the Board. The performance assessment is completed on line through a company called Edge Training. Four persons from the ministry setting, including the chair of the Church Council or Board of Directors, the supervisor (e.g. Senior Pastor, Executive Director, or the district superintendent), the chair of the Staff/Pastor Parish Committee or Personnel Committee, and a lay person/volunteer, complete the assessment. The candidate also completes a self-assessment. The cost for the assessment is paid by the Board of Ordained Ministry.

Emotional and Social Competency Inventory –University Edition: The ESCI-U is a research-based tool that measures emotional and social intelligence competencies and cognitive competencies. Emotional and social intelligence is now recognized as a key factor in leadership performance. The test is based on emotional competencies identified by Dr. Daniel Goleman in *Working with Emotional Intelligence* (1998). The ESCI-U assesses 14 competencies (5 emotional intelligence, 7 social intelligence, and 2 cognitive). Nine raters are selected by the candidate to complete the on line survey (paper is an option). The report generated is provided to the candidate and to the Board.

Psychological Assessment Instruments

(1) Minnesota Multiphasic Personality Inventory (MMPI-2)

The MMPI-2 is a general personality inventory which provides a good assessment of strengths as well as areas of needed growth. It has simple, straightforward instructions and is a self-administering inventory. It consists of 567 numbered statements that you read and mark true (T) or false (F). For each item, if the statement is true or mostly true as applied to you, blacken the circle labeled (T). If a statement is false or not usually true as applied to you, blacken the circle labeled (F). Persons completing the inventory are asked to give their own opinion. Try not to leave any questions unanswered.

The MMPI-2 is a serious and important undertaking. Candidate responses are important and the results of this inventory will be taken seriously by the reviewing committee. The most accurate results are obtained when the candidate responds quickly and candidly and avoids any effort to contrive the responses to present a “favorable” profile. The average time to complete this inventory is 60 to 90 minutes.

(2) Incomplete Sentences Blank (ISB)

The Incomplete Sentences test is a projective technique that asks the candidate to complete 39 sentence stems. Each sentence stem permits a wide range of possible responses relevant to the candidate’s feelings about family, authority, hostility, self-concept and social adjustment that reflects personal needs, conflicts, values and thought processes. It gives the candidate the opportunity to provide open-ended narrative information for discussion with the Ministerial Assessment Specialist (MAS). The Incomplete Sentences form was developed by the National Task Force on Psychological Testing/Pastoral Evaluation of The United Methodist Church. The average time to complete this inventory is 20 minutes.

(3) 16PF (Sixteen Personality Factor)

The 16PF is a 185 multiple-choice item inventory that describes personality dimensions and how they relate to work, family, and life situations. Answer each question by choosing the alternative that best describes your attitude, belief, or behavior in that situation. The average time to complete the 16PF is about 35 to 50 minutes. When you are finished follow the computer screen instructions to submit the instrument for scoring. The scored instrument will be emailed to the DOM Assessment Office and the Assessment Coordinator will send the results along with the results of the other scored instruments to the MAS.

Guidelines and Policies

Policy on Equivalency for Full Time of Part time Appointments

The operating guidelines are to count two years at 50% time as equivalent to 1 year full time, with a recommendation from the district superintendent for effective service and with a review of the Board regarding maturity of the applicant and other relevant factors.

Adopted by the Executive Committee, BOM, 9/12/2002

Policy on Completion of Undergraduate Degree Prior to Seminary

The Virginia Conference Board of Ordained Ministry strongly affirms the importance of the completion of the undergraduate degree prior to graduate theological studies. Exception to this practice is approved on an individual case basis.

Adopted by the Executive Committee, Feb. 2003

Guidelines for Inclusive Language

Our language, both written and spoken, reflects our understanding of the Disciplinary mandate to be an inclusive church.

In using language about God:

In using language about God, we must hold to two basic theological principles regarding God. One, God is personal. Two, God is beyond human characteristics and limits; therefore, God is not a sexual being. This is difficult to do. If one uses the neuter pronoun “it” to describe God, one depersonalizes God in the process. However, to use the pronoun “he” makes God male. Some people solve this dilemma by never using pronouns for God at all. This may be awkward and impersonal. One acceptable approach is to reduce the number of pronouns while increasing the number of images for God.

While we recognize these are times and occasions when it is appropriate to use the traditional terms for God, especially in the language of Scripture, creeds, and liturgy, candidates are expected to use a variety of images for God in all written and oral work for the Board of Ordained Ministry.

In using language about people:

The assumption that the male is normative, the dominance of masculine imagery and grammatical forms, or any other usage that diminishes the equal dignity of women and men is to be avoided in all written and oral work for the Board of Ordained Ministry.

Policy on Language Assistance for Candidates for Provisional Membership

Upon recommendation of a district committee on ordained ministry, language assistance will be provided by the Board of Ordained Ministry for a candidate for provisional membership for whom English is a second language.

Language assistance pertains strictly to provisional members and not to those candidates who are applying for full membership.

Approved by BOM Executive Committee 5/12/2010

Policy on Undocumented Persons

An undocumented person could certainly work with their pastor on The Christian as Minister and The Ministry Inquiry. But since background checks are required prior to being "admitted" and assigned a mentor, they would not be able to move forward without being a US Citizen, a green card, permanent residency or a religious worker's (R1) or student visa.

BOM Executive Committee, 9/20/2007

Changing Orders: From Elder to Deacon or Deacon to Elder

¶ 309. Membership in an Order

2. Changing Orders—Upon recommendation of the Board of Ordained Ministry and vote of the clergy members in full connection in an annual conference, elders may be received as deacons in full connection, and deacons in full connection may be received as elders, provided they are in good standing and have:
 - a) informed the bishop and district superintendent of their intention,
 - b) applied in writing to the Board of Ordained Ministry,
 - c) articulated to the Board of Ordained Ministry their call to the ministry of the deacon or the elder,
 - d) completed all academic and other requirements for admission to the order for which they are applying, ¶ 324, ¶ 330, ¶ 335, and
 - e) completed at least two years, and not more than eight years, under appointment while licensed for the ministry of the order to which they are transitioning.
3. Such persons shall retain their credentials and full membership in the annual conference through the transition period from one order to the other. When ordained to the order to which they are transitioning, they shall surrender to the conference secretary the credentials of the order from which they are leaving.

For deacons seeking to change to the Order of Elder: ¶ 315. License for Pastoral Ministry—All persons not ordained as elders who are appointed to preach and conduct divine worship and perform the duties of a pastor shall have a license for pastoral ministry. The Board of Ordained Ministry (¶ 635.2g) may recommend to the executive session of the annual conference the licensing of those persons who are:

4. Deacons in full connection, seeking to qualify for ordination as an elder;

For elders seeking to change to the Order of Deacon:

¶ 326.1. Provisional members planning to give their lives as deacons in full connection shall be in ministries of Word and Service in the local church or in an approved appointment beyond the local church. A provisional member preparing for ordination as a deacon shall be licensed for the practice of ministry during provisional membership to perform the duties of the ministry of the deacon as stated in ¶ 328 and be granted support as stated in ¶ 331.14.

¶ 326.4. Provisional members seeking to change their ordination track shall:

- a) Write to the Board of Ordained Ministry and inform the district superintendent and bishop of their intention.
- b) Interview with the Board of Ordained Ministry to articulate and clarify their call.
- c) Fulfill academic and service requirements.

Upon the recommendation of the Board of Ordained Ministry and by vote of the clergy session the person may be received into full connection with the annual conference and be ordained into the order to which they are transitioning.

Virginia Conference Requirements:

- A. If an ordained deacon requests change to ordained elder, the deacon takes a leave of absence as a deacon and requests licensing for pastoral ministry. The deacon interviews with the Conference Relations Committee for the LOA request and with the DCOM for the licensing request. As a deacon on leave of absence, they remain a full member of the annual conference.
- B. If an ordained elder requests change to ordained deacon, the elder requests a leave of absence as an elder and requests licensing for the practice of ministry. The elder interviews with the Conference Relations Committee for the LOA request and with the DCOM for the licensing request. As an elder on leave of absence, they remain a full member of the annual conference.
- C. Before ordination to the new order, they must be recommended by the Board of Ordained Ministry following the application and interview process for full membership and ordination for the order into they are transitioning.

Virginia Conference Provisional Process

The Provisional Process Team includes the coordinators for each dimension of the provisional process:

- Mentor – Covenant Groups
- Continuing Theological Education in a Residency Program
- Supervision

This Team receives the nominations from the district superintendents for clergy mentors and makes the assignments, coordinates the entire provisional process, evaluates and makes recommendations to the Board for refinement of the process, and makes decisions regarding exceptions to the process when requested by candidates. Refer to the *Provisional Journey Handbook* for details about this process.

Provisional members participate for a minimum of three years in the Provisional Process. Persons transferred in as provisional members participate for a minimum of two years. Generally, provisional members begin the Provisional Process the year following their election to provisional membership and commissioning. Exceptions may be made upon request of the provisional member to the Provisional Process Team.

The Provisional Process Team reviews the progress of each provisional member annually and makes a recommendation to the Executive Committee for their continuance.

Attendance at Provisional Process Events

Provisional members are expected to attend all events related to the Provisional Process.

In the rare occasions when a family or congregational emergency prevents attendance, an excused absence may be granted. Provisional members are expected to notify the Center for Clergy Excellence. An absence for events in the life of the provisional member that can be scheduled at other times will be considered unexcused.

During the annual review in May, attendance at Provisional Process events will be noted as a factor in evaluating provisional members. Unexcused absences may extend the provisional member's time in the process.

Recommended to Executive Committee of BOM, 10/14/03

Policies for Provisional Members

Provisional Members who do not submit application for full membership and/or request discontinuance as a provisional member and licensing for pastoral ministry or Minute Question 20 (completed studies for licensing but not currently appointed)

The following documents and process are required:

1. A letter from the provisional member stating the reasons their request for discontinuance as a provisional member and licensing as a local pastor (sent to the district committee on ordained ministry and the Board of Ordained Ministry)
2. An evaluation by the district superintendent (sent to the district committee on ordained ministry and the Board of Ordained Ministry)
3. An interview with and recommendation from the district committee on ordained ministry for licensing as a local pastor.
4. Note that all recommendations for licensing are approved by the Executive Committee of the Board of Ordained Ministry at the May meeting.

Approved by Executive Committee, Board of Ordained Ministry 10/14/2003

Revised by Executive Committee, Board of Ordained Ministry 1/26/2009

Full-Time and Less-Than-Full-Time Appointments for Provisional Members

1. Clarify in writing to the Clergy Executive Session that equivalency for part-time service will be determined by counting two years at 50% time as equivalent to 1 year full time, with a recommendation from the district superintendent for effective service and with a review of the Board regarding years of service, quality of service, maturity of the applicant and other relevant factors.
2. Provisional members serving less than full time have to have their equivalency granted after their time served but before applying for ordination.

Adopted by the Executive Committee, BOM, 5/23/2012

3. For provisional deacons, three years in a full time appointment is required prior to full membership and ordination. For provisional deacons in appointments beyond the local church, the position must be a full time position whether salaried or unsalaried. For provisional deacons appointed to a local church, the Virginia Conference minimum salary standards for full time provisional members would apply. Provisional deacons serving less than full time may request equivalency to full time service based on the guidelines established by the Board of Ordained Ministry.
4. For provisional elders, three years in a full time appointment is required prior to full membership and ordination. For provisional elders in extension ministry appointments, the position must be a full time position. For provisional elders appointed to a local church, the Virginia Conference minimum salary standards for full time provisional members would apply. Provisional elders serving less than full time may request equivalency to full time service based on the guidelines established by the Board of Ordained Ministry.

Provisional Members on Leaves of Absence

1. Provisional members who are or have been on leave shall have been in an active appointment for one full year prior to requesting the application for ordination and full membership.
2. Provisional members on leaves of absence shall report annually by April 1 to the Provisional Process Team a summary of their ministry activities.

Guidelines for Non-Salaried Service by Provisional Deacons

¶330.6d (2012 BOD): d) Deacons and provisional deacons at their own request or with their consent may be appointed to a non-salaried position. Such missional appointments will serve to express the Church's concern for social holiness, for ministry among the poor, and for advancing emerging needs of the future. In such cases, the bishop will carefully review plans for expressing this appointed ministry and will consult with the deacon or provisional deacon about the well-being and financial security of his or her family.

Virginia Conference Guidelines for ¶330.6d for equating non-salaried service by a provisional deacon as meeting the requirement for service during the provisional period.

The following criteria will be used:

1. Years of service involved
2. Quality of that service
3. Maturity of the provisional deacon
4. How the appointment will serve to express the Church's concern for social holiness, for ministry among the poor, and for advancing emerging needs of the future
5. Well-being and financial security of the provisional member's family
6. Church compensation in ways other than financial, for example, vacation, continuing education, sick leave, etc.
7. Ongoing supervision by the district superintendent and Board of Ordained Ministry
8. If the position is less than full time, the provisional deacon will need to apply to the Board of Ordained Ministry for full time equivalency for part-time service (following the term of service, as required by Judicial Council). The Board will use its standard guidelines to determine equivalency.

The following process will be used to determine if the criteria have been met:

1. The Board will evaluate the non-salaried position annually during the provisional period.
2. The provisional deacon will submit annually at the set deadlines the appropriate information and documents to the Provisional Process Team for annual review. Documents will include a position description, evaluation by the immediate supervisor and laity with whom the provisional deacon works, and other information as requested by the committee.
3. The Provisional Process Team will review the provisional deacon based on the criteria and make a recommendation to the Executive Committee of the Board annually in May.

A provisional deacon who is working full time in secular employment may be allowed to be appointed half-time to a ministry setting with approval of the Board of Ordained Ministry based on verification that the ministry setting is truly 50% time by review of the job description and supervisory evaluations, and evaluation of how they live out their call as a deacon in their secular work setting.

Updated 2009, updated 1/2013

Associate Registrars' Job Description

The Board has five associate registrars:

- Candidacy
- Local Pastors
- Elders
- Deacons and Diaconal Ministers
- Application and Interview Process

The registrar (Director of Clergy Excellence) and the five associate registrars meet regularly to review all requests for exceptions to Board policies and make recommendations to the Executive Committee of the Board. In addition, annually in the spring, they review the application and interview process and make recommendations to the Executive Committee at the May meeting.

1. Be knowledgeable about their area of ministry and field questions as needed.
2. Bring requests from candidates for exceptions to Board policies and procedures to the Board for action.
3. Serve as a resource to the Board on their area.
4. Provide leadership in training the Board in preparation for interviews and in understanding the different relationships with the Board.
5. Review the psychological assessment process on an ongoing basis
6. Assist before and during the clergy executive session in rehearsing and seating candidates and giving out nametags.
7. Associate Registrar for Candidacy assists in training candidacy mentors, district committees on ordained ministry, and district candidacy/clergy mentor coordinators.
8. Associate Registrar for Local Pastors shares in attending the summer Course of Study Schools Board of Directors meetings, and when possible serves as the president of the Fellowship of Local Pastors/Associate Members Fellowship.
9. Associate Registrar for the Application and Interview Process reviews these processes and the evaluation sheets annually and brings recommendations to the Registrars and finally to the Executive Committee.

The staff of the Center for Clergy Excellence keep all records, serve as the communications center for the Board, and work with the registrars in these duties.

Board Representative to DCOM - Job Description

Each District Committee on Ordained Ministry shall include a representative from the Board of Ordained Ministry. This District BOM Representative is a member of the Virginia Conference Board of Ordained Ministry, named by the Board after consultation with the District Superintendent.

The responsibilities of the District BOM Representative are as follows:

- Insures implementation of the Discipline and Conference policies.
As the duly appointed liaison of the Board of Ordained Ministry, the District BOM Representative shall insure that the rules set forth in the Book of Discipline and the additional policies of the Virginia Conference Board of Ordained Ministry are followed at the district level. Make sure that every member of the district committee has a copy of the Virginia Conference District Committee on Ordained Ministry Handbook, Local Pastors' Handbook, and the Behavioral Health Guidelines. These documents are available from the conference website under District Committee on Ordained Ministry Resources. Be knowledgeable about the policies and procedures in these handbooks and interpret them to the district committee.
- Receive from the Center for Clergy Excellence the psychological assessment reports on persons seeking certification as a candidate and following Board guidelines, assist the district committee in reviewing these reports.
The psychological assessment is available in the candidate's Pathways account for all committee members to read and review. The District BOM Representative will lead discussion and review of the assessment prior to the interview for certification as a candidate.
- Receive from the Center for Clergy Excellence the Expanded Background Check report on persons seeking certification as a candidate and following guidelines, review these reports and share any concerns with the district committee prior to the certification interview.
The expanded background check includes a consumer credit report, and county criminal check, national criminal and a DMV check. Assistance in interpreting these reports is available from the Center. The report in its entirety is available in the candidate's Pathways account and a copy is mailed to the candidate.
- The District BOM Representative leads the district committee on ordained ministry in enlistment strategies on the district and coordinates with the Call Culture Committee of the Board.
- The District BOM Representatives are accountable in their work to the Virginia Conference Board of Ordained Ministry and ultimately to the Virginia Annual Conference.

Transfer Committee

Policies and procedures have been developed in collaboration with the Bishop and Cabinet regarding appointments of clergy “on loan”, “ministers of other denominations”, and transfers. In most cases, two years under appointment on loan or as a minister of another denomination is required prior to transfer in to the Virginia Conference. Requests for on loan appointments from clergy from other annual conferences and other Methodist denominations are handled by the assistant to the Bishop. All other requests are handled as follows:

1. Ministers of Other Denominations

- On behalf of the Board of Ordained Ministry, responds to requests and collects the required documentation for all clergy from other denominations seeking an appointment in the Virginia Conference.
- Interviews all ministers of other denominations seeking an appointment and makes a recommendation to the Cabinet and Bishop in the spring.

2. Transfers

- On behalf of the Board of Ordained Ministry, “consults” with the Bishop regarding all clergy requesting to transfer in to the Virginia Conference.
- Responds to all requests for transfer and collects the required documentation.
- Interviews all persons requesting transfer and makes a recommendation to the Bishop in the spring.

3. Reviews annually all ministers of other denominations under appointment and recommends their continuance to the Cabinet and Bishop.

Ministers of Other Christian Denominations

Seeking Appointments in the Virginia Conference (§346.2)

1. All requests are referred to the Board of Ordained Ministry through the Center for Clergy Excellence.
2. The Director, Center for Clergy Excellence, works with a district superintendent to determine whether to initiate the process for requesting an appointment as a “minister of another denomination”.
3. If recommended by the district superintendent to proceed in the process, the personnel file for the clergy is completed as required in §346.2, working through the Center for Clergy Excellence.
4. The clergyperson is interviewed by the Transfer Committee of the Board of Ordained Ministry.
5. The Board of Ordained Ministry presents its recommendations for ministers of other denominations (required in §346.2) to the cabinet during the appointment process.
6. Two years under appointment as a “minister of another denomination” is required prior to transfer.
7. As appropriate, the Virginia Bishop consults with other bishops or judicatory leaders.

Seeking Transfer to the Virginia Conference (§347.3)

1. The minister of another denomination who has served two years under appointment in the Virginia Conference writes a letter to the Virginia Bishop and the Bishop or judicatory leader where membership is held with a copy to his/her Virginia district superintendent and the Board of Ordained Ministry requesting transfer.
2. The Virginia district superintendent submits a narrative evaluation, including performance, leadership skills, and effectiveness in ministry, to the Board of Ordained Ministry.
3. The personnel file is updated through the Center for Clergy Excellence.
4. The clergyperson is interviewed by the Transfer Committee of the Board of Ordained Ministry. The Board presents its recommendation to the bishop.
5. The Bishop determines if the transfer in will be made.

7/2013

Elders and Provisional Members of Other Methodist Denominations

On Loan Process (§346.1)

1. All requests are referred to the Assistant to the Bishop.
2. The Assistant to the Bishop works with the representing district superintendent to determine what information is needed from the elder/provisional member (i.e. resume, recommendation of current district superintendent, supervisory file, etc.).
3. The Assistant to the Bishop presents the possible on-loan elders/provisional members to the cabinet during the appointment process.
4. If the Bishop determines to request the elder/provisional member's appointment, the Bishop also requests a copy of the personnel file, which is given to the Board of Ordained Ministry through the Center for Clergy Excellence, and a copy of the supervisory file which is given to the district superintendent of the district to which appointed.
5. The names of those appointed would be presented to the Executive Committee of the Board of Ordained Ministry for recommendation of "voice" in the annual conference. The Board may request additional background information for the personnel file.
6. If the on loan appointment is a provisional member, the Board of Ordained Ministry consults immediately with the provisional member regarding participation in the Virginia Conference Provisional Process.
7. Usually being appointed for two years on loan is required prior to transfer.

Transfer Process (§347.2)

1. The on loan elder/provisional member who has served two years on loan in the Virginia Conference writes a letter to the Virginia Bishop and the Bishop where membership is held, with a copy to the Virginia district superintendent and the Board of Ordained Ministry requesting transfer.
2. The Virginia district superintendent submits a narrative evaluation, including performance, leadership skills, and effectiveness in ministry, to the Board of Ordained Ministry.
3. Prior to transfer, the Board of Ordained Ministry reviews the personnel file and completes the file with the documents required according to §347.2.
4. The clergyperson is interviewed by the Transfer Committee of the Board of Ordained Ministry. The Board reports its recommendation to the Bishop.
5. The Bishop determines if a request for transfer to the home conference Bishop will be made.
6. If the transfer is a provisional member, the Board determines any further requirements related to the Provisional Process.
7. In special circumstances, if the elder/provisional member has not been serving on loan for two years, and the Bishop desires to transfer in, the Bishop requests the elder/provisional member's personnel and supervisory files. The Bishop gives the personnel file to the Board of Ordained Ministry through the Center for Clergy Excellence. Prior to transfer, the Board completes the personnel file according to §347.2. The Virginia district superintendent submits missional rationale for the transfer. The Board reviews, interviews, and reports a recommendation to the Bishop.

7/2013

Full Connection and Provisional Members from Other United Methodist Conferences

On Loan Process (§346.1)

8. All requests are referred to the Assistant to the Bishop.
9. The Assistant to the Bishop works with the representing district superintendent to determine what information is needed from the elder/provisional member (i.e. resume, recommendation of current district superintendent, supervisory file, etc.).
10. The Assistant to the Bishop presents the possible on-loan elders/provisional members to the cabinet during the appointment process.
11. If the Bishop determines to request the elder/provisional member's appointment, the Bishop also requests a copy of the personnel file, which is given to the Board of Ordained Ministry through the Center for Clergy Excellence, and a copy of the supervisory file which is given to the district superintendent of the district to which appointed.
12. The names of those appointed would be presented to the Executive Committee of the Board of Ordained Ministry for recommendation of "voice" in the annual conference. The Board may request additional background information for the personnel file.
13. If the on loan appointment is a provisional member, the Board of Ordained Ministry consults immediately with the provisional member regarding participation in the Virginia Conference Provisional Process.
14. Usually being appointed for two years on loan is required prior to transfer.

Transfer Process (§347.1)

1. The on loan elder/provisional member who has served two years on loan in the Virginia Conference writes a letter to the Bishops of the home conference and the Virginia Conference with a copy to his/her Virginia district superintendent and the Board of Ordained Ministry requesting transfer.
2. The Virginia district superintendent submits a narrative evaluation, including performance, leadership skills, and effectiveness in ministry, to the Board of Ordained Ministry.
3. Additional required documents are submitted by the clergyperson.
4. The clergyperson is interviewed by the Transfer Committee of the Board of Ordained Ministry. The Board reports its recommendations to the Bishop.
5. The Bishop determines if a request for transfer to the home conference Bishop will be made.
6. If the transfer is a provisional member, the Board determines any further requirements related to the Provisional Process.
7. In special circumstances, if the elder/provisional member has not been serving on loan for two years, and the Bishop desires to transfer in, the Bishop requests the elder/provisional member's personnel and supervisory files from the home conference. The Bishop gives the personnel file to the Board of Ordained Ministry through the Center for Clergy Excellence. The Virginia district superintendent submits missional rationale for the transfer. The Board reviews, interviews, and reports a recommendation to the Bishop. Following the transfer, the Board would complete the personnel file, if necessary.

7/2013

File Documents Required by BOM Transfer Committee

A. Upon an “on loan” appointment

Following the appointment by the bishop of an elder, deacon, or provisional member from another United Methodist annual conference or another Methodist denomination, the personnel file is reviewed and if the following documents are not in the file, they would be requested immediately:

1. Background checks (state criminal and sex offenders, national criminal, county criminal, DMV, consumer credit)
2. Work Authorization Form
3. Disclosure Form (sexual misconduct or child abuse)

B. Upon a request for transfer

In consulting with the Bishop regarding a clergy whom she is willing to consider for Transfer, the following documents would be required (in addition to the evaluation by the district superintendent) and the Transfer Committee would determine if an interview was needed:

For an elder, deacon or provisional member from another United Methodist annual conference:

1. A letter of reference from the Pastor/Staff Parish Relations Committee or Personnel Committee
2. A statement about why seeking transfer
3. A copy of the current Pastor Profile
4. All documents required for an on-loan appointment

For an elder or provisional member from another Methodist denomination (see ¶347.2):

1. A letter of reference from the Pastor/Staff Parish Relations Committee
2. A statement about why seeking transfer
3. A copy of the current Pastor Profile
4. All documents required for an on-loan appointment
5. Psychological assessment
6. Official transcripts from undergraduate and graduate schools

9/2006

Policy Regarding “Other Denomination” Definition

The Transfer Committee is responsible for interviewing and offering recommendations for clergy who desire to move into the Virginia Conference from a different Annual Conference of the United Methodist Church and those who come from a different denomination. Typically, those denominations from which clergy are transferring are relatively familiar and well-known. Sometimes we find an applicant coming from a denomination with which we are not as familiar and in those instances, we have been using a standard handbook that has been put out by the National Council of Churches entitled, “The Yearbook of Canadian and American Churches.”

There are rare cases, however, where we receive an applicant who is from an unfamiliar denomination not included in the handbook. We are currently dealing with a candidate in this exact situation. Recently a subcommittee of the Transfer Committee met to put together a simple policy with regards to these cases. We would like to offer the following process in this situation:

Upon request, the candidate will supply the following information in addition to the existing submission requirements:

- A brief history of the denomination.
- The current membership of the denomination.
- The ordination process and requirements within the denomination.
- A summary statement of the denominational doctrine and belief, including references to written works describing the denominational doctrine.

The chair of the Transfer Committee will be responsible for reviewing the additional information and communicating salient facts to the Transfer Committee. The committee will then make a recommendation which will be forwarded to the Board as per usual procedure.

Extension Ministries Committee

1. Extension Ministries Committee of the Board of Ordained Ministry has the following responsibilities:
 - Review and recommend to the Board persons seeking extension/beyond the local church ministries appointments under ¶344.1d (elders) and ¶331.a (deacons), and all categories of extension/beyond the local church appointments for licensed local pastors and provisional members.
 - Conduct the annual review of all persons in Extension Ministries.
 - Assist the Bishop and Cabinet in meeting annually with all clergy in extension/beyond the local church ministries, as required by the Discipline. Include those from other Annual Conferences serving in Virginia.
 - Assist Cabinet and Bishop with the “annual visit to the ministry setting of all persons under appointment in extension ministries assigned within the geographical bounds of the annual conference”.
 - Review requests of clergy in Extension Ministries for pastoral appointments and make recommendation to the Board, which then recommends to the Cabinet and Bishop. Note that such requests must be submitted in writing to the Board, Bishop and Cabinet at least six months prior to Annual Conference. Also note that if the request is from the Annual Conference, it must be requested in writing six months prior to Annual Conference also.
 - Coordinate the distribution and receipt of the Annual Report of clergy in extension/beyond the local church ministries on the official form that is required for the Charge Conference, Board, Cabinet and Bishop.

Other suggestions for the Committee:

- Communicate to ordained clergy in extension ministries what is expected. (Annual report, relation to charge conference, etc.)
 - Develop guidelines and interview procedures for ordained clergy in extension ministries requesting an appointment to a pastoral charge.
2. Procedures for ordained elders, deacons, provisional members, and licensed local pastors requesting an extension/beyond the local church appointment are available. For clergy requesting such an appointment, a packet of information from the Center for Clergy Excellence will include the following:
 - Cover letter from the Center for Clergy Excellence
 - Disciplinary paragraphs
 - Procedures
 - Theological rationale for Extension Ministries Appointments, including Questions on Document A and Document B for elders, guidelines and questions for licensed local pastors and provisional elders, guidelines and questions for provisional deacons and deacons
 - Quality of Writing statement from the Board
 3. For ad interim changes from one extension appointment to another, the Extension Ministries Committee, acting on behalf of the Board, will schedule an interview with the clergyperson within 30 days of receipt of the application materials. For a clergy serving in a local church moving to an extension appointment, 120-days notice is required by Discipline. Those interviews are usually held in late March annually for appointment July 1.

Continuing Education Committee

The Continuing Education Committee oversees and coordinates continuing education, including availability of opportunities, the use of MEF funds for continuing education, use of MEF funds in special ways for ethnic clergy and new church start pastors, new models for continuing education, and participation in the Society for the Advancement of Continuing Education for Ministry. The chair of the Continuing Education Committee serves on the Ministers' Convocation Committee and the Clergy Development Committee. The Clergy Development Committee is a sub-committee of the Continuing Education Committee.

Virginia Conference Clergy Development Program

Clergy Development promotes lifelong learning and operates as a joint effort between the Cabinet and the Board of Ordained Ministry to support clergy effectiveness. Using Ministerial Education Funds, grants are awarded to cover a portion of the cost of registration, lodging, and meals for learning experiences selected by the Clergy Development Committee. Lodging and meals are reimbursed with a maximum per diem allowed. Participants contribute their travel costs, books, time, and full participation in the event. All active clergy, diaconal ministers, and certified professionals in the Virginia Conference are eligible to apply for funding assistance.

The learning experiences are selected annually in July by the Clergy Development Committee and published in a brochure posted on the conference website. The Committee on Clergy Development is constituted as follows:

- At least two representatives from BOM
- Chair of the BOM Continuing Education Committee
- One Cabinet representative
- At large members as needed
- Director of Clergy Excellence and the Assistant to the Bishop

Virginia Conference Board of Ordained Ministry

Guidelines for Continuing Theological Education

Requirements

The following persons are required to receive a minimum of **one CEU per year** and at least **8 CEU's per quadrennium**.

- Full-time local pastors who have completed the Course of Study
- Active Associate Members under appointment
- Active Elders under appointment
- Active Deacons under appointment
- Active Diaconal Ministers under appointment
- Certified Lay Professionals.

Persons in the above relationships involved in ongoing education (including enrollment in college, seminary, Course of Study, D.Min. and Ph.D. programs), and clergy on Leave of Absence are not required to get a CEU.

Minimum Standards For Continuing Education

A. The measuring unit shall be a Continuing Education Unit (CEU).

B. Definition of a CEU

Ten contact hours (instructional session or its equivalent) under qualified leadership. It is assumed that programs sponsored by an agency of the general church, jurisdiction, conference, district, ecumenical, or community service institution or covenant study groups will have qualified leadership.

- If the event does not offer a CEU, equivalency can be made based on the number of contact hours under qualified leadership in units of 5 contact hours (ie. 5 contact hours equals .5 CEU, 10 contact hours equals 1.0 CEU, 15 contact hours equals 1.5 CEU's, etc.).
- For on line continuing education, the sponsoring agency shall offer an official CEU. No more than three (3) CEU's a quadrennium may be completed on line.
- For professional study-travel, only trips that provide the required contact hours (lectures, discussions under qualified leadership) are acceptable. Repeat trips to the same place will not qualify. See additional form that is required.
- For United Methodist Volunteers in Mission Trips, only one VIM trip per quadrennium is allowed. See additional form that is required.
- CPE beyond the minimum requirement for ordination may be used for continuing education.
- Twenty hours of reading and reflection in areas related to the Characteristics of Effective Clergy in the Virginia Conference is equivalent to one CEU. No more than one CEU defined as reading and reflection may be credited toward the eight for the quadrennium.

Accountability

The instrument of accountability will be an annual report submitted to the district superintendent on continuing education completed during the year. The district superintendent shall review the clergyperson's continuing education in light of the annual evaluation by the Pastor/Staff Parish Relations Committee or supervisor if in an extension appointment. In their annual meeting, the district superintendent and clergyperson shall discuss improvements made toward effectiveness in ministry and future needs for continuing education.

¶419.7 (2012 Book of Discipline) states: “The superintendent shall seek to be in regular contact with the clergy on the district for counsel and supervision, and shall receive written or electronic reports of the clergy’s continuing education, spiritual practices, current ministry work, and goals for future ministry.”

Approved Program Areas For Continuing Education

Areas approved for continuing education shall be related to Characteristics of Effective Clergy in the Virginia Conference approved by the Virginia Conference Cabinet and Board of Ordained Ministry. Additionally, specific areas for continuing education will be identified as a result of the annual evaluation by the Pastor/Staff Parish Relations Committee and district superintendent as outlined in ¶419.7 of the *Book of Discipline*. An annual written report from each clergyperson, describing his or her program for continuing education, is to be submitted to the district superintendent who is to give counsel concerning the clergyperson’s future plans for continuing education.

Continuing Education Grants

The Continuing Education Committee of the Board of Ordained Ministry administers the following policies for continuing education grants. Application forms are available from the Center for Clergy Excellence, P. O. Box 5606, Glen Allen, VA 23058 (1-800-768-6040, 804-521-1100, ext. 126) or may be downloaded off the following web site: www.vaumc.org.

1. The Continuing Education grants are available to active clergy, diaconal ministers, and certified lay professionals required to receive CEU’s (see “Requirements” section). Persons on Leave of Absence may request funds and grants will be determined on a per case basis.
2. Grants will be awarded for the calendar year in which the event is held, as follows:
 - For clergy, diaconal ministers, and certified lay professionals with a base salary of \$50,000 or less, up to **\$400** during any one calendar year and depending upon availability of funds.
 - For clergy, diaconal ministers, and certified lay professionals with a base salary above \$50,000, up to **\$200** during any one calendar year and depending upon availability of funds.
 - Grants requested for an event which may run into another calendar year will only be awarded for the year in which applied, for the duration of the event.
3. Funds are available for events that meet the Minimum Standards and Approved Program Areas as listed above for Continuing Education established by the Continuing Education Committee of the Board of Ordained Ministry or for the Lewis Pastoral Leadership Inventory (a 360 assessment tool).
4. If an event is canceled for which funds were received, the recipient must return the grant in full.
5. Persons receiving continuing education funds must send a verification of the Continuing Education Unit awarded to the Center for Clergy Excellence. A copy of the CEU report or a letter from the sponsoring agency is acceptable.
6. Also, refer to the Clergy Development Program, which offers specialized continuing education with full funding for certain events. Applications are available from the Center for Clergy Excellence.

Rev. 5/2013

Service Loans, Pell Grants, and Scholarship Funds

The Board of Ordained Ministry awards financial aid to Virginia Conference seminary students who are certified candidates for ordained ministry.

There are different categories of financial aid available—some awards are repaid in years of service and some are outright grants with various qualifications for the scholarships. A description of each category is below. The same application is used for all kinds of VAUMC seminary student financial aid, so you only need to submit one application.

Applications are submitted by mail to the Center for Clergy Excellence, P. O. Box 5606, Glen Allen, VA 23058. Applications for Fall-Spring are due July 1 and applications for Spring-Summer are due October 1 annually. Some applicants may receive only a scholarship and some may receive a scholarship in combination with a Pell Grant and/or a Service Loan. Applicants may indicate if they would or would not wish to be considered for a Service Loan.

Please submit pages (3) through (7) of this application to the Committee for consideration.

Service Loans

Eligibility

1. Applicant must be a certified candidate or a licensed local pastor in the Virginia Conference of The United Methodist Church. For a request for support for Clinical Pastoral Education, the applicant may be a provisional member of the Virginia Conference.
2. Applicant must attend a school of theology approved by the University Senate of The United Methodist Church or an Advanced Course of Study program approved by the General Board of Higher Education and Ministry of The United Methodist Church.
3. Applicant must be seeking ordination as a Deacon or Elder.
4. Applicants must have the recommendation of their district committee on ordained ministry and District Superintendent.
5. Applicants may be full-time or part-time students. Loans for part-time students will be based upon financial need, available funds, and pro-rated upon the number of actual semester hours taken compared to the amount of an award for a full-time student.

Application and Award Process

1. For students enrolled in seminary working toward the first professional degree, application deadlines are **July 1** for fall and spring semester grants and **October 1** for spring or summer semester grants. For licensed local pastors attending the Advanced Course of Study, application deadlines for the summer COS are February 1 and May 1.
2. A student enrolled in an approved seminary must complete the application form, secure the recommendation of the district committee on ordained ministry, the district superintendent, and the recommendation of the seminary, including signatures from the Registrar's Office and the Financial Aid Office. **The student is responsible for mailing the entire application to the Center for Clergy Excellence.**

A licensed local pastor attending the Advanced Course of Study program must complete the application form, secure the recommendation of the district committee on ordained ministry and the recommendation/signature of the district superintendent.

3. Service Loans are based upon the financial need of the applicant and the availability of funds.

4. Service Loans will be repaid to the Virginia Annual Conference in years of service at a rate of one year per semester or summer of aid following full membership and ordination.

Pell Grants

The Josephus Daniel Pell Foundation was established by the generosity of Josephus Daniel Pell. In his will, he established his desire for the funds to be used toward “educating preachers in the Methodist Church”.

Eligibility

1. Applicant must be a certified candidate for ordained ministry on the elder track within the Virginia Annual Conference.
2. Applicant must be a full-time student at a United Methodist seminary, requesting scholarship aid for the first professional degree at the seminary.
3. Applicant must have financial need.
4. Applicants must have the recommendation of their district committee on ordained ministry and District Superintendent.
5. Applicant must have a recommendation for aid by the Virginia Annual Conference Board of Ordained Ministry in accordance with the directives of the Foundation and based upon financial need and available funds.

Application and Award Process

1. Annually, the Treasurer of the Pell Foundation will inform the Board of Ordained Ministry of the amount of aid available for grants in that calendar year.
2. Application deadlines are July 1 for Fall and Spring semester grants and October 1 for Spring or Summer semester grants.
5. The student must complete the application form, secure the signature of the chair of the district committee on ordained ministry and the district superintendent, and the recommendations of the seminary, including signatures from the Registrar’s Office and the Financial Aid Office. **The student is responsible for mailing the entire application to the Center for Clergy Excellence.**
3. The Board of Ordained Ministry will recommend to the Pell Foundation the requests for grants, and the Foundation’s Directors will review the requests and authorize payments.
4. All requests for grants will be considered on the basis of financial need and available funds.
5. The Board of Ordained Ministry will be informed of grants awarded and in turn inform the student.

Scholarships

The Board of Ordained Ministry awards a number of scholarships on behalf of the Virginia United Methodist Foundation. The actual amount of the scholarship varies from year to year. The eligibility criteria, application, and award process for a scholarship are the same as for a Service Loan (see above), except that repayment in years of service is not required. Some scholarship programs may have additional eligibility criteria or state a preference in granting an award (i.e., to candidates from a particular district). Each applicant will be considered for all scholarships for which they qualify.

Local Pastors

Local Pastors' Handbook

A booklet outlining all procedures and information important to Local Pastors is available from the Center for Clergy Excellence. Updated each quadrennium, the booklet includes information about Licensing School, Course of Study, and requirements for Associate, Probationary, and Full Membership.

Fellowship of Local Pastors and Associate Members

The Local Pastors' Fellowship has a steering committee with officers elected by the Fellowship. The steering committee includes local pastors from all geographic regions in the Conference and includes the local pastors serving as non-voting members on the Board of Ordained Ministry.

The following is the purpose statement for the Fellowship:

The purpose of the Fellowship of Local Pastors is to provide support, love and encouragement to each other through the encouragement of self-care and spiritual growth, and to create a sense of unity and fellowship. The Fellowship will serve all local pastors and the Board of Ordained Ministry as an advisory/resource group on issues and needs of local pastors and associate members. It will serve as a voice for local pastors in the Virginia Conference, will sponsor retreat time, and encourage small group participation with elders and associate members on the district level.

An annual retreat is held for all licensed local pastors, associate members, and their spouses.

Guidelines for Officers of the Local Pastors' Fellowship

1. Officers are elected at the beginning of the quadrennium and may service up to two quadrennia.
2. Officers must be licensed local pastors or associate members.
3. Officers should represent all geographical areas of the conference.
4. If an office is vacated at any time during the quadrennium, the Executive Committee of the Local Pastors' Fellowship fills the vacancy with someone from that geographical area.
5. The chair of the Local Pastors' Fellowship shall appoint a nominating committee to select the officers.

Local Pastors Completing Undergraduate Degrees

The Book of Discipline, in Par. 318.3 says that "Those eligible to be appointed as student local pastors shall be enrolled as pre-theological or theological students in a college, university, or school of theology listed by the University Senate a) who have met the provisions of Par. 315, and b) who shall make appropriate progress in their educational program as determined by the board of ordained ministry". In 2000, the Judicial Council ruled in Decision No. 895 that seminary students, appointed in the annual conference where they are in process for ordination, may be listed as part time local pastors. Even though this ruling did not include undergraduate students, all persons licensed and appointed part time in VA will be designated as part time local pastors.

In addition, DCOM's have asked for help with determining what is "appropriate progress" for the educational requirements. A DCOM should expect completion of undergraduate work within 6 years (exceptions could be requested). In addition, DCOM's may recommend specific continuing education events related to pastoral ministry for local pastors completing their undergraduate work.

Approved by the BOM Ex. Comm. 1/17/2006

Advanced Course of Study Requirements

In the 2000 BOD, ¶315.6d from 1996 BOD was omitted. This paragraph clarified the basic graduate theological studies courses required in the Advanced Course of Study and are identical to the ones required by the VA Conference for probationary membership (with the addition of preaching for elder track candidates and CPE for all candidates) see attachment 2. Candidates on the alternate route to elder for commissioning and probationary membership must take these courses as graduate theological courses prior to probationary membership. Courses taken in the basic Course of Study do not count for these graduate theological studies.

Also, associate members under the 1992 Discipline only complete half the educational requirements prior to probationary membership and the rest prior to full membership. They are not required to complete the 24 hours of basic graduate theological studies. They complete 8 hours before probationary membership and 8 more before full membership. All persons under the 1992 Discipline are under the former list of educational requirements (see attachment 2a), and for those on the alternate route, both basic Course of Study and Advanced Course of Study classes count. The BOM strongly suggest that candidates complete all educational requirements prior to probationary membership.

Approved by the BOM Executive Committee 5/23/2001

Course of Study: On line/Hybrid/Correspondence

Par. 1421.3 d on the Course of Study states "Upon approval of the Conference Board of Ordained Ministry, a candidate may complete up to one-half of the work through online courses developed by the Division of Ordained Ministry." Since the Virginia Conference Board of Ordained Ministry allows only 1/3 of seminary work to be completed on line or hybrid, the same standard of 1/3 for Course of Study by correspondence/on line/hybrid is the policy of the Virginia Conference.

Approved 9/8/2012, BOM Executive Committee

Scholarship Policy for Course of Study

Scholarships for Course of Study are available to licensed local pastors serving as pastors in charge in the local church. The amount of scholarship is based on “household income” as follows:

- i. Full and Part time local pastors with a household income of over \$50,000 will receive \$425 scholarship for the summer Course of Study
- ii. Full and Part time local pastors with a household income of under \$50,000 will receive \$850 scholarship for the summer Course of Study.
- iii. Part time local pastors with a household income of over \$50,000 will receive \$450 scholarship for four courses in the Weekend Course of Study (\$112 per course).
- iv. Part time local pastors with a household income of under \$50,000 will receive \$900 scholarship for four courses in the Weekend Course of Study (\$225 per course).

Approved by BOM Executive Committee, Spring 2009

Retirement Policies and Procedures

According to the *2008 Book of Discipline*, ¶635.2k, the Board of Ordained Ministry will “interview applicants and make recommendations concerning: (1) changes from the effective relation to a leave of absence or retirement;”

In addition, ¶358 states that “Requests for retirement shall be stated in writing to the bishop, cabinet, and board of ordained ministry at least one hundred twenty days prior to the date on which retirement is to be effective.”

1. Requests for retirement shall be made in compliance with ¶358.
2. The Retirement Committee of the Board of Ordained Ministry is an administrative committee working on behalf of the Conference Relations Committee and the Board. The Committee will:
 - assist the Board in complying with the Disciplinary requirements related to retirement;
 - honor the faithful service of clergy and diaconal ministers who are retiring and provide support to them in this transition;
 - assess any special reasons for retirement that may need further attention;
 - refer to the Conference Relations Committee any situations that need special review;
 - refer to the Board or other conference groups any needs identified as they work with retiring clergy/diaconal ministers.
3. The following process will be followed by the Committee:
 - The Committee will receive and review all requests for retirement.
 - Upon receipt of a request for retirement, the Chair of the Committee and the BOM Registrar will review the personnel file and determine if a face to face interview is needed. In some cases, they will consult with the entire Committee. The Retirement Committee could refer the need for an interview to the Conference Relations Committee.
 - If a face to face interview is needed, a letter would be sent notifying the clergy of the date and time of the interview.
 - For all others, a Committee member will conduct a telephone interview (using Committee guidelines) with the clergyperson or diaconal minister requesting retirement. If after the phone interview, the Committee member senses a face to face interview would be helpful, the Committee chair is notified and an interview is scheduled.
 - A report of the telephone interview is submitted by the Committee member to the Director of Clergy Excellence for review by the Retirement Committee.
 - The Committee will recommend to the Board of Ordained Ministry those to be recommended to the Clergy Executive Session for retirement.

Approved by the Board of Ordained Ministry on 3/9/2005
Revised and approved by the BOM Executive Committee on 9/29/05

Professional/Para-Professional Certification Committee

Committee Policies

1. All certification courses shall be completed by December of the year they are applying for certification (can take last course the fall prior to papers being due in January).
2. Scholarship Policy
 - For professional certification, may receive up to \$300 per year.
 - For para-professional certification, may receive up to \$100 per year.

On the application, ask how much is received from the General Board of Higher Education and Ministry and from their local church staff parish relations committee.

In the original letter, strongly encourage them to work with their local church staff parish relations committee to contribute scholarship funds and also to secure the funding from the General Board of Higher Education and Ministry.

Continue to expect repayment if the person if the person is not certified.

3. Of the five certification courses, three courses may be taken on line.

5.2013

Renewal Policies for Diaconal Ministers and Certified Professionals

Note: Renewal for diaconal ministry is required annually. Renewal for professional and paraprofessional certification is required every other year, on the even years.

1. Annual renewal for diaconal ministers and bi-annual renewal for professional and paraprofessional certification is required by the Board of Ordained Ministry and the General Board of Higher Education and Ministry.
2. Continuing education requirements are specified in the Continuing Education Policies of the Board of Ordained Ministry. The requirement is a minimum of 1 CEU annually and 8 per quadrennium.
3. If a person fails to fulfill any of the minimum standards for renewal, the reason shall be given in writing to the Board of Ordained Ministry. This information will be used by the Certification Committee, which reviews and recommends to the Board all renewals.
4. If a person fails to fulfill any of the minimum standards for renewal for a second time, even if different reasons from the first time, the person may request a meeting with the Certification Committee of the Board of Ordained Ministry to work out a solution. The information from this meeting will be used in making a recommendation to the Board of Ordained Ministry.
5. For persons who are not employed, a report indicating professional activities must be attached to the renewal form. Types of workshops, seminars, or leadership training events, number of hours spent, and a summary evaluation from participants of the event must be included. Local church involvement must also be included.
6. If certification is allowed to lapse by failure of the certified person to seek renewal or to meet the standards of renewal, and later the person wishes to renew the certification, the Certification Committee will consider reinstatement based on the circumstances related to the discontinuance and the qualifications of the applicant.
7. Those diaconal ministers who serve through United Methodist church-related agencies, ecumenical agencies, and those who serve through ministries which extend the witness and service of Christ's love and justice in the world through equipping persons to fulfill their own calls to Christian service will submit annually to the board:
 - a. A copy of the performance evaluation by the employing agency.
 - b. An outline of his/her involvement in the local church, district, and/or annual conference.
 - c. A letter from the pastor of the local church and, if applicable, a letter from the district superintendent telling how she/he has been able to make use of the diaconal minister's gifts and what plans she/he has for future use of these gifts.
 - d. A statement verifying that she/he has attended the charge conference and has filed a report.

Revised 2/2004
Updated 8/2011

Record Keeping Policy

Guidelines from the General Board of Higher Education and Ministry:

Records and files should be actively maintained so long as, and only so long as, they are required for the personnel support and decision making of the annual conference. An officer should be designated by the annual conference as the custodian of its clergy personnel records. ...After consultation with the BOM, no materials deemed by the custodian to be significant for future evaluation of the practice of ministry shall be destroyed. Each conference may establish standards for what candidate record to retain and what records to destroy. Twenty-five years after a clergyperson retires or no longer has a relationship with the conference, the custodian may destroy the personnel file.

Recommend that files for clergy ordained elder or deacon in full connection retain the following items (for proof of our screening process as well as for future information):

- Biographical data sheet and photo
- Criminal Background and Sex Offenders Background Check
- Kroll Background Check
- Medical Report
- All psychological, performance, and ESCI-U assessments
- CPE Supervisor's Report and Self-evaluation
- BOM Interview Report forms
- Supervisor evaluation reports
- Record of district committee actions
- Transcripts of all academic work
- Letters related to conference relationship, etc.

Approved 3/6/2001

Administrative and Travel Expenses Policies

1. For meetings at a conference and retreat center, Board members are expected to notify ClergyExcellence@vaumc.org ahead of time when they will not be present, choose not to eat a meal in the dining room, or have special dietary needs.
2. For meetings at the Conference Center, when a committee member does not cancel an ordered meal at least two days prior to a meeting (except for pastoral or family emergencies), a bill for reimbursement will be sent to the committing member.
3. Committees are encouraged to have members bring a bag lunch.
4. Committees are expected to meet by conference call or WebEx except for special needs and interviews. Face to face interviews are at the discretion of the chair. Email communication is also encouraged as an alternative to meetings.

Updated 11/4/2009

Characteristics of Effective Clergy Virginia Conference

These are the leadership qualities and vocational competencies that define the effectiveness of clergy in the Virginia Conference. Additional measurable characteristics of congregational health are included to provide information for discussion of the clergy person's leadership and resulting effectiveness.

Leadership Qualities

- *Maturing Spirituality*: Exhibits a disciplined spiritual life, maintaining healthy boundaries and being accountable for one's work and actions, including participation in a program of personal spiritual enrichment and renewal.
- *Integrity and Authenticity*: Demonstrates consistent behavior that is in alignment with Christian beliefs, practices, and healthy relationship with God.
- *Sound Theology*: Understands, knows, and celebrates the power of Jesus Christ to bring healing and wholeness, forgiveness and reconciliation, justice and peace, to the lives of individuals, congregations, and communities.
- *Servant Leadership*: Exhibits servant leadership that cultivates the gifts of the Spirit and empowers others to claim their call and find their place in ministry.
- *Relational*: Exhibits the ability to listen, develop working teams, equip persons for ministry, and manage conflict in a way that leads to healthy resolution.
- *Self Care*: Maintains a healthy balance between self, family, and work and participates in the Virginia Self-Care Covenant.
- *Connectional*: Serves as a leader who knows and supports United Methodist theology and polity as defined in the *Book of Discipline*, gives clear support for connectionalism and obedience to his/her ordination vows.
- *Adaptability*: Demonstrates the ability to be flexible regarding geographical location, congregational constituency, and worship styles.
- *Performance Standards*: Exhibits a high level of work ethic and consistently produces quality results.

Vocational Competencies

- *Evangelism and Discipleship*: Demonstrates the ability to lead the congregation in making disciples of Jesus Christ for the transformation of the world.
- *Ministry Development*: Demonstrates a willingness to lead the congregation in establishing ministries of nurture, outreach, and witness.
- *Proclamation*: Possesses and articulates a working knowledge of biblical faith; demonstrates the ability to communicate and apply the gospel of Jesus Christ in culturally relevant ways to the diverse population groups of our conference.
- *Commitment to Inclusivity*: Models and embraces inclusiveness, demonstrating sensitivity to diversity.

- *Visioning and Implementation Skills:* Demonstrates the ability to partner with laity in identifying and articulating the vision plus the assessment and administrative ability to make the vision become reality.
- *Inspirational and Motivational Skills:* Relates to others in a way that inspires and encourages them in their life of faith.
- *Administration:* Demonstrates administrative, management, and supervisory skills.
- *Pastoral Care:* Devotes time for pastoral care appropriate to the ministry setting, encourages and equips laity for the ministry of pastoral care, establishes and adheres to visitation priorities appropriate to the ministry setting.
- *Conflict Management:* Demonstrates the ability to handle complaints, settle disputes and resolve conflicts.

Vital Congregations Characteristics

- Disciples worship (average worship attendance)
- Disciples make new disciples (number of people who join by profession of faith)
- Disciples engage in growing as a disciple (number of small groups, Sunday school classes and Bible studies)
- Disciples engage in mission (number of people from the congregation engaged in local, national and international mission/outreach activities)
- Disciples give to mission (total amount given by local church to other organizations for support of benevolent and charitable ministries, including apportionments paid and support for all United Methodist and non-United Methodist organizations active in work such as advocacy, education, health, justice, mercy, outreach, and welfare anywhere in the world)

Adapted from: *Standards for Clergy Leadership in the Virginia Conference* and *Characteristics of Effective Clergy in the North Georgia Conference*

Approved by Virginia Conference Board of Ordained Ministry 5/20/2009

Approved by Virginia Conference Cabinet 4/20/2009

Updated by the Virginia Conference Cabinet 9/6/2011, 1/13/16

<u>VA Conference Board of Ordained Ministry</u>	
Executive Committee 2016-2020	
*Chair	John Hall
*Vice-Chair/Team A Leader	Justin Allen
*Vice-Chair/Team B Leader	Darcey Johnson
*Vice-Chair/Team C Leader	Dawn Peck
Secretary	Alan Combs
Order of Deacons/Assoc. Reg. Deacons	Jason Stanley
Order of Elders Chair	Lynne Alley-Grant
<i>Associate Registrar Elders</i>	<i>David Bonney</i>
Fellowship AM-LP/Assoc. Reg. Local Pastors	Mike Davis
Candidacy Team/Assoc. Reg. Candidacy & Applications and Interviews	McKennon Shea
Call Culture Committee Chair	Chip Giessler
Clergy Effectiveness Chair	Beth Givens
Conference Relations Chair	Tammy Estep
Ethics Committee Chair	David Hindman
Extension Ministries Chair	Brenda Laws
Provisional Membership Team Chair	Donna Holder
Spiritual Vitality Committee Chair	Kim Barker-Brugman
Transfer Committee Chair	Jay Kelchner
*Conference Registrar/Dir CFCE	Merdith McNabb
*Three Cabinet Representatives	Alex Joyner
	Scott Davis
	Kathleen Overby Webster
<i>* These members comprise the Advisory Team</i>	

Board of Ordained Ministry

Workgroups 2016-2020

Advisory Team

Hall, John; Chair, BOM
Allen, Justin; BOM
Davis, Scott; Cabinet
Johnson, Darcey; BOM
Joyner, Alex; Cabinet
McNabb, Meredith; BOM Staff
Peck, Dawn; BOM
Webster, Kathleen Overby; Cabinet

BOM Secretary

Combs, Alan

Order/Fellowship Chairs

Alley-Grant, Lynne; Elders
Davis, Mike; LLP's and AM's
Stanley, Jason; Deacons

Call Culture Committee

Giessler, Chip; Chair, BOM
Baynham, Lindsey; Staff
Kiger, Shawn; BOM
Miller, Gary; BOM
Wray, Heather; at large (liason to Candidacy Team)
TBA--at large from Lindsey and Chip
TBA--at large from Lindsey and Chip

Candidacy Team

Shea, McKennon; Chair, BOM
Baynham, Lindsey; Staff
Baker, Paul; BOM
Hicks, Justin (FL); at large
Wolf, Susie; BOM
Wray, Heather (PD); at large (liason to Call Culture)

Clergy Effectiveness

Givens, Beth; Chair, BOM
McNabb, Meredith; Staff
Bonney, David; BOM
Choi, Peter; BOM
Clayton, Meghan Roth; at large
Hay, Steve; BOM (liason to Ministers' Convocation)
Taylor, Leigh Anne; BOM
Webster, Kathleen Overby; Cabinet
TBA-- (liason to VCLP)

Conference Relations

Estep, Tammy; Chair
Gestwick, Clara; BOM
Hannah, Susan; BOM
Lee, Hyo; BOM
Nixon, Hannah; BOM
Parson, Derrick; BOM
Rosario, Ileana; BOM
Smith, Matthew; BOM (Chair, Retirement Comm.)

Retirement Committee

Smith, Matthew; Chair
Cheatham, Russell; BOM
Cutshaw, Susan; at large
Earley, Phyllis; at large
Kennon, Harry; at large
Pruitt, Ed; at large
Tingle, Larry; at large
Tuttle, Bruce; at large
Washington, Alton; at large

Ethics

Hindman, David; Chair, BOM
McNabb, Meredith; Staff
Davis, Martha; Response Team
Keeling, Sara Porter; Quad. Training
Mayton, Mike; BOM
Mucha, David; at large
Newsome, Kenny; BOM
Ray, Linda; Clergy Reporting
Vaughn, Rob; Response Team
TBA-- at large, Quad Training
TBA-- at large

Extension Ministries

Laws, Brenda; Chair, BOM
Ellis, Blair; BOM
Hargraves, Stan; BOM
Lewis, Deborah; BOM
Mims, Gene; BOM
TBA-- Cabinet Rep

Grants and Loans

Manning, Mitzi; Chair, BOM
Baynham, Lindsey; Staff
Douglass, Laura; at large
Gellasch, Mark; BOM
Martin, Ed; BOM
TBA--Foundation

Joint Committee on

Clergy Medical Leave

Carey, Jay; Chair, BOM
Blair, Nancy; BOP Staff
Estep, Tammy, BOM (Chair, Conf. Relations Comm.)
Fuller, John; BOP Staff
Hanby, Bobbie; BOM
Hetherington, JoEllen; at large
McNabb, Meredith; BOM Staff
Weeks, Bob BOM
Weigand, Willie BOM
TBA-BOP
TBA-BOP
TBA-Cabinet Rep

Licensing School

Walker, Ed; Dean
McNabb, Meredith; Staff
Cho, Kyungsuk; at large
Baynham, Lindsey; Staff
Davis, Mike; BOM, AMLP Fellowship
Kesner, Anne West (PD); at large
Lane, Kelley; at large
Levy, Brent (PE); at large
Wise, Neal; BOM
TBA--at large, as needed

Professional Certification

White, Christian; Chair, BOM
McNabb, Meredith (Staff)
Craft, Tim (PD); at large
Oakes, Leslie (CP); at large
Tindall, John (CP); at large

Provisional Membership Team

Holder, Donna; Chair, BOM
Baynham, Lindsey; Staff
McNabb, Meredith; Staff
Beck, Tim; BOM (Mission Team)
Colwell, Jessie; BOM (Mentoring)
McMullen, Brad; BOM (Residency Events)
Vaughan, David; at large

Spiritual Vitality

Barker-Brugman, Kim; Chair, BOM
McNabb, Meredith; Staff
Blakely, Lyndsie (Chair, Ministers' Convocation)
Gibson, Don; BOM
Robbins, Brandon; BOM (Study Leave/Pilgrimage)
TBA

Transfer

Kelchner, Jay; Chair
Brown, Clarence; BOM
Dore, Livingstone; BOM
Joyner, Alex; Cabinet
Kral, Mary Ann; BOM
Lee, Won Gyu; BOM
Smith, Iris; BOM

Virginia Conference Board of Ordained Ministry 2016-2020
(Nominated by the Bishop)

Third Four Year Term

M. Lynne Alley-Grant
Clara P. Gestwick
F. W. "Chip" Giessler
John R. Hall, Sr. (AM)
John J. Kelchner, Jr.
Mary Ann Kral - *Laity*
Brenda L. Laws
Michele Manning (*Ret.*)
Edward S. Martin, Jr.
Dawn Peck - *Laity*
Matthew G. Smith

Second Four Year Term

B. Justin Allen
Paul S. Baker (1)
Timothy A. Beck
David J. Bonney
Clarence R. Brown
James H. Carey, Jr.
Russell M. Cheatham
Jessica S. Colwell
Livingstone S. Dore
Tammy L. Estep
Susan M. Hannah
J. Stanley Hargraves
Stephen D. Hay
Donna C. Holder
Darcey G. Johnson
A. Shawn Kiger - *Laity*
Won Gyu Lee
Michel Q. Mayton
Bradley A. McMullen
Gary C. Miller (AM)
Brandon P. Robbins
Ileana Rosario
Jason C. Stanley
Christian S. White, Jr.
Willie Weigand - *Laity*
Neal E. Wise - *Laity*
Susie Wolf - *Laity*

First Four Year Term

Kimberly A. Barker-Brugman
Peter Baesick Choi
Alan T. Combs
Michael T. Davis AM
Blair Ellis - *Laity*
Mark Gellasch - *Laity*
Donald Dwayne Gibson
F. Elizabeth Givens
Bobbie Hanby - *Laity*
David M. Hindman (*Ret.*)
Hyo Joong Lee
Deborah E. Lewis
Gene Mims - *Laity*
Kenneth W. Newsome
Hannah Nixon - *Laity*
Derrick Parson
Thomas McKennon Shea, Jr.
Iris Gunter Smith - *Laity*
Leigh Anne Taylor
Robert J. Weeks

Ex officio:

Cabinet Representatives:
Alexander B. Joyner,
Kathleen Overby Webster,
Lawrence R. Thompson, Jr.
Registrar: Meredith L. McNabb

Board of Ordained Ministry 2016-2020

Nominated by Bishop. Parenthetical reference is to first, second, or third quadrennium served.

BOM members are active full clergy members of the VAUMC unless otherwise indicated.

Alexandria

David J. Bonney (2)
Clarence R. Brown (2)
Hyo Joong Lee (1)
Michele Manning (3) (*Ret.*)
Hannah Nixon – *Laity* (1)
Christian S. White, Jr. (2)

Arlington

Livingstone S. Dore (2)
Mary Ann Kral - *Laity* (3)
Kenneth W. Newsome (1)
Matthew G. Smith (3)
Neal E. Wise – *Laity* (2)

Charlottesville

Jessica S. Colwell (2)
Deborah E. Lewis (1)
Peter Baesick Choi (1)

Danville

Susan M. Hannah (2)

Eastern Shore

Brenda L. Laws (3)
Gary C. Miller (AM) (2)
Iris Gunter Smith – *Laity* (1)

Elizabeth River

Tammy L. Estep (2)
Mark Gellasch – *Laity* (1)
Won Gyu Lee (2)
Edward S. Martin, Jr. (3)
Brandon P. Robbins (2)
Jason C. Stanley (2)

Farmville

Timothy A. Beck (2)
Russell M. Cheatham (2)
Michael T. Davis AM (1)
Thomas McKennon Shea, Jr. (1)
Susie Wolf - *Laity* (2)

Fredericksburg

Kimberly A. Barker-Brugman (1)
A. Shawn Kiger – *Laity* (2)

Harrisonburg

Stephen D. Hay (2)
Robert J. Weeks (1)

James River

James H. Carey, Jr. (2)
J. Stanley Hargraves (2)
Gene Mims – *Laity* (1)

Lynchburg

Paul S. Baker (1)
Bradley A. McMullen (2)
Willie Weigand – *Laity* (2)

Richmond

F. Elizabeth Givens (1)
John R. Hall, Sr (AM) (3)
Donna C. Holder (2)
Darcey G. Johnson (2)
John J. Kelchner, Jr. (3)
Derrick Parson (1)

Roanoke

M. Lynne Alley-Grant (3)
Bobbie Hanby – *Laity* (1)
Leigh Anne Taylor (1)

Staunton

Donald Dwayne Gibson (1)
Dawn Peck - *Laity* (3)

Winchester

B. Justin Allen (2)
Alan T. Combs (1)
F. W. “Chip” Giessler (3)
Michel Q. Mayton (2)

York River

Blair Ellis – *Laity* (1)
Clara P. Gestwick (3)
David M. Hindman (1) (*Ret.*)
Ileana Rosario (2)

Cabinet Representatives:

Scott E. Davis (Lynchburg)
Alexander B. Joyner (Eastern Shore)
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Revised September 8, 2016

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Revised September 8, 2016

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Revised September 8, 2016

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Membership Directory

Revised September 8, 2016

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