SUSQUEHANNA CONFERENCE BOARD OF ORDAINED MINISTRY
2025-26 Guidelines, Instructions, and Checklist
Candidates for Commissioning and Provisional Membership

Forms to be Completed: There are several forms to be completed and sent either via online submission or US Postal mail to the Registrar of Elders and Deacons. A place is provided for you to place a checkmark as you see that each form is distributed and completed. All forms are to be emailed, filled out online or returned via US Postal Service to the registrar. They all must be received no later than January 10, 2026 - 11:59 pm by mail or January 15, 2026 – 11:59 pm by upload.

___1. Form 102: Biographical Information Form (Upload via the portal)
Please be careful to print or type your name exactly as you wish it to appear on the credentials you will receive and as it will be printed in the conference journal.

___2. Form 103: Medical Report of Ministerial Candidate (Scan & Email to Registrar: Please note that material is 'CONFIDENTIAL" in subject box)
Please note the cover letter from the Bishops that must be filled out and signed by your physician. Please note that you need to fill out the Consent for Release of confidential information and it must be witnessed. Please be sure to make an appointment early on for completion of this report.

___3. Form 105: Application for Clergy Relationship to the Annual Conference
*Complete the information at the top of the form and check "Provisional Membership" (If you are not yet appointed to be a full-time local pastor, please **also** check "Local Pastor" and "Full-time).* Sign and date form. This can be an electronic signature. Please note that Susquehanna UM Conference requires that you complete your MDiv by May, 2026 in order to apply for Commissioning this year.
**Please note that this form will be uploaded via Passage.

___4. Form 109: Theological School Recommendation Form (2 Forms to be Completed)
Please see that your Seminary Field Supervisor (if you had one) and a Professor of your choice receives this form and returns it to me by the due date of January 10, 2026 - 11:59 pm. They can send it via US mail or scan and email it to me.

____5. Form 114: Candidate's Disclosure Form (Submit via US Postal Service)
Complete the information asked for and have your signature notarized.

____6. College and Seminary Transcripts (US Postal Service or digitally from schools): Please request the official transcripts from both your College and Seminary and have them sent to the Registrar by the due date.

___7. Criminal Record Check, Child Abuse Clearance and FBI Fingerprint (Please scan and email to Registrar)
For the Board of Ordained Ministry you must do the PA State Police Clearances for Criminal Record and Child Abuse and FBI Fingerprint Clearance. This is a 2-3 week process to do all three clearances. Plan ahead. They need to be in my hands by Friday, January 10, 2026 - 11:59 pm. (If you had them done within the last five years, have your district office send me copies with the DS signature on them.)

__8. Credit Check: This should have been completed during your certification process. The results of the Credit Check should be forwarded with your district file to the registrar. If this is not in your file, please initiate the process with your District office.
Due date is January 10, 2026 - 11:59 pm.

___9. Service Requirement Description (double-spaced)
A one page written description of your service requirement is to provide BOOM with insights of your experience. The District Committee which you report to must have approved the service requirement. There is NO form for this requirement. **You will be uploading this to Passage.

___10. Autobiographical: There is NO Form for this requirement. A one to two page written description about your call. Double-spaced **You will be uploading this to Passage.

___11. **Photograph (upload via Passage and mail (or email) the registrar a print):** A photo of yourself, no bigger than 4" X 6". (frontal view, head & shoulders only).

___12. **Psychologicals:** Please be sure a copy is sent to the Registrar by the January 10, 2026 - 11:59 pm deadline. You will need to contact Robin Baer at rbaer@susumc.org . Please notify Robin that you need your psychologicals forwarded to the Registrar (bomregistrar@susumc.org).

___13. **District Superintendent Report:** You must request your DS to contact me for a form which they will need to complete and return by January 10, 2026 - 11:59 pm.

___14. **Release Authorization Form (US Postal Service)** Please clearly print your first, middle, and last name and print and sign at the bottom in the presence of a notary. Please mail to Registrar.

___15. **District Committee Recommendation** : Contact your DCOM to send a written report via email to the Registrar after your DCOM interview. The registrar needs to have written acknowledgement that your DCOM is recommending you for commissioning as a Provisional Member by **January 10, 2026 – 11:59 pm.**

___16. **Personal Reference Forms:** There are 3 of these forms to be completed and returned by the individuals providing the information no later than **January 10, 2026 - 11:59 pm.** The forms are to be completed by **(1)** a **lay person** who knows you very well, preferably someone who has worked with you this past year in ministry, **(2)** a **pastor,** other than your District Superintendent, who knows you very well and **(3)** a **Staff/Pastor Parish Relations Chair or Field Supervisor** (if you are not yet serving a local church). Please have representative complete this as word document and email it to the registrar (or copy and mail by US Postal service if they are not able to do this electronically). Ask your references to please include your name on the form.

___17. **Plagiarism document**: Read, sign and return the plagiarism policy form.

___18. Disability Accommodation: Read the disability accommodation policy of the conference, fill out, sign and return the request form.

___19. Theology Assignment completed and uploaded to Passage by the due date

___20. Worship/Sermons Assignment completed and uploaded to Passage (videos to registrar via flash drive, Google drive, or a downloadable file) by the January 15, 2026

___21. Bible Study Assignment completed and uploaded to Passage by the due date.

___22. Life Issues Assignment completed and uploaded to Passage by the due date.

___23. Discipleship Plan Outline and Detailed Process completed and uploaded to Passage by the due date.

___24. United Methodist History, Doctrine & Polity : Paragraph 324.4a. For candidates who have graduated from non-United Methodist seminaries, be sure you have fulfilled the requirement of the Discipline in regards to this course. This is a must!

___25. Mentor Report : The Registrar will need a mentor's note indicating that you have met quarterly (at minimum) and a separate note indicating the mentor has read your written material and reviewed it with you. This is to be sent to the Registrar via email.
**Candidates, please note that you must have your written assignments to your mentor to read by January 8, 2026.

___26. Please review for Required Courses: In addition to the educational requirements in the Book of Discipline, the candidate is also required to complete the following:
2 Courses in Preaching
1 Course in Leadership
1 Bible Course (beyond survey/introduction level) in Old Testament
1 Bible Course (beyond survey/introduction level) in New Testament

Candidates for deacon: carefully review Book of Discipline ¶324.4.a, ¶324.4.c, ¶324.5

Distance Education

University Senate guidelines state that credit for online education for UM students will only be granted for classes taken at one of the 13 UM theological schools or Kairos University.

Interview with the Board of Ministry, Susquehanna Conference

In addition to the requirement of a written doctrinal examination (paragraph 324.11), there is also an oral examination required. The oral examinations will take place as a part of the interviewing process on March 9th. If you are approved for an interview, you will receive more detailed information from the Board's Committee on Interview. PLEASE KEEP THIS DATE OPEN!

Please note the interview will focus on:

(1) Theology (Doctrine), (2) Worship/Sermon/Communications, (3) Bible Study, (4) Life &
Leadership Issues, (5) Discipleship Process.

Theology study day for people applying for Commissioning will be on Thursday, August 20, 2025 beginning at 10:00 am via Zoom. RSVP to selliott@susumc.org by Monday, August 18, 2025. Please attend this if possible as this is a very helpful session.

Special Concerns for Candidates about Procedures:

1. Please be sure to submit all your materials by the deadline of January 15, 2026 - 11:59 pm (midnight). Do not wait till the last minute to submit materials. To do so is to risk late submission and possible unnecessary delay in your candidacy advancement to Provisional Membership.

2. You may want to send your materials by certified mail. Your mailing receipt will be proof that the Registrar has received your materials. Please do not wait until the last minute to do this, sometimes the date in which the post office says it will be in my hands may not be the case. Plan ahead, mail ahead. Deadline date is for in-hand, not for postmark.

3. The Board of Ordained Ministry will be meeting on February 25, 2026 for Interview Prep Day; on that day the history of your file and written

material will be reviewed. If you have any special concerns or questions about your work, please get in contact with your Registrar or the Co-Chairpersons of the Board, Rev. Mira Hewlitt or Rev. Steve Salisbury, prior to the first of February.

4. Please be sure to follow the General Guidelines and the Instructions in each of the assignment areas. Read and re-read. Check to make sure you have completed the assignments in full.

5. All Major Paperwork and other forms are either uploaded or filled out online to the website assigned through Passage. Major Paperwork includes: (1) Theology (Doctrine) Paper, (2) Worship/Sermon Material (bulletin, outline, manuscript, sources & reflection paper), (3) Life Issues Paper, (4) Your Bible Study, (5) Discipleship Outline and Process. All Material should be in MS Word or PDF format. Each paper topic will be submitted separately (ONE FILE PER SUBJECT). Worship videos are to be sent to the registrar in ways specified above.

6. Please note that once material has been up-loaded or sent to the Registrar it cannot be replaced, edited, supplemented or resubmitted.

If for any reason you feel you are unable to meet the deadline of January 15, 2026 - 11:59 pm (by midnight) for ALL MATERIALS, please write a letter addressed to the Board of Ministry and send it to the Chairs of the Board. It is your responsibility to submit all materials on time. All Materials must either be in my hands by January 10, 2026 11:59 pm or uploaded by January 15, 2026 - 11:59 pm. Materials submitted after the Deadline of January 15, 2026 - 11:59 pm will NOT BE ACCEPTED.

If you are approved by the board to be recommended for commissioning to the clergy session, you will need to attend a SPRING EDUCATION DAY ON TBA. PLEASE KEEP THAT DATE CLEAR AND INFORM YOUR MENTOR THAT HE/SHE WILL ALSO BE PART OF THE EVENT.

My thoughts and prayers are with you in this segment of your journey toward Commissioning and Provisional Membership in the Elder Track. Please contact me with any concerns or questions you may have. Go with God!

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