



**Baltimore-Washington &
Peninsula-Delaware Area**
The United Methodist Church

Approval to Serve and Transfers from Other Annual Conferences

Please refer to the requirements in the Book of Discipline (2020/2024) ¶346.1 Provisions for Clergy from Outside the Annual Conference and ¶347.1 Transfers—From Other Annual Conferences, as well as the Conference BOOM policy on transfers for additional Conference-specific requirements.

Approval to Serve

Prior to being invited for an interview, clergy from other Annual Conferences must submit an Approval for Service application, which includes:

- ☐ Application Package
 - ☐ Application & Resume
 - ☐ Letter Requesting an Appointment
 - ☐ Letter of Good Standing from Judicatory
 - ☐ Letter of Acknowledgment from Bishop/DS
 - ☐ Credentials - Ministry (Ordained, Commissioned, Licensed)
 - ☐ Credentials – Academic (Seminary or Course of Study Transcript)
 - ☐ Complaint/Disciplinary Action Disclosure
- ☐ Safe Gatherings Background Check
 - ☐ Background Check (criminal, credit, and driving)
 - ☐ Safe Sanctuaries Training

If approved following the interview, these additional items must be completed:

- Safe Gatherings Clergy Ethics Course

Approval for Transfer

After 2 years of effective full-time service with DS recommendation, a clergy person from another Annual Conference may interview and be approved for transfer by completing:

- ☐ All tasks above, under ¶ 346.1 Clergy from Another Annual Conference – Approval to Serve
- ☐ Letter Requesting Transfer
- ☐ Consent of Bishops