

Checklist Of Requirements for Ordination as Full Member 2027 Exam For Deacon and Elder

The following checklist is offered to help you successfully prepare all required forms and submissions to meet the requirements for ordination as a full member. All due dates are 11:59 PM on the date listed. Materials may be submitted in advance. **Please refer to the Full Member website for specific instructions and links to forms and templates: <https://www.bwcumc.org/full-membership/>**

All materials will be submitted through the JotForm links provided in this document. You will not submit materials by mail, email, or through the SMA portal. If you have any questions about the task submission or the exam process, Please ask! *Note: Keep a hard copy or electronic copy of anything that you upload into JotForm in case there is a transmission or system error.*

Summary checklist of submissions:

- 1. Acknowledgement, Photo, & Initial Forms (Due June 1)
 - 2. Request Recommendations (Due August 1)
 - 3. Recommendations Submitted by Evaluators (Due September 1)
 - 4. Sermon Review (Due September 1)
 - 5. Biblical Skills (Due September 1)
 - 6. Conditions from Provisional Exam (if applicable) (Due September 15)
 - 7. Medical Summary Report (Due September 15)
 - 8. Written Responses (Due September 15)
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Step 1: Acknowledgement & Initial Forms (Due June 1)

This step includes:

- Updating your applicant information
- Uploading a current photo
- Acknowledgement & Understanding of Full Member Exam Requirements
- Download, complete, and upload the notarized Candidate Disclosure Form

At the invitation of the Full Member Registrar, please complete these initial items using this Full Member Examination Eligibility Form: <https://pdcbwc.jotform.com/261106250410035>.

Step 2: Request Recommendations (Due August 1)

You must have a minimum of 5 recommendations returned from the list of persons below. By August 1, please send this Full Member Candidate Recommendation Form link to your evaluators with a due date of August 1 to complete it: <https://pdcbwc.jotform.com/261113868596063>. You will receive a confirmation email each time an evaluator submits their recommendation. Please keep the confirmation email for your records, and track your completed recommendations so that you ensure you meet the minimum requirement of 5.

For those serving in a local church:

- Current District Superintendent (required)
- Former District Superintendent (if applicable)
- Senior Pastor (if you are an associate pastor)
- Lay Leader
- COM Chairperson or Administrative Board/Church Council Chairperson**
- PPRC/SPRC Chairperson
- Youth member of your church
- One other active lay person
- Any additional references you would like to include

***For those serving congregations with a One Board Leadership model, please include the Chairperson of the board/council, and at least 2 other members of the board/council in addition to an active lay person and a youth.*

For those serving outside the local church in extension ministry:

- Current District Superintendent (required)
- Former District Superintendent (if applicable)
- Pastor of the church in which you maintain your Charge Conference Relationship
- Lay Leader, SPRC chair, or Council chair of the church in which you participate
- A supervisor from your extension ministry
- One other person from your extension ministry setting
- Any additional references you would like to include

Additional notes for all recommendations:

- Deacon candidates and elder candidates serving in extension ministry need to have recommendations from each ministry site.
- If you have changed appointments during your provisional time, you will need to submit recommendations from all of your ministry settings.
- Returning candidates do not need to resubmit recommendations unless you have changed appointments OR your recommendations are two years old or older.

Step 3: Recommendations Submitted by Evaluators (Due September 1)

Evaluations need to be completed by September 1. It is your responsibility to respectfully make sure that they are submitted on time. You will receive a confirmation email each time an evaluator submits their recommendation. Please track and keep a copy of these confirmation emails to ensure you have the minimum of 5 recommendations returned by the due date.

Step 4: Sermon Review (Early Submission due May 1-July 1; Final Submission due September 1)

Early Submissions:

- You may submit one sermon during the early submission timeframe of May 1-July 1.
- To submit early, upload all of your sermon materials using this Full Member Sermon and Biblical Skills Early Submission Form: <https://pdcbbc.jotform.com/261103955561051>
- If the sermon submitted early does not pass, you may resubmit one sermon for review by September 1.
- You must submit your early submission by July 1 in order to be eligible for a resubmission.

Regular Submissions:

- Sermons submitted between July 1-September 1 need to be uploaded using this Full Member Sermon & Biblical Skills Submission Form: <https://pdcbbc.jotform.com/261105128387152>.
- Detailed instructions, requirements for formatting, and a grading rubric are located on the Full Member website.

Step 5: Biblical Skills (Early Submission due May 1-July 1; Final Submission due September 1)

Early Submissions:

- You may submit one Bible Study during the early submission timeframe of May 1-July 1.
- To submit early, upload all of your Bible Study materials using this Full Member Sermon and Biblical Skills Early Submission Form: <https://pdcbbc.jotform.com/261103955561051>
- If the Bible Study submitted early does not pass, you may resubmit one Bible Study for review by September 1.
- You must submit your early submission by July 1 in order to be eligible for a resubmission.

Regular Submissions:

- Bible Studies submitted between July 1 and September 1 need to be uploaded using this Full Member Sermon & Biblical Skills Submission Form: <https://pdcbbc.jotform.com/261105128387152>.
- Detailed instructions, requirements for formatting, and a grading rubric are located on the Full Member website.

Step 6: Conditions from Provisional Exam (if applicable) (Due September 15)

If you had conditions from the Provisional Exam, upload all your documentation demonstrating the conditions were met using this Full Member Written Responses, Medical Form, and PM Conditions Submission Form: <https://pdcbwc.jotform.com/261114210422134>. If applicable, have the appropriate mentor or other professional submit a letter documenting the completion of your requirements.

Step 7: Medical Summary Report (Due September 15)

Form 103, provided by the General Board of Higher Education and Ministry, must be completed and signed by a Physician or Nurse Practitioner within the past six months. Please be sure to also complete your portion of the form. For your convenience, you can download the form from the Full Member website. You will need to scan and upload your Medical Summary Report by the due date using this Full Member Written Responses, Medical Form, and PM Conditions Submission Form: <https://pdcbwc.jotform.com/261114210422134>.

Step 8: Written Responses to the Book of Discipline and additional required questions (Due September 15)

On the Full Member website you will find:

- The written examination instructions & questions, as well as the grading rubric
- A template for your written responses (which includes additional questions added by BOOM)

Please be sure your document is formatted according to the requirements! Upload your written responses using this Full Member Written Responses, Medical Form, and PM Conditions Submission Form: <https://pdcbwc.jotform.com/261114210422134> by the due date.

Additional Information

We will be reviewing your file and you will be contacted if any of the following documentation is missing.

- Current background check (within the last 5 years) & required psychological testing
- Official Seminary Transcript, including all Field Education requirements such as the Practice in Ministry and Mission and Covenant Discipleship experiences
- Completion of Basic Graduate Theological Studies, including United Methodist History, Doctrine and Polity (exceptions granted to transferring candidates only) as well as completion of BWC required Ethics course

Lay Visit

A lay member of the Board of Ordained Ministry will visit with you at your ministry site.

- For those of you serving in the local church, your lay visitation will occur when you are preaching. The lay member will also meet with leadership in the congregation.
- For those of you serving in ministry settings outside of the local church, your visit may take place in your primary ministry setting. They will also meet with individuals in your ministry setting.