

## **Checklist Of Requirements for Ordination as Provisional 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 provisional member. All due dates are 5:00 PM on the date listed. Materials may be submitted in advance. **Please refer to the Provisional Member website for specific instructions and links to forms and templates: <https://www.bwcumc.org/provisional-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.*

Contact the Provisional Member Registrar Rev. Chris Owens ([pastorchris@firstsaints.org](mailto:pastorchris@firstsaints.org)) or Area Ministerial Services Coordinator Hilary Ann Golden ([hgolden@bwcumc.org](mailto:hgolden@bwcumc.org)) with questions or concerns.

### **Summary checklist of submissions:**

- 1. Acknowledgement, Photo, & Initial Forms (Due June 18)
- 2. Request Recommendations (Due August 13)
- 3. Sermon Review (Due August 13)
- 4. Biblical Skills (Due August 13)
- 5. Transcripts and other outstanding Requirements (Due September 10)
- 6. Medical Summary Report (Due September 10)
- 7. Written Responses (Due September 10)

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### **Step 1: Acknowledgement & Initial Forms (Due June 18 by 5:00 pm)**

This step includes:

- Updating your applicant information & uploading a current photo
- Acknowledgement & Understanding of Provisional Member Exam Requirements
- Download, complete, and upload the notarized Candidate Disclosure Form
- Request Your Education Transcript

At the invitation of the Provisional Member Registrar, please complete these initial items using this Provisional Member Examination Eligibility Form: <https://pdcbwc.jotform.com/261314981959166>.

## Step 2: Request Recommendations (Due August 13 by 5:00 pm)

You must have a minimum of 5 recommendations returned from the list of persons below. Please send this Provisional Member Candidate Recommendation Form link to your evaluators with a due date of August 13 to complete it: <https://pdcbbc.jotform.com/261315337122144>. Be sure to give your recommenders plenty of time to complete it. 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:

- District Superintendent (required as 1 of the 5 minimum recommendations)
- Senior Pastor/Field Education Supervisor
- Lay Leader
- COM Chairperson or Administrative Board/Church Council Chairperson\*\*
- PPRC/SPRC Chairperson
- Youth member of your church
- One other active lay person
- Mentor
- Seminary Professor
- 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:

- District Superintendent (required as 1 of the 5 minimum recommendations)
- 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.
- Returning candidates do not need to resubmit recommendations unless you have changed appointments OR your recommendations are two years old or older.

**Evaluations need to be completed by August 13 at 5:00 pm.** 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 3: Sermon Review (Due August 13 by 5:00 pm)

- Sermons should be uploaded using this Provisional Member Sermon & Biblical Skills Submission Form: <https://pdcbbc.jotform.com/261315420202136>.
- Detailed instructions, requirements for formatting, and a grading rubric are located on the Provisional Member website.

### Step 4: Biblical Skills (Due August 13 by 5:00 pm)

- Bible Studies should be uploaded using this Provisional Member Sermon & Biblical Skills Submission Form: <https://pdcbbc.jotform.com/261315420202136>.
- Detailed instructions, requirements for formatting, and a grading rubric are located on the Provisional Member website.

### Step 5: Transcripts and other outstanding Requirements (Due September 10 by 5:00 pm)

If any of these items are missing from your DCOM file, you may submit transcript information or other DCOM requirements through this form: <https://pdcbbc.jotform.com/261315645007148>. For additional questions, contact Rev. Chris Owens or your DCOM Chair.

- Current background check (within the last 4 years) and current psychological testing (within the last 7 years)
- Completion of Basic Graduate Theological Studies, including United Methodist History, Doctrine, and Polity
- Official Seminary Transcript, including all Field Education requirements, such as the Practice in Ministry and Mission and Covenant Discipleship experiences

The official, certified copy of your seminary transcript should document that you have graduated or are on track to graduate by **May 31, 2027**. Include a list of courses you are planning to take to finish your degree, if applicable.

**Please note:** If you are still enrolled in seminary, you will need to send another transcript in late January or early February, showing your Fall Semester class results and your Spring semester enrollment. NOTE: If you have submitted an official transcript to the DCOM that includes grades from the **Spring Semester of 2026**, you do NOT need to send another at this time.

**Returning Candidates:** If at the time of your last Provisional Exam, you had graduated from seminary and you have not taken any more seminary classes since, then you do not need to have another transcript sent. Likewise, if you have had no more seminary classes and no further field education experiences since your last exam, you need not have letters from the seminary sent again. Please contact the Registrar stating these facts in writing.

## **Step 6: Medical Summary Report (Due September 10 by 5:00 pm)**

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 Provisional Member website. You will need to scan and upload your Medical Summary Report by the due date using this Provisional Member Written Responses, Medical Form, and Transcript Submission Form: <https://pdcbbc.jotform.com/261315645007148>.

## **Step 7: Written Responses to the Book of Discipline and additional required questions (Due September 10 by 5:00 pm)**

On the Provisional 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 Provisional Member Written Responses, Medical Form, and Transcript Submission Form: <https://pdcbbc.jotform.com/261315645007148> by the due date.