

Dear Friends,

I pray the following information will be encouraging and helpful as you prepare for the Board of Ordained Ministry interviews. As you navigate this exciting journey of answering God's call the Board of Ordained Ministry desires to provide support and accountability. By now I'm confident you have experienced the Board's willingness to offer spiritual, moral, financial and collegial support while at the same time upholding the standards and ultimate sanctions of ministry in the United Methodist Church.

It is vitally important to remember that you are now reaching a level of personal and professional growth which carries high expectations for your abilities and performance. The Provisional membership interview focuses on "fitness and readiness for ministry" and the Full connection interview focuses on "effectiveness in ministry."

The material you submit is expected to be your very best work, grounded in United Methodist theology and reflecting your deepest understanding of the questions before you. Your work will be evaluated accordingly. Here are some important recommendations:

1. Complete your DRAFT work in time to attend the Writing retreat and receive helpful input and suggestions.
2. Complete your work in plenty of time to have an English teacher proofread and check grammar, spelling, punctuation and typos.
3. DO NOT wait until the last day to turn in your work. In years gone by candidates have "camped out" in the Board of Ordained Ministry office assembling paperwork and running off copies. Waiting till the last day is not an example of "your best work."
4. Do not plagiarize! Use proper quotation practices for work that is not your own.
5. Your work will be prescreened for form and content. The prescreening committee will report on areas of weakness and deficiency as well as strength and proficiency. This report is designed to assist your decision in moving forward to the Interview retreat or delaying for a future year while you work on deficiencies.

If you decide to proceed to the Interview retreat, you will meet with a member of the Board assigned to review your file and assignments thoroughly. Once you are given the name and contact information for this representative YOU ARE RESPONSIBLE TO CALL THEM AND SCHEDULE A TIME TO MEET AND DISCUSS YOUR MATERIALS.

The Interview retreat will be held at Camp Sumatanga, March 4-6, 2018. You will receive registration instructions prior to check-in at the main Lodge.

The Board of Ordained Ministry is composed of 55 people divided into three interview teams. Each team is subdivided into three categories: "The called and Disciplined Life," "Theology and Doctrine," and "The Practice of Ministry." You will be a team and interviewed in each of these categories.

Prepare for these interviews with the intensity and diligence you would use if you were preparing for medical boards or the legal bar exam. This can be an intense experience. These tips might help during your oral interview:

- If you don't know the answer to a question you're asked then say so.
- If you don't understand a question, ask for clarification.
- If you need to refer to your written work to answer a question MAKE SURE YOU BROUGHT A COPY WITH YOU.
- Do not get defensive in answering the questions.
- No one in the room will try to trick you or trip you up.
- Everyone wants to see you succeed.
- The Board has been asked to develop spiritual leaders and maintain the high standards of ministry within the Church.

Following your interview the team will prepare a report reflecting their observations of your strengths and weaknesses. During the team deliberations you could be brought back into the room for follow up and clarification. This is your opportunity to amplify or strengthen your answers. The team will then prepare a final report to the entire Board. If you feel you have not been treated fairly and respectfully please let me know immediately.

Your Board representative will call you Friday following the interview retreat to report the Board's actions. Sometimes candidates are denied due to deficiencies. When this occurs detailed explanations are provided so candidates can know what is lacking and what is required. Detailed information, instructions and prayerful support are provided to assist candidate in discerning the future.

Candidates who successfully complete the process are ready to move toward the Executive Session of Conference and receive the affirmative vote of clergy peers and move to election into membership in the North Alabama Conference of the United Methodist Church.

Please remember above all else, The Board of Ordained Ministry exists to discover, develop and deploy spiritual leaders and it is our pleasure to assist you on this journey!

Blessings,
Ron Schultz

Executive Director
Board of Ordained Ministry
North Alabama Conference
The United Methodist Church

IMPORTANT INSTRUCTIONS

1. **ALL assignments are due to the Office of Ordained Ministry by noon on November 13, 2017.**
2. **All following items must be completed and submitted to the Office of Ordained Ministry by noon November 13, 2017.** Some of these forms can be completed on your computer but cannot be saved. If you complete them by computer, be sure to print them as soon as you finish typing them.
 - Medical Report with all required medical test results
 - Biographical Information Form
 - Questions for Determining U. S. Work Authorization
 - Notarized Background Affidavit (AM & PM only)-Retain the original in your personal file
 - Credit Inquiry Release and Financial Disclosure Form
 - Statement of Intellectual Integrity (signed and dated)
 - Guidelines and Accountability for the Use of Social Media (signed and dated)
 - Graded Seminary or Course of Study Paper with explanation of why you chose the paper (**AM and PM candidates only**)
 - Official transcript from all college, COS, seminary and other graduate studies received directly from school. (This should already be in your file for FC candidates)
3. Please make sure each section is labeled with your **name, date**, and the **name of section** [i.e. Theology and Doctrine]
4. When saving your work to e-mail, save each section as one document. For example, in the theology and doctrine section, **do not save each question as a separate document, but do save the whole Theology and Doctrine section as one document.**
5. Make sure that every question is included with each answer in the sections that have questions.
6. The following items **must** be e-mailed to candidate@umcna.org by **noon on Monday, November 13, 2017:**

<u>Items</u>	<u>Save on disk using your last Name and First Initial as:</u>
Theology and Doctrine questions	SmithJtd (Example: use your own name)
Pastoral Care Situation (PM & AM only)	SmithJpcs "
Effective in Ministry (FE_ & FD only)	SmithJeim
Project (for FE & FD only)	SmithJproj
Sermon manuscript or transcript	SmithJser
Sermon -Background Information Sheet	SmithJSbkgd
Bible Study	SmithJbstudy
Called and Disciplined Life questions	SmithJcdl
Autobiographical Statement	SmithJauto
Photo of yourself in jpg format (no spouse or children)	SmithJphoto

7. **You will not be registered with the Board of Ordained Ministry as a Provisional (Resident), Associate, or Full Connection candidate until we receive your completed application. Your District Superintendent and/or dCOM must recommend Provisional and Associate Membership Candidates by September 22, 2017.**
8. If you have any questions, please call Laura Belding at 205-226-7970 or e-mail at laura.belding@umcna.org in the Office of Ordained Ministry.
9. **Your assignments will be prescreened by the Board of Ordained Ministry for form and content. You will be notified by the middle of December to let you know if your work meets the standards for you to be successful at the Interview Retreat.**

**CHECKLIST FOR CANDIDATES
FOR ASSOCIATE MEMBERSHIP
North Alabama Annual Conference**

INSTRUCTIONS:

Do not staple any material submitted.

CHECKLIST

OTHER REQUIRED MATERIAL

- dCOM Recommendation
- Autobiographical statement
- Biographical information form
- Credit Inquiry Release Form
- Debt Disclosure
- Statement of Intellectual Integrity (signed and dated)
- Guidelines and Accountability for the Use of Social Media (signed and dated)
- Background Affidavit
- Questions for Determining U.S. Work Authorization
- Medical report
- Psychological evaluation
- Official transcripts **Only official transcripts received directly from college, not candidate will be accepted.**
 - College (minimum of 60 semester hours toward a BA or equivalent degree)
 - Five Year Course of Study transcript
- Letters of recommendation
- Photograph of yourself e-mailed to laura.belding@umcna.org in jpg format
- Graded Seminary or Course of Study Paper

Section A: THEOLOGY AND DOCTRINE

- Responses to questions on theology and doctrine

Section B: PRACTICE OF MINISTRY

- Pastoral Care Situation
- Background information sheet for sermon
- DVD (1 copy) or YouTube Link of sermon
- Manuscript or transcript of sermon
- Plan for Bible study

Section C: CALLED AND DISCIPLINED LIFE

- Answers to questions

Name of Candidate _____ **Date Completed** _____

**EXAMINATION FOR ASSOCIATE MEMBERSHIP
NORTH ALABAMA ANNUAL CONFERENCE**

OTHER REQUIRED MATERIAL

BIOGRAPHICAL INFORMATION

Complete the Biographical Information Form so the Board can have adequate and current data. Signed paper copy must be submitted.

AUTOBIOGRAPHICAL STATEMENT

Write statement (3 page minimum) providing information regarding age, health, family background and current family status, Christian experience, call and response to ministry, educational record, work experience, church experience, formative Christian experiences and plans for continued service in the Church. **Save as last name, first name, auto [for Autobiographical Statement]. Example: SmithJauto**

MEDICAL REPORT

Complete the candidate's section of the Medical Report form, and then have your personal physician or any reputable physician complete the physician's section. **Due in the Office of Ordained Ministry by due date of other assignments. Make sure all required medical tests are done and results submitted with report.**

PSYCHOLOGICAL EVALUATION

If your Psychological Report was done earlier than **June 1, 2013**, you will need to do another one immediately. Instructions will be sent to you if you need to do another one.

QUESTIONS FOR DETERMINING U.S. WORK AUTHORIZATION

Complete the questionnaire regarding your employment eligibility. If you answered "No" to question #1 and "Yes" to question #2, please answer giving a full explanation of your employment authorization and submit copies of appropriate documentation. Signed paper copy must be submitted.

OFFICIAL TRANSCRIPTS

Please request that (1) **official** transcripts of all college, COS, seminary, and other graduate studies be sent to the Office of Ordained Ministry, 898 Arkadelphia Road, Birmingham, AL 35204. Must be in Office of Ordained Ministry by date other assignments are due.

CREDIT REPORT

Complete the Credit Inquiry Release and Financial Disclosure Form. Signed paper copy of these forms must be submitted.

BACKGROUND AFFIDAVIT

Complete the Background Affidavit Form and have it notarized. Signed and notarized paper form must be submitted.

STATEMENT OF INTELLECTUAL INTEGRITY

Sign and Date this Form

GUIDELINES AND ACCOUNTABILITY FOR THE USE OF SOCIAL MEDIA

Sign and Date this Form

PHOTOGRAPH OF YOURSELF

Please e-mail a photo of yourself (no spouse or children in photo) in jpg format to Laura Belding at laura.belding@umcna.org by the deadline your assignments are due.

LETTERS OF RECOMMENDATION

Give form for Letter of Recommendation to your immediate supervisor (all that apply):

SPRC chair and senior minister - if serving on staff of local church

PPRC chair if you are the only pastor in the church

Supervisor - if serving outside the local church

Do not give this to your District Superintendent.

Due in the Office of Ordained Ministry date that other assignments are due.

GRADED SEMINARY OR COURSE OF STUDY PAPER

Submit one graded paper from a recent class in seminary or course of study school. (The paper may be one of your own choosing.) Briefly explain in one paragraph why you chose this paper.

Save Form

Print Form

Clear Form

THE UNITED METHODIST CHURCH BIOGRAPHICAL INFORMATION FORM

First Name Middle Last Name

Address _____
Street City State Zip

Home Phone(____) _____ School or Office Phone(____) _____

E-mail Address _____ Birthday _____

Sex: M F

Ethnic Origin

Asian African American/Black Hispanic/Latino Other: _____
American Indian Native Hawaiian/Pacific Islander White/Caucasian

Conference Name District Name

Local Church Name _____

Address _____
Street City State Zip

Briefly describe your involvement in your local church, such as your leadership positions, groups you enjoy, church activities, etc.

Describe your church involvement in activities beyond your local church, such as district or annual conference work, church camps, workshops, outreach, etc.

**THE UNITED METHODIST CHURCH
BIOGRAPHICAL INFORMATION FORM**

Your Educational Background

	Dates Attended	Degree or # of Credit Hours
High School		
College		
Graduate School		
Theological Seminary		
Course of Study	Yr. 1 <input type="radio"/> Yr. 2 <input type="radio"/> Yr. 3 <input type="radio"/> Yr. 4 <input type="radio"/> Yr. 5 <input type="radio"/>	
Adv. Course of Study	Credit Hrs:	

Marital Status:

Single, never married ___ Married, in first marriage ___ Married, in second or more
Widowed ___ Separated ___ Divorced ___

If married, please indicate your spouse's information.

First Name Middle Last Name
Birth date _____ Date of Marriage _____
Spouse's occupation _____

Your children, if any:

Child's Name	Date of Birth	Sex/Gender	Education

Dependents in addition to your spouse and children:

Dependent's Name	Date of Birth	Sex/Gender	Education

Describe your community involvement and volunteer work, such as participation in community organizations, social clubs, service agencies, and other non-church-related volunteer service:

**THE UNITED METHODIST CHURCH
BIOGRAPHICAL INFORMATION FORM**

Your childhood family and other significant relatives:

Name	Relation	Age	Marital Status	Education	Sex/Gender	Occupation
	Father					
	Mother					

Work Experience: (current employment, previous employment, and military experience, if any.)

Have you served as a local pastor, diaconal minister, deacon or elder in The United Methodist Church? Yes ___ No ___
If Yes, what Conference? _____

Conference Relationship

	DATE		DATE
Consecrated Diaconal Minister		Provisional Member	
License as a Local Pastor		Deacon in Full Connection	
Associate Member		Elder in Full Connection	

Have you had a change in clergy relationship with a conference of The United Methodist Church? Yes LJ No L

Change in Conference Relationship

	DATE		DATE
Discontinuance		Location	
Leave of Absence		Retirement	
Medical Leave		Withdrawal	
Termination by action of the annual conference			

Note: If additional space is needed please use a separate sheet of paper and attach this form.

CREDIT INQUIRY RELEASE

In connection with my application for conference membership, I understand that a background credit inquiry will be made on me.

I authorize, without reservation, any party or agency contacted by the Board of Ordained Ministry, North Alabama Conference of The United Methodist Church to furnish the above-mentioned information.

Print Full Name _____

Social Security No. _____ ***Date of Birth** _____

Telephone Number _____

Current Address _____

City/State/Zip _____

Previous Address _____

City/State/Zip _____

Driver's License No. _____ **State** _____

Applicant's Signature _____

Date _____

***Date of Birth is being requested in order to obtain accurate retrieval of records.**

BOARD OF ORDAINED MINISTRY

FINANCIAL DISCLOSURE FORM

Name _____
(please print)

Please read the entire form before completing

Note: Completion of this form should provide an accurate summary of your financial status. The first portion is a record of your educational debts and other financial liabilities. The last portion will be a record of your current assets.

EDUCATIONAL DEBTS:							
Name of Institution	Date Originated	Purpose	Amount Owed	Interest Rate	Minimum Monthly Payment	Is interest compounding or suspended until graduation?	Are you remaining current on your payments
TOTAL							

SHORT-TERM or CURRENT DEBTS:						
(include all charge accounts, gas credit cards, MC/Visa, Discovery cards, etc.)						
Name of Institution	Date Originated	Purpose	Amount Owed	Interest Rate	Minimum Monthly Payment	Are you remaining current on your payments
TOTAL						

AUTOMOBILE DEBTS:						
Name of institution	Date Originated	Purpose	Amount Owed	Interest Rate	Minimum Monthly Payment	Are you remaining current on your payments
TOTAL						

LONG-TERM DEBTS:						
<small>(Include mortgage notes on present or investment real estate, bank loans, margin loans, and any other loans with a paycheck anticipated to require payment over a three-year period)</small>						
Name of Institution	Date Originated	Purpose	Amount Owed	Interest Rate	Minimum Monthly Payment	Are you remaining current on your payments?
TOTAL						

List any scholarships, grants, or gifts toward your educational expenses you have received in the past three years?

Have you applied to obtain financial assistance and were denied? If so, from whom and reason for denial?

List your financial assets:

Savings Accounts	Name of Institution	Type of Account	Amount
Mutual Funds/ Stocks / Bonds	Company Name	Description	Value

Insurance - Life, Health, Disability Auto, Burial, Homeowners/Rentals	Company Name	Beneficiary	Value

VESTED INTEREST IN:

Retirement Fund	Employer	Fund Name	Value
Trust Fund	Company		Value
Automobile(s)	Make/Model	Equity	Value
Real Estate	Type	Location	Equity
Personal Property	Type (furniture, etc.)		
Spouse Income	Employer	Insurance	Other Benefits
Other Assets (please describe)			

I certify that the preceding information submitted is true, current, and up-to-date and hereby agree to the release of information from the aforementioned credit grantor or other creditors, upon request by the Board of Ordained Ministry.

Signature

Address

Phone

Date

**THE UNITED METHODIST CHURCH
MEDICAL REPORT OF MINISTERIAL CANDIDATE**

Candidate's Last Name: _____
First: _____ Middle: _____
Date of Birth (mm/dd/yyyy): _____

To the Board of Ordained Ministry:

Please indicate here, the name/address of the board officer who will receive this report.

Name: Rev. Ron Schultz, Board of Ordained Ministry
Address: 898 Arkadelphia Road
Birmingham, Alabama 35204

**CONSENT FOR THE RELEASE OF
CONFIDENTIAL INFORMATION - COMPLETED BY CANDIDATE**

Candidate Name: _____ Date of Birth: _____

I authorize and direct (physician) _____, to disclose to the (annual conference) _____ Board of Ordained Ministry the following

information with regard to the records of (candidate) _____
for the purpose of **evaluation by The United Methodist Church for entrance into ministry.**

I, the undersigned, understand that I may revoke this consent at any time except to the extent that action has been taken in reliance upon it. This consent will expire sixty (60) days after the date treatment is terminated unless another date is specified.

I understand that the information requested may be disclosed from records whose confidentiality is otherwise protected by federal as well as state law. Any of the above requested information may include results of alcohol/drug (substance) abuse and/or diagnosis and treatment of psychological disorders, as well as HIV status.

To the party receiving this information: This information has been disclosed to you from records whose confidentiality is protected by federal law. Federal regulations (42 CFR Part 2) prohibit you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is not sufficient for this purpose.

Signature of candidate	Date
Witness	Date

Candidate's Last Name: _____		
First: _____	Middle: _____	i
Date of Birth (mm/dd/yyyy): _____		

Please note: The candidate's physician should make the final determination regarding the need for specific medical tests as related to the overall health and needs of the candidate.

Part I: Personal History Report

To be completed by the candidate.

Medical problems experienced at any time by **YOU** or a first degree family member (mother, father, sister, brother, son or daughter):

PROBLEMS	YOU	Any close family member
Diabetes	NO/YES	NO/YES
Hypertension	NO/YES	NO/YES
High cholesterol	NO/YES	NO/YES
Heart problems (specify)	NO/YES	NO/YES
Asthma or emphysema	NO/YES	NO/YES
Cancer (specify type)	NO/YES	NO/YES
Anemia/excess bleeding/blood clots	NO/YES	NO/YES
Arthritis/back pain	NO/YES	NO/YES
Stomach/bowel problems	NO/YES	NO/YES
Kidney/bladder problems	NO/YES	NO/YES
Depression/ Anxiety	NO/YES	NO/YES
Sleep apnea	NO/YES	NO/YES
Stroke	NO/YES	NO/YES
Sexually transmitted disease	NO/YES	
Other		

Surgeries in your lifetime: _____

Social History (list any **past or present** use of substances):

Cigarettes	NO/YES Packs per day #:	Years smoking #:
Cigars	NO/YES	
Smokeless tobacco	NO/YES	
Alcohol	NO/YES Drinks per week (beers/wine/liquor)#:	
Recreational drugs	NO/YES Substance used:	
IV drug use	NO/YES Date:	Results of last HIV test:

Candidate's Last Name: _____
First: _____ Middle: _____
Date of Birth (mm/dd/yyyy): _____

Part I, continued ...

Health Behaviors:

How often do you exercise 30 minutes in a day?

- almost never
- _ 1-4 days/ week
- _ 5 or more days/ week

How often do you intentionally limit complex carbs/starches/sweets and fats in your diet?

- never
- sometimes
- _always

Have you ever been the victim of physical, emotional or sexual abuse in your lifetime?

NO/YES _____

If so, do you live/work in a safe environment now? _____

Vaccination History:

VACCINE (TIMING/AGE)	DATE OR YEAR ADMINISTERED
Influenza (yearly)	
Tetanus/diphtheria/pertussis (TDAP) (every 10 years)	
Pneumonia vaccine (once over 65 years old)	
HPV series (women 9-26 years old)	
Shingles vaccine (once over 50 years old)	
Others	

Tuberculosis Exposure History:

Visitation/ mission work in hospitals, prisons, homeless shelters, nursing homes, underdeveloped countries or exposure to anyone with known TB infection?	<p>NO/YES</p> <p>If yes, when was your last TB screening test?</p> <p>Date: _____ Results: _____</p>
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Candidate's Last Name: _____
First: _____ Middle: _____
Date of Birth (mm/dd/yyyy): _____

Part II: Physical Exam

To be completed by examining provider.

BIOMETRIC	RESULT	NORMAL RANGES
Weight	lbs.	
Height	inches	
Waist measurement	inches	(Men < 40 inches, women <35 inches)
BMI		<25 normal, 25-30 overweight, 30-40 obese, >40 extreme obesity
Blood pressure		<120/80
Pulse		60-100

SYSTEM	NORMAL/ ABNORMAL (SPECIFY) / NA
HEENT	
Chest/lungs	
Heart/vascular	
Abdomen	
GU (prostate or pelvic exam if appropriate)	
Skin	
Joints/Spine	
Lymphatics	
Neurological	
Mood	

Labs/imaging:

SCREENING TEST (ae:e)	RESULT	DATE
Fasting glucose		
Fasting Total cholesterol		
LDL		
HDL		
Triglycerides		
Last PAP smear (20-65)		
Last Mammogram (>40)		
Last PSA (men 50-70 if desired)		
Last Colonoscopy (>50)		
Bone density (females >65)		
AAA screening (male smokers >65)		

Candidate's Last Name: _____
First: _____ Middle: _____
Date of Birth (mm/dd/yyyy): _____

Part II, continued...

Health Assessment: _____

Plan/Recommendations to candidate: _____

Physician recommendations to the Board of Ordained Ministry related to candidate:

Examining Provider: _____
Address: _____

Phone: _____
Fax: _____

Signature: _____ Date: _____

STAMP

Medical Form Background Information

Candidate's Last Name: _____

First: _____ Middle: _____

Date of Birth (mm/dd/yyyy): _____

The following lists show standard screening practices on which this document is based. Additionally, the physician may choose to make recommendations to the candidate as needed based on the Key Points listed below.

Key screening advice taken from large consensus groups like US preventative task force and evidence-based information:

Screening

Height and weight (periodically)

Blood pressure

Alcohol and tobacco use

Depression (if appropriate follow-up is available)

Diabetes mellitus (patients with hypertension)

Dyslipidemia (total and HDL cholesterol): men 2::35 y; men or women 2::20 y who have cardiovascular risk factors; measure every 5 y if normal

Colorectal cancer screening (men and women 50-75 y)

Mammogram every 1 to 2 y for all women 2::40 y. Evaluation for **BRCA** testing in high-risk women only.

Papanicolaou test (at least every 3 y until age 65 y)

Chlamydia! infection (sexually active women ::S25 y and older at-risk women)

Routine voluntary HIV screening (ages 13-64 y)

Bone mineral density test (women 2::65 y and at-risk women 60-64 y)

AAA screening (onetime in men 65-75 y who have ever smoked)

Counseling-Substance Abuse

Tobacco cessation counseling

Alcohol misuse: brief office behavioral counseling; alcohol abuse: referral for specialty treatment

Counseling-Diet and Exercise

Behavioral dietary counseling in patients with hyperlipidemia, risks for CHD and other diet-related chronic disease

Regular physical activity (at least 30 minutes per day most days of the week)

Intensive counseling/behavioral interventions for obese patients

AAA= abdominal aortic aneurysm; BRCA = breast cancer susceptibility gene; CHD = coronary heart disease.

Based on recommendations from the U.S. Preventive Services Task Force.

Candidate's Last Name: _____

First: _____ Middle: _____

Date of Birth (mm/dd/yyyy): _____

Key Points

- The U.S. Preventive Services Task Force recommends routine periodic screening for hypertension, obesity, dyslipidemia (men 2::35 years), osteoporosis (women 2::65 years), abdominal aortic aneurysm (one-time-screening), depression, and HIV infection.
- The U.S. Preventive Services Task Force recommends routine periodic screening for colorectal cancer (persons 50-74 years of age), breast cancer (women 2::40 years), and cervical cancer.
- The U.S. Preventive Services Task Force recommends that all pregnant women be screened for asymptomatic bacteriuria, iron-deficiency anemia, hepatitis B virus, and syphilis.
- The U.S. Preventive Services Task Force recommends against screening for hemochromatosis; carotid artery stenosis; coronary artery disease; herpes simplex virus; or testicular, ovarian, pancreatic, or bladder cancer.
- Outside of prenatal, preconception, and newborn care, genetic testing should not be performed in unselected populations because of lower clinical validity; potential for false positives; and potential for harm, including "genetic labeling."
- For patients for whom genetic testing may be appropriate, referral for genetic counseling should be provided before and after testing.
- A human papillomavirus vaccine series is indicated in females ages 9 through 26 years, regardless of sexual activity, for prevention of cervical cancer.
- A single dose of tetanus-diphtheria-acellular pertussis (Tdap) vaccine should be given to adults ages 19 through 64 years to replace the next tetanus-diphtheria toxoid (Td) booster.
- A zoster (shingles) vaccine is given to all patients 60 years and older regardless of history of prior shingles or varicella infection.
- Asymptomatic adults who plan to be physically active at the recommended levels do not need to consult with a physician prior to beginning exercise unless they have a specific medical question.
- Smoking status should be determined for all patients.
- Patients who want to quit smoking should be offered pharmacologic therapy in addition to counseling, including telephone quit lines.
- Routine screening is recommended to identify persons whose alcohol use puts them at risk
- For management of alcohol abuse and dependence, referral for specialty treatment is recommended; for management of alcohol misuse, brief behavioral counseling may be useful.
- Clues for chemical dependency include unexpected behavioral changes, acute intoxication, frequent job changes, unexplained financial problems, family history of substance abuse, frequent problems with law enforcement agencies, having a partner with substance abuse, and medical sequelae of drug abuse.
- Condom use reduces transmission of HIV, Chlamydia, gonorrhea, Trichomonas, herpes virus, and human papillomavirus.
- It is important to ask about domestic violence when patients present with symptoms or behaviors that may be associated with abuse.
- When an abusive situation is identified, address immediate safety needs.

QUESTIONS FOR DETERMINING U. S. WORK AUTHORIZATION

1. Without specifying a particular category, are you eligible for employment in the U. S. by virtue of being one of the following:

- U. S. Citizen
- Permanent Resident
- Asylee or Refugee
- Lawful temporary resident under one of the amnesty programs?

Yes No

IF YOU ANSWERED "YES" TO QUESTION 1, DO NOT COMPLETE QUESTIONS 2 & 3

2. If the answer to Question 1 is "no", are you currently authorized to work in the U. S.?

Yes No

3. If "yes", please explain the basis of your employment authorization:

_____ Date

_____ Signature

Statement of Intellectual Integrity for the
North Alabama Conference of the United Methodist Church

Plagiarism is a serious act of fraud. It attempts to present someone else's work, ideas, or research as your own. Sometimes words like "copying, " or "borrowing" are used to soften and excuse an act of plagiarism. This includes both written and oral presentations. (i.e. ordination paperwork as well as sermons.)

The following are considered to be acts of plagiarism:

- Submitting another's work as your own.
- The use of copied sentences or ideas without citation.
- Failure to include quotation marks when a direct quote is used.
- Including incorrect information about a quote.
- Changing words, but keeping the sentence structure of a source without providing citation.
- Copying the majority of your work, in words or ideas, from another source that it constitutes the majority of your work, whether or not citations are provided. (This includes internet sources.)
- Make oral reference to the origin of the quote, illustration, or idea used.
- Information and research gained from the internet also has to be properly cited.

Most cases of plagiarism can be avoided by simply providing proper citations.

*I have read and understand the above statement on plagiarism and hereby certify that none of the work I have submitted to the Board of Ordained Ministry this year is plagiarized. I understand that **if** any of my work is found to be plagiarized, I and my work will be deferred with contingencies and/or other actions taken that the Board deems appropriate.*

Signed _____

Date _____

**taken from the Statement of Intellectual Integrity of the Board of Ordained Ministry Interview Documents, Florida Annual Conference of the UMC.*

Guidelines and Accountability for the Use of Social Media for the North Alabama Conference of the United Methodist Church

Preface

For the sake of the mission of Jesus Christ in the world and the most effective witness to the Christian gospel and in consideration of your influence as an ordained minister, are you willing to make a complete dedication of yourself to the highest ideals of the Christian life; and to this end will you agree to exercise responsible self-control by personal habits conducive to physical health, intentional intellectual development, fidelity in marriage and celibacy in singleness, integrity in all personal relationships, social responsibility, and growth in grace and the knowledge and love of God? (2016 Book of Discipline, paragraph 335.c.3.)

This question is one of the questions answered by all who are members of the clergy of the United Methodist Church. The high calling to which we ascribe demands not only integrity and responsibility in our real-world situations, but also in our online outlets as well. For this reason, we are publishing the following guidelines for the responsible use of social media.

The following are meant to be guidelines to help us navigate through the plethora of social media platforms available. While they are not written as rules, they will be used if there are questions that arise pertaining to clergy integrity, or the integrity of the ministry of a NAC congregation, program, or ministry.

Guidelines

- What is your purpose in using social media?
 - o Is this page for personal or professional use?
 - o Is this page for an individual, group, program, or congregation?
 - o Is this page intended for the sharing of information only, gathering feedback, or building and maintaining relationships?
- Remember that social media is a public forum.
 - o Who will be allowed to post to the page?
 - o What content will be allowed to be posted?
 - o Do you have consent for the posting of pictures involving children and youth?
 - o What language is being used? (Not only profanity, but is the language suitable for your target users?)
 - o Does your site promote any agenda, implicitly or explicitly? Does that agenda conform to the beliefs, doctrines, principles, and policies of the UMC?
- Does your site, page, or post conform to the policies found in the *Book of Discipline*?
 - o Does your site conflict with any of the beliefs, doctrines, principles, and policies as found in the current *Book of Discipline*?
- Understand the complexity of maintaining social media relationships with previous congregants.
 - o Maintain appropriate boundaries with previous congregants.
 - o Do not interfere with the ministry or authority of the currently appointed pastor.
 - o Do not become triangulated into discussions involving the current situations of the former congregation.

- Having social media relationships with persons outside your congregation:
 - o If you are clergy and they are a part of another congregation, remember you are their friend, not their pastor. Do not overstep boundaries or interfere with the ministry or authority of their pastor.
 - o Be careful in allowing persons outside your congregation to have access to the professional pages of ministries, programs or groups within your congregation. Ask, "Why does this person need to be a part of this page?"
 - o Maintain appropriate boundaries and relationships in your posts. Remember, "friends" of your "friend" can have access to your information as well.
 - o Do not use profanity, post inappropriate pictures, or make inappropriate remarks. Remember who can see your posts.
 - o Be discerning as to whom you friend. Use caution when friending minors.

- Understand the social media site's privacy settings.
 - o Every social media site's privacy settings are different, and some can be a little confusing. Be sure to understand and work through your site's settings, and ensure your settings are appropriate for the purpose of your page.

- Regularly monitor your site(s).
 - o Use malware protection software to help control potential viruses and threats.
 - o Check your site often to ensure what is being posted.
 - o Remember, you are responsible for what can be found on your site.

- Security
 - o Be careful when installing external applications to your site. Examples of such are games, calendar programs, and the like.
 - o Never provide your user name and password to an outside source or email. These are phishing scams that will capture your profile and use it to send our virus and spyware to your contacts.
 - o Again, use updated malware protection software.

- Accountability
 - o Check the truthfulness of any shared postings. (Examples: shared statements about political/governmental actions, quotes from well-known people, ect.)

The North Alabama Conference Board of Ordained Ministry reserves the right to check the social sites of clergy under its purview to help insure *the highest ideals of the Christian life*. This includes an initial check of all who are applying for clergy orders at the time of their interviews.

Signature

Date

¹ 2016 Book of Discipline paragraph 335.c.3

* taken from the *Guidelines for the Responsible Use of Social Media*, Virginia Annual Conference of the UMC.

LETTERS OF RECOMMENDATION

INSTRUCTIONS TO CANDIDATE

1. Please give this form to your immediate supervisor(s): **(all that apply to you)**
 - Senior Minister- if serving on staff of a local church
 - PPR or SPR Chair
 - Supervisor- if serving in site other than local church

Do not give it to your District Superintendent. If you do not have a supervisor, please write a note to explain that to be placed in your file.

2. Ask those writing letters of recommendation to return the responses to the questions no later than **November 13, 2017** to: Board of Ordained Ministry, 898 Arkadelphia Road, Birmingham, AL 35204.

TO PERSONS WRITING LETTERS OF RECOMMENDATION

You have been asked to write a letter of recommendation for a person who is seeking approval of the Board of Ordained Ministry of the North Alabama Conference. As their supervisor your letter of recommendation will be a very important part of the evaluation of the candidate for ministry in the United Methodist Church. Please give candid and complete answers to the following questions. Additional information may be provided if you think it would be helpful. Return to Executive Director, Office of Ordained Ministry no later than **Monday, November 13, 2017**.

1. What were the candidate's responsibilities when he/she worked with you?
2. What gifts have you observed in the candidate that would affirm their call to ordained ministry in the United Methodist Church?
3. If you have observed the candidate in times of stress and/or conflict, how did he/she respond and how did the circumstances affect the performance of their duties?
4. What is your evaluation of the candidate's interpersonal relational skills? How well do he/she get along with a variety of people?
5. What is the attitude of the candidate to deadlines? How would you describe the candidate's ability to meet deadlines?
6. How does the candidate respond to criticism and the suggestions of others?
7. What strengths and skills will the candidate bring to ministry? What weaknesses will the candidate bring to ministry?
8. What is the largest challenge the candidate faced and how did he/she respond?
9. Does your experience with the candidate cause you to have any concern that this person can function effectively within the structure of the United Methodist Church? If your answer is yes, please explain.

EXAMINATION FOR ASSOCIATE MEMBERSHIP
NORTH ALABAMA ANNUAL CONFERENCE

SECTION A: THEOLOGY AND DOCTRINE

INSTRUCTIONS:

1. The Board requires substantive answers to the questions -- **a brief paragraph is not sufficient**. Answers should be **600 - 1000 words** in length per answer in essay format, double-spaced with 1 inch margins using 12 point font. The essays should demonstrate a basic understanding of the theological concept(s) the question addresses and should lead to further discussion and clarification in the interview group. Where appropriate use examples from your ministry, life experience, or work settings to illustrate how your theology is integrated into your work.
2. Include each question above your answer. Be sure your name is on all material.
3. **Save this section as: last name, first initial, td (for Theology and Doctrine) example: SmithJtd - Do not save each question as a separate document.**

QUESTIONS

1. Give examples of how the practice of ministry affected your experience and understanding of God?
2. Give examples of how the practice of ministry has affected your understanding of humanity and the need for divine grace?
3. Give examples of what changes the practice of ministry has had on your understanding of (a) the incarnation of Christ (b) the Lordship of Jesus Christ and (c) the work of the Holy Spirit?
4. The United Methodist Church holds that scripture, tradition, experience, and reason are sources and norms for belief and practice, but that the Bible is primary among them. What is your understanding of this theological position of the Church, and how has your practice of ministry been affected by this understanding?
5. How has the practice of ministry affected your understanding of the following traditional evangelical doctrines: (a) repentance; (b) justification; (c) regeneration; (d) sanctification? What are the marks of the Christian life?
6. For the sake of the mission of Jesus Christ in the world and the most effective witness to the Christian gospel, and in consideration of your influence as an Associate Member, are you willing to make a complete dedication of yourself to the highest ideals of the Christian life; and to this end will you agree to exercise responsible self-control by personal habits conducive to physical health, intentional intellectual development, fidelity

in marriage and celibacy in singleness, social responsibility, and growth in grace and the knowledge and love of God? What is your understanding of this?

7. How do you understand the theological tasks of an Associate Member United Methodist Minister with special reference to Part II of The Book of Discipline?
8. Give examples of how the practice of ministry has affected your understanding of the role, meaning and significance of the Sacraments in the United Methodist church, including attention to infant baptism.
9. Summarize **your** understanding of Wesleyan Theology.
10. Describe the nature and mission of the Church. What are its primary tasks today?
11. Give examples of how the practice of ministry has affected your experience and understanding of (a) the Kingdom of God; (b) the resurrection; and (c) eternal life?
12. Describe your understanding of an inclusive Church and ministry.
13. What is your understanding of evil as it exists in the world?
14. What is your understanding of the teaching office of the full-time professional ministry, particularly the teaching of the Bible:

EXAMINATION FOR ASSOCIATE MEMBERSHIP NORTH ALABAMA ANNUAL CONFERENCE

SECTION B: PRACTICE OF MINISTRY

GENERAL INSTRUCTIONS:

1. Read all directions carefully before you begin your work

PASTORAL CARE SITUATION

Save as **SmithJpcs** (example)

Describe a home visit, hospital visit or death ministry-counseling situation, etc., with one or more persons that reflect your pastoral care style. What did you learn? Give substantive, but concise, reflection of this encounter and the final outcome.

SERMON INSTRUCTIONS

Save as **SmithJser** (example)

(Required of all on elder track and for all who expect to have preaching responsibilities)

1. Submit (1) copy on a DVD or a YouTube link of a sermon you have recently preached. **Save the provided Background Information Sheet as a separate document using this format: last name, first initial Sbkgd [for Sermon Background] example: PatsiosCSbkgd.** If a church bulletin or order of service was used, include a copy of it. Make sure your name is on all of your material. **(Save your sermon as: last name, first initial, Ser [for Sermon] example: PatsiosCSer**
2. Record the sermon during a worship service with a congregation present. Include the entire service on the DVD or YouTube link . It is important that you provide a high quality recording so that the committee can clearly see and hear the sermon and the congregation's response in a live setting. Provide **one (1) copy** of the DVD if you are not sending a YouTube link. **Mark the DVD with your name and the date.** Special instructions below for DVDs:
 - Before submitting your DVDs, download the VLC player at <http://www.videolan.org/vlc/index.html> and test your sermon DVD. If it will not play on the VLC player, then it will most likely not play for your presenter and readers.
 - Do not put a label on your DVD. Write your name, date of sermon and title of the sermon on the DVD with a sharpie. The printed labels cause problems with viewing the DVD.
 - Put each DVD in a case for protection.
3. **The text for your sermon can be any of this years lectionary passages for season of Pentecost.** The sermon should be new and should communicate the Word that God is expressing to your listeners through this text.
4. The sermon will be evaluated on content and delivery. Attention will be paid to scriptural exegesis, theological development, logical flow of ideas, vivid illustrations, voice quality, eye contact, animation, and grammar. The sermon should reflect your best effort and the style you are most comfortable with and normally use.

INSTRUCTIONS FOR DEACON CANDIDATES

If your appointment is to the local church:

1. If you expect to take any preaching responsibilities, submit a sermon using the same instructions as the elder candidates. (See first page of Section B)
2. OR: Submit **1 copies of a DVD or a YouTube link** at least thirty (30) minutes in length showing how you Proclaim the Word within the context of your ministry (your practice of ministry in action). A three-five (3-5) page paper explaining the recorded event (not staged re-enactment) and giving an overview of your entire ministry should be saved on the DVD.

If your appointment would not easily allow response to either #1 or #2:

3. Respond in depth (using specific examples from your own ministry) to these questions:
 1. What is your understanding of your call to servant ministry as expressed in the Deacon in Full Connection?
 2. Describe the connection between work and worship in the ministry of the deacon.
 3. What is your understanding of the deacon's appointment by a bishop according to the provisions of the *Book of Discipline*?
 4. What is the meaning of ordination in the context of the general ministry of the church?
 5. Describe in what ways you will, as a deacon, lead and support the congregation in its servant ministry and equip all baptized Christians for their ministry?
 6. In what ways will you, as a deacon, seek to express the ministry of compassion and justice as you assist laypersons in claiming their own ministry?
 7. In what ways will you as a deacon help to connect the needs of the world and the gifts of the congregation?
 8. What are the rights and responsibilities of conference membership in full connection?

BACKGROUND INFORMATION SHEET

for

Save as SmithJbkgd (example)

(Staple to sermon manuscript and label each tape with your name and date)

NAME OF CANDIDATE _____

BIBLICAL PASSAGE ____ DATE PREACHED _____

SERMON TITLE _____

SERMON PREACHED FOR: Provisional Membership_ Associate Membership_
Full Connection ____

1. Describe briefly the setting in which the sermon was preached (nature of the congregation; concern to which the sermon was addressed; type of service where sermon was delivered--e.g. Sunday morning or evening, special service, etc.):

2. State in one sentence the message you sought to convey in this sermon.

3. How much preaching experience have you had to this point in your ministry?

4. State your personal view of the importance of preaching in your role as a minister.

5. What is your personal evaluation of the effectiveness of your preaching ministry at this time in your ministry?

6. What was this sermon designed to accomplish?

The following "Guideline for Evaluating A Sermon" is included for your assistance only. You do not have to complete it. This is the tool used by board members to evaluate the sermon.

GUIDELINE FOR EVALUATING A SERMON

Overall impression of sermon

Faithfulness to text

Scriptural and theological integrity

How does sermon communicate the Gospel of Jesus Christ?

Logical flow of ideas

Use of illustrations

Application to contemporary life (address question of "So what?")

Introduction and conclusion

Invitation or challenge to the congregation

GUIDELINE FOR EVALUATING A SERMON (Cont'd)

Original and fresh

Appropriate to context

Appropriate to preacher

Grammar

Diction: volume, clarity, mannerisms ("you know," "uh," etc.)

Eye contact

Hand/body gestures and expression

BIBLE STUDY
(Required of all candidates)
SmithJbstudy

1. Prepare an outline for a 4-6 week Bible study for a specific group or class. You may choose any book of the Bible you wish.
2. Describe the group for whom the study is prepared. Who are they? What do you know about their Biblical and theological understandings? What questions do you anticipate their bringing to this study? How does their personal orientation affect the teaching/learning processes you will choose?
3. List your expectations and goals in leading the study. What do you expect participants (including yourself) to learn? What might you learn from the group? How do you expect participants to grow or change? What might happen to you?
4. Develop an in-depth lesson plan for one session of the study.
 - a. What are your hopes and expectations for this session?
 - b. What will be the physical setting for the session? How will the meeting place be arranged? Why?
 - c. What teaching methods will you use?
 - d. What theological themes will be covered? What place will critical study of the Bible have in the group session?
 - e. What opportunities will be provided for participants to connect the insights of the study to their lives?
 - f. What is your role- teacher, facilitator, participant, other?
5. List the references/sources you have used in developing the Bible study. What resources will you recommend to the participants?

BIBLE STUDY BREAK DOWN

Preaching and Teaching evaluators should prepare a one-page assessment of the Bible Study and provide copies for every member of their Small Interview Group based on the following instructions to the candidate (and commentary).

1. Prepare a teaching plan for a 4-6 week Bible Study for a specific group or class. You may choose any Book of the Bible or any part of a book you wish.

Is it a reasonable study for that short a term? Is the focus specific enough? e.g. a four-week study on Revelation vs. a four-week study on the Beatitudes.)

2. Describe the group for whom the Study is planned. Who are they? What do you know about their Biblical and theological understandings? What questions do you anticipate their bringing to this study? How does who they are affect the teaching/learning process you will choose?

Do they understand their audience? Are they using appropriate vocabulary, life references, illustrations, etc. for that group? (e.g. A study for Middle School youth that uses words like eschatological, apocalyptic and omnipresence.)

How appropriate are the teaching/learning processes used for that group? e.g. Using lecture format with overheads, charts and maps for a young mom's group.

3. List your expectations and goals in leading the Study. What do you expect the participants (including yourself) to learn? How do you expect the participants to grow or change? What might happen to you?

Are the goals realistic? e.g. "Students will be able to explain the mysteries of Revelation after this four week study."

Are they aimed toward information or transformation? e.g. "I expect by the end of the four weeks the students will be able to remember most of the Beatitudes." vs. "I expect students will be able to articulate the blessings in their own lives after studying the Beatitudes.

Do they expect to learn anything from the students?

4. Write a teaching plan for all sessions of the Study.

For EACH session they should provide title, topic, scripture assignment and general objectives.

Develop an in-depth lesson plan for one session.

This should be detailed enough that anyone could pick it up and teach from it.

a. What are your hopes and expectations for this session?

See comments on #3

b. What will be the physical setting for the session? How will the meeting place be arranged? Why?

Does their arrangement promote interaction and inclusiveness?

c. What teaching methods will you use?

Lecture, discussion, open-ended questions, journaling, creative response, group break outs, video, Power Point, overheads, music, internet use, memorization, handouts, fill-in-the-blank sheets, homework, reports, etc.

d. What theological themes will be covered?

Are the themes and scriptures consistent? Are the themes too broad/narrow?

What place will critical study of the Bible have in the group session?

How much will the Bible be used as primary text vs. commentaries, the Study itself, and outside resources.

e. What opportunities will be provided for participants to connect the insights of the study to their lives?

'Life application' parts: commitment cards, written responses, altar calls, and opportunities to articulate "Because of this Study I will go and do...."

5. List references and sources you have used in developing the Bible Study. What resources will you recommend to the participants?

Are the resources ones the students can actually get? Are they appropriate?

The following "Bible Study Evaluator's Comment Sheet" and "Bible Study Break Down" are included for your assistance only. You do not have to complete it. These are tools used by board members in evaluating the Bible study.

Bible Study Evaluator's Comment Sheet

Candidate's Name: _____

Is this a reasonable study for a four to six week period? Is the focus specific enough?

Does he/she understand the audience? Is he/she using appropriate vocabulary, life references, illustrations, etc. for that group?

How appropriate are the teaching/learning processes used for the selected group?

Are the goals realistic? Are the goals aimed toward information or transformation?

Were the titles, topics, scripture assignments and general objectives provided for each session appropriate?

Evaluate the in depth session: is it detailed enough? Were appropriate teaching methods used? Was the theology sound? Was the Bible used appropriately? Was life application included?

General Comments:

**EXAMINATION FOR ASSOCIATE MEMBERSHIP
NORTH ALABAMA ANNUAL CONFERENCE**

SECTION C: CALLED AND DISCIPLINED LIFE

INSTRUCTIONS:

1. Answers should be **600 to 1000 words**, double-spaced with one inch margins using 12 point font.
2. **Save this section as follows: last name, first initial, cdl [for Called and Discipline Life]. Example: SmithJcdl** - Do not save each question as a separate document.
3. Include each question above your answer.

QUESTIONS

1. What is your understanding of the expectations and obligations of the itinerant system?
2. Are you presently convinced that the Associate Membership is the best way to respond to God's call and claim upon your life? Why do you feel this way?
3. Describe how your close personal relationships affect your ministry.
4. Management of personal finances is important, not only for personal and family reasons, but also for Christian witness. How skilled or disciplined are you in this area of your life? Are you presently in debt so as to interfere with your work and make it difficult for you to live on the salary you may receive?
5. Have you ever applied for or held membership in another Annual Conference? If so, give clear information about this relationship.
6. Describe and give examples of how do you deal with stress?
7. What habits do you practice to keep yourself healthy: Physically, mentally, and spiritually?
8. Describe and evaluate your personal gifts for ministry and how they have resulted in fruitful ministry. What are your areas of strength, and what are the areas in which you need to grow in order to be more fruitful in ministry?
9. What in your understanding are the marks/signs/qualities/character traits of being a disciple of Jesus Christ? How do you make disciples?
10. Provide evidence of your willingness to relate yourself in ministry to all persons without regard to race, color, ethnicity, national origin, social status, gender, sexual orientation,

age, economic condition or disability. What examples can you share of how you have done or might do this?

11. What is your understanding of the provisions in the *Book of Discipline* regarding confidentiality and conversations of a confessional nature? Will you honor those provisions?
12. For the sake of the mission of Jesus Christ in the world and the most effective witness to the Christian gospel, and in consideration of your influence as an ordained minister, are you willing to make a complete dedication of yourself to the highest ideals of Christian Life; and to this end will you agree to exercise responsible self-control by personal habits conducive to physical health, intentional intellectual development, fidelity in marriage and celibacy in singleness, integrity in all personal relationships, social responsibility, and growth in grace and the knowledge and love of God? How do you understand this commitment and how are you practicing it in your life?