

**Request for Biennial Review and Renewal  
of  
Professional Certification in the United Methodist Church**

*Print or type all information. Check appropriate area of certification. Additional comments about your work and needs are helpful. You may give more detailed answers by attaching additional pages--provide two copies of each attachment. Mail all copies to the Registrar from your conference Board of Ordained Ministry responsible for certified persons.*

- Camp/Retreat Ministry                       Christian Education                       Evangelism  
 Music Ministry                       Older Adult Ministry                       Spiritual Formation                       Youth Ministry

Name \_\_\_\_\_

Present Position \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Telephone (work) \_\_\_\_\_ (home) \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Current Church and/or Conference Membership \_\_\_\_\_

**I have/have not changed positions during the past year.** (If change, give name and address of former position and date of change.)

**To what professional groups do you belong?**

**What professional periodicals and books have you read?**

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For Use of Conference Board of Ordained Ministry

(over)

Date Received \_\_\_\_\_ Date Renewed \_\_\_\_\_

Signed for Annual Conference \_\_\_\_\_

*The conference chairperson will date and sign upon renewal. File original copy with the conference office.*

**What professional conferences, workshops, or courses have you attended during the last year?**

**What experiences have been helpful in your personal enrichment and spiritual growth?**

**How can your conference Board of Ordained Ministry be helpful to you?**

**I would appreciate a personal interview with the Board of Ordained Ministry \_\_\_\_\_**

Evaluation of professional performance of applicant to be completed by person who has primary supervision of applicant's work: (You may use a separate page for the evaluation). The supervisor is the person who works most closely with the certified person and is in a position to evaluate his/her work and to whom he/she is accountable for accomplishing ministry goals and tasks. This person may be the senior pastor, chair of the pastor/staff relations committee, an agency supervisor, a district superintendent, or a staff person in the conference council on ministries.

**(This evaluation is to be reviewed by both applicant and supervisor and signed in each other's presence.)**

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Applicant

Supervisor