

### CHAPTER 7

# Board of Ordained Ministry Registrar

For more information contact GBHEM's director of Candidacy, Mentoring, and Conference Relations, [candidacy@gbhem.org](mailto:candidacy@gbhem.org) or 615-340-7374.

*The board of ordained ministry shall elect a registrar and such associate registrars as it may determine; one such associate registrar to be given responsibility for candidacy, including giving leadership to the training and guidance of mentors in each district. A staff executive may be named by the board to fulfill the functions of registrar. (¶635.3)*

## Organization

In some conferences, a paid staff executive assumes some or all of the duties of the BOM registrar. In most conferences, however, the responsibilities of the registrar are divided among a number of BOM members. Because the tasks and needs of each conference are different, the number of registrars varies from place to place.

## Types of Registrars

Candidacy Registrar (see Chapter 8 for a full description)

- Maintains records on the progress and status of candidates until they are received into provisional membership, licensed as local pastors, or discontinued
- Collaborates with the vocational discernment coordinator to train and oversee the work of candidacy mentors
- Interprets the process for those seeking certified candidacy
- Works with GBHEM in maintaining the candidacy application system

## Associate Registrars

Deacon Registrar

- Maintains complete personnel records on all candidates for the Order of Deacons, and those seeking certification in specialized areas of ministry.
- Maintains records for diaconal ministers.
- Communicates with GBHEM regarding the interpretation of the Discipline and assessment of credentials.
- May be the contact person for deacons, diaconal ministers, and those who have certification in specialized ministry, concerning any changes in their conference relationships (see Chapter 27)

## Elders Registrar

- Maintains complete personnel records on all candidates for the Order of Elders, associate members, and local pastors. This responsibility may be subdivided among other BOM members.
- Maintains communication with GBHEM regarding Discipline interpretation and credential assessment.
- May be the contact person for elders, provisional elders, and associate members concerning changes in their conference relationships (see Chapter 29).

## Local Pastor Registrar

- Works with the district Committee on Ordained Ministry (dCOM) in matters related to training, support, and supervision of local pastors and associate members.
- Maintains a personnel file on all local pastors and associate members.
- Approves all registrations for the Course of Study and the Advanced Course of Study.
- Keeps records of those in the Course of Study and reports the educational progress to the annual conference.
- Communicates with GBHEM on the interpretation of the Discipline and transcript evaluation for credit in the Course of Study or Advanced Course of Study.

## Other Registrars

Some conferences have additional registrars, including one for those applying for provisional or full conference membership. The need for these registrars is determined by the BOM.

## Responsibilities Managed by the BOM Registrar(s)

### Candidate Relationships Including

- Providing candidates with written information of all Disciplinary and conference requirements for licensing, associate, provisional and full membership; and inform them of all scheduled deadlines and required meetings.
- Communicate promptly the recommendations and decisions of the BOM and the reasons behind them. Candidates shall receive written and verbal communication regarding all decisions of the dCOM and BOM (§666.11).
- Answer questions and give assistance upon request.

### Disciplinary Requirements for the Registrar(s) are Outlined in §635.2 and §635.3

- Keep full personnel records for all candidates for ordained ministry under the care of the board (§635.3a). The GCFA guidelines for record-keeping are included in Chapter 27.
- Certifying to the annual conference pertinent information and recommendations concerning each candidate (§635.3b).
- Ensuring the confidentiality of the interview process for the candidates while providing necessary and required information to members of the BOM and the executive session of the clergy as needed (§635.2m).

## Reports and Record-Keeping

The registrar's report to the clergy session of the annual conference shall contain all board recommendations for conference action. The registrar(s) shall be prepared to provide all information necessary for making a decision (§635.2m). Copies of the report shall be retained for future reference and shared with appropriate church bodies (such as GBHEM, GCFA, annual conference secretary, etc.).

- Forwards an acknowledgment of transfer to the pastor of the local church where each newly elected provisional and associate member held membership and transfers membership of candidates from the local

church to the annual conference when they become local pastors, provisional members, or ordained deacons or elders. The transfers must be acknowledged by letter or by the standard forms for transfer of local church membership (§635.3b).

- Keeps a record of the students in the Course of Study and reports to the conference when required (§635.3c). At the completion of work in the Course of Study a grade report and student performance information is sent to the registrar. At the beginning of the calendar year, an annual report on the status of every local pastor is sent from GBHEM's Course of Study Registrar to the registrar for local pastors who is responsible for maintaining a complete personnel file on every local pastor. This file includes all correspondence and Course of Study reports. A report on the progress of every local pastor in the Course of Study is made each year to the clergy session.
- Files with the bishop's office a copy of circumstances involving the discontinuance of provisional membership or termination of the local pastor status (§635.3d). It is important to record the circumstances related to the discontinuance of a provisional member or a local pastor. One copy is placed in the office of the bishop and another in the permanent personnel records of the annual conference if those records are maintained by the conference secretary or someone outside of the bishop's office.

## Administering Diaconal Ministry and Certification in Specialized Ministry Process

Most conferences may choose to have the registrar for the division of deacons administer the diaconal ministry and certification in specialized ministry process. Some may have an additional registrar to care for the responsibilities listed below.

### Certification in Specialized Ministry

Files are maintained on each candidate for certification and include

- Application for certification (with picture, biographical material, college and seminary transcripts, report of completed certification studies, personal references, and all correspondence with or about the candidate)
- Service record, a biennial review of professional leadership, and all recommendations made by the BOM

### Records of Diaconal Ministers

The BOM is to "provide continuing support and management of consecrated diaconal ministers using the policies described in §§301-317 of the *Book of Discipline*" (§635.2u). This includes maintaining

- Application for candidacy, biographical material, statements of academic progress, college and seminary transcripts, and report of completed study
- Application for consecration, charge conference letter, health report, and record of certification and/or commissioning
- Service record, annual report, and all recommendations made by BOM

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