

## Chapter 5 | Board of Ordained Ministry Registrars

For more information, contact GBHEM's Executive Director of Candidacy and Conference Relations at [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 most conferences, a paid staff executive assumes some or all of the duties of the BOM Registrar. In some conferences, however, the responsibilities of the Registrar are divided among a number of BOM members. Because the tasks and needs vary by conference, the number of Registrars is dependent upon conference needs.

#### TYPES OF REGISTRARS

- **Candidacy Registrar**
  - Maintains records on the progress and status of candidates until they are elected 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 (UMCARES)
- **Associate Registrars**
  - *Deacons Registrar*
    - Maintains complete personnel records on all deacon candidates and those seeking professional certification in specialized ministry
    - Maintains records for diaconal ministers
    - Communicates with GBHEM regarding the interpretation of *The Book of Discipline* and assessment of credentials
    - May be the contact person for deacons, diaconal ministers and those with professional certification concerning conference relationship changes (see Chapter 26)
  - *Elders Registrar*
    - Maintains complete personnel records on all elder candidates, associate members and local pastors. This responsibility may be subdivided among other BOM members.
    - Communicates with GBHEM regarding the interpretation of *The Book of Discipline* and assessment of credentials
    - May be the contact person for elders, provisional elders and associate members concerning conference relationship changes (see Chapter 26)
  - *Local Pastors Registrar*
    - Works with the district Committee on Ordained Ministry (dCOM) to train, support and license local pastors
    - Maintains a personnel file on all local pastors

- Approves all Course of Study and Advanced Course of Study registrations
- Keeps records of local pastors attending Course of Study and reports the educational progress to the Annual Conference
- Communicates with GBHEM on the interpretation of *The Book of 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 candidates applying for associate, provisional or full membership
  - The BOM determines the need for these registrars

## Responsibilities of BOM Registrars (outlined in ¶635.2 and ¶635.3)

- Provides written information to candidates regarding all disciplinary and conference requirements for licensing, associate, provisional and full membership
- Informs candidates of all deadlines and required meetings
- Communicates the recommendations, decisions and reasoning of the BOM to the candidate. Once the dCOM or BOM makes decisions regarding the candidate's progress, the registrar will promptly communicate these decisions with the candidate in written and verbal communication. (¶666.11)
- Keeps full personnel records for all ministerial candidates under the care of the board (¶635.3a) (See GCFA guidelines for record keeping in Chapter 25)
- Shares pertinent information and recommendations concerning each candidate with the Annual Conference (¶635.3b)
- Ensures the confidentiality of the interview process for the candidates and provides necessary and required information to members of the BOM and the Clergy Session (¶635.2m)
- Reports and record keeping
  - Business of the Annual Conference report
    - Report contains all BOM recommendations for conference actions
    - Shall provide all information that is necessary to make a decision (¶635.2m)
    - Copies of the report shall be retained and shared with appropriate church bodies (GBHEM, GCFA, annual Conference Secretary, etc.)
  - Record Keeping
    - Forwards an acknowledgment of transfer to the pastor of the local church where each newly elected provisional and associate member held membership (¶635.3b)
    - Keeps a record of Course of Study students and reports their progress to the conference (¶635.3c)
      - At the completion of Course of Study work, 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 Local Pastors Registrar, who maintains a file on every local pastor which includes all Course of Study reports. Local pastors' progress in the Course of Study is reported each year to the Clergy Session.

- Files a copy of any circumstances involving discontinuance of provisional membership or termination of local pastor status (§635.3d). One copy is placed in the bishop's office and another in the Annual Conference's permanent personnel files.
- Administering the diaconal ministry and the Professional Certification Process
  - *Diaconal ministry*
    - The BOM is to “provide continuing support and management of consecrated diaconal ministers using the policies described in ¶301-317 of 1992 *The Book of Discipline*”. (§635.2t)
    - Conferences may choose to have the registrar for the Division of Deacons administer the diaconal ministry and professional certification process. Some may have an additional registrar to care for these responsibilities.
    - Maintains files including the candidate's application, biographical material, statements of academic progress, college and seminary transcripts, report of completed study, application for consecration, charge conference letter, health report, record of certification and/or commissioning, service record, annual report and all BOM recommendations.
  - *Specialized ministry* – Maintains files on each candidate for professional certification including a complete application for certification, a service record, a biennial review of professional leadership and all BOM recommendations