

**WESTERN NORTH CAROLINA ANNUAL CONFERENCE**  
The United Methodist Church

**DOCUMENT CHECKLIST FOR  
CLERGY FROM OTHER CONFERENCES AND DENOMINATIONS**

**A. Documents in re All Clergy From Other Conferences and Denominations (§345-348)**

A clergyperson coming from outside the WNCC who is seeking an appointment, or for whom an appointment in the conference is being sought by the bishop and/or a district superintendent, shall submit to the bishop's office the following documents:

- \_\_\_\_\_ Completed application form (which includes service record), dated \_\_\_\_\_.
- \_\_\_\_\_ Photocopy(ies) of clergy credentials (ordination document(s)).
- \_\_\_\_\_ Reference from a responsible judicatory leader, presented on a form developed by the Board of Ordained Ministry. Included in the reference shall be an indication that the person is in good standing in the current judicatory and that there are no negative factors in the person's supervisory record.
- \_\_\_\_\_ Background check report, using Board of Ordained Ministry's approved procedure for clergy candidates (paid for by BOM), dated \_\_\_\_\_.
- \_\_\_\_\_ Notarized disclosure form listing convictions or written accusations, if any, using Board of Ordained Ministry form for clergy candidates, dated \_\_\_\_\_.
- \_\_\_\_\_ Photo

After all documents described above have been filed, the Transfer Committee, a district committee on ordained ministry, a district superintendent, and/or the bishop him/herself, as the bishop deems appropriate, will interview such a person and either recommend or not recommend him/her to the Cabinet for appointment. If the candidate is from another Methodist or non-Methodist denomination, the interviewer(s) shall determine his/her "agreement with and willingness to support and maintain United Methodist doctrine, discipline, and polity" (§347.3) and may examine the clergy person with respect to any qualification deemed necessary.

- \_\_\_\_\_ Report of interview, dated \_\_\_\_\_.

**B. Additional Documents in re All Clergy from Non-United Methodist Denominations**

In the case of a clergyperson from another non-United Methodist denomination, the following documents must be filed in the office of the registrar of the Board of Ordained Ministry prior to the making of the appointment:

- \_\_\_\_\_ Transcripts of all academic work:
  - \_\_\_\_\_ Undergraduate; name of school: \_\_\_\_\_
  - \_\_\_\_\_ Seminary; name of seminary: \_\_\_\_\_
  - \_\_\_\_\_ Other; name(s) of school(s): \_\_\_\_\_
- \_\_\_\_\_ Physical examination report, on official Board of Ordained Ministry form, dated \_\_\_\_\_.
- \_\_\_\_\_ Psychological assessment report, not more than four (4) years old, dated \_\_\_\_\_.  
(if a new one is needed, candidate and district share the cost; mentor may administer)