

Members of Other Denominations and Annual Conferences Process

1. Members of Other Denominations and Annual Conferences (O's) contact a district superintendent about the possibility of an appointment in WNC.
2. The DS schedules a meeting with the O to get to know him/her and determine if there might be a desire to appoint that person in WNC.
3. If the DS decides that an appointment could be a possibility, they make a recommendation for the O to meet with the transfer committee and notify the assistant to the bishop.
4. The district office creates a file for the O to include the following documents:
 - a. O Application form
 - b. Background check releases
 - c. Notarized disclosure form
 - d. Copies of clergy credentials (ordination certificate, etc.)
 - e. Judicatory leader reference
 - f. Photo

Please send the background check forms to the Office of Ministerial Services (OMS) immediately and send the rest of the documents once the file is complete.

5. File must be complete and received by OMS before O meets with the transfer committee.
6. O meets with the transfer committee (usually in February). The transfer committee makes a recommendation about appointment to the cabinet.
7. The cabinet meets in March/April and determines if an appointment is available.
8. If an appointment is determined, then the O (member of another denomination only) needs the following for their file:
 - a. Transcripts – undergraduate, graduate, other
 - b. Medical report
 - c. Psychological assessment.
9. If the O is a member of another UMC annual conference and is going to be appointed, the district office requests a copy of the personnel file from the “home” district/annual conference (as available). A copy of the personnel file should be sent to the Office of Ministerial Services.
10. The O must attend Orientation to Ministry at the end of May at Lake Junaluska. The O may need to attend licensing school if required by the transfer committee.
11. If the DS identifies an O (active or retired) whom they plan to appointment at a ¼ time appointment, they do not have to meet with the transfer committee but do need the following documentation in their file in the conference office and the district office:
 - a. O Application form
 - b. Background check releases (2 forms) and report
 - c. Notarized disclosure form
12. Members of other denominations (including retired persons) are expected to participate in the LP and O mentoring program and to meet with the dCOM annually.
13. An O who meets the following requirements can be finished with the mentoring program (but will continue to meet with the dCOM annually) until they are no longer under appointment or come into membership in the Western North Carolina as PM or FC.
 - Service: Five years under appointment
AND
 - Education: Completion of Basic Course of Study or an MDiv from an approved school (seminary transcripts from non-approved schools will be translated into a COS transcript)