

Western Pennsylvania Annual Conference of The United Methodist Church

Board of Ministry Transfer Requests Procedures

Revised May 2, 2019

Three types of requests for transfers:

¶347.1 From other Annual Conferences

- Transferred in as a Full Member or Provisional Member based on membership in previous annual conference. See Seminary Transcript footnote regarding transfers from Central Conferences.

¶347.2 From other Methodist Denominations (Korean Methodist, Nazarene, AME, etc.)

- Ordained Elders that meet all educational requirements come in as Full Members.
- Ordained Clergy that meet all educational requirements come in as Provisional Members.
- Those not meeting the educational requirements come in as Local Pastors. Licensing School is required. Once the educational requirements are met, status changes to Full Member (Ordained Elder) or Provisional Member (Ordained Clergy).

¶347.3 From other Christian Denominations

- Ordained Elders or Clergy that meet all educational requirements come in as Provisional Members.
- Those not meeting the educational requirements come in as Local Pastors. Licensing School is required. Once the educational requirements are met, they may interview for Provisional Membership.

	¶347.1	¶347.2	¶347.3
Biographical Information			
Background Checks	X	X	X
Credit Checks			
Physical Exam			
Psychological Evaluation	X	X	X
Ordination Credentials	X	X	X
Letter of Good Standing			
College & Seminary Transcripts	*	X	X
Notarized Disclosure Form		X	X
Statement of understanding of United Methodist history, doctrine, and polity			X
Statement of agreement with and support of UM doctrine, polity, and Discipline			
CRC Interview	X	X	X
Recommendation of BOM Executive Committee	X	X	
Recommendation of BOM			X
Approval of the Clergy Session	X	X	X
Bishop's Supervisory File	X		

* GBHEM requires review of Seminary Transcripts for Transfers from the Central Conferences since the rules of ordination requirements may vary.

Clergy transferred in under ¶347.2 or ¶347.3 as a Provisional Member are required to take the Residency Program if they have 5-years or less of full-time local church ministry experience. If they have more than 5-years full-time local church ministry experience they must participate in a local pastor mentoring group for a minimum of two years, if they are not in the residency program.

- CRC will oversee transfer process and collection of necessary background materials for transfer.
- Appointments will be according to status of individual (appointment from other denomination, local pastor, DS hire, etc. as appropriate).
- For non-US citizens, verification of status is required.
- Completion of the "transfer process" makes the transfer candidate available to receive an appointment but does not guarantee a pastoral appointment.

**Western Pennsylvania Annual Conference
Checklist for Pastoral Transfers**

Transfer Candidate Name: _____

Three types of requests for transfers:

- ¶347.1 From other Annual Conferences (Ordained Clergy or Provisionals)
- ¶347.2 From other Methodist Denominations (received as provisional or full member or local pastor)
- ¶347.3 From other Christian Denominations (received as provisional member or local pastor)

Required for All Requests for Transfer:

- Biographical Information Form 102
- Background Checks (must be current)
 - State Police Criminal Record Check
 - Child Abuse History Certification
 - Federal Criminal History Background Check (FBI Fingerprint)
- Credit Check
- Physical Exam using Medical Form 103
- Psychological Assessment (if a WPA UMC assessment has not been completed within the last 5 years)
- Ordination Credentials Denomination/Conference: _____
- Letter of Good Standing from Judicatory Head

Required for Transfers from other Methodist Denominations and other Christian Denominations:

- College & Seminary Transcripts (received)
 - Evaluated by GBHEM – develop required educational plan
- Notarized Disclosure Form 110

Required for Transfers from other Christian Denominations:

- Statement of understanding of United Methodist history, doctrine, and polity
- Statement of agreement with and support of UM doctrine, polity, and Discipline

Interviews / Approvals Required to complete transfer (check off when complete and insert date):

- Consent of the Bishop(s) and Judicatory Heads _____
 - Receive "Bishop's Supervisory File" (¶347.1)
- Recommendation of Board of Ministry
 - CRC Interview (¶347.1, 347.2, & 347.3) _____
 - BOM Executive Committee (¶347.1 & 347.2) _____
 - Board of Ministry (¶347.3) _____
- Approval of the Clergy Session (¶347.1, 347.2, & 347.3) _____

This completes the transfer process to be eligible for transfer when an appointment is available.

Western Pennsylvania Annual Conference
Conference Relations Committee
Pastoral Transfers Internal Procedure

These procedures are an internal document for future leadership to maintain consistency of practice in the steps to transferring a pastor into our conference.

- The CRC Chair or an assigned member of the committee will oversee the process and collect all required information on the checklist based on the incoming pastor's transfer category.
- The first point of contact for a Clergy desiring to transfer into our conference is the Office of the Bishop. Once the Bishop has consented for a transfer to be considered, the Assistant to the Bishop will contact the BOM Co-Chair and CRC to initiate this transfer process.
- Once all information has been gathered, transcripts have been assessed by GBHEM, and agreement has been reached between GBHEM and the BOM regarding any educational requirements, CRC will conduct an interview of the candidate and make its recommendation to the BOM Executive Committee (§347.1 & 347.2) or BOM (§347.3). The CRC interview may be conducted earlier in the process at the discretion of the CRC Chair with careful explanation as to the steps remaining to be completed prior to any approvals moving forward. Approval of the transfer does not guarantee appointment.
- The office of the Bishop will be notified of the approval of the transfer. Effective date of the transfer will be based upon availability of an appointment. At the Bishop's discretion, an appointment may be made prior to the transfer process being completed, in which case the appointment will be "Other Annual Conference", "Other Methodist Denomination", or "Other Denomination" in accordance with ¶346.
- CRC will maintain transfer records until the transferred pastor has been fully approved and placed under pastoral appointment. Copies of the transfer records shall be conveyed as follows:
 - ¶347.1 From other Annual Conferences (Ordained Clergy or Provisionals)
 - To the receiving District Superintendent for the supervisory file
 - To the office of the Bishop
 - ¶347.2 From other Methodist Denominations (received as provisional or full member or local pastor)
 - To the Registrar of the receiving District Committee on Ministry for provisional member or local pastor
 - To the receiving District Superintendent for the supervisory file
 - To the office of the Bishop
 - ¶347.3 From other Christian Denominations (received as provisional member or local pastor)
 - To the Registrar of the receiving District Committee on Ministry
 - To the receiving District Superintendent for the supervisory file
 - To the office of the Bishop