



REQUIREMENTS FOR PROVISIONAL MEMBERSHIP EXAMINATION

CONTACT INFORMATION

1. Scott Shumaker, Registrar – e-mail provisionalmemberexamregistrar@gmail.com. Phone 443-769-8738
2. Mail or e-mail all documents to John Nupp, Baltimore Washington Conference of the United Methodist Church, 11711 East Market Place, Fulton, MD 20759.
E-mail: provisionalmemberexamregistrar@gmail.com . Phone 410-309-3400.
3. Orientation – Please note that there will be a Provisional Member Exam informational session on Wednesday, September 7, 2016 at 11:00 a.m. at the Conference Center, 11711 East Market Place, Fulton, MD 20759.

GENERAL INFORMATION & INSTRUCTIONS

1. **Before you do anything, please read this document in its entirety.**
2. **Please keep a personal copy of everything.**

All documents, forms and electronic copies of surveys can be found on the BWC website at:

<http://bwcumc.org/ministries/boom/provisional-membership/>

All documents and forms can be submitted electronically or by mail.

3. All surveys to be completed by candidates are listed below with the link to each survey. The copy on our website is for information and use in preparing documents in advance of completing the on-line survey.
4. All Recommendation/Evaluation surveys should be completed on-line by evaluators and a copy will be sent via e-mail directly to each evaluator that is specific to each candidate. A copy of the survey, instructions and a copy of the signed “Release of Information” will be provided to each evaluator.

I. Complete All Surveys and Documents below and return by August 19, 2016:

1. The “United Methodist Church Biographical Information Survey” by following this link: <https://www.surveymonkey.com/r/BIOPMEXAM17>. Fill out this form even if you have completed one before.
2. The “List of Persons Sending Evaluations Survey” by following this link: <https://www.surveymonkey.com/r/ListofRefPMExam2017>. All Persons on this list will receive the evaluation survey that is specific to each candidate and to each evaluator together will instructions and a copy of the survey to review prior to completion.
3. Download the “General Release of Information”.
4. Download the “Theological School Release of Information”.
5. Download the “Understanding of Requirements, Deadlines & Release of Information”.
6. Download the “Background Certification Form.” Have it signed, notarized and return. **If you have completed this form previously, you do not need to submit a new form.**

7. One full-face color photo of you (and only you please). You can send a photo electronically or by mail to John Nupp. If mailed, please print your name on the back of the photo.

II. Complete All Other Documents and Requirements by October 7, 2016:

1. Official, certified copy of your seminary **transcript**, documenting that you have graduated or are on track to graduate by May 30, 2017. Include a list of courses you are planning to take to finish your degree, if applicable. **Please note:** *If you are still enrolled in seminary, you will need to send another transcript in late January or early February, showing your Fall Semester class results and your Spring semester enrollment. You will receive details later.*
NOTE: If you have submitted an official transcript to the DCOM that includes grades from the Spring Semester 2016, you do **NOT** need to send another at this time.
 - **Returning Candidates:** If at the time of your last Provisional Exam you had graduated from seminary **and** you have not taken any more seminary classes since, then you do not need to have another transcript sent. Likewise, if you have had no more seminary classes and no further field education experiences since your last exam, you need not have letters from the seminary sent again. *Please include a cover note stating these facts.*
2. Download the **medical form** and have it completed by your physician. Laboratory tests and X-rays are at the discretion of your physician. If you, as the candidate, wish to comment on any of the medical findings, please do so on a separate page attached to the medical report form. Be sure that the physician's comments are legible.
 - **Returning Candidates** who have submitted this medical form within the last year need not be examined again unless there have been significant changes in your health. Please indicate in a cover note if you do not need to submit this report.
3. **Sermon:** There are new Sermon requirements for the 2017 Exam. Please see the attached **Instructions from the Sermon Review Committee together with a copy of the Sermon Review Committee Evaluation Form.** These documents are also on the webpage.
4. **Bible Study:** There are new Biblical Skills requirements for the 2017 Exam. Please see the attached **Instructions from the Biblical Skills Review Committee together with a copy of the Biblical Skills Evaluation Form.** These documents are also on the web page.
5. Questions from *The Book of Discipline* plus additional questions (number each page):

For all of the questions in this section, use the following format:

- (a) Place your name and Group Number in the top right-hand corner/Header of each page.
- (b) On the upper left-hand corner of each page, state the section you are working on (which should be one of the following: Theology of God, Theology of Grace, Mission and Polity of the Church, Call-Vocation & Ordination, or Spiritual Leadership) in **bolded** print.

An example of the Header is as follows:

Theology of God
[Section]

Washington, George A-1
[Name, Group Number]

- (c) Number each page, bottom right in the Footer
- (d) Type double-spaced on ordinary weight paper; use a 12 point font type Times New Roman.

(e) Write out the question on the top of the first page of its answer. Begin your answer to each question on a new page (i.e., do not put 2 answers on the same page). Your answers will be separated into topic areas for the examination, so it is imperative that no two questions are answered on the same page. Group your answers as explained below.

(f) Your answers should be thorough and complete but not verbose. The length of your answer is one reflection of your judgment. (*hint*: Be sure to answer the question that is actually ASKED. Some questions have several parts; be sure to answer all parts.)

(g) Document sources for quotations, including *The Book of Discipline*. Remember, plagiarism is unethical! Since your answers will be separated into groups, make sure each source is identified completely (i.e., don't use *ibid.* or *op. cit.* since the reference maybe elsewhere). The Board is primarily interested in your thoughts, ideas and interpretations.

(h) Prepare 2 complete sets of your examination questions and answers. Don't use 2-sided copying. Clip together each group of questions with a paper clip (don't staple). Place each set of questions in a separate envelope labeled with your name and "Discipline Questions."

⇒ **In addition**, include a copy of your answers on a flashdrive. Each group of answers should be in a separate document on the same flashdrive (which can also be the same one that your Bible study is on) labeled as follows:

Theology of God – Name

Call-vocation – Name

Theology of Grace – Name

Leadership – Name

Mission-Polity – Name

where "Name" is your name.

Be sure your name is on your flashdrive.

Answer the **Disciplinary questions** found in *The Book of Discipline of The United Methodist Church, 2012*, ¶324, §9, questions *a* through *p*, **plus** the additional questions (Q1-8) given below.

Please **group** your answers as follows:

Theology of God: Questions 324.9 *a, d, & e*

Theology of Grace: Questions 324.9 *b, c, f & p*

Mission & Polity of the Church: Questions 324.9 *i, j, m & n PLUS additional questions Q1 & Q2.*

Q.1 (*place it following your answer to question n*): Describe **your understanding** of the role of the Deacon and the Elder in The United Methodist Church.

Q.2 (*place it following your answer to Q.1*): How are Deacons and Elders deployed by The United Methodist Church?

Call, Vocation & Ordination: Questions 324.9 *k, l, & o PLUS additional questions Q3, Q4 & Q5.*
(note: you answer **EITHER** Q4e or Q4d depending on your ministry track)

Q3. (*place it following your answer to question o*): Clergy must establish and honor boundaries in their interactions with people in the congregation. Discuss your understanding of these boundaries and why they are important. How you will establish boundaries while still fulfilling your calling in ministry?

Q4. (*place it following your answer to question Q3*) Answer EITHER Q4e or Q4d:

➤ **Q4e. For candidates on the Elder Track only** As a commissioned minister seeking ordination as an Elder, will you go where you are sent? Are you willing to serve that charge to the best of your ability? How will you accommodate family needs if necessary?

➤ **Q4d. For candidates on the Deacon Track only** In your specific ministry, how are you now connecting or how do you expect to connect the world and the church and the church and the world?

Q5. (*place it following your answer to Q4*) The Baltimore-Washington Conference has policies related to pastoral transitions, i.e., moving from one appointment to another. Where do you

find these policies? Summarize *in your own words* the key points. What are the potential repercussions for the congregation, the new pastor and the previous pastor if these policies are violated?

Spiritual Leadership: Questions 324.9 g & h **PLUS** additional questions Q6, Q7 & Q8

Q6. (place it following your answer to question h): What role do The Social Principles have in The United Methodist Church and in your own understanding and behavior as a candidate for ordained ministry in The United Methodist Church? What will you do if your own position on an issue differs from what is found in The Social Principles?

Q7: (place it following your answer to question Q6) Give an example of a conflict you had to address. Describe how you handled it; what the outcome was; and what you learned from it (e.g., what did you do right, what would you do differently, etc.).

Q8. (place it following your answer to Q7) Describe an occasion when you helped someone with a spiritual issue, helped them grow in faith, or shared with them the gospel of Jesus Christ in a way that was life changing for them.

6. The Board of Ordained Ministry expects the highest level of ethical and moral behavior on the part of all those seeking commissioning or ordination in The United Methodist Church. Likewise, we expect that all submitted work is your own. This does not mean that we do not want groups to get together for discussion; rather, we want the material you present us to accurately reflect your knowledge, understanding, thoughts and beliefs. ***Please affirm this by signing the “Certification of Effort” form and return it with the packet of materials.*** Please note that this certification covers your Bible study plan and sermon as well as your written materials. If you have used other people’s material (verbatim words or specific ideas), *including material from internet or web sources*, we expect you to acknowledge it appropriately.

For RETURNING CANDIDATES ONLY: Please document your fulfillment of all requirements made by the Board or your District committee.

Deliver via CERTIFIED MAIL WITH RETURN RECEIPT TO:

John Nupp: Provisional Member 2017 Exam

Baltimore Washington Conference

11711 East Market Place, Fulton, MD 20759

If all materials are complete and received by the deadlines, and if all other requirements have been satisfactorily completed, you will receive information about attending the Provisional Examination in early 2017.

If all requirements are not completed by the relevant deadlines, you may not be eligible to attend the Provisional Membership examination in 2017. You must also pass all written work before an official invitation to the 2017 Examination Exam is extended. The Registrar will mail grades for the written work and the official invitations will be e-mailed after the December 2016 meeting.