

**STEP BY STEP FLOW CHART FOR  
ELDER'S MEMBERSHIP**

**A. APPLICATION FOR COMMISSIONING PROBATIONARY MEMBERSHIP**

1. Completion of Candidacy -
  - a. Certified candidate for 1 year
  - b. Service requirement years/hours approved by DCOM. A letter of verification from the DCOM is required.
  - c. Completion of academic requirements  
Central Pennsylvania Requirements
    1. 2 – Courses in Preaching
    2. 2 – Courses in Worship Preparation /Leadership
    3. 3 – Courses beyond survey/introduction courses in Old Testament and New Testament
    4. 1 – Course in Theory and Practical Teaching
    5. 1 – Course in Evangelism
    6. United Methodist History, Doctrine, and Polity
  - d. Interview and recommendation by  $\frac{3}{4}$  vote s of DCOM. Verification of vote to be sent to Registrar
  - e. Contact Elder's Registrar to request packet of materials for Commissioning/Probationary Membership. A day or two will be scheduled for candidates to meet with the Elder's Registrar, pick up packet and review the necessary material to be completed.
  - f. Submit material by the postmarked date assigned by Elder's Registrar. Material received after the postmarked date will not be accepted resulting in the candidate waiting to apply the next year.
  - g. Interview and recommendation by the Board of Ordained Ministry.  
If candidate is a non-recommend ii is an opportunity for the candidate to improve in readiness for ministry. At this stage, all materials must be re-submitted the next year.
  - h. Election to probationary membership by Clergy Session.

## **B. RESIDENTS IN MINISTRY – LEVEL ONE – YEAR ONE**

Upon Commissioning as Probationary Members, candidates for Full Membership and Ordination as Elders enter as Residents in Ministry level One. Each candidate in Level One shall:

1. Meet with a Mentor and a Covenant Group
2. Participate in the Orientation Seminar scheduled in June.
3. Transfer membership from the local church where membership is currently held to the Central Pennsylvania Conference of The United Methodist Church. Form or letter must be sent to the Elder's Registrar.
4. Update any current information to the Elder's Registrar. (name change, address, change in appointment, e-mail, mentor, etc.)
5. Attend the Board of Global Ministry Seminar in New York City scheduled in January. Charles Keller organizes the trip. Registration is in September.
6. Participate in all training sessions and retreats as required by the Board of Ordained Ministry. (Contact person: Mark Shover, Elders in Service Chair - 717-762-2819)
7. Safe Sanctuaries and Boundaries Training must be complete. A copy of certificate must be forwarded to the Elder's Registrar.
8. Complete materials received at Annual Conference for Level One and submit to Elder's Registrar by designated deadline. Must include Mentor's signature on the forms.
9. Interview with the Board of Ordained Ministry in March.
10. Be Recommended by the Board of Ordained Ministry and approved by Clergy Session of Annual Conference.
11. Attend the In-Service banquet held the evening prior to the beginning of Annual Conference with your mentor.

## **C. RESIDENTS IN MINISTRY – LEVEL TWO**

When all the requirements for Level One have been satisfactorily completed, the Probationary Member is eligible to move on to Level Two. Each candidate in Level Two shall:

1. Complete materials received at Annual Conference to meet the necessary requirements for Level Two (effectiveness in ministry). Must have mentor's signature on forms.

2. Submit material by the postmarked date assigned by Elder's Registrar. Material received after the postmarked date will not be accepted resulting in the candidate completing the next year.
3. Continue in the covenant relationship with mentor and covenant group.
4. Interview with the Board of Ordained Ministry (March) If candidate needs to resubmit material (Sermon, Theology, Bible Study, etc. this is the only material to be submitted along with the other necessary materials,)
5. Be Recommended by the Board of Ordained Ministry and approved by the Clergy Session at Annual Conference.
6. Participate in all training sessions as required by the Board of Ordained Ministry.(Contact person: Mark Shover, Elders in Service Chair - 717-762-2819)

#### **D. Residents in Ministry - Level Three**

When candidates have satisfactorily completed the requirements for Level Two, they are given the status of Level Three. Each candidate in Level Three shall:

1. Continue in covenant relationship with mentor (Quarterly Reports due to Elder's Registrar) and covenant group.
2. Participate in all training sessions as required by the Board of Ordained Ministry.
3. Submit the necessary materials for Level Three Residents to the Elder's Registrar by the deadline. Late submission will result in the candidate submitting materials the following year. Mentor must sign all forms.
4. Interview with the Board of Ordained Ministry in March.
5. Meet with the Bishop in preparation for Ordination as Elder.
6. Be recommended by the Board of Ordained Ministry and approved by the Clergy Session of Annual Conference for Full Membership as Elder.

Submitted by,  
Rev. Brenda Leigey, Elder's Registrar