

## Requirements for Full Membership Elder or Deacon (Ordination)



**Due September 1 to be Ordained at upcoming Annual Conference**

### Prerequisites:

*When in doubt, see Book of Discipline Requirements and explanations. If you still have questions, contact your mentor or the Registrar of the BOM.*

- ☐ Provisional Member as Elder or Deacon
- ☐ Clergy Leadership Academy Participation
  - Attend at least six retreats, plus the 2 Ordination and Commissioning Retreats with the Bishop.
  - Preach 1 time.
  - Participate in mentoring
- ☐ Complete any requirements given by BOM at your Commissioning.
- ☐ 3 Years Full-Time Ministry or equivalent
- ☐ Apply for Ordination by September 1st before your 8th Annual Conference as provisional or your provisional membership will be discontinued
- ☐ Submit application requirements to BOM. (Deacon ¶ 330; Elder ¶ 335 – Due Sept. 1st)
  - See the next page for full requirements\*.

### Once Paperwork is submitted:

- ☐ The BOM registrar will inform you if your paperwork meets the minimum requirements and you will be invited to an interview. The registrar will re-check commissioning requirements as well.
- ☐ Site Interview by BOM, in ministry location. This includes BOM conversation with site lay or clergy leadership.
- ☐ Be interviewed by BOM and recommended to clergy session of the Annual Conference by  $\frac{3}{4}$  majority vote of BOM.
- ☐ Receive approval for full membership by a  $\frac{3}{4}$  majority vote of the clergy session of Annual Conference.

## \*Full Requirements to be submitted to BOM:

- **Spiritual Journey Statement** which reflects personal life, family and ministry experiences to include how these experiences shape and impact your current and future leadership experience in the church - min. 3 pages, max. 6 pages
- **Proclaiming the Word** [Sermon Video Uploading Instructions](#)
  - Elder - prepare and give an original sermon that includes a call to action, to move people to respond. You choose the Scripture and include the text on the front page of your transcript. Sermon needs to be videoed live before a congregation or ministry setting. Cite resources used.
  - Deacon - prepare a sermon described above OR prepare and give an original 4-week Bible study on a book of your own choosing. Cite resources used. Include teaching context & how people reacted.
- **Bible Study:** Written plan and outline for an original six-week Bible study you've taught in ministry context based upon a book in Scripture. Cite resources used to develop this study. Include a brief post-study evaluation including the teaching context, how it was received and what you learned in the process (BOD 2020.2024 ¶330.3/335.6). Deacons, this must be different than Proclaiming the Word above.
- **Doctrinal Questions**
  - Min. 15 pages, max. 20 pages including works cited page
    - Elder track: written responses to the doctrinal questions in BOD 2020.2024 ¶335.8 sections a,b,c.
    - Deacon track: written responses to the doctrinal questions in BOD 2020.2024 ¶330.5 a,b,c.
- [Making Disciples Project \(Update 2026\)](#)
- **Psychological Assessment Phase II** – Call your provider and schedule an appointment so the report is received by September 1st.
- **New Background and Credit Check** – contact Bea Stucke at the Conference Office for required forms.

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- All work must be new and original from commissioning material; no duplication is allowed
  - All written materials must be double-spaced, 1" margins, and 12 pt. Times New Roman Font.
  - Make sure your reflections show depth of thought and are absent of grammatical syntax errors.
  - Candidates must communicate clearly in oral and written form (¶¶330, 335)
  - It is highly recommended that your work is proofed by a Full Elder or Deacon not on the Board of Ordained Ministry at least 3 weeks before the deadline. Contact the Leadership Development office for suggested clergy.
  - Submit materials as separate PDFs to [bea.stucke@dakotasumc.org](mailto:bea.stucke@dakotasumc.org)
  - Name files such as Autbio\_Bieber\_2025, SermonTranscript\_Bieber\_2025, etc.
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**Materials will be reviewed by the Board of Ordained Ministry before an interview is scheduled. If guidelines are not met, an interview will not be granted. Notification will be sent by Sep. 30.**