

**Continuing Provisional Elder Checklist**  
**2019-2020**

It is your responsibility to see that each of these items is in your file at the Office of the Director of Ministerial Services by 3pm Central Time, November 11, 2019. This includes all forms completed by others on your behalf. There are no exceptions to this rule, as per the policy of the Board of Ordained Ministry.

**File Checklist:**

1. \_\_\_\_\_ S/PPR Committee Evaluation
2. \_\_\_\_\_ Self Evaluation and Report of Progress in Ministry
3. \_\_\_\_\_ District Superintendent Report
4. \_\_\_\_\_ Residency Evaluation Form (comes from your RIOM Leader, not you)

TO: All Candidates seeking Continuation as Provisional Elder  
FROM: The Office of Ministerial Services  
SUBJECT: Materials needed by the Conference Board of Ordained Ministry



**Board of Ordained Ministry**  
**AWFUMC**  
4719 Woodmere Blvd.  
Montgomery, AL 36106  
334.356.8014  
[awfumc.org/BOM](http://awfumc.org/BOM)

Greetings to all!

I pray that this letter finds you well and your ministry flourishing. Enclosed you will find the materials necessary for your application to continue your provisional status. Please read this very carefully.

Please complete all the materials in this packet and return to us no later than November 11, 2019. This is an absolute deadline!

If you were given requirements to complete before appearing before the BOM, you must submit that material in addition to the material in this packet to the Office of Ministerial Services by the aforementioned deadline.

This application packet is to be completed and returned to the Office of Ministerial Services by 3pm Central Time, November 11, 2019 by those who seek to be continued as Provisional Elders at the 2020 Annual Conference.

In January 2020 you will meet with the Board of Ordained Ministry for your continuation interview. You will receive information closer to January which will give you a specific day, time and location for the interview.

Regarding the paperwork required for this year, it is your responsibility to get all forms and recommendations in the proper hands and have them returned directly to us. (Appearing for an interview does not guarantee that you will be continued as a provisional elder. This is granted only by majority vote of the board and the clergy members of the conference.)

Please feel free to contact us anytime if you have any questions.

May God bless you in your ministry.

Ministerial Services  
[erika@awfumc.org](mailto:erika@awfumc.org)  
334-356-8014

**Candidate: Please forward this form to your SPRC Chair.**  
**Staff Parish Relations Evaluation**

\_\_\_\_\_ is applying to the Alabama-West Florida Conference of the United Methodist Church for continuation as a Provisional Elder.

*The Board of Ordained Ministry asks that the Pastor/Staff Parish Relations Committee give an evaluation of the applicant's ministerial leadership. This form should be filled out at an announced, called meeting of the Pastor/Staff Parish Relations Committee of your charge. Review and discuss the form before you begin to fill it out. Give your prayerful, well-considered answers to each question, using extra sheets of paper if necessary. If you have questions about the form, or about the process that you are involved in, please contact the Director of Ministerial Services listed at the end of this form. **Please email your responses directly to Erika Glawson at: erika@awfumc.org.***

Name of Church/Charge: \_\_\_\_\_

Date and Place of PPR/SPR Committee meeting at which this form was completed:

\_\_\_\_\_

Number of committee members involved in completing this form: \_\_\_\_\_

Number of committee members absent and not involved: \_\_\_\_\_

Pastor/Staff Parish Committee Chairperson:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

1. How long has the applicant served your church/charge?
  
  
  
  
  
  
  
  
  
  
2. Describe a situation when someone received excellent pastoral care from the candidate.
  
  
  
  
  
  
  
  
  
  
3. Describe an experience when something in the candidate's sermon or Bible study made you examine your faith more deeply.
  
  
  
  
  
  
  
  
  
  
4. Describe a time when the candidate used an existing tension or conflict as an opportunity for growth within the congregation.

5. Describe a way the candidate is leading your congregation beyond the church walls to reach your community.

6. Does the candidate understand, believe in, and urge full support of the programs and ministries of the United Methodist Church?

\_\_\_\_\_ Yes \_\_\_\_\_ No (If "No", give details below.)

7. Have there been major problems in the life of your church this year that in the opinion of your committee are the result of the ministry of the applicant?

\_\_\_\_\_ Yes \_\_\_\_\_ No (If "Yes", give details below.)

8. In the opinion of your committee, what are the major strengths of the applicant as a minister of the gospel?

9. What are the candidate's growing edges or weaknesses that, with attention, would increase his or her effectiveness for lifelong fruitful ministry?

10. Is there anything else that would be helpful for the Board of Ordained Ministry to know about the candidate?

11. Does your experience with the candidate cause you to have any concern that this person can function effectively within the structure of the United Methodist Church? If your answer is yes, please respond.

*Please send this form directly to*

*Erika Glawson, Office of Ministerial Services*  
[erika@awfumc.org](mailto:erika@awfumc.org)

# **Self-Evaluation and Report of Progress in Ministry**

*E-mail to Erika Glawson at [erika@awfumc.org](mailto:erika@awfumc.org)*

For Conference Year \_\_\_\_\_

Name \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I. EDUCATION: By the next Annual Conference Session, I shall have completed the following amount of work on my education:

Number of college hours completed: \_\_\_\_\_

II. Explain the TYPE OF WORK in the church in which you are presently involved (serving a charge, etc.) and how you feel about this work:

III. FAMILY: How does your family feel about your present situation in preparation for your ministry?

Have there been any changes in your marital status, or do you expect any changes?

IV. Describe your personal DEVOTIONAL LIFE:

V. How would you EVALUATE YOURSELF (your spiritual growth, your needs, etc.) during this year?

VI. Give a brief sketch of your PLANS FOR THE FUTURE:

For the next 6 months:

Where do you hope to be in your ministry 5 years from now?

VII. What help can the Board of Ordained Ministry be to you? Can we help you meet some need?  
Do you have any suggestions to us about our work with you?

# DISTRICT SUPERINTENDENT REPORT

Board of Ordained Ministry - Alabama-West Florida Conference

**NOTE: THIS FORM IS NOT IN A FILLABLE FORMAT. MUST BE PRINTED OFF AND TURNED IN.**

Name \_\_\_\_\_ Address: \_\_\_\_\_  
(Please Print)

\_\_\_\_\_ (name of candidate) requests to be recommended by the Board of Ordained Ministry for continuation as a Provisional Elder

	<u>EVALUATION</u>				
	Superior	Above Average	Average	Below Average	Poor
Personal Appearance	_____	_____	_____	_____	_____
Ability to get along with people	_____	_____	_____	_____	_____
Emotional maturity and stability	_____	_____	_____	_____	_____
Leadership ability in the church	_____	_____	_____	_____	_____

Does he/she understand and believe in the programs of the United Methodist Church? \_\_\_\_\_

Does he/she cooperate in the total United Methodist program? \_\_\_\_\_

Does he/she encourage the use of United Methodist literature? \_\_\_\_\_

Does he/she administer the sacraments or marry persons without authority? \_\_\_\_\_

Do you have any doubts as to his/her ability to render fruitful and effective service as a United Methodist Minister? (If "yes", please explain on the back of this sheet.) \_\_\_\_\_

Do you believe he/she should be discontinued and encouraged to enter some other field of Christian service? \_\_\_\_\_

Are there personal weaknesses that concern you about the applicant that you feel the Board should discuss with him/her as guidance is given for the applicant's future? \_\_\_\_\_ ("Yes", give details on back.)

Please make any additional comments which you feel will help the Board of Ordained Ministry understand and evaluate this applicant below, or on the back of this application.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

District: \_\_\_\_\_

Return to:

Erika Glawson  
[erika@awfumc.org](mailto:erika@awfumc.org)