

CHECKLIST FOR PROVISIONAL CANDIDATES (Elder & Deacon)

- 1. APPLICATION FOR MINISTERIAL RELATIONSHIP FORM** – Submit each year.
Mail to Lisa Steel, Office of Ministerial Services, 2301 Rittenhouse Street, Des Moines, IA 50321 or lisa.larson@iaumc.org by **November 8** for February examinations.
As soon as this form is received additional information will be mailed to you.

Complete and send to Office of Ministerial Services by January 8: lisa.larson@iaumc.org or Lisa Steel, Office of Ministerial Services, 2301 Rittenhouse Street, Des Moines, IA 50321

- 1. BIOGRAPHICAL INFORMATION FORM WITH PICTURE**
- 2. MEDICAL EXAMINATION FORM**
- 3. CANDIDATE DISCLOSURE FORM** To be completed each year
- 4. RECOMMENDATION FORMS** from each of District Superintendent, SPRC chair, Administrative Council chair, a lay member of your church, and an elder in full connection (not your mentor). If you are serving as an associate pastor, send a form from the senior pastor. If you are a deacon candidate, send a form from a deacon in full connection also. If you are not serving in a local church setting, contact Scott Keele Kober to determine the persons to complete the Recommendation Form.
- 5. COMPETENCY CHECKLIST**
- 6. TRANSCRIPT OF RECORD** (College and Seminary)
Contact schools to mail transcripts to Office of Ministerial Services postmarked by January 8.
- 7. PSYCHOLOGICAL TEST FEEDBACK**
If you completed your psychological assessment at the Des Moines Pastoral Counseling Center NO further action is needed.
- 8. CLINICAL PASTORAL EDUCATION EVALUATION REPORT** (When completed)
The Clinical Pastoral Education Office at your site provides the form.
- 9. WRITTEN MATERIALS** See Guidelines for Written Work
- 10. VIDEO OF YOUR SERMON** including the entire worship service in which it was preached, with a bulletin from that service. Please post video of your sermon online and send the link to lisa.larson@iaumc.org, including the entire worship service in which it was preached, and email or mail a bulletin for that service to the Office of Ministerial Services by January 8.
- 11. PLAGIARISM POLICY** (Review, Sign, and Submit with Application or Written Materials)

Questions?

Please contact Lisa Steel (lisa.larson@iaumc.org) or Rev. Scott Keele Kober (keelekober@hotmail.com) for further information or clarification.