



# HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

## Local Pastor's District File Content Checklist

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

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

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date file started: \_\_\_\_\_

Current appointment (charge): \_\_\_\_\_

Date of appointment: \_\_\_\_\_

Status:        \_\_\_\_\_ Full time                      \_\_\_\_\_ Part time                      \_\_\_\_\_ Student

                  \_\_\_\_\_ Not currently appointed (License to be returned.)

\_\_\_\_\_ Certified as a candidate (§315.2a)    Date: \_\_\_\_\_

\_\_\_\_\_ Completed Orientation to Ministry (§315.2b)

\_\_\_\_\_ Local pastor's licensing school completed and faculty evaluation and recommendation received (§315.2c)

                  Date completed: \_\_\_\_\_ School location: \_\_\_\_\_

Or

                  Completed 1/3 of M. Div. degree (§315.2c)

                  Seminary \_\_\_\_\_

\_\_\_\_\_ Application for Clergy relationship to the annual conference (form 105)

\_\_\_\_\_ Examined by the dCOM (§315.2d)    Date: \_\_\_\_\_

\_\_\_\_\_ Approved by BOM (§315.6b)        Date: \_\_\_\_\_

\_\_\_\_\_ BOM registrar notified of LP status    Date: \_\_\_\_\_

\_\_\_\_\_ Course of Study completed

                  1<sup>st</sup> year \_\_\_\_\_

                  1<sup>st</sup> year advanced \_\_\_\_\_

                  2<sup>nd</sup> year \_\_\_\_\_

                  2<sup>nd</sup> year advanced \_\_\_\_\_

                  3<sup>rd</sup> year \_\_\_\_\_

                  3<sup>rd</sup> year advanced \_\_\_\_\_



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4<sup>th</sup> year \_\_\_\_\_

4<sup>th</sup> year advanced \_\_\_\_\_

5<sup>th</sup> year \_\_\_\_\_

License for pastoral ministry renewed (must be renewed annually)

Dates \_\_\_\_\_

_____	_____
_____	_____
_____	_____

\_\_\_\_\_ License must be returned if no longer appointed