



UNITED METHODISTS OF
Arkansas
Local Pastor Process Checklist

Name _____ District _____

Mentor _____

**This checklist is intended to help guide you through the process of being a Local Pastor in the Arkansas United Methodist Conference
 2016 United Methodist Discipline
 License for Pastoral Ministry ¶ 315-320**

1. ¶ 310.1-2 Complete conditions for candidacy certification in _____ Date _____
See BOM Certified Candidate checklist
2. Attend Local Pastors License School _____ Date _____
3. ¶ 316.3 Assigned by Bishop to a Congregation _____ Date _____
4. Register License with County Court House _____ Date _____
5. ¶ 348.4 & 316.4 Mentor Assigned by DS/meet yearly with mentor _____ Date _____
6. Attend UM History, Polity, Doctrine

These classes can be taken at any time during the educational process, but must be completed within 2 years of COS completion. Taken at an Advanced Course of Study School or University Senate approved seminary, or online at GBHEM. Taking UM Doctrine, Polity and History, can get credit for 224 and 422.

Class Name	School	Date
UM History		
UM Polity		
UM Doctrine		

¶319.3 Attend Course of Study School. Part time Local Pastors may attend a Regional COS, Extension COS or GBHEM online COS. Full time Local Pastors must attend a Regional COS or GBHEM online COS. Up to one-half of Course of Study may be online courses;

Course Name	#	School	Date
Bible I (must be taken first)	121		
Theological Heritage I (Must be taken first)	122		
Formation and Discipleship	123		
Transformative Leadership	124		
Bible II	221		
Theological Heritage II	222		
Worship & Sacraments	223		

Administration & Polity	224		
Bible III	321		
Theological Heritage III	322		
Congregational Care	323		
Preaching	324		
Bible IV	421		
Theological Heritage IV	422		
Mission	423		
Ethics	424		
Bible V	521		
Theological Heritage V	522		
Evangelism	523		
Theological Reflection: Practice of Ministry	524		

7. ¶ 319.3 Receive Credit for Basic Course of Study – 20 classes Date _____
 A full-time local pastor shall complete the Course of Study curriculum within eight years and a part-time local pastor within twelve.
8. Meet annually with the District Board of Ordained Ministry Date/s _____

UPON COMPLETION of BASIC COURSE of STUDY and UM HISTORY, POLITY and DOCTRINE, LP may apply for Associate Membership Associate Membership ¶321-323.

1. Age of 40 Date _____
2. Serve four years as a Full-Time Local Pastor Date _____
3. Complete a minimum of sixty semester hours toward an undergraduate degree Date _____
4. Meet with District Superintendent Date _____
5. Complete Form AR105, Change of Conference Relationship by July 15 Date _____
6. Meet with dCom Date _____
7. If approved by dCOM, receive assignment letter from BOM Date _____
8. Complete and submit all assignments to BOM by January 31 Date _____
9. Interview with BOM Date _____
10. If approved, recognized as an Associate Member at next Clergy Session Date _____

UPON COMPLETION of BASIC COURSE of STUDY, UM HISTORY, POLITY DOCTRINE, and 32 hours of Advanced Course of Study, LP may apply for Provisional Membership.

Provisional Membership ¶324.6

1. Serve four years as a Full-Time Local Pastor Date_____
2. Complete 32 hours of Advanced Course of Study including 10 Discipline courses Date_____
3. Complete an undergraduate degree Date_____
4. Meet with District Superintendent Date_____
5. Complete Form AR105, Change of Conference Relationship by July 15 Date_____
6. Submit preliminary answers to Questions ¶ 324.9.a-p to dCom by July 15 Date_____
7. Meet with dCom Date_____
8. If approved by dCOM, receive assignment letter from BOM Date_____
9. Complete and submit all assignments to BOM by January 31 Date_____
10. Interview with BOM Date_____
11. If approved, commissioned as a Provisional Member at next Clergy Session Date_____