



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
2020/2024 United Methodist Discipline
License for Pastoral Ministry ¶ 315-320**

1. ¶ 310.1-2 Complete conditions for certified Candidacy
See BOM Certified Candidate checklist Date_____
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. Education

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	Date	School
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.

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

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

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. ¶320.5.b a local Pastor must make satisfactory progress in the COS to be recognized as a retired local pastor. ¶320.5.e Appointed Retired Local Pastors must continue in Course of Study.

8. Meet annually with the District Board of Ordained Ministry

Date/s_____

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

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|--|-----------|
| 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, voted as an Associate Member at next Clergy Session | Date_____ |

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

Provisional Membership ¶324

1. Serve at least 1 year as a Full-Time Local Pastor Date_____
2. Complete 32 hours of Advanced Course of Study including 11 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 ¶ 324.7.a-p and Spiritual Autobiography 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_____