



Appointment Request Process Mountain Sky Conference

Please work this process in this order. Until #1 has been completed, we are prohibited from communicating with you.

1. Notify your current District Superintendent in writing that you are in communication with the Mountain Sky Conference (MSC) Cabinet about an appointment.
2. You may use whichever word processor you are comfortable using but save the documents in Rich Text Format before attaching to e-mail (.doc preferred).
3. Complete the Ministerial Profile (located on the Forms page on the Mountain Sky website | <https://www.mtnskyumc.org/forms>).
4. Submit the following documents specified within the profile:
 - a. Cover letter explaining in detail your reason for wanting to come to Mountain Sky Conference.
 - b. Detailed Resume.
 - c. Describe your Theological framework and pastoral approach (one page).
 - d. The Mountain Sky Area is vast and has multiple regional micro-cultures (ranching, row-crop farming, dry-land farming, mountain tourism, oil patch, mining, urban, suburban, Western, four (4) states + 1, etc.). Effective clergy in this conference **MUST** know how to read these cultural nuances and others (gender, generation, ethnicity, sexuality, etc.) and respond to them appropriately.

Describe how you would learn about, enter and foster relationships within a culture and congregation new to you.
 - e. Sermon manuscript for elders, and preferably, a video or audio recording. If you are not a manuscript preacher, include the notes you used to preach the recording from; Bible study or other specialty presentation for deacons.
 - f. Describe your style of leadership; include all personality profiles known (DiSC, Enneagram, Myers-Briggs, Strengths Finder) (one page).
5. Submit three (3) completed Reference Forms (available at <https://www.mtnskyumc.org/forms>). One of these references should be from your current District Superintendent or ministry supervisor (or most recent if not currently serving a church).

6. Complete the Release of Information form with original signatures. Provide contact information for your current District Superintendent (and DCoM Registrar if you are still in the Candidacy process or Provisional status) --their email and telephone numbers.
7. Contact the Montana District Administrator, Emma Bridgeman (montana@mtnskyumc.org and copy Rev. Lynn Miller Jackson), to Initiate a background and credit check. The cost for this will be billed to the person requesting.

The current cost is about \$60 for up to two states/counties in the past 15 years. More than this is about \$20 per state/county. If the MSC conference has already done this in the past 5 years for the person requesting an appointment or transfer, a new copy of the documentation is to be sent to the Montana District Administrator.

8. Complete an interview (in person, video conference, or phone) with Rev. Lynn Miller Jackson, District Superintendent-Montana West and at least one other MSC Cabinet member.
9. Initiate a psychological assessment with the MSC approved provider.
 - If the home conference has a psychological assessment, which is less than five years old, this will be accepted provided the documentation is released to the Mountain Sky Conference by March 1.
 - For all others, please contact BOM Administrative Assistant & Psychological Assessment Coordinator (PAC), Kaitlin Kahrs (kkahrs@mtnskyumc.org and copy Rev. Lynn Miller Jackson by February 1 to arrange for the assessment. Please note, it is advisable to initiate psychological testing no later than **November** in MSC to have completed the process by March.
 - The cost of the transfer assessment is \$925, paid in full by the candidate. Candidates can pay via the portal [here](#) and payment must be received before we are able to return the completed assessment to you and the transfer coordinator.
 - *Psychological Assessment Assistance: A special dispensation may be made for Mountain Sky Candidates seeking certified status to receive MEF (Ministerial Education Funds) funds towards the cost of the psychological assessment. BOM can approve up to \$550 toward the request. Individuals are encouraged to ask for local church assistance before requesting an MEF allotment. Requests for assistance should come to the District Superintendent and the BOM Administrative Assistant and must be submitted before the psychological assessment process begins. MEF [Application form can be found here](#), or at www.mtnskyumc.org/forms. See Clergy and Candidacy forms.*
10. Submit results of a physical examination.

MSC Cabinet / BOM Liaison for those seeking initial appointments in the MSC:

Rev. Lynn Miller Jackson
District Superintendent – Montana West
lmillerjackson@mtnskyumc.org
Office: 406.272.6367

Emma Bridgeman – Montana District Admin.
PO Box 2215
Hamilton, MT 59840
montana@mtnskyumc.org

Please submit all documentation to Emma Bridgeman and copy Rev. Lynn Miller Jackson. Please contact Rev. Lynn Miller Jackson **ONLY** with questions regarding special circumstances and exceptions to the above process.