



## 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 in writing your current District Superintendent that you are in communication with the Mountain Sky Conference (MSC) Cabinet about a possible 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. Documents must be submitted in Rich Text Format.
3. Complete the Ministerial Profile (located on the Forms page on the Mountain Sky website).
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're 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. Use the emailed reference form and have three people send completed forms by email or mail to Colleen Wakeley. 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. Notify Colleen Wakeley of your current District Superintendent (and DCoM Registrar if you are still in the Candidacy process or Provisional status) and their email and telephone numbers.
7. Initiate a background and credit check through the Montana East District Office. (The cost for this will be billed to the person requesting.

Current cost is about \$60 for up to two states/counties in 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 transfer, a new copy of the documentation is to be sent to the Montana East District office.)

8. Complete interview (in person, video conference or phone) with Rev. Margaret Christine and at least one other MSC Cabinet member.
9. We require a psychological assessment less than five years old to consider you for appointment. If you have a report that meets this time frame, please have it sent to the Montana East District Office by March 1<sup>st</sup> of the year you are seeking appointment. If not, and you reside within the Mountain Sky geography already, contact Rev. Christine to initiate the process.

If not, and you do not reside within the Mountain Sky geography, you may use the psychological assessment process outlined by the Board of Ordained Ministry in your current UMC Conference. Please initiate testing with them so that final reports may be received prior to March 1<sup>st</sup>. Cost is in the \$550 range and is paid by you. Please note, it is advisable to initiate psychological testing no later than **November** in MSC to have completed the process by March.

10. Submit results of a physical examination.

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

Rev. Deborah Christine  
District Superintendent – Montana East  
PO Box 541  
Great Falls, MT 59403  
[dchristine@mtnskyumc.org](mailto:dchristine@mtnskyumc.org)  
Office: 406-315-8122

Colleen Wakeley – Montana East District Admin  
PO Box 541  
Great Falls, MT 59403  
[montana@mtnskyumc.org](mailto:montana@mtnskyumc.org)

Please contact Rev. Christine **ONLY** with questions regarding special circumstances and exceptions to the above process or to initiate testing.