



Transfer of Ordained Clergy or Provisional Members from other Methodist Denominations or other Christian Denominations

Mountain Sky Conference

Observing the guidelines provided by Paragraph 347, 2016 UMC Book of Discipline

This protocol is for those who are already serving an appointment in the Mountain Sky Conference (MSC) as a cross denomination appointment from another Methodist Denomination or Christian Denomination, for **at least one year**, and who are now requesting a transfer of membership into the Mountain Sky Conference.

Note: "approved for appointment" is a separate MSC process and is the standard prerequisite for both MSC appointment and transfer.

It is the responsibility of the person requesting the transfer to initiate and follow through on all parts of these steps. The deadline for completion of all steps is April 1 for that conference year. Materials will need to be sent to:

**The Mountain Sky Conference Episcopal Office
Bishop Karen Oliveto
Attn: Nancy Cox, Episcopal Executive Assistant
6110 Greenwood Plaza Blvd.
Greenwood Village, CO, 80111**

**bishop@mtnskyumc.org
Office: 303-733-0083**

If you have already completed any of these steps or materials for the Mountain Sky Board of Ordained Ministry and Cabinet in the previous five years, you may not have to repeat them. Please contact your District Superintendent, with the materials which should already be in your file, so that they may provide evidence of them to the Bishop's office.

Note: If you are currently serving less than fulltime, serving an ethnic congregation or have geographic restrictions which would make it difficult to serve in any of the three states in our conference, please consult with your MSC District Superintendent before proceeding.

1. Contact Bishop Oliveto by email that you are beginning this process. Please send her the names and contact information for the Bishop/Ecclesiastical Official of the Methodist Denomination/ Other Denomination you hold membership and credentials with. Contact your MSC District Superintendent by email when this process is beginning. They are the liaison between the Bishop's office, the Cabinet, the assessment officials, and Rev. Jan Witman (jwitman@mtnskyumc.org) is the

Cabinet Board of Ordained Ministry Representative in regards to those seeking transfer and other matters.

2. Contact your Bishop/Ecclesiastical Official that you are beginning this process.
3. Send the following packet of information together to the Bishop's office:
 - a. A cover letter which requests transfer into the Mountain Sky Conference at the next Annual Conference session with an original signature on it. The letter should include a paragraph addressing effectiveness in your current appointment; discernment about requesting a change from the Methodist Denomination/Other Denomination you currently hold membership in; how you see yourself "making disciples for Jesus Christ for the transformation of the world" as a clergy member of the Mountain Sky Conference; and any other information of note for consideration.
 - b. A completed "release of information" form (*attached*) with original signatures.
 - c. An updated resume which should be three pages maximum with your complete contact information and should include all time periods since graduation from high school.
 - d. A copy of your ordination/commissioning certificates.
4. Obtain a letter in English from your current Bishop of your Methodist Denomination/Other Denomination that you are in good standing and stating your current appointment status.
5. If coming from another Methodist denomination, provide documentation from The General Commission on Christian Unity and Interreligious Concerns that your Methodist denomination is on the approved for transfer list with the United Methodist Church. (this exempts you from the two year provisional membership required of all others coming from other denominations)
6. Provide a notarized statement: a) detailing any convictions for felony or misdemeanor or written accusations of sexual misconduct or child abuse; or b) a notarized statement certifying that this candidate has not been convicted of a felony or misdemeanor, or accused in writing of sexual misconduct or child abuse.
7. Submit English copies of educational transcripts – undergraduate, graduate and seminary to District Superintendent, or another designated BOM member to be submitted to the General Board of Higher Education and Ministry in Nashville for certification that the educational requirements for conference membership have been met. In cases where additional education is required, the Mountain Sky Conference Board of Ordained Ministry, in consultation with the person seeking transfer, will determine an educational plan.
8. Obtain a letter of recommendation regarding the transfer from the District

Superintendent of your current MSC appointment (and senior pastor where applicable).

9. Initiate a background and credit check through the District Office. (The cost for this will be billed to the person requesting. The 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 Mountain Sky 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 Bishop's office.)
10. Initiate a psychological assessment with the Mountain Sky Conference approved psychologist.
 - A) If the home denomination has a psychological assessment which is less than five years old, this will be accepted provided the documentation is released to the Bishop's office by April 1. For all others, please contact BOM Coordinator, Kaitlin Kahrs at kkahrs@mtnskyumc.org by February 15 to arrange for the assessment. Cost is \$925 and is paid by you.
 - B) This is based on having two appointments in her office. One will be for a three hour test administration (MMPI) and the second for a consultation. For those who are out of state, special arrangements will need to be made with the Conference Ministerial Assessment Specialist.
 - C) A release will be signed with Dr. Bowers that her report be sent to Bishop Oliveto. The person being assessed will receive a phone call or written correspondence in regards to the report from Dr. Bowers. As a matter of confidentiality and privacy, the psychological assessment report is kept on file in the Episcopal office with access by the Bishop, the supervising District Superintendent and the person who was assessed, by written request.
11. Consult with the chairperson or executive committee of the Board of Ordained Ministry to determine that all standards for conference membership established by the Discipline and the annual conference have been met. A letter on this consultation will need to be submitted by the Board of Ordained Ministry to Bishop Oliveto.
12. Contact Bishop Oliveto's office when you have finished each of these steps and to confirm that all the required materials have been received by her office. All materials need to be received by April 1. On the Board of Ordained Ministry recommendation, and in consultation with the Cabinet, Bishop Oliveto will make the decision regarding the transfer. Notification will come from the MSC Episcopal office.

Ordained clergy from other Christian Denominations serve as Provisional Members for **at least two years** while they are completing all the requirements of Par. 347.2 2016 UMC Book of Discipline, including courses in UM history, doctrine and polity, before being admitted into full conference membership.

Ordained clergy from other Christian Denominations who ever previously held clergy membership in an annual conference of The United Methodist Church shall provide documentation as to when and under what circumstances the connection with such annual conference was severed.

Appendix I – Release of Information Form follows

Transfer Appendix I: Authorization for the Release of Personnel, Mental Health, Substance Abuse and Medical Records

Note: If ordination credentials have been held in more than one Denomination or Conference a separate release of information form needs to be signed and provided for each.

I, _____ (Print full name of clergy person) hereby authorize

_____ (Bishop of Region of Methodist Denomination or Ecclesiastical Official of Other Denomination Where Credentials are Held or have been Held)

To release to:

**The Mountain Sky Conference Episcopal Office
Bishop Karen Oliveto
Attn: Nancy Cox, Episcopal Executive Assistant
6110 Greenwood Plaza Blvd.
Greenwood Village, CO, 80111**

bishop@mtnskyumc.org
Office: 303-733-0083

These parts of my personnel and medical records (clergy person needs to check all that they are willing to release):

- Letters/records of commendation/discipline
- Service record
- Performance evaluations & supervisory reports
- Mental health records, including psychological testing
- Substance abuse records (drug/alcohol)
- Statements of medical conditions

I authorize this release with the full knowledge that the contents of these documents designated may include medical diagnoses and treatments. This authorization shall be valid for a period of one year from the date of signature.

Signature of Clergy person

Date of Signature