



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

Local Pastor's District File Content Checklist

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____ Date file started: _____

Current appointment (charge): _____

Date of appointment: _____

Status: _____ Full time _____ Part time _____ Student

_____ Not currently appointed (License to be returned.)

_____ Certified as a candidate (§315.2a) Date: _____

_____ Completed Orientation to Ministry (§315.2b)

_____ Local pastor's licensing school completed and faculty evaluation and recommendation received (§315.2c)

Date completed: _____ School location: _____

Or

Completed 1/3 of M. Div. degree (§315.2c)

Seminary _____

_____ Application for Clergy relationship to the annual conference (form 105)

_____ Examined by the dCOM (§315.2d) Date: _____

_____ Approved by BOM (§315.6b) Date: _____

_____ BOM registrar notified of LP status Date: _____

_____ Course of Study completed

1st year _____

1st year advanced _____

2nd year _____

2nd year advanced _____

3rd year _____

3rd year advanced _____



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

4th year _____

4th year advanced _____

5th year _____

License for pastoral ministry renewed (must be renewed annually)

Dates _____

_____	_____
_____	_____
_____	_____

License must be returned if no longer appointed