

Checklist for the Year 2023  
for  
Board of Ordained Ministry Candidates

for Commissioning (1A), Ordination (1B), Associate Membership,  
Transfer between Orders, or from another Denomination (1C)

(You are responsible for making sure that all these items are requested and submitted, even when other persons are involved. Details of requirements are found on the website <https://www.unyumc.org>.)

(1) For All Candidates:

- \_\_\_\_\_ Background check, dated no earlier than October 15, 2017 (5 years old)
- \_\_\_\_\_ Psychological Assessment report dated no earlier than October 15, 2017 (5 years old)
- \_\_\_\_\_ Medical Report (Form 103) submitted, dated no earlier than October 15, 2020 (2 years old)
- \_\_\_\_\_ District Superintendent's letter requested
- \_\_\_\_\_ District Superintendent's letter uploaded to Passageumc
- \_\_\_\_\_ Up-to-date Autobiographical Narrative Statement (in addition to Form 102) uploaded to Passageumc
  
- \_\_\_\_\_ Official Transcripts requested from all educational institutions and programs
- \_\_\_\_\_ Official Transcripts submitted to Registrar
  
- \_\_\_\_\_ Application Form 105 completed and uploaded to Passageumc
- \_\_\_\_\_ Disclosure Form 114 completed and uploaded to Passageumc
- \_\_\_\_\_ Biographical Info Form 102 completed and uploaded to Passageumc
- \_\_\_\_\_ Theological Reference Form 109 completed and uploaded to Passageumc

(In addition) (1A) For Candidates for Commissioning as Deacon or Elder

- \_\_\_\_\_ DCOM recommendation by October 15
- \_\_\_\_\_ Completion of Educational Requirements (2016 Discipline para. 324) verified by UNY Board of Ordained Ministry through the Registrar and notification given to candidate
  
- \_\_\_\_\_ 6-session Bible Study prepared and uploaded to Passageumc
  
- \_\_\_\_\_ Written questions uploaded to Passageumc
- \_\_\_\_\_ Sermon (Oral Proclamation) presented and video-recorded
- \_\_\_\_\_ Sermon (Oral Proclamation) manuscript or transcript uploaded to Passageumc
- \_\_\_\_\_ Sermon (Oral Proclamation) video uploaded to this web page: [www.wetransfer.com](http://www.wetransfer.com) using this email address: [marydalGLISH@unyumc.org](mailto:marydalGLISH@unyumc.org)
- \_\_\_\_\_ Worship bulletin from proclamation service uploaded to Passageumc
- \_\_\_\_\_ District Committee on Ordained Ministry (DCOM) report submitted

(1B) (In addition) For Candidates for Ordination as Deacon or Elder

- \_\_\_\_\_ Written request to BOM to be interviewed for Ordination by October 15
- \_\_\_\_\_ Completion of Educational Requirements verified by UNY Board of Ordained Ministry through the Registrar and notification given to candidate (2016 Discipline para. 330.3 for Deacon, 335 (3) for Elder)
- \_\_\_\_\_ Commissioning in 2015 or later (8 years maximum)
- \_\_\_\_\_ Equivalent of two years full-time service under episcopal appointment (equivalency must be verified by the Board of Ordained Ministry)
- \_\_\_\_\_ Participation in Provisional Residency Program (minimum 3 times in 2 years, 1 per year thereafter)
- \_\_\_\_\_ Mission project completed within the Provisional period
- \_\_\_\_\_ Mission project reflection report uploaded to Passageumc
- \_\_\_\_\_ Bible Study taught
- \_\_\_\_\_ Bible Study evaluation report uploaded to Passageumc
- \_\_\_\_\_ Written questions uploaded to Passageumc (2016 Discipline 330.5, pages 256-257, for Deacons, 335 (8), pages 268-270, for Elders)
- \_\_\_\_\_ Sermon (Oral Proclamation) presented and video-recorded
- \_\_\_\_\_ Sermon (Oral Proclamation) manuscript or transcript uploaded to Passageumc
- \_\_\_\_\_ Sermon (Oral Proclamation) video uploaded to this web page: [www.wetransfer.com](http://www.wetransfer.com) using this email address: [marydalGLISH@unyumc.org](mailto:marydalGLISH@unyumc.org)
- \_\_\_\_\_ Worship bulletin from proclamation service uploaded to Passageumc
- \_\_\_\_\_ In-Church or In-Situation interview conducted
- \_\_\_\_\_ In-Church or In-Situation report uploaded to Passageumc
- \_\_\_\_\_ Mentor's report requested
- \_\_\_\_\_ Mentor's report uploaded to Passageumc
- \_\_\_\_\_ Any additional individual requirements (e.g. CPE) completed and reports or reflections uploaded to Passageumc.

(In addition) (1C) For Associate Membership  
or Transfer from one Order to another  
or Transfer from another Denomination

- \_\_\_\_\_ Completion of Educational Requirements verified by UNY Board of Ordained Ministry through the Registrar and notification given to candidate



- \_\_\_\_\_ Participation in Provisional Residency Program  
(minimum 3 times in 2 years, 1 per year thereafter)
  
- \_\_\_\_\_ Mission project completed within 2 years before Associate Membership or Transfer
- \_\_\_\_\_ Mission project reflection report uploaded to Passageumc
  
- \_\_\_\_\_ 6-session Bible Study prepared and uploaded to Passageumc
- \_\_\_\_\_ Bible Study taught
- \_\_\_\_\_ Bible Study evaluation report uploaded to Passageumc
  
- \_\_\_\_\_ Written questions uploaded to Pathways (2016 Discipline para.335 (8), pages 268-270)
  
- \_\_\_\_\_ Sermon (Oral Proclamation) presented and video-recorded
- \_\_\_\_\_ Sermon (Oral Proclamation) manuscript uploaded to Passageumc
- \_\_\_\_\_ Sermon (Oral Proclamation) video uploaded to this web page: [www.wetransfer.com](http://www.wetransfer.com) using  
this email address: [marydalGLISH@unyumc.org](mailto:marydalGLISH@unyumc.org)
- \_\_\_\_\_ Worship bulletin from proclamation service submitted to Passageumc
  
- \_\_\_\_\_ In-Church or In-Situation interview conducted
- \_\_\_\_\_ In-Church or In-Situation report uploaded to Passageumc
  
- \_\_\_\_\_ Mentor's report requested
- \_\_\_\_\_ Mentor's report uploaded to Passageumc
  
- \_\_\_\_\_ Any additional individual requirements (e.g. CPE) completed and reports or reflections  
uploaded to Passageumc.