

Upper NY Conference
REQUIRED WORK FOR CANDIDATES SEEKING
TRANSFER from OTHER DENOMINATIONS

INSTRUCTIONS:

1. Due Date: on or before January 6, 2025. It is the policy of the Board of Ordained Ministry to accept nothing submitted after 11:59 pm on January 6. No exceptions will be granted.
2. Upload the work below onto the Passageumc web site. You will be given instructions regarding how to do this by the Board of Ordained Ministry Registrar, Rev. Ann Kemper, BOMregistrar@unyumc.org.
3. Bring one copy of the work below to your interview, for your own reference.
4. Familiarize yourself with all of Paragraph 347 of the *2016 Book of Discipline*, and be sure that you have completed all of the requirements. It is your responsibility to verify that all paperwork has been sent in by schools, physicians, District Committees on Ministry, District Superintendents, and others.

Written Questions

1. Answer the twenty-two questions found in Paragraph 335 (8) of the *2016 Book of Discipline*.
2. Please state the question in your paper, then give your response.
3. Begin a new page for each new question.
4. Answer each question in no more than three pages. Answers may be shorter than three pages.
5. Double space your writing and number your pages.
6. Professional standards of English composition and sensitivity to inclusive language are required in the presentation of all materials.
7. Use proper bibliographic citation (for example, MLA or Turabian style) for all quotations and ideas of others (full, partial, or paraphrased) that you use. Include a properly formatted bibliography at the end of your questions.
8. When you upload your Discipline questions onto Passageumc, upload them all as one document (do not upload each question separately), and name your document *Your last name Your first initial 2025 Written Questions*.
9. Questions to ask yourself:
 - a. In the answers I've given, do I demonstrate knowledge of the biblical foundations and theological traditions of the United Methodist Church, and do I demonstrate how these interact with my personal beliefs? Am I able to answer affirmatively to each of the questions of the *Historic Examination for Admission into Full Connection* (Paragraph 336)?
 - b. How and to what extent do I show the ability to integrate my experience in ministry with my theological understandings?

- c. What sense of me and my call to ordained ministry is revealed?
- d. Have I answered the whole question?
- e. Have I proofread everything?
- f. Is this work my own?

Sermon

1. Prepare and preach a sermon based on the scripture passage of your choice.
2. Digitally record your sermon (both sound and sight).
3. Upload your sermon onto Passageumc. Name your file *Your last name Your first initial 2025sermon* on Passageumc.
4. Upload a manuscript or transcript of your sermon (double spaced). Name your file *Your last name Your first initial 2025Sermon Manuscript* on Passageumc.
5. Upload the bulletin of the worship service in which this was preached. Name your file *Your last name Your first initial 2025 Bulletin* on Passageumc.

Bible Study

Develop, teach, and evaluate a 6-session Bible Study based on a single biblical book of your choice.

This Bible Study must be of your own design, with the assistance of reference materials. Show that you have done research and know the material yourself.

We are looking for studies that are fully developed in terms of learning goals and objectives for the overall study, as well as each of the six lessons. Please state these goals. Be sure your goals are Specific, Achievable, and Measurable (SAM).

Pay attention to various learning styles and include activities that meet the needs of individual learners. Include at least one hands-on activity for each lesson. Be creative!

Design these studies so another person could step in and teach a lesson. Include questions and conversation topics as well as instructions for all activities, the schedule for each lesson, a materials list for each lesson, and a list of resources to be used when teaching the class (CD's, DVD's, books, other media).

Describe the age and abilities of the expected students (e.g., toddlers, seniors, new to Bible study or seasoned).

Describe the classroom environment (e.g., inside, outside, classroom, living room).

Include a properly documented (for example, MLA or Turabian style) list of resources you used to develop this study.

Include a form of evaluation appropriate for the students to use at the end of the class.

When you upload your Bible Study onto Passageumc, name your file *Your last name Your first initial 2025 Bible Study*.

Possible resources for your consideration as you prepare your Bible studies:

Bruce, Barbara. 7 Ways of Teaching the Bible to Adults: Using Our Multiple Intelligences to Build Faith. Abingdon, 2000.

---. 7 Ways of Teaching the Bible to Children. Abingdon, 1996.

Dykstra, Craig. Growing in the Life of Faith: Education and Christian Practices. Westminster John Knox, 2005.

Fowler, James W. Stages of Faith: The Psychology of Human Development. HarperCollins, 1981.

Griggs, Donald L. Teaching Today's Teachers to Teach. Abingdon, 2003.

LeFever, Marlene. Creative Teaching Methods: Be An Effective Christian Teacher. David C. Cook, 1996.

Mission Requirement

Pastors applying for Transfer of Membership to and recognition of Ordination by the Upper NY Annual Conference are required to participate in a mission project. The project must be completed and the report submitted by the Passageumc Deadline Date of the year the candidate comes for the interview (January 6, 2025).

The intention of this mission project is to be a formational and life-changing experience for you in your ministry. Please practice prayerful discernment in the selection of your mission project.

- The mission project is to take place in an international or significantly cross-cultural setting.
- It must be at least 5 days in length, not including travel.
- It must take place within the two-year period before the Associate Membership interview.
- **Here are things you should consider as you are selecting a mission project/experience:**
 - Location of the mission project
 - Dates

- Organization sponsoring this mission project (e.g., VIM, Habitat for Humanity, a local church)
- Kind of work involved and projected outcomes
- Why you chose this mission project and your learning goals for this experience
- How do you expect that your being in this place will impact the lives of those you encounter?
- Describe your current cultural context and how you do or do not fit into it
- If this is not an international trip, explain how this will fulfill the requirement of a “significantly cross-cultural” experience.
- How do you expect your experience will impact the way that you understand God and Humanity?
- How do you expect your experience will impact the way that you behave toward others?
- How do you expect your experience will impact the way that you lead people in Christian ministry?

When your mission project has been completed, upload onto your Passageumc account a report (not longer than 3 double-spaced pages) that includes the following items:

- Name your report *Your Last Name Your first initial 2025 Mission Project*.
- Describe the nature of the mission project in which you took part. (Please limit this section to no more than 2 paragraphs.) Reflect on how this experience did or did not meet your expectations.
- Describe a theological issue you encountered through your participation in this project. What resources helped you reflect on this theological issue?
- Describe the cultural context in which you have been in mission. How is it different from your own?
- Describe any significant cross-cultural learning that resulted from your participation in this experience.
- What familiar experiences do you notice in the lives of folks you encountered?
- How has your being in that place impacted the lives of those you encountered?
- How has your being in that place impacted your own life? How are you different? What changes will you make because of this experience?
- What effect did your participation in this mission project have on your understanding of faith and ministry?
- How did your experience impact the way that you understand God and Humanity?
- How has your experience impacted the way that you will behave toward others?
- How will your experience impact the way that you lead people in Christian ministry?
- How did you or will you bring your congregation or ministry setting into this experience?

Don't forget: Name your report *Your Last Name Your first initial 2025 Mission Project* on Passageumc.

Other Requirements

Background check dated no earlier than October 15, 2020 (5 years old)

Psychological Assessment report

Medical Report dated no earlier than October 15, 2023 (2 years old).

See the checklist available on the <https://www.unyumc.org> website, Board of Ordained Ministry page for the full list of requirements.

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Division of Standards & Qualifications
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