



UMCARES Checklist – Appointment Request

- Official transcripts from all educational institutions have been sent and received by OCE
 - High School or GED
 - College
 - Seminary
 - COS/ACOS
 - Other Education

- All documents are in the correct font type (Arial 11 point) and size, double spaced, with 1-inch margins, and do not exceed the specified page limits noted in each application section.**

- Photo (may be uploaded as a jpg file)

- Documents uploaded as PDF files** (exceptions are **highlighted**)
 - Proof of Ordination
 - Florida Conference District Superintendent Recommendation
 - Current Bishop or Judicatory Leader Approval
 - Social Media statement – **form within UMCARES**
 - Personal Data Inventory Long Form
 - Medical Form
 - Accommodation Form
 - Spouse Signature Form (if applicable)
 - Disclosure and Release; and Credit Inquiry Release
 - Proclamation: **link to video** (made public and accessible)
 - Appointment Request Question Responses

- All steps the applicant is responsible for completed by electronically signing (look for the ✓ on the left-hand bar of the step)

- Follow-up with DS and (4) references to ensure forms have been completed and sent to OCE.

- Complete a self-reference

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