



Request to be Appointed to Serve in The Florida Conference:

I. From Other Annual Conferences and Other Methodist Denominations ¶346.1, 2016 Book of Discipline

II. From Other Christian Denominations - ¶346.2, 2016 Book of Discipline

From Other Annual Conferences and Other Methodist Denominations ¶346.1, 2016 Book of Discipline

1. Prior to initiating any conversation with The Florida Conference the clergy person is to inform their district superintendent and Bishop (and other appropriate supervisory personnel) from their ordaining conference or denomination of their intention of exploring the possibility of serving in ministry in The Florida Conference. Evidence of such communication is to be provided to the Office of Clergy Excellence of the Florida Conference.
2. Having received the approval of the judicatory leaders of their own Conference as in (1) above, the clergy person must contact a District Superintendent of The Florida Annual Conference who is willing to recommend them for an appointment in the Florida Conference. Contact information may be found at <https://www.flumc.org/districts>.
3. If the clergy person is seriously being considered for an appointment in The Florida Conference, and has been recommended by a Florida DS to apply, they will be invited to meet with the **Florida Entrance Admissions Team (FEAT)** after completing an online **Application (in UMCARES) for an Appointment to Serve in the Florida Conference either as a member of another Annual Conference or of another Methodist Denomination. The Florida Entrance Admissions Team** is convened by the Assistant to the Bishop and includes the Director of the Office of Clergy Excellence, a member of the Appointive Cabinet and two members of the Board of Ordained Ministry who will evaluate each application regarding their fit with the Florida Conference. The focus of the application and the interview will be on theology, polity, leadership and proclamation. FEAT meets once a year in January.
4. Prior to meeting with the Team, the clergy person completes a background check, psychological assessment, and a Personal Data Inventory (PDI) along with a completed Application for An Appointment which is **due by November 15**. The clergy person's current district superintendent or judicatory supervisor of their ordaining conference or denomination shall provide the Team with a reference. Three other references, as specified in the application, will also be required. The clergy person will be responsible for costs related to all background checks, psychological assessments and travel to the in-person interview with the Team.

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5. Prior to meeting with the Team, the clergy person will submit a written response to the application questions and upload a link to a worship service that includes a sermon (Elder) or proclamation video that demonstrates their ministry (Deacon) as specified in the UMCARES online **Application for an Appointment to Serve in the Florida Conference as a member of another Annual Conference or Other Methodist Denomination. This application is due by November 15.**
6. Upon meeting with the clergy person, the Team makes a recommendation to the Cabinet. **An approval from FEAT does not guarantee an appointment.** Such an approval means that the clergy person's name will be added to the pool of pastors under consideration for an appointment in the Florida Conference. Placement in an appointment will be based on fit and need and is a decision made by the Cabinet.
7. It has been the practice of the Florida Conference to only consider full Deacons or full Elders for an appointment in the conference.
8. In the event that the Bishop of the sending Conference and the Florida Conference agree to an appointment in the Florida Conference after the application date in November and completion of the F.E.A.T. process in January, the clergy person will be required to complete an **Application For An Appointment to Serve in the Florida Conference as a Member of An Other Annual Conference or Other Methodist Denomination to be considered by a “mini” FEAT process.**

TRANSFER PROCESS: see the Florida Transfer Process for more details.

9. After two full years of effective ministry under appointment in the Florida Conference the clergy person may request (with the prior approval of the Appointive Cabinet obtained via their DS) to transfer their conference membership to the Florida Conference. ¶347.1 &.2 of The Book of Discipline and the Florida Conference Transfer Process will govern this transfer process. Such an action requires the approval of the receiving Bishop (Florida), the sending Bishop, and the **Executive Committee of the Florida Board of Ordained Ministry**. A completed Application for **Transfer from Other Annual Conferences or Methodist Denominations** must be submitted to the Executive Committee of the Board of Ordained Ministry by October 1.
10. **If the clergy person is seeking to transfer from another Methodist denomination,** all transcripts of educational endeavors and documentation of ordination must be submitted to the Office of Clergy Excellence to determine if the clergy person meets the educational and ordination requirements of The United Methodist Church. An Application for Transfer from Another Methodist Denomination cannot be considered by the Executive Committee of the Board of Ordained Ministry until all educational requirements have been met, ordination verified and the Appointive Cabinet has agreed that an Application for Transfer may be submitted to the Board. See the Florida Conference Transfer Policy for more details.

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II. From Other Christian Denominations - ¶346.2, 2016 Book of Discipline

1. Prior to initiating any conversation with The Florida Conference, the clergy person is to inform their district superintendent and Bishop or equivalent judicatory leader of their current denomination (and other appropriate supervisory personnel) of their intention of exploring the possibility of serving in ministry in The Florida Conference. Evidence of such communication is to be provided to the Office of Clergy Excellence of the Florida Conference.
2. Having received the approval of the judicatory leaders of their own denomination as in (1) above, the clergy person must make contact with a District Superintendent of The Florida Annual Conference who is willing to recommend them for an appointment in the Florida Conference. Contact information may be found at <https://www.flumc.org/districts>.
3. If the clergy person is seriously being considered for an appointment in The Florida Conference and has been recommended by a Florida DS to apply, they will be invited to meet with the **Florida Entrance Admissions Team (FEAT)** after completing an online **Application for an Appointment to Serve in the Florida Conference from Another Christian Denomination** in UMCARES (our online file management program). **The Florida Entrance Admissions Team** is convened by the Assistant to the Bishop and includes the Director of the Office of Clergy Excellence, a member of the Appointive Cabinet, and two members of the Board of Ordained Ministry who will evaluate each application regarding fit with the Florida Conference. The focus of the application and interview will be on theology, polity, leadership and proclamation. FEAT meets once a year in January.
4. Prior to meeting with FEAT, the clergy person completes a background check, psychological assessment, a Personal Data Inventory (PDI), and provides proof of ordination and educational credentials along with a completed FEAT Application for An Appointment from Another Christian Denomination which is **due by November 15**. The clergy person's current district superintendent or judicatory supervisor from their ordaining denomination shall provide the Team with a reference. Three other references, as specified in the application, will also be required. The clergy person will be responsible for costs related to all background checks, psychological assessments and travel to the in-person interview with the Team.
5. Prior to meeting with the Team, the clergy person will submit a written response to the Application questions and upload a link to a worship service including a sermon (Elder) or proclamation video that demonstrates their ministry (Deacon) as specified in the UMCARES online **Application for an Appointment to Serve in the Florida Conference from Other Christian Denominations. This application is due by November 15**.

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6. Upon meeting with the clergy person, the Team makes a recommendation to the Cabinet. **An approval from FEAT does not guarantee an appointment.** Such an approval means that the clergy person's name will be added to the pool of pastors under consideration for an appointment in the Florida Conference. Placement in an appointment will be based on fit and need and is a decision made by the Cabinet.
7. It has been the practice of the Florida Conference to only consider fully ordained clergy for an appointment in the conference.
8. If the Bishop or judicatory leader of the sending Denomination and the Florida Conference agree to an appointment in the Florida Conference **after** the completion of the F.E.A.T. process in January, the clergy person will be required to complete an **Application for an Appointment to Serve in the Florida Conference from Another Christian Denomination by November 15 of that same year.**

TRANSFER PROCESS: see the Florida Transfer Process for more details.

9. After two full years of effective ministry under appointment in the Florida Conference the clergy person (with the recommendation of the Appointive a cabinet via their DS) may request to transfer to the Florida Conference to have their orders recognized and be received as a Local Pastor or provisional member of the conference. ¶347.3 of The Book of Discipline and the Transfer Policy of the Florida Conference will govern this process. Such an action requires the approval of the receiving Bishop (Florida), the sending Bishop or judicatory authority, and the Florida Board of Ordained Ministry. A completed **Application for Transfer from Another Christian Denomination for Local Pastor status or Provisional Membership**, must be submitted to the District Committee on Ordained Ministry for recommendation to The Florida Conference Board of Ordained Ministry. The clergy person seeking to transfer From Another Christian Denomination, must submit all transcripts of educational endeavors (undergraduate and graduate) and documentation of ordination to the Office of Clergy Excellence to determine if the clergy person meets the educational and ordination requirements of The United Methodist Church and to determine the clergy relationship for which the clergy person is eligible to apply (local pastor or provisional member). The applicant must serve under appointment as an Local Pastor or provisional member for two years before applying for Full Connection.
10. An Application for Transfer from Another Christian Denomination for Full Connection and Recognition of Orders cannot be considered by the Conference Board of Ordained Ministry until all educational ordination requirements have been met and an Application for Transfer for Full Connection has been submitted. The clergy person receives that Application for Transfer and Recognition of Orders through the Office of Clergy Excellence once they have received the recommendation of the Appointive Cabinet obtained by their DS and must complete all requirements as determined by the Conference Board of Ordained Ministry.

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The Florida Conference
OF THE UNITED METHODIST CHURCH

Appointment Request Application Guidelines
Other Methodist/Christian Denominations, Other UMC

Your responses should follow the BOM writing guidelines and the following page requirements.

- 2 page limit per question
- Your bibliography is NOT included in this page count.

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