



UMCARES Checklist – Local Pastor

- 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 Arial 11 point typeface, 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 noted by **highlighting**)
 - Personal Data Inventory Short Form
 - Spouse Signature Form (if applicable)
 - Medical Form
 - Accommodation Form
 - Social Media Statement – **form within UMCARES**
 - Disclosure and Release and Credit Inquiry Release
 - Financial Disclosure (converted to a PDF)
 - Credit Report including FICO Score
 - Growth Area Assignment Reports (self and mentor/provider reports)
 - Personal Growth Question Responses
 - Statement of Intellectual Integrity – **form within UMCARES**
 - Leadership Question Responses
 - Proclamation Question Responses
 - Sermon Manuscript
 - Exegesis
 - Proclamation: **link to video** (made public and accessible)
 - Theology Question Responses
 - iThenticate Submission and Report

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

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