



UNITED METHODISTS OF  
**Arkansas**  
**Local Pastor Process Checklist**

Name \_\_\_\_\_ District \_\_\_\_\_

Mentor \_\_\_\_\_

**This checklist is intended to help guide you through the process of being a Local Pastor in the Arkansas United Methodist Conference  
 2016 United Methodist Discipline  
 License for Pastoral Ministry ¶ 315-320**

1. ¶ 310.1-2 Complete conditions for candidacy certification in \_\_\_\_\_ Date \_\_\_\_\_  
See BOM Certified Candidate checklist
2. Attend Local Pastors License School \_\_\_\_\_ Date \_\_\_\_\_
3. ¶ 316.3 Assigned by Bishop to a Congregation \_\_\_\_\_ Date \_\_\_\_\_
4. Register License with County Court House \_\_\_\_\_ Date \_\_\_\_\_
5. ¶ 348.4 & 316.4 Mentor Assigned by DS/meet yearly with mentor \_\_\_\_\_ Date \_\_\_\_\_
6. Attend UM History, Polity, Doctrine

These classes can be taken at any time during the educational process, but must be completed within 2 years of COS completion. Taken at an Advanced Course of Study School or University Senate approved seminary, or online at GBHEM. Taking UM Doctrine, Polity and History, can get credit for 224 and 422.

Class#	School	Date
UM History		
UM Polity		
UM Doctrine		

¶319.3 Attend Course of Study School. Part time Local Pastors may attend a Regional COS, Extension COS or GBHEM online COS. Full time Local Pastors must attend a Regional COS or GBHEM online COS. Up to one-half of Course of Study may be online courses;

Class #	Name	School	date
121	Bible I (must be taken prior to any other courses)		
122	Theological Heritage I (must be taken prior to any other courses)		
124	Transformative Leadership		
221	Bible II		
222	Theological Heritage II		
223	Worship & Sacraments		

224*	Administration & Polity		
321	Bible III		
322	Theological Heritage III (prerequisite 222)		
323	Congregational Care		
324	Preaching		
421	Bible IV		
422*	Theological Heritage IV		
423	Mission		
424	Ethics		
521	Bible V		
522	Theological Heritage V		
523	Evangelism		
524	Theological Reflection: Practice of Ministry		

7. ¶ 319.3 Receive Credit for Basic Course of Study – 21 classes Date\_\_\_\_\_  
 A full-time local pastor shall complete the Course of Study curriculum within eight years and a part-time local pastor within twelve.

8. Meet annually with the District Board of Ordained Ministry Date/s\_\_\_\_\_

**UPON COMPLETION of BASIC COURSE of STUDY and UM HISTORY, POLITY and DOCTRINE, LP may apply for Associate Membership Associate Membership ¶321-323.**

1. Age of 40 Date\_\_\_\_\_
2. Serve four years as a Full-Time Local Pastor Date\_\_\_\_\_
3. Complete a minimum of sixty semester hours toward an undergraduate degree Date\_\_\_\_\_
4. Meet with District Superintendent Date\_\_\_\_\_
5. Complete Form AR105, Change of Conference Relationship by July 15 Date\_\_\_\_\_
6. Meet with dCom Date\_\_\_\_\_
7. If approved by dCOM, receive assignment letter from BOM Date\_\_\_\_\_
8. Complete and submit all assignments to BOM by January 31 Date\_\_\_\_\_
9. Interview with BOM Date\_\_\_\_\_
10. If approved, recognized as an Associate Member at next Clergy Session Date\_\_\_\_\_

**UPON COMPLETION of BASIC COURSE of STUDY, UM HISTORY, POLITY DOCTRINE, and 32 hours of Advanced Course of Study, LP may apply for Provisional Membership.**

**Provisional Membership ¶324.6**

1. Serve four years as a Full-Time Local Pastor Date\_\_\_\_\_
2. Complete 32 hours of Advanced Course of Study including 10 Discipline courses Date\_\_\_\_\_
3. Complete an undergraduate degree Date\_\_\_\_\_
4. Meet with District Superintendent Date\_\_\_\_\_
5. Complete Form AR105, Change of Conference Relationship by July 15 Date\_\_\_\_\_
6. Submit preliminary answers to Questions ¶ 324.9.a-p to dCom by July 15 Date\_\_\_\_\_
7. Meet with dCom Date\_\_\_\_\_
8. If approved by dCOM, receive assignment letter from BOM Date\_\_\_\_\_
9. Complete and submit all assignments to BOM by January 31 Date\_\_\_\_\_
10. Interview with BOM Date\_\_\_\_\_
11. If approved, commissioned as a Provisional Member at next Clergy Session Date\_\_\_\_\_