

North Texas Annual Conference

Checklist for persons applying for Provisional Membership

Full Name

(F/M/L) _____

Make sure the Conference Registrar (April Bristow) has the following:

____ Choice Point Background Check. [**FAX Authorization form directly to Choice Point.**]

____ Psychological Profile. [**Sent to BOM Registrar from DCOM or evaluating agency.**]

Make sure the Conference File Administrator (Duane VanGiesen) has the following:

____ District Committee on Ministry approval.

[Check with Duane VanGiesen, at vangiesen@ntcumc.org, to see if this 'Approval' is in your file.]

References:

____ Sr. Pastor/SPRC Chairperson who oversees work.

____ Mentor Pastor from candidacy studies.

____ Reference - candidate's choice.

____ Field Instructor from Seminary internship experience.

____ Lay person from your ministry setting.

____ District Superintendent.

Also:

____ Theological School Recommendation.

____ Biographical Information Form.

____ Medical Report Forms.

____ Autobiographical Statement.

____ Undergraduate Transcript. (Mailed to: File Administrator)

____ Seminary Transcript: Mailed to File Administrator. Graduation date_____.

____ Photographs (2). (High quality, professional attire for Reporter & Journal)

____ Sermons (14 copies), CD's or DVD's (5 copies)

____ Worship bulletins. (14 copies)

____ Bible Study. (14 copies)

____ Answers to Disciplinary Questions. (14 copies)

____ Proofreading Assistance Acknowledgement.

____ Notarized Statement.

***Mail or Deliver All Work to the BOM File Administrator**

Mailing Address

Rev. Duane VanGiesen
File Administrator – BOM
PO Box 866128
Plano, TX 75086-6128

Delivery Address

Rev. Duane VanGiesen
File Administrator – BOM
500 Maplelawn Drive
Plano, TX 75075

Email: vangiesen@ntcumc.org

Phone: 972-526-5046

Fax: 972-526-5047