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## Full Connection Instruction Packet

2026-2027

As you prayerfully begin the application process for full connection and ordination, please approach it with the utmost care. This is a serious discernment process to affirm your effectiveness to serve God and God's people as an ordained clergyperson.

**Recognizing the sacredness of God's call, the Board of Ordained Ministry – on behalf of the Church – will thoughtfully consider:**

- Your call and effectiveness in ministry
- Thorough reading of your full written exam and in-person interview
- A careful review of all references
- Your academic transcripts
- Site visit to your ministry setting
- Your conduct and behavior displayed throughout the application and credentialing process.

<p><b>Read this packet carefully and completely.</b></p>
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This packet is intended to guide you through the next steps in the Full Connection process. The forms, exams, and other materials you will complete are posted at [www.calpacumc.org/bom/fullconnection](http://www.calpacumc.org/bom/fullconnection). Please note the details for how, when and to whom to submit components of your application.

Your main point of communication with the Board of Ordained Ministry (BOM) is Rev. Dr. Amy Aitken, Full Connection Registrar – [fcregistrar.calpac@gmail.com](mailto:fcregistrar.calpac@gmail.com).

**Throughout the application process, please keep in mind:**

- Completing your process will take significant time, you are responsible for being proactive and ensuring all materials are submitted before the appropriate deadlines.
- The sermon video (or for deacons who choose the alternative proclamation project), Paper C, the Making Disciples Project, and Bible study are lengthy and cannot be completed quickly.
- All materials must be typed and submitted in a PDF file unless otherwise noted.
- Deadlines vary for different sections of the application. The BOM maintains a strict deadline policy.
- Save a copy of all forms, correspondence, and papers you submit.

**Failure to meet any deadline results in the automatic cancellation of your application process this year. All required materials must be emailed on or before the stated deadline. In order to ensure fairness in the process, there are no exceptions for missing a deadline.**

## Application Requirements

### Applicants must have completed:

- Eight Residency in Ministry events by May 31, 2027.
- Educational requirements:
  - Elder applicants – a Master of Divinity degree or Basic and Advanced Course of Study.
  - Deacon applicants – a Master of Divinity or a master's degree in the area of specialization in which the deacon will serve, or completed an alternate educational route previously approved by the Cal-Pac BOM.
  - All theological education must have been completed at a [United Methodist seminary](#) or at an [institution listed by the University Senate](#) of The United Methodist Church or through approval of an equivalency degree by the General Board of Higher Education and Ministry (GBHEM).
- A minimum of two years full-time service (or the equivalent in part-time) in an appointment under the supervision of a district superintendent (this requirement must be met after the completion of all educational requirements).
- See ¶330 (deacons) or ¶335 (elders) in the *Book of Discipline of the United Methodist Church (2020/2024 edition)* for a complete list of requirements.

### Application and interview requirements:

The full connection status provides ordination for deacons and elders and a guaranteed appointment for elders. Applicants for full connection will write papers and interview in their year of application. The credentialing process evaluates applicants for effectiveness in ministry.

### Unless otherwise noted, email all application materials to both:

- Cathy Wilson, BOM Associate Director – [cwilson@calpacumc.org](mailto:cwilson@calpacumc.org)
- Rev. Dr. Amy Aitken, BOM Full Connection Registrar – [fcregistrar.calpac@gmail.com](mailto:fcregistrar.calpac@gmail.com)

## Section One – Four Requirements

**Timeline – Section One requirement is due July 15, 2026, on or before 2:00 p.m. (Pacific Time).**

### Full Connection Application Form:

- After May 15, 2026, access the application form at [www.calpacumc.org/bom/fullconnection](http://www.calpacumc.org/bom/fullconnection).
- Once you submit the form, it will automatically be sent to:
  - Rev. Dr. Amy Aitken, BOM Full Connection Registrar
  - Cathy Wilson, BOM Associate Director
- The application form formally begins the application process and alerts the BOM of your intent to apply for full connection membership and ordination.
- You will receive a confirmation email of your application. Please do not send the application form in a separate email since it is automatically distributed once you submit the completed form online.

- **Prior applicants must submit a new application to apply in 2026.**

**☐ Official Academic Transcripts**

- Required for final theological education, if not already submitted.
- Transcripts must be received by Cathy Wilson directly from the educational institution.
- Request the issuing institution to send an official transcript:
  - Email directly from the institution to Cathy Wilson, [cwilson@calpacumc.org](mailto:cwilson@calpacumc.org) (preferred), or
  - Mail directly from the institution to Cathy Wilson, 246 Inverness Pl., Glendora, CA 91741.
- If you have previously applied for full connection and have submitted your final transcripts, confirm with Cathy Wilson whether your transcripts are in your BOM file before requesting new ones.
- Transcripts must be RECEIVED by the BOM before the deadline.

**☐ Photo:**

- Upload a high-resolution JPEG or PNG **headshot** photo into the application form.
- This photo is projected during your introduction to the Clergy Session if the BOM recommends you for full connection.
- Do not wear a stole in the photo.

**☐ For Deacon Applicants Only - Alternative Proclamation Project Request (APP):**

- Deacon applicants who do not intend to preach regularly may choose an alternate project.
- Complete this step **ONLY** if you are requesting approval for an APP.
- Requests for an APP must be submitted by July 15, 2026.
- If the BOM does not receive an APP proposal from the applicant, the applicant will be expected to submit a preached sermon to complete this part of the application.
- More detailed information can be found at the end of this document.
- **If you are a prior applicant and you wish to do an APP, you must submit a new proposal.**

## Section Two – Site Visit

**Timeline – The site visit occurs between September 1, 2026 and December 1, 2026.**

**☐ Schedule a site visit with the BOM:**

- After August 15, 2026, the Team Leader will contact the applicant to arrange a site visit.
- The site visit will be conducted by members of the BOM who will visit you in your ministry context at a pre-arranged time.
- When the applicant is appointed to a local church, the site visit will be on a Sunday when the applicant is preaching.
- When the applicant is not appointed to a local church, the arrangements for site visits will vary based on the ministry setting.
- If you have previously had a site visit it is up to the discretion of the team as to whether an additional site visit will be required.

**☐ Site visit components (when appointment is at a local church)**

- BOM team members attend the primary worship service and participate in activities around worship (such as the coffee hour or greeting time).
- Meet with the S/PPRC or equivalent to share what will be required of the applicant for the full connection application process.

- Tour the church campus.
- Pray with and for the provisional member.

#### **Site visit components (when the appointment is not at a local church)**

- Visits will vary depending on the ministry setting. One of the team members who will conduct the site visit will talk with the applicant to receive input about what the applicant believes will make for the best understanding of the ministry context.
- A site visit shall include a meeting with the supervisor/board members or other leadership per the recommendation of the applicant to share what will be required of the applicant for the full connection application process.
- Other activities might include touring the ministry setting, meeting colleagues, or witnessing a ministry event.
- Pray with and for the provisional member.

## Section Three – Three Requirements

**Timeline – Section Three requirements are due on or before November 3, 2026 at 2:00 p.m. (Pacific Time).**

#### **Paper C:**

- Complete Paper C, Parts 1 – 4. Paper C includes:
  - Examination (Part 1 – Reflections on Ministry).
  - Making Disciples Project (Part 2).
  - Written Bible Study (Part 3).
  - Worship & Proclamation Materials (Part 4).
  - If you were not recommended previously by the BOM, complete part 5.
- Instructions for uploading your video and sharing its link are found on the BOM website at [www.calpacumc.org/bom](http://www.calpacumc.org/bom) under the “Application Information” section.
- Email Paper C as one attachment in an email to the Full Connection Registrar and the Associate Director of the BOM. The PDF file attached needs to include all components of paper C. Include a link for your sermon video in the body of the email.
- If you were continued in the care of the Board of Ordained Ministry, please complete and return the Continuance form by the November 3, 2026 deadline.

#### **Personal References List:**

- Access the form at [www.calpacumc.org/bom](http://www.calpacumc.org/bom) under the “Application Information” section.
- Complete the online form and submit it.
- No changes may be made after the deadline without permission from the Full Connection Registrar.
- If you have any questions regarding the Reference List, please contact the Full Connection Registrar.
- **Prior applicants must submit a new Reference List.**

## Section Four – Interview and BOM Recommendations – Three Requirements and a Luncheon Celebration

#### **Interview Criteria:**

If all application materials are received by the stated deadlines, and all written materials are fully completed and pass the BOM's plagiarism and AI check submitted through iThenticate, an interview will be scheduled.

- Interviews are currently planned for the week of March 1-5, 2027. **PLEASE KEEP THESE DATES CLEAR**, as there are no alternative dates available.
- The BOM will communicate the results of the interview to the applicant within one week of your interview.
- Travel assistance is available for hotel, mileage and airfare for those who live out of state, or more than 100 miles away from the retreat center by filling out the online form for reimbursement at [www.calpacumc.org/bomreimbursement](http://www.calpacumc.org/bomreimbursement).
- We want you to feel fully supported throughout your interview process. If English is not your first language, or if you would simply feel more comfortable having a translator available, the BOM can provide one for you. Please know that having a translator will have no impact on the outcome of your interview.

#### **BOM Recommendation:**

- If the applicant successfully completes the process, then the BOM recommends the applicant to the Clergy Session for final approval.
- Recommendation to the Clergy Session requires a three-fourths majority approval vote of the BOM.

#### **BOM Luncheon with the Bishop and Cabinet – Late Spring, 2027**

- The BOM hosts a luncheon with the Bishop and Cabinet for all those being recommended for associate membership, provisional membership, and full connection/ordination.

#### **Annual Conference Participation:**

- Clergy Session Approval:
  - The Clergy Session will vote on the recommendation of the BOM for the final decision to ordain the applicant and recognize them as a member in full connection.
  - Approval by the Clergy Session requires a three-fourths majority approval vote.
- Introduction to the Annual Conference at a plenary session.
- Commissioning and Ordination Service rehearsal.
- Be ordained as a deacon or elder at the Commissioning and Ordination Worship Service.

## **General Instructions for Paper C**

- Use the current year's exam questions for all papers.
- Type all papers. Use Times New Roman - 12-point font.
- Set margins for one (1) inch on all sides.
- Unless otherwise indicated, first type the question, followed immediately by your response. Questions should be **single-spaced**, and your responses should be **double-spaced**.
- **DO NOT** go over the page limit for the entire paper. Readers will stop reading at the limit.
- Include your name, the letter of the paper, and the page number in the upper right corner of every page (i.e., "**Susanna Wesley, C, 1 of 30**").
- **Proofread** your papers so that they are free of misspellings and grammatical errors. Presentation of work will influence your readers' perception of the quality of your work.

- **Check (repeatedly) that you have answered all questions completely.** Papers submitted with missing responses will be considered incomplete and will not be accepted.
- Your team will want to see a **full integration of your theological and biblical education with your practice of ministry.** Please make sure that answers reflect theological depth that has been informed, changed and challenged by the work you do in your ministry setting.
- Email all responses in **PDF** format, saved with the date of submission (year/month/day) followed by the paper letter, and your full name. (e.g., 2023-1101 Paper C Susanna Wesley.pdf).
  - Paper C – Combine all parts into one PDF document (Part 1, Part 2, Part 3 and Part 4 if doing an APP).
  - Attach Paper C to ONE EMAIL and include the link to the video in the body of the email.
- The Board of Ordained Ministry encourages you to check for plagiarism by using a detection program such as Turnitin (turnitin.com) before you submit your papers. This will help to ensure your exam papers are free of content misuse.

### For Deacon Applicants Only – Special Instructions for the APP (Alternative Proclamation Project)

- Your ministry context determines if you are required to submit a sermon or if you may request to submit an APP.
- Examples of a possible APP:
  - Training Sunday school teachers or VBS volunteers in how to share God’s word.
  - Training volunteers in mission in the theological reasons for why they do what they do.
  - Seminary professors teaching a class on sharing God’s word in the New Testament.
  - Demonstrating your proficiency in counseling or chaplaincy.
  - Musicians who give a recital or conduct a concert of sacred music with commentary on the theological and spiritual significance of the musical texts.
  - **Note:** A Bible study may not be used as an APP.
- To request approval to submit an APP for your application:
  - Email a one-page proposal summarizing what you would like to do for your APP.
  - The BOM will determine whether to approve your proposal and will respond to your request by September 22, 2026.
  - If your proposal is approved, submit your APP following the requirements in Paper C.
- See Paper C for more detailed information regarding the sermon and APP.
  - **Note:** A Bible study may not be used as an APP since a Bible study is already required in Paper C.

### Plagiarism Policy

All papers submitted to the Board of Ordained Ministry are vetted by software and board member review to detect plagiarized and/or AI usage. Proper footnotes and citations are required for all material used from other sources. Plagiarism may result in termination of an applicant’s credentialing process. For further information on our policies on plagiarism, visit: [www.calpacumc.org/bom](http://www.calpacumc.org/bom) under the Policies section.

### **Video Submission Instructions**

Instructions for uploading and sharing your video with the Board of Ordained Ministry are posted on the BOM website under the “Application Information” section.

### **Appeal Policy and Procedure**

An applicant has the right to appeal a decision of the Board of Ordained Ministry if they feel the process has been violated or abridged in some manner so as to prevent the applicant from fully complying with the requirements. See the Appeal Policy on the BOM website under the “Application Information” section.