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## **Associate Membership Instruction Packet**

**2025-2026**

As you prayerfully begin the application process for associate membership, please approach it with the utmost care. This is a serious discernment process to affirm your readiness to serve God and God's people as a clergy person in associate membership. Recognizing the sacredness of God's call, **the Board of Ordained Ministry – on behalf of the Church – will thoughtfully consider your call and qualifications through written and oral examinations, reference checks, psychological assessments, background checks, academic transcripts, site visit and the conduct and behavior displayed throughout the application and credentialing process.**

**Read this packet carefully and completely.**

Note the details for how and to whom to submit components of your application. This packet provides instructions for how to complete your application. The forms, exams, and other materials you will complete are posted at [www.calpacumc.org/bom/associate](http://www.calpacumc.org/bom/associate).

Your main communication with the Board of Ordained Ministry (BOM) is through:  
Rev. Karl Stuckenberg, Provisional Registrar – [pmregistrar.calpac@gmail.com](mailto:pmregistrar.calpac@gmail.com)

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

- Completing your process will take significant time, you are responsible for being proactive and ensuring all materials are submitted before the deadline.
- Papers A, B and C 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.
- Save a copy of all forms, correspondence, and papers you submit.
- You may check your file's contents by emailing the BOM Associate Director, Cathy Wilson, at [cwilson@calpacumc.org](mailto:cwilson@calpacumc.org).

**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

The Associate Membership status provides a guaranteed appointment and bypasses the BOM's Residency in Ministry required of provisional members. Applicants for associate membership will write both the provisional membership and full connection papers in their year of application. Applicants will interview twice with the BOM. The first interview will focus on the applicant's readiness to serve full-time in associate membership, and the second interview evaluates applicants for effectiveness in ministry.

### Applicants must have:

- Attended Orientation to Ministry before July 15, 2025.
- Served a minimum of four years in a full-time appointment in the California-Pacific Annual Conference. Part-time service will not be considered.
- Be currently appointed as a full-time local pastor.
- Reached age forty (40) by the time of being recognized as an Associate Member.
- Educational requirements:
  - Completed a minimum of 60 semester hours of undergraduate study.
  - Completed the Basic Course of Study or a Master of Divinity that includes the 30 hours, basic graduate theological studies (BGTS) (11 courses) at a school listed by the University Senate of The United Methodist Church.
  - If you have completed Advanced Course of Study or any other theological education, submit those transcripts as well.
- A current psychological assessment on file with the BOM. A current assessment is one that has been completed within the previous five years as of July 15, 2025. See details in Section Three below to update your psychological assessment if needed.
- See ¶322 in *The Book of Discipline of The United Methodist Church (2020/2024 edition)* for a complete list of requirements.

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

- Ms. Cathy Wilson, BOM Associate Director – [cwilson@calpacumc.org](mailto:cwilson@calpacumc.org)
- Rev. Karl Stuckenberg, BOM Provisional Registrar – [pmregistrar.calpac@gmail.com](mailto:pmregistrar.calpac@gmail.com)

## Section One – Eight Requirements

**Timeline - Section One requirements are due on or before July 15, 2025, at 2:00 p.m. (Pacific Time).**

### ☐ Recommendation from the Bishop and Cabinet:

- An email from the applicant's district superintendent on behalf of the bishop and cabinet must be submitted to Cathy Wilson at [cwilson@calpacumc.org](mailto:cwilson@calpacumc.org) recommending the local pastor's application for Associate Membership.
- The recommendation from the bishop and cabinet confirms that they believe the applicant is at an effectiveness level equivalent to that of an elder in full connection.
- Applicants must receive this recommendation in every year they apply for associate membership.
- Email your district superintendent to request a recommendation. Your district superintendent's contact information is on the BOM website at [www.calpacumc.org/bom](http://www.calpacumc.org/bom) under the DCOM contacts.

#### **Associate Membership Application Form:**

- After May 15, 2025, access the application form at [www.calpacumc.org/bom/associate](http://www.calpacumc.org/bom/associate).
- Once you submit the form, it will automatically be sent to:
  - Rev. Karl Stuckenberg, BOM Provisional Registrar
  - Ms. Cathy Wilson, BOM Associate Director
  - The district committee on ordained ministry (DCOM).
- 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.

#### **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 at Annual Conference if the BOM recommends you for associate membership.
- Do not wear a stole in the photo since stoles are worn only by those who are ordained.

#### **Introductory Video**

- Create a 1-to-2-minute video to share with the BOM. If you have already submitted one in a previous application year, you do not need to submit another one.
- Include name, school, application track, ministry hopes, and what you love to do in your free time.
- Follow the instructions found on the BOM website at [www.calpacumc.org/bom](http://www.calpacumc.org/bom) to upload your video and share the link with the BOM.
- In addition to Cathy Wilson and Rev. Karl Stuckenberg, email your video link to:
  - Your DCOM chairperson.
  - Your DCOM registrar.
  - Your district office.
- DCOM contact information is current on the BOM website at [www.calpacumc.org/bom](http://www.calpacumc.org/bom) under the District Committee on Ordained Ministry section.

#### **Paper A:**

- Complete Paper A, Part 1 and Part 2.
- Instructions for completing and formatting Paper A are found at the end of Paper A.
- Save Paper A as one PDF file and email as an attachment to the following:
  - Rev. Karl Stuckenberg, BOM Provisional Registrar, [pmregistrar.calpac@gmail.com](mailto:pmregistrar.calpac@gmail.com)
  - Cathy Wilson, BOM Associate Director, [cwilson@calpacumc.org](mailto:cwilson@calpacumc.org)
  - The district committee on ordained ministry (DCOM) chairperson and registrar of the district that will be interviewing you for recommendation as an Associate Member. See BOM website for DCOM contacts.

#### **Attend an Orientation to Ministry prior to July 15, 2025.**

#### **Official Academic Transcripts:**

- Required for all undergraduate coursework and for all theological education completed thus far.
- Transcripts must be received by Cathy Wilson directly from the educational institution (college/university, seminary, or the General Board of Higher Education & Ministry for Course of Study).

- 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, 1720 E. Linfield St., Glendora, CA 91740.
- If you have previously applied for associate membership and have submitted your final transcripts, confirm with Cathy Wilson whether your transcripts are in your BOM file before requesting new ones.
- Required transcripts – see the Application Requirements section for details regarding educational requirements.
  - Undergraduate education.
  - Theological education.
- Transcripts must be RECEIVED by the BOM before the deadline.

#### **Psychological Assessment – Tier I (and Tier II, if previously taken):**

- Tier I is required. Tier II is no longer required for associate membership.
- Your psychological assessment report is valid for five years preceding July 15, 2025, so must have been taken AFTER July 15, 2020.
- Confirm with Cathy Wilson whether all your psychological assessment reports (if you have taken more than one) are in your file.
- If you have a current report that is not on file, email a copy of those that are not on file in one PDF file.
- If you need to re-take your psychological assessment, contact Samaritan Counseling Center directly at [info@samaritancares.org](mailto:info@samaritancares.org) or (909) 985-0513.
- For more information, view the BOM's psychological testing policy on the BOM web page.

## **Section Two – Site Visit**

**Timeline – The site visit occurs sometime between September 1, 2025, and December 1, 2025.**

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

- After August 15, 2025, your 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.
- The site visit will be on a Sunday at a time when the applicant is preaching and leading worship.
- It is up to the discretion of the team whether those who have already had a site visit will have another.

#### **Site visit components:**

- 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 associate membership application process.
- Tour the church campus.
- Pray with and for the applicant.

## Section Three – One Requirement

**Timeline – Section Three requirement is due before September 15, 2025, at 2:00 p.m. (Pacific Time).**

### ☐ District Committee on Ordained Ministry Recommendation

- Your DCOM will contact you to schedule an interview with you after Section One requirements are submitted before the deadline and all written materials pass the BOM's plagiarism check submitted through iThenticate.
- The DCOM will interview you to evaluate whether to recommend you to the BOM for associate membership.
- The interview will happen sometime between Aug. 1, 2025, and Sept. 15, 2025.
- The DCOM will inform the BOM of the outcome of your interview and whether you have received their recommendation.
- Contact information for DCOM representatives is listed on the BOM website.

## Section Four – Attend Day of Discernment

**Timeline – The Day of Discernment is on Tuesday, Oct. 14, 2025, at Mary and Joseph Retreat Center, Rancho Palos Verdes, CA.**

### ☐ Participation

- After the BOM receives the DCOM's recommendation of an applicant, the BOM will invite applicants to attend.
- Applicants and BOM members have time for worship and lunch together.
- Applicants meet individually with their interview teams for the first time.

### ☐ Purpose

- Focus of the conversation is on getting to know one another and understanding the applicant's call to ministry.
- Paper A, Part 1, entitled "Call and Discernment" is part of the conversation.
- Applicants receive feedback from their interview team regarding strengths and concerns observed that will be considered during the associate membership interview.

## Section Five – Ten Requirements

**Timeline - Section Five requirements are due before November 3, 2025, at 2:00 p.m. (Pacific Time).**

### ☐ Background Check

- Email a current background check that has been completed after July 15, 2022.
- If you completed Ministry Safe, including fingerprinting, or Safe Sanctuaries after July 15, 2022, this meets the background check requirement. Email proof of completion.
- If you do not have a current background check, email Cathy Wilson before July 15, 2025, for instructions on completing a background check.

☐ **Clinical Pastoral Education (CPE) Evaluation**

- Email a PDF copy of your CPE educator's evaluation form from one CPE unit (400 hours) of an accredited CPE program.
- Email a PDF copy of your CPE self-evaluation from the same program.
- CPE must be completed prior to November 3, 2025.

☐ **Credit Check Form:**

- Type, print, sign, scan, and email the form as a single PDF file.

☐ **Disclosure Form (§ 324.10):**

- Type, print, sign, have it notarized, scan, and email the form as a single PDF file.

☐ **Medical Report Form (§ 324.6):**

- Use your medical insurance to receive an exam from your physician.
- Download the medical report and release form (multiple pages) from the BOM website to give to your physician.
- You and your physician need to complete and sign this report. Please be certain to have a witness signature on *Part 1: Consent For Release of Confidential Information*.
- If you are unable to schedule an appointment with your physician before the deadline you may contact an urgent care center to provide an examination and complete the medical report.
- The physician's office must include their official stamp on the form for the report to be valid.
- If you do not have medical insurance, contact Rev. Karl Stuckenberg at [pmregistrar.calpac@gmail.com](mailto:pmregistrar.calpac@gmail.com) for instructions.

☐ **Paper B:**

- Complete Paper B, Parts 1, 2 and Appendices A & B. Paper B includes:
  - Doctrine and Theology Questions (Part 1).
  - Mission and Ministry Questions (Part 2).
- Instructions for completing and formatting Paper B are found at the end of Paper B.
- 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 "To Apply" section.
- Email Paper B as one attachment in an email to Rev. Karl Stuckenberg and Cathy Wilson. The PDF file attached needs to include all components of Paper B.
- Include a link to your sermon video in the body of the email.

☐ **Paper C:**

- Complete Paper C, Parts 1 & 3. Paper C includes:
  - Examination (Part 1 – Reflections on Ministry)
- Instructions for completing and formatting Paper C are found later in this document.
- 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 "To Apply" section.
- Email Paper C as one combined PDF document that includes all requirements for all parts of the paper to:
  - Rev. Amy Aitken, Full Connection Registrar at [fcreg@bom.calpacumc.org](mailto:fcreg@bom.calpacumc.org)
  - Cathy Wilson at [cwilson@calpacumc.org](mailto:cwilson@calpacumc.org)

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

- Access the form at [www.calpacumc.org/bom/provisional](http://www.calpacumc.org/bom/provisional) beginning July 1, 2025.
- Complete the online form and submit it.
- If you have any questions about references, please contact the registrar.
- No changes may be made after the deadline without permission from the Provisional Registrar, Rev. Karl Stuckenberg.

## **Section Six – Interview and BOM Recommendations – Four Requirements**

#### **Interviews**

- First interview – Via Zoom to be scheduled with your Team
  - Scheduled if all application materials are received by the stated deadlines, and all written materials pass the BOM's plagiarism check submitted through iThenticate.
  - The first interview evaluates the applicant's readiness to assume the responsibilities of associate membership.
  - The BOM will communicate the results within one week of your interview.
- Second interview – Interviews will be held between, March 3-7, 2026.
  - Scheduled if the BOM approves continuation after the first interview.
  - The second interview evaluates for the applicant's effectiveness in ministry.
  - The BOM will communicate the results within one week 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 – will be sometime in May 2026**  
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 recognize the applicant as an Associate Member.
  - Approval requires a three-fourths majority vote.
- Introduction to the Annual Conference at a plenary session.
- Commissioning and Ordination Service rehearsal.
- Be recognized as an associate member at the Commissioning and Ordination Worship Service.

## **Section Seven – Final Submission (if required)**

**Timeline – Section Seven requirement is due on or before May 31, 2026 at 2:00 p.m. (Pacific Time).**

#### **Transcripts**

- If your final theological education transcripts were not in your file before the July 15, 2024 deadline, updated transcripts that show completion of the associate member educational requirements must be received by the BOM by the deadline above.

## General Instructions for Papers A, B, and 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. Include the word limit (for papers A & B). Questions should be **single-spaced**, and your responses should be **double-spaced**.
- **DO NOT** go over the word limit for each question or the page limit for each paper. Readers 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, B, 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.
- 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 B Susanna Wesley.pdf).
  - Paper A – Combine Parts 1 and 2 into one PDF document.
  - Paper B – Combine all parts into one PDF document (Part 1, Part 2, and Appendices A & B).
  - Paper C – Combine all parts into one PDF document (Part 1, Part 2, and Part 3).
  - Attach Papers B and C to ONE EMAIL with a link to the sermon 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.

## Plagiarism Policy

All papers submitted to the Board of Ordained Ministry are vetted by software and board member review to detect plagiarized material. 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: <https://www.calpacumc.org/wp-content/uploads/2016/06/Plagiarism-Policy.pdf>.

## Video Submission Instructions

Instructions for uploading and sharing your video with the Board of Ordained Ministry are posted on the BOM website under the "To Apply" section.

### **Appeal Policy and Procedure**

An applicant has the right to appeal a decision of the Board of Ordained Ministry if he/she feels 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 “To Apply” section.