

## **Provisional Membership Instruction Packet**

**2025-2026**

As you prayerfully begin the application process for provisional 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 commissioned clergyperson. 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, and the conduct and behavior displayed throughout the application and credentialing process.**

### **READ THIS PACKET CAREFULLY AND COMPLETELY**

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/provisional](http://www.calpacumc.org/bom/provisional). Please note the details for how, when and to whom you are to submit components of your application.

Your main communication with the Board of Ordained Ministry (BOM) will be with:

**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 appropriate deadlines.
- The sermon video or alternative proclamation project and Papers A and B 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.
- You may check your progress and file's contents by emailing both the Provisional Registrar, Rev. Karl Stuckenberg, at [pmregistrar.calpac@gmail.com](mailto:pmregistrar.calpac@gmail.com) and 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 for this year. All required materials must be emailed on or before the stated deadline. To ensure fairness in the process, there are no exceptions for missing a deadline.**

## Application Requirements

Applicants for provisional membership will complete the provisional membership written application and will interview with the BOM. The credentialing process will focus on the applicant's readiness to serve full-time in provisional membership.

### Prerequisites for Application:

- Applicants must be a certified candidate one year prior to commissioning in order to apply for provisional membership. A candidate's certification expires after 12 years.
- If you become a Local Pastor within the first year of certification, you may apply.
- You must have attended an Orientation to Ministry before July 15, 2025.
- Undergraduate educational requirements – bachelor's degree completed before May 31, 2026, at an institution recognized by the University Senate of the United Methodist Church or by exception included in ¶324.3) and approved by the Cal-Pac BOM.
- Theological educational requirements
  - Completed the minimum-required portion of or all theological education before May 31, 2026.
  - All applicants must have completed all 30 semester hours (11 classes) of the basic graduate theological studies (BGTS) before May 31, 2026 (see ¶ 324.4).
  - Elder track applicants – completed a minimum of one-half the studies toward a Master of Divinity degree or have completed Basic and Advanced Course of Study.
  - Deacon track applicants – completed a minimum of one-half the studies toward a Master of Divinity degree or received a master's degree in the area of specialization in which the applicant 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 & Ministry (GBHEM).
- Completed one unit (400 hours) of Clinical Pastoral Education (CPE) before November 3, 2025.
- Applicants must have 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 ¶324 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:

- 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 – Seven Requirements

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

### ☐ Provisional Membership Application Form

- After May 15, 2025, access the application form at [www.calpacumc.org/bom/provisional](http://www.calpacumc.org/bom/provisional).
- Once you submit the form, it will automatically be sent to:
  - Rev. Karl Stuckenberg, BOM Provisional Registrar
  - 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 if the BOM recommends you for provisional 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 send another one.*
- Include name, school, ordination track, ministry hopes, and what you love to do in your free time.
- 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.
- You must email your video to the following:
  - Rev. Karl Stuckenberg, Provisional Registrar, [pmregistrar.calpac@gmail.com](mailto:pmregistrar.calpac@gmail.com)
  - Cathy Wilson, Associate Director, [cwilson@calpacumc.org](mailto:cwilson@calpacumc.org)
  - 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). The list can be found under the “To Apply” section with the listing “District Committee Leadership (DCOM) (PDF).”

#### **Paper A**

- Complete Paper A, Part 1 and Part 2.
- Instructions for completing and formatting your papers are found at the end of the Paper A document.
- Save Paper A as one PDF file.
- You must email Paper A to the following:
  - Rev. Karl Stuckenberg, Provisional Registrar, [pmregistrar.calpac@gmail.com](mailto:pmregistrar.calpac@gmail.com)
  - Cathy Wilson, Associate Director, [cwilson@calpacumc.org](mailto:cwilson@calpacumc.org)
  - Your DCOM chairperson.
  - Your DCOM registrar.
  - Your district office.

#### **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 GBHEM 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 provisional 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.
  - Bachelor's degree
  - 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 provisional membership.
- Your psychological assessment report is valid for five years preceding July 15, 2025, so must have been taken AFTER July 15, 2020.
- The testing center should have sent your report to the BOM office.
- 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 psychological report that is not on file, email a copy of those that are not on file in one PDF file.
- If you need a new 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 – Two Requirements**

**Timeline - Section Two requirements are due before September 15, 2025, at 2:00 p.m. (Pacific Time):**

#### **District Committee on Ordained Ministry Recommendation**

- After Section One requirements are submitted before the deadline, your DCOM will contact you to schedule an interview to evaluate whether to recommend you to the BOM for Provisional 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's website.

#### **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 **September 15, 2025**.
- 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.

## Section Three – 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.**

### **Purpose**

The purpose of the Day of Discernment is to allow applicants to meet their interview team for the first time and to have a conversation centered around your call to ministry.

- Specifically, your conversation will be centered on your responses to Paper A, Part 1 – Call and Discernment.

### ☐ **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.

## Section Four – Seven Requirements

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

**Please email all documents to:**

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

### ☐ **Background Check:**

- Email a current background check that has been completed after July 15, 2022.
- If you have completed Ministry Safe, including finger printing, 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.

### ☐ **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 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 I: 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 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.
- You must answer all of the required questions. Failure to answer all required questions may stop your process.
- 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.

#### **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 Five – Interview and BOM Recommendations – Four Requirements**

#### **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 check submitted through iThenticate, interviews will be scheduled.
  - Interviews are currently planned for March 2-6, 2026.
  - 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).
- If you would like to have a translator with you at your interview, please contact Rev. Karl Stuckenberg by November 2, 2025.

#### **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.

#### **Bishop and Cabinet Luncheon – Usually in early 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 commission the applicant as a provisional member.
  - Approval by the Clergy Session requires a three-fourths majority approval vote.
- Introduction to the Annual Conference plenary session.
- Commissioning and Ordination Service rehearsal.
- Be commissioned at the Commissioning and Ordination Worship Service.

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

**Timeline - Section Five requirements are due on or before May 31, 2026, at 2:00 p.m. (Pacific Time).**

#### **Transcript**

- If your final theological education transcripts were not in your file before the July 15, 2025, deadline, updated transcripts that show completion of provisional membership educational requirements must be received by the deadline above.

### **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 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 "To Apply" section.