

## Cal-Pac Annual Conference Timeline for Board of Ordained Ministry Credentialing in 2026

| Month     | Date  | Responsible Parties  |  |  |   |   |  |
|-----------|---|--|--|--|---|---|--|
|           |   | BOM  | dCOM   | Team Captains  | AM Applicants   | PM Applicants   | FC Applicants  |
| May 2025  | 15  | Post Section 1 of AM and PM Application Packets (Application Form and Paper A) | DCOM Reports Due to Associate Director of BOM  | Meet with current Provisional Members that you didn't interview between March 15 – June 15th | Download Section 1 of AM Application Packet from <a href="http://www.calpacumc.org/bom/associate">www.calpacumc.org/bom/associate</a> | Download Section 1 of PM Application Packet from <a href="http://www.calpacumc.org/bom/provisional">www.calpacumc.org/bom/provisional</a> | Download FC Application Packet from <a href="http://www.calpacumc.org/bom/fullconnection">www.calpacumc.org/bom/fullconnection</a> |
| July 2025 | 01  | Post Section 2 of AM and PM Application Packets                                |  |  | Download Section 2 of AM Application Packet <a href="http://www.calpacumc.org/bom/associate">www.calpacumc.org/bom/associate</a>      | Download Section 2 of PM Application Packet from <a href="http://www.calpacumc.org/bom/provisional">www.calpacumc.org/bom/provisional</a> |  |
|           | 15  | Post FC Application Packet   |  |  |   |   |  |
|           |   | Bishop and cabinet recommendation s due for AM applicants                      | DCOM Registrar gathers applicant's submissions and distributes to DCOM Members with sufficient time to review before the recommendation interview. |  | Bishop and cabinet recommendation due to BOM  | Application Form, Photo, Introductory Video, and Paper A due  |  |
|           |   |  |  |  | Application Form, Photo, Introductory Video, and Paper A due  |   |  |
|           |   |  |  |  | Psychological assessment report valid within the last 5 years   | Psychological assessment report valid within the last 5 years   |  |
|           |   |  |  |  | All official undergraduate, graduate, and COS transcripts due   | All official undergraduate, graduate, and COS transcripts due   |  |
| 17-20     | iThenticate Team reviews Paper A  |  |  |  |   |   |  |
| 21        | Respond to requests for an alternative proclamation project for full connection |  |  |  |   |   |  |
| 31        |   |  |  |  | Contact BOM office if background check hasn't been done   | Contact BOM office if background check hasn't been done   |  |

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| August<br>2025    | 01   |  | Evaluate applicants to recommend to BOM for AM and PM interviews (between 08/01 – 09/15) |   | Interview with dCOM for approval to proceed to interview with BOM (between 08/01 – 09/15) | Interview with dCOM for approval to proceed to interview with BOM (between 08/01 – 09/15) | Application Form, Photo, Introductory Video, and any outstanding official transcripts due |
|                   | 08   | Respond to requests for alternative proclamation project (APP) for FC applicants |  |   |   |   | Alternative proclamation project request due (Deacon applicants only -if desired)         |
|                   |      |  |  |   |   |   |   |
|                   | 15   | Assign AM/FC interview teams<br>Assign AM/FC readers                             |  | Assign Site Visits  |   |   |   |
| September<br>2025 | 01   | Site visit period begins   |  | Site Visit Period Begins  | Site visit period begins  |   | Site visit period begins  |
|                   | 15   | Assign PM interview teams<br>Assign PM readers                                   | Recommendations for AM/PM interviews due to BOM  | Remind Team to Read Paper A, Part 1 to prepare for the Day of Discernment |   | Alternative proclamation project request due (if desired)                                 |   |
|                   | 20   | Invite applicants to Day of Discernment<br>Interview teams receive Paper A       |  |   |   |   |   |
|                   | 22   | Respond to requests for alternative proclamation                                 |  |   |   |   |   |

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| October<br>2025  |       | project (APP) for PM applicants             |      |   |   |   |   |
|                  | 13-15 | Fall BOM Meeting                            |      |   |   |   |   |
|                  | 13    | Teams prepare for Day of Discernment        |      |   |   |   |   |
|                  | 14    | Day of Discernment                          |      |   | Day of Discernment  | Day of Discernment  |   |
| November<br>2025 | 03    | iThtentic Team reviews papers               |      |   | All remaining paperwork, forms, and CPE evaluations due (see info packet for details), Accredited CPE unit must be complete | All remaining paperwork, forms, and CPE evaluations due (see info packet for details), Accredited CPE unit must be complete | All remaining paperwork and forms due (see info packet for details) |
|                  | 03    |   |      |   | Papers B and C due  | Paper B due   | Paper C due   |
|                  |       |   |      |   |   |   |   |
|                  |       |   |      | Team Captains check files and make sure applicants have answered all the questions and all files are in the applicants file, then share with Team that they can start reading Paper A part 2 and Paper B once passed iThtenticate |   |   |   |
| December<br>2025 | 01    | Site visit period ends                      |      |   | Site visit period ends  | Site visit period ends  | Site visit period ends  |
|                  | 12    | Reference Forms Due                         |      |   | Make sure Reference Forms have been completed   | Make sure Reference Forms have been completed   | Make sure Reference Forms have been completed                       |
|                  | 15    | All files sent to interview teams           |      | Assign in-depth readers to PM applicants and share deadline for response  |   |   |   |
| January<br>2026  | 15    | Distribute interview schedule               |      |   | Receive interview schedule  | Receive interview schedule  | Receive interview schedule  |
|                  | 30    | Deadline to read and prepare a response for |      |   |   |   |   |

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|               |       | BOM                                      | dCOM | Team Captains   | AM Applicants   | PM Applicants   |
|               |       | AM/PM/FC applicants                      |      |   |   |   |
| February 2026 | 02    | Full Board Meeting on Zoom from 1-3 p.m. |      |   |   |   |
|               | 03-05 |  |      | Teams Meet to go over for interview prep (psych evals and paper feedback)   | AM First Interview  |   |
|               |       |  |      |   |   |   |
| February 2026 | 06    |  |      | Collect readers responses and send paper feedback letter to Section Registrar   |   |   |
|               | 19-23 |  |      |   |   |   |
| March 2026    | 2-6   | Board Interviews                         |      | Schedule Zoom meetings with Team and current Provisional Members who didn't interview this year for a check-in between March 7-June 1 | Second interview with BOM   | Interview with BOM  |
| May 2026      | 1     |  |      |   | Bishop and cabinet lunch with those being recommended for associate membership, provisional membership, and full connection | Bishop and cabinet lunch with those being recommended for associate membership, provisional membership, and full connection |
| May 2026      | 31    |  |      |   | Final transcripts due if not already submitted  | Final transcripts due if not already submitted  |

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| June 2026 | DATE S TBD |                     |      |               | <p>Attend Annual Conference</p> <ul style="list-style-type: none"> <li>• Clergy session vote</li> <li>• Plenary session introduction</li> <li>• Commissioning and Ordination Service Rehearsal</li> <li>• Be recognized as an associate member at the Commissioning and Ordination Worship Service</li> </ul> | <p>Attend Annual Conference</p> <ul style="list-style-type: none"> <li>• Clergy session vote</li> <li>• Attend provisional member luncheon</li> <li>• Plenary session introduction</li> <li>• Commissioning and Ordination Service Rehearsal</li> <li>• Be commissioned at the Commissioning and Ordination Worship Service</li> </ul> | <p>Attend Annual Conference</p> <ul style="list-style-type: none"> <li>• Clergy session vote</li> <li>• Plenary session introduction</li> <li>• Commissioning and Ordination Service Rehearsal</li> <li>• Be ordained at the Commissioning and Ordination Worship Service</li> </ul> |