

**California-Pacific Conference
of the United Methodist Church
Board of Ordained Ministry**

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 to prevent the applicant from fully complying with the requirements. The applicant shall write a letter to the BOM Registrar (Registrar@bom.calpacumc.org) indicating (1) the letter is an appeal, and (2) how the process was breached.

Deadline for submitting a letter to the BOM Registrar shall be within seven (7) days following a date of notification from the BOM suspending an application process, discontinuance of candidacy, or following an interview.

The BOM Registrar shall respond to the applicant within seven (7) days indicating receipt of the appeal and explain the procedure for processing the appeal. The Registrar shall present the appeal and supporting documents to the Appeal Committee, comprised of the BOM Chair, BOM Registrar, and the BOM Secretary. The Appeal Committee shall present to the Executive Committee of the Board of Ordained Ministry a recommendation to either grant or deny the appeal.

The Executive Committee shall be given a minimum window of twenty-four (24) hours to respond to the BOM Registrar with a vote to either support or oppose the recommendation from the Appeal Committee. The BOM Registrar shall notify the applicant within three (3) days with the result from the Executive Committee.

Decisions from the Board of Ordained Ministry not open for appeal include, but are not limited to, requirements set forth from the Book of Discipline, scores of written examinations from any given reader, and results of previous appeals. Applicant's failure to meet a deadline is not grounds for an appeal.

Appeal Policy Revised and Adopted June 2020