

**EXAMINATION FOR ASSOCIATE MEMBERSHIP
NORTH ALABAMA ANNUAL CONFERENCE**

OTHER REQUIRED MATERIAL

BIOGRAPHICAL INFORMATION

Complete the Biographical Information Form so the Board can have adequate and current data. Signed paper copy must be submitted.

AUTOBIOGRAPHICAL STATEMENT

Write statement (3 page minimum) providing information about your family background and present family situation, church participation and experience, educational history, work experience, and call and response to ministry. **Include this with your entire hard copy and your saved CD. Save as last name, first name, auto [for Autobiographical Statement]. Example: PatsiosCauto**

MEDICAL REPORT

Complete the candidate's section of the Medical Report form, and then have your personal physician or any reputable physician complete the physician's section. **Due in the Office of Ordained Ministry by due date of other assignments. Make sure all required medical tests are done and results submitted with report.**

PSYCHOLOGICAL EVALUATION

If your Psychological Report was done earlier than **June 1, 2006**, you will need to do another one immediately. Instructions will be sent to you if you need to do another one.

QUESTIONS FOR DETERMINING U.S. WORK AUTHORIZATION

Complete the questionnaire regarding your employment eligibility. If you answered "No" to question #1 and "Yes" to question #2, please answer giving a full explanation of your employment authorization and submit copies of appropriate documentation. Signed paper copy must be submitted.

OFFICIAL TRANSCRIPTS

Please request that (1) **official** transcripts of all college, COS, seminary, and other graduate studies be sent to the Office of Ordained Ministry, 898 Arkadelphia Road, Birmingham, AL 35204. Must be in Office of Ordained Ministry by date other assignments are due.

CREDIT REPORT

Complete the Credit Inquiry Release and Financial Disclosure Form. Signed paper copy of these forms must be submitted.

BACKGROUND AFFIDAVIT

Complete the Background Affidavit Form and have it notarized. Signed and notarized paper form must be submitted.

PHOTOGRAPH OF YOURSELF

Please send a photo of yourself. The photo **should not** include your spouse, children or anyone else. Make sure it is a good photo. Please try to send a wallet size or other portrait type photo. It will be scanned and used for the Conference Journal. If possible, please scan it and e-mail it in jpg format to Cindi Patsios at cpatsios@northalabamaumc.org and then send the photos with the rest of your material

LETTERS OF RECOMMENDATION

Give form for Letter of Recommendation to your immediate supervisor (all that apply):

SPRC chair and senior minister - if serving on staff of local church

PPRC chair if you are the only pastor in the church

Supervisor - if serving outside the local church

Do not give this to your District Superintendent.

Due in the Office of Ordained Ministry date that other assignments are due.

GRADED SEMINARY OR COURSE OF STUDY PAPER

Submit one graded paper from a recent class in seminary or course of study school. (The paper may be one of your own choosing.) Briefly explain in one paragraph why you chose this paper.