

## IMPORTANT INSTRUCTIONS

1. **ALL assignments are due to the Office of Ordained Ministry by noon on November 15, 2011.**
2. **A paper copy of the following items must be completed and submitted to the Office of Ordained Ministry by noon November 15., 2011.** Some of these forms can be completed on your computer but cannot be saved. If you complete them by computer, be sure to print them as soon as you finish typing them.
  - Medical Report will all required medical test results
  - Biographical Information Form
  - Questions for Determining U. S. Work Authorization
  - Notarized Background Affidavit (AM & PM only)
  - Credit Inquiry Release and Financial Disclosure Form
  - Photo - preferably wallet size portrait of yourself (just you – no spouse or children)
  - Graded Seminary or Course of Study Paper with explanation of why you chose the paper (**AM and PM candidates only**) **Please e-mail in jpg format to [cpatsios@northalabamaumc.org](mailto:cpatsios@northalabamaumc.org)**
  - Official transcript from all college, COS, seminary and other graduate studies received directly from school. (This should already be in your file for FC candidates)
3. Please make sure each section is labeled with your **name**, **date**, and the **name of section** [i.e. Theology and Doctrine]
4. When saving your work to e-mail, save each section as one document. For example, in the theology and doctrine section, **do not save each question as a separate document, but do save the whole Theology and Doctrine section as one document.**
5. Make sure that every question is included with each answer in the sections that have questions.
6. The following items **must** be e-mailed to [cpatsios@northalabamaumc.org](mailto:cpatsios@northalabamaumc.org) by **noon on Monday, November 15, 2011**:

<u>Items</u>	<u>Save on disk using your last Name and First Initial as:</u>
Theology and Doctrine questions	PatsiosCtd (Example: use your own name)
Pastoral Care Situation ( <b>PM &amp; AM only</b> )	PatsiosCpcs            ”
Effective in Ministry ( <b>FE_ &amp; FD only</b> )	PatsiosCeim            ”
Sermon manuscript or transcript	PatsiosCser            ”
Sermon – Background Information Sheet	PatsiosCSbkgd        ”
Bible Study	PatsiosCbs             ”
Called and Disciplined Life questions	PatsiosCcdl            ”
Autobiographical Statement	PatsiosCauto          ”

7. **You will not be registered with the Board of Ordained Ministry as a Provisional (Resident), Associate, or Full Connection candidate until we receive your completed application. Your District Superintendent and/or dCOM must recommend you Provisional and Associate Membership Candidates by October 3, 2011.**
8. If you have any questions, please call Cindi Patsios at 205-226-7970, 800-239-7950 or e-mail at [cpatsios@northalabamaumc.org](mailto:cpatsios@northalabamaumc.org) in the Office of Ordained Ministry.
9. **Your assignments will be prescreened by the Board of Ordained Ministry for form and content. You will be notified by the middle of December to let you know if you will be invited to the Interview Retreat based on the prescreening of the assignments you submitted.**