Greetings,

I understand that as a Deacon or Provisional Deacon you would like to ask for an Appointment Beyond the Local Church. You will find the steps to take In this process below. These steps are explained fully in the 2016 Book of Discipline ¶ 331. Please read the paragraph and become familiar with the process. Since all appointments beyond the local church shall include an appointment with a local church, you will want to be in consultation with your District Superintendent (¶ 331.5). In addition, you will need to maintain your charge conference relationship with a local congregation. (See ¶ 331.9) The Bishop, District Superintendent and Conference Relations Committee of the Board of Ordained Ministry, will need the following information.

1. A cover letter, no more than 2 pages, describing your intended ministry and the setting. This letter should give details of the ministry in order for the Bishop, Cabinet and CRC committee to fully understand how this Ministry Beyond the Local Church fulfills the ministry of a Deacon to Word, Service, Compassion and Justice (¶ 329).
2. Please provide a statement describing the accountability mechanisms that will be in place for evaluation and support of your ministry.
3. Please also provide proof of professional liability insurance covering your ministry activities with minimum limits of $2 million per occurrence and $3 million cumulative coverage.
4. Please respond to the questions below.

Attach any other materials of your choice that could possibly be helpful to the Board of Ordained Ministry concerning the proposed ministry. Possible examples include, but are not limited to, articles of incorporation, proposed financial plan, job descriptions, etc. If you have any questions please contact the chair of the Conference Relations, Rev. Cathlynn Law, [pastor@ucup.org](mailto:pastor@ucup.org) - 425-232-6000.

After receiving your information the Conference Relations Committee will schedule an interview with you to validate the ministry site.

**THE UNITED METHODIST CHURCH – PACIFIC NORTHWEST CONFERENCE**

**Board of Ordained Ministry, Conference Relations Committee**

**Questions for Deacons Seeking an Appointment Beyond the Local Church**

**based on 2016 Book Of Discipline ¶ 331:**

CALL TO MINISTRY

1. Within the context of your call to Ordained Ministry and the Ministry of a Deacon, identify your call to the particular form of ministry which you propose to enter.

THE CHURCH IN MISSION

1. How does the ministry in the setting you propose fulfill your call to the ministry of a deacon connecting the church to the world?
2. In what ways does serving in your proposed setting extend the witness and service of Christ’s love and justice in the world and connect the church with the most needy, neglected and marginalized?

ORDINATION VOWS

1. If service is understood as being the visible Body of Christ, through the servant ministry in the midst of a broken and suffering world, how does your proposed ministry demonstrate the involvement of Jesus with human need? How will your ministry be a witness to the church’s involvement with persons on behalf of the community of faith?
2. Briefly summarize how your ministry of Word, Service, Compassion, and Justice as an Ordained Deacon contributes to the effectiveness and the consequence of this proposed ministry. Would it be feasible for someone who is not ordained to carry out the work of the proposed position in an effective and/or significant way?

COVENANT COMMUNITY

1. Who will make up your personal support community? Which parts of your support community relate to the United Methodist Church and our church’s understanding of covenant relationship? What opportunities and/or provisions would there be for your ongoing spiritual formation?
2. Recognizing accountability as integral to our understanding of participation in a covenant community, what forms of accountability structure do you propose for the intentional, systematic, and ongoing evaluation of your ministry

MINISTRY EFFECTIVENESS

1. What specific gifts, training, education, work experience and experience(s) of grace and compassion do you bring to the unique requirements of you proposed ministry?
2. What resources are available for continuing growth in professionalism for your proposed area of ministry? How do you intend to be involved in continuing education in order to maintain and improve your competence and effectiveness?

(Daft copy to be sent to Executive Committee of Board of Ordained Ministry - 2/24/2021.

With thanks to Rev. Anita Wood, UM ordained deacon serving on GBHEM staff for her assistance with this document.)