

## **Process for Approval of a Ministry Site for an Appointment to Extension Ministry, *Book of Discipline, 2004*, ¶1343**

### **PROCESS OUTLINE**

The ATEM ministry site approval process involves at least these steps:

1. This process applies to applicants defined as Elders in Full Connection and Probationary Members commissioned towards Elders Orders.
2. Applicant receives appropriate information from the Chairperson of the Conference Relations Committee (CRC), Board of Ordained Ministry (BOOM).
3. Applicant is informed that this process involves a period of time, perhaps multiple CRC interviews and modifications of the ministry site plan.
4. Applicant prepares and submits appropriate materials in response to the request of the CRC Chairperson and CRC according to the time line established by CRC.
5. Applicant meets and interviews with the CRC Committee concerning the Applicant's request for an extension ministry site approval, an Appointment to Extension Ministry (ATEM), and appropriate changes in Conference relationship.
6. CRC makes recommendation to BOOM Executive Committee/BOOM/Cabinet concerning ATEM ministry site approval.
7. When the ATEM site has been approved, CRC may then act on the request to make appropriate changes in Conference relationship.
8. Following approval by CRC and BOOM, the ministry site is recommended for confirmation to the Annual Conference Executive Session.
9. The Bishop makes the appointment to the Extension Ministry site.
10. If the Bishop and Cabinet consider an appointment not to be in the best interest of the Church, the Bishop may choose not to make the appointment. In such event, the Bishop shall be in consultation with the Applicant and the Board of Ordained Ministry. The Applicant shall then seek another appointment, request a leave of absence, family leave, maternity or paternity leave, retirement, honorable location, or withdrawal (*Discipline 2004*, ¶ 353-356, 359-361).

#### **Submit all materials to:**

Walter Grubbs, Chair  
Conference Relations Committee  
5015 Filbert Avenue  
Fair Oaks, CA 95628  
Telephone: (916) 990-9173  
Cell: (916) 996-2671  
E-Mail: [fishweg@yahoo.com](mailto:fishweg@yahoo.com)

## Steps for Seeking ATEM Ministry Site Approval

### Appointment to Extension Ministries include (*Discipline, 2004, ¶344*):

1. Appointments within the connexional structures of United Methodism:
  - a. Appointments for which the Annual Conference provides for pension contributions to the Ministerial Pension Plan (as of 01-01-2007, the Clergy Retirement Security Program);
  - b. Appointments to a general agency for which the general agency provides pension contributions to the Retirement Security Program for General Agencies of the U.M.C.;
  - c. Appointment to a United Methodist institution or other ministry;
  - d. Appointments to an ecumenical agency.
2. Appointments under endorsement by the General Board of Higher Education and Ministry and other ministry settings which the Bishop and Conference Board of Ordained Ministry may designate.
3. Elders in service under the General Board of Global Ministries....
4. Elders may receive appointments beyond the ministry usually extended through the local United Methodist Church and other institutions listed above when considered by the Bishop and the Annual Conference Board of Ordained Ministry to be a true extension of the Christian ministry of the Church. They may be appointed to pastoral ministry in other Christian denominations at the request of the appropriate judicatory officers of that denomination. These ministries shall be initiated in missional response to the needs of persons in special circumstances and unique situations and shall reflect the commitment of the clergy to intentional fulfillment of their ordination vows to Word, Sacrament, Order, and Service. These appointments may involve clergy with expertise from other vocations.

### The following process directly concerns those in the last group above.

An applicant requesting an Appointment to Extension Ministry (ATEM) shall provide to the Conference Relations Committee (CRC), the Bishop, and the Cabinet the following:

- I. A letter to the CRC Chairperson, the Bishop, and the Cabinet requesting ATEM site approval and other appropriate changes in Conference relations.
- II. A completed personnel form (attached).
- III. Title of ATEM ministry site, address, and mission statement.
- IV. Written response to these questions for applicants seeking an ATEM appointment under the provisions of *Book of Discipline, 2004, ¶344.1d*:
  - A. Within the context of your call to ordained ministry as an Elder, identify your sense of call to the particular form of ministry which you propose to enter?
  - B. The Church in Mission:
    1. How does ministry in the setting you propose fulfill and enrich the effectiveness of the church in mission?
    2. In what ways does serving in your proposed setting minister to identifiable needs in the world that relate to the mission of the church?
    3. In what specific ways does your proposed ministry respond to the needs of persons in special circumstances and unique situations?
  - C. In reference to the intentional fulfillment of your ordination vows as an Elder to Word, Sacrament, Order, and Service:

1. If Word is understood as the study, interpretation, proclamation and practice of the Gospel, how do you intend to witness to the Word? How do you intend to live redemptively in the world as a rehearsing of God's activity in Christ?
  2. If Sacrament is understood as a means of grace witnessed by symbolic self-giving in love, in what sense is your proposed ministry a lifestyle symbolic of the self-giving witnessed in the Eucharist? What do you perceive to be the sacramental dimensions in your proposed setting?
  3. If Order is understood as the ordering of the life of the church so as to enable the Body of Christ to live redemptively in the world, how does serving in your proposed setting forward that task? How would you shape the meaning of discipleship for your community?
  4. If Service is understood as being the visible Body of Christ through 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?
- D. In light of our covenant community and your vows of ordination in your proposed setting for ministry, specifically how will you be carrying out the function of ordained ministry?
- V. The following written materials concerning your ATEM ministry site:
- A. A ministry job description outlining duties, tasks, and relevant relationships.
  - B. A copy of the written employment agreement between the Applicant and the ATEM site.
  - C. A statement of hours to be spent in ministry. Full-time employment is the norm. Anything less than a full time arrangement must be approved in advance as per the *2004 Discipline*, ¶338.1.
  - D. A list of your specific gifts, training, education, work experience and experiences of grace that you bring to the unique requirements of your proposed ministry site.
  - E. A list of your goals for the first year in this ATEM appointment.
  - F. A list of the resources available for continuing growth in effectiveness in your proposed field of ministry.
  - G. A description of how you will demonstrate and support the covenant relationship that forms our interdependent and complementary common ministry as United Methodist Elders.
  - H. A list of the persons who will make up your personal support community. Indicate those who relate to the United Methodist Church and our clergy covenant relationship.
  - I. A description of the accountability structure that exists within the ministry setting.
    1. An organizational chart of the ATEM site agency that demonstrates your accountability in the organization.
    2. The process for your performance evaluation. Who does the evaluation? On what basis? To whom is the evaluation reported? For what period of time?
    3. How the evaluation will be shared with appropriate structures of the Conference, including your District Superintendent and CRC/BOOM Chairpersons.
  - J. Demonstrate that the ATEM ministry site is financially viable.
    1. The financial arrangements between you and the ATEM site.
    2. When "self-employed," the financial arrangements for support.
    3. From the ATEM site, the provision for the Applicant's health care and pension support.

4. Include an actual, detailed financial report for the past twelve months that includes income and expenses.
- K. You and/or your agency will provide written proof of insurance coverage, naming the Conference as an additional insured.
- VI. Provide additional materials requested by the CRC Chairperson and/or Committee.
- VII. All completed materials shall be in the hands of the CRC Chairperson according to the time line established by CRC.
- VIII. In consultation with the District Superintendent and the CRC Chairperson, the Applicant shall arrange for an Accountability Committee which shall report annually to CRC/BOOM, the Bishop, and the Cabinet.
  - A. An Accountability Committee is required for all ATEM Applicants.
  - B. The Accountability Committee will be formed by the applicant before the interview.
  - C. The Accountability Committee will include at least three to five persons. Include a list of members with addresses and contact information.
  - D. The Accountability Committee shall include at least:
    1. Two persons of the applicant's choice, one of whom is familiar with the requirements of the proposed ministry and possessing some skills in assessing an applicant in such a ministry.
    2. One member shall be a member of the Conference Relations Committee named by CRC.
    3. Two members shall be clergy members in full connection of this Annual Conference.
  - E. The Accountability Committee shall:
    1. Meet at least two times per appointment year.
    2. Submit annual report/evaluation to the Bishop, District Superintendent, and
    3. Areas of review and appraisal include, but are not limited to, ministry performance related to the ministry job description and ministry satisfaction.
- IX. Connectional Accountability
  - A. In addition to the accountability structure within the extension ministry setting itself, clergy in such appointments are expected to have a charge conference relationship in their home annual conference (§1344.3). If persons are appointed outside the bounds of their home conference, they are expected to hold affiliate charge conference relationships in a United Methodist church in the area where they are living.
  - B. Applicants in extension ministry appointments must provide an annual report to the Bishop, District Superintendent, Charge Conference, and Board of Ordained Ministry. Those appointed outside the bounds of their Annual Conference must also submit a copy of this report to their affiliate Charge Conference and the Bishop in the area where they are serving. A standardized report form (#2170) is available for use by Annual Conferences. It is to be supplemented by a narrative report of ministry, along with information regarding continuing education and evaluation.
- X. On completed receipt of the above items, attend a scheduled interview with the Conference Relations Committee.
- XI. The Applicant may be requested to submit additional materials, modify the ATEM site plan, clarify responses, and/or answer additional questions/concerns before CRC makes a positive recommendation on the ATEM site plan. An additional interview may be required by the CRC.
- XII. CRC makes a positive recommendation to BOOM Executive Committee/BOOM, Cabinet concerning ATEM site approval.
- XIII. After positive recommendation for approval of the ATEM site by the CRC, CRC may then act on the request to make appropriate changes in Conference relationship.

- XIV. After positive recommendation for approval of the ATEM site by the CRC Committee, the Applicant will work with the Bishop and Cabinet on the appointment to the ATEM site.
- XV. Evaluating Requests for Appointment

The following questions can be useful in assessing requests for these appointments.

- A. Within the context of the basic call to ministry, is there discernable evidence that the person is responding to a call to the particular form of ministry being proposed?
- B. Does the proposed ministry fulfill and enrich the effectiveness of the church in mission?
- C. Is the proposed ministry congruent with the Annual Conference's missional commitment in and to the world?
- D. What identifiable needs in the world are involved in this ministry that make it affirmable as a part of the mission of the church?
- E. Is the proposed ministry one in which the vows of ordination to word, sacrament, and order, understood in holistic fashion, can be responsibly fulfilled?
- F. Does the proposed setting for ministry provide a context that is positive for the person's fulfilling the covenant relationship that forms the interdependent and complementary ministry of United Methodist clergy?
- G. Does the person possess the specific/special gifts, training, education, work experience, and experiences of grace required for the proposed ministry?
- H. Does the proposed setting for ministry provide the possibility of the kind of accountability integral to our understanding of responsible participation in our covenant community?
- I. In the context of being a part of our voluntary covenant community, is this person prepared to accept an appointment to a local church if requested to do so?

**Personnel Form**  
**Applicants Requesting ATEM Ministry Site Approval**

**Conference Relations Committee, Board of Ordained Ministry  
California-Nevada Conference, The United Methodist Church**

Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Present Conference Relationship: \_\_\_\_\_

Date Ordained Elder: \_\_\_\_\_ Conference: \_\_\_\_\_

**APPOINTMENT HISTORY:**

Seminary and Professional Education: \_\_\_\_\_

Date all requested materials received by CRC Chairperson: \_\_\_\_\_

Date of CRC interview: \_\_\_\_\_ CRC Recommendation: \_\_\_\_\_

Date of BOOM action: \_\_\_\_\_ BOOM Recommendation: \_\_\_\_\_

**DATE LETTERS SENT:**

Elder: \_\_\_\_\_ Senior Pastor: \_\_\_\_\_ Bishop/Cabinet: \_\_\_\_\_

Dist. Supt.: \_\_\_\_\_ Board of Pensions: \_\_\_\_\_ Others as needed: \_\_\_\_\_