

June 30, 2022

According to our records, it appears that you may be eligible for Associate Membership in the Western North Carolina Annual Conference under the 2016 *Book of Discipline* as of June 2023. You share with us the responsibility of determining your eligibility. In order to apply, you must meet the following requirements by the time of the 2023 conference session:

1. Have reached age 40.
2. Have served at least four (4) years as a full-time local pastor or been granted an equivalency ruling by the Board of Ordained Ministry, equating part-time service to full-time service.
3. Have graduated from the five-year ministerial Course of Study, in addition to qualifying for the license as a local pastor, no more than one-half of which may have been taken by correspondence or online/distance learning. You may also qualify with an MDiv from an approved seminary.
4. Have completed a minimum of sixty (60) semester hours toward a B.S. or B.A. degree in a college or university accredited by its regional accrediting agency, with a grade-point-average (GPA) of at least the minimum required for a degree from that institution. Courses that must be included in this 60 hours are: English Composition (writing intensive), an elective designated as writing intensive, a course that advances computer skills, and a course in the communication discipline.
5. Have declared your willingness to accept a full-time appointment and to itinerate.

If you will have met all these requirements and wish to apply, please do so at <https://wnc-reg.brtapp.com/AM23App> by **August 31<sup>st</sup>**. If you are returning to the Board, you must submit a new application. This deadline is firm! Applications received after that date will not be accepted.

Please note you will also need to request to meet with your dCOM in mid-December for their approval for Associate Membership. This [request is available here](#) as a fillable pdf. You will need to download the file, fill out the form, and submit it to your district office by **October 1st**. Your district office will provide instructions on how to submit this request and your dCOM assignments.

You can find the 2023 assignments here <https://www.wncumc.org/conference-membership-and-ordination/>. BOM interviews for associate membership candidates will be scheduled for **February 7-9<sup>th</sup>, 2023**. All written work must be submitted by **January 3<sup>rd</sup>, 2023**. Please mark these dates on your calendar if you will be applying. If you do not intend to apply this year, please let me know that. I would also appreciate information that indicates you are eligible but choose not to apply or that you are not eligible because you do not meet indicated requirements. It is difficult to track a person's eligibility for application for Associate Membership.

You will have an opportunity to learn more about the requirements for Associate Membership at an orientation session on **Thursday, August 18<sup>th</sup>** hosted by the Board of Ordained Ministry. Please RSVP at <https://wnc-reg.brtapp.com/BOMOrientation23> by **Monday, August 8<sup>th</sup>**.

Please go ahead and put all the dates included in this email on your calendar. I also recommend that you save this email and the links provided for future reference.

If you have questions about your eligibility or other concerns, please do not hesitate to write or call me or Joy Allen (jallen@wnccumc.org) in the Office of Ministerial Services. We want to be of help as you make this important step in the ordained ministry of our church.

Sincerely,

*Kimberly J. Ingram*

Kim Ingram