

BWC Policy - Yearly DCOM Review and Recommendation of LLPs
(Revised 2022)

Relevant paragraphs in Book of Discipline 2016: Paragraphs 318, 319 and 320

DCOMs, when all requirements are met, can recommend a person to the Bishop for licensing as a local pastor. The license is granted by the Bishop and requires a person to be serving under appointment. A license for local pastors **MUST** be renewed annually and will only be considered when all requirements, as put forth by the DCOM, have been met.

1. Who shall meet annually for review and recommendation with DCOMs:
 - a. All those who are licensed as part-time or full-time local pastors
 - b. Retired licensed local pastors who are serving under appointment
2. What shall be submitted to DCOMs on an annual basis:
 - a. Biographical Information
 - b. Mentor Report
 - c. Written materials requested by the DCOM
 - d. Documentation of current background check and psychological evaluation
 - i. Please see BOOM Policy regarding how frequently these need to be renewed.
 - ii. Once an LLP has completed Course of Study they do not have to renew these items
 - e. Documentation of “satisfactory progress” in continuing education:
 - i. Satisfactory progress is understood, per paragraphs 318.1 and 318.2:
 1. Full-time LLP - 4 courses/year towards Course of Study or enrolled in MDiv
 2. Part-time LLP - 2 courses/year towards Course of Study or enrolled in MDiv
 - ii. Per paragraph 319.3: Full-time local pastors shall have up to 8 years to complete Course of Study and part-time local pastors shall have up to 12 years to complete Course of Study. An MDiv or other DCOM approved degree completed in this time would fulfill this requirement.
 - iii. Failure to complete satisfactory progress will result in a discontinuance of license.
 - iv. An annual extension can be requested by letter to the DCOM Chair if extenuating circumstances such as, but not limited to, global crisis, financial crisis or medical crisis that prevents a local pastor from making satisfactory progress. Annual extension requires a $\frac{3}{4}$ vote of approval by the DCOM (paragraph 319.3)
 1. This letter should be sent with other paperwork submitted to DCOM for recommendation for renewal of license.
 - v. If a local pastor has completed their Course of Study or MDiv then they should provide documentation of continued education of their choosing.

3. Local pastors seeking recommendation, in accordance with Par 320.5, to be recognized as a retired local pastor (first year):
 - a. Par 357 says requests shall be stated in writing to bishop, cabinet, and BOOM at least 120 days prior to retirement effective date. If possible please share letter by Jan 1 of planned retirement year.
 - i. Please also share the letter with the DCOM chair.
 - b. Shall demonstrate satisfactory progress, as defined above, towards Course of Study or MDiv.
 - i. If licensed for less than 8 years for full-time local pastors or 12 years for part-time local pastors then completion of Course of Study or MDiv is not required.
4. Local pastors seeking continued recommendation to be licensed:
 - a. Shall submit, in writing, a letter requesting recommendation to the DCOM chair by Sept 1 annually.