



Offices of the Conference Secretary & Clergy Services

The United Methodist Church | South Carolina Conference

Substitute Credential Certificate(s) Form

Full Name: _____ Email address: _____
(non-conference)

Address: _____ Phone: _____

Appointment: _____ District: _____
(current)

Status: _____ Year of Status Granted: _____
(current) (year)

Use all sections below that apply to your situation

MEMBERSHIP: Choose One: *(Please note Certificates of Conference Membership were not issued until 2005 forward. Anyone who came into full connection prior to 2005 will not be able to surrender a Certificate of Conference Membership.)*

___ I hereby signify that I came into membership with the South Carolina Conference (or another annual conference) prior to 2005. Therefore, I have no Certificate of Membership to surrender and request that this document be accepted in lieu of the one required.

___ I hereby signify that I came into membership when Certificates of Membership were issued, but that I am unable to locate my certificate and, therefore cannot surrender the certificate. I request that this form be accepted in place of the misplaced Certificate of Membership.

ORDINATION: *(Note that persons transferring to another denomination should present their Ordination certificate to the Conference Secretary's office to be stamped and copied if you wish to keep it. Persons withdrawing from the ministerial office all together must surrender their ordination certificate.)*

___ I signify that I am unable to find my Certificate of Ordination issued to me by the South Carolina Conference. I request that this form be a substitute and I acknowledge that the aforementioned ordination certificate, should I find it at a later date, is no longer valid and that I understand that I am no longer ordained in The United Methodist Church with all the rights and privileges associated with that ordination.

LICENSE: *(A pastoral license is only valid when the holder of the license is appointed by the Bishop to a United Methodist Church. If you not appointed or sever your relationship with the United Methodist Church your license must be surrendered to the District Superintendent for deposit with the secretary of the conference.)*

___ I signify that I am unable to find my License for Pastoral Ministry Certificate issued to me by the South Carolina Conference. I request that this form be a substitute and I acknowledge that the aforementioned license, should I find it at a later date, is no longer valid and that I understand that I am no longer licensed in The United Methodist Church with all the rights and privileges associated with that license.

Signature Printed name Today's Date

Notary Section: I hereby certify that all the information I have provided is true and accurate. Subscribed to and sworn before me on this _____ date of _____ 20____.

Notary Signature Date