

# CANDIDACY CHECKLIST

(2004 Discipline)

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

Telephone: \_\_\_\_\_

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

Those desiring to enter ordained or licensed pastoral ministry, must move through the following process:

## **INQUIRING CANDIDATE**

- Contact the pastor of your local church, another Deacon or Elder, or the District Superintendent. [After contacting one of the above persons, it is recommended (but not required) that the candidate read *The Christian as Minister* and participate in the *Ministry Inquiry Process*.]

*Christian as Minister* was read \_\_\_\_\_ *Ministry Inquiry Process* completed \_\_\_\_\_

### **Phase One (Applying and Enrolling)**

### **Paragraph 311.1**

- Hold membership in the United Methodist Church for at least the two years preceding application.

Date of reception into membership: \_\_\_\_\_

- Serve in a position of congregational leadership for at least one year.

Type of service: \_\_\_\_\_ Dates: \_\_\_\_\_

- Write to the District Superintendent, asking to be admitted to the candidacy program, and enclosing a one page statement of one's call to ministry.

- Meet with the District Committee on Ministry to get acquainted and share one's call to ministry. [If desired, a member of the candidate's recommending SPRC may accompany the candidate.]

Date of First Meeting: \_\_\_\_\_

- Fill out and return the biographical form, using Form 102.

- Meet with your Mentor, and register online with Nashville for the candidacy process. [This is done using Form 101, and including the IRAI.]

### **Phase Two (Declaring)**

### **Paragraph 311.2**

- Graduate from High School.

- Meet regularly with Candidacy Mentor, and work through the *Candidacy Guidebook*..

## **LOCAL CHURCH INVOLVEMENT**

- Submit a written statement of your call to ministry to the S-PRC, and request to be interviewed for recommendation as a candidate according to paragraph 311.2.
- Arrange to be interviewed at Charge Conference and, if approved by a 2/3 written ballot, have a written record forwarded to the District Committee on Ministry.

Date of Charge Conference Approval: \_\_\_\_\_

- Arrange to be re-approved by the Charge Conference annually, with a written update of candidacy approval sent to the District Committee on Ministry.

Dates of Re-Approvals: \_\_\_\_\_

## **CERTIFIED CANDIDATE**

### **Paragraph 311.3**

- Submit to the DCOM answers to the questions in the Book of Discipline, Section 311.3 b & c
- Submit to the DCOM a written Autobiographical Essay
- Submit to the DCOM a written Religious Development Essay.
- Submit to the DCOM the original copy of the Child Abuse History Clearance.
- Submit to the DCOM the original copy of State Police Criminal Record Check.
- Submit to the DCOM the original copy of Psychological tests.
- Submit to the DCOM the original copy of the Mentor's report, signed by candidate and Mentor.
- Be interviewed by the DCOM after submitting all materials listed above.

Date of Approval: \_\_\_\_\_

## **CONTINUATION OF CANDIDACY**

### **Paragraph 312**

- Arrange to send annual update of recommendation by Charge Conference to DCOM.
- Arrange to send annual update report from Candidacy Mentor to DCOM.
- Arrange annual update of approval by DCOM.

Dates of re-approval: \_\_\_\_\_

- Arrange for submission of annual updated educational transcripts to DCOM.  
(¶324.3 requires undergrad/seminary degrees from institutions "recognized by the University Senate.")

## COMPLETION OF CANDIDACY

- All Candidates  
If divorced within the last 5 years, candidate must meet with Marital Separation & Divorce Committee.

### For Part-Time Local Pastors

- Attend the Local Pastor's Licensing School.
- Be interviewed by the DCOM for appointment as a PTLP.
- Submit to DCOM certification of attendance at the introductory "Sexual Ethics" seminar.\*<sup>1</sup>
- Submit to DCOM certification of attendance at the "Healing the Wounds of Racism" seminar.\*<sup>1</sup>

### For Full-Time Local Pastors

- Attend the Local Pastor's Licensing School
- Submit to BOOM the most recent transcript from college, seminary, or course of study.
- Arrange to be interviewed by the DCOM before November 1<sup>st</sup>, for approval to go before BOOM.
- Submit to BOOM the most recent "Pastoral Evaluation Response Form."
- Submit to BOOM the most recent "District Superintendent's Report to the Interview Team."
- Submit to BOOM certification of attendance at the introductory "Sexual Ethics" seminar.\*<sup>1</sup>
- Submit to BOOM certification of attendance at the "Healing the Wounds of Racism" seminar.\*<sup>1</sup>  
(\*<sup>1</sup>Note: These two items are sometimes done within a reasonable time after being appointed.)

### For Commissioning Toward Ordination as an Elder or Deacon

- Maintain Certified Candidacy status for at least one year (with a maximum of twelve).
- Demonstrate to the satisfaction of the DCOM gifts for ministries of service and leadership for at least one year. Type of Service: \_\_\_\_\_ Dates: \_\_\_\_\_
- Complete all academic requirements.
- Arrange to be interviewed by the DCOM before November 1<sup>st</sup>, for approval to go before BOOM.
- Submit to BOOM the application for Clergy Relationship to the Annual Conference.
- Submit to BOOM an updated Biographical Information Form, Form 102
- Submit to BOOM the most recent seminary transcript.
- Submit to BOOM the Theological School Recommendation Forms
- Submit to BOOM the most recent District Superintendent's Report.
- Submit to BOOM [by ordination] introductory "Sexual Ethics" seminar certificate.\*<sup>2</sup>
- Submit to BOOM [by ordination] "Healing the Wounds of Racism" seminar certificate.\*<sup>2</sup>  
(\*<sup>2</sup>Note: These two items are often done after commissioning, during the probationary time.)

### For Full-Time Local Pastors and Commissioning Toward Ordination as an Elder or Deacon

- Submit to BOOM the Child Abuse History Clearance (updated if not within 1 year).
- Submit to BOOM the State Police Criminal Record Check.
- Notarize and submit to BOOM the Candidate's Disclosure Form (Form 114)
- Submit to BOOM the completed Medical Report, Form 103, including CBC and Toxin Screen.
- Submit to BOOM a professional credit check.  
(Equifax (800-525-6285), Experian (800-301-7195), or TransUnion (800-680-7289))
- Submit to BOOM all requested materials, including the appropriate Discipline questions.  
(¶414, of the 1992 Discipline; ¶315.9 of the 1996 & 2000 Disciplines; or ¶324 of the 2004 Discipline.)