

LOCAL CHURCH CHECKLIST

(2004 Discipline)

When a member of a local church inquires about the process of candidacy for ordained ministry, the local church is responsible for the following parts of the process:

INQUIRING CANDIDATE

Phase One: Paragraph 311.1

- Verify that the candidate has met with the pastor to discuss the desire to enter ordained ministry.
- Verify that the candidate has obtained *The Christian as Minister* and *Ministry Inquiry Process*. (Both books are available from Cokesbury, 800-672-1789.)
- Verify that the candidate has discussed book *The Christian as Minister* with the pastor, or another ordained Elder or Deacon.
Date of meeting: _____
- Verify that the candidate has consulted with the District Superintendent about the *Ministry Inquiry Process*, and has worked through it with the pastor or another ordained Elder or Deacon.
Name of Guide: _____ Elder: _____ Deacon: _____
- Verify that the candidate has held membership in the United Methodist Church for at least the last two years. [It does not have to be in the same congregation.]
Date of reception into membership: _____
- Verify that the candidate has served in a position of congregational leadership for the last year.
Type of service: _____ Dates: _____
- Arrange for the candidate to write to the District Superintendent, asking to be admitted to the candidacy process, and enclosing a one page statement of their call to ministry.
- If the candidate desires, arrange for a member of the SPRC to accompany the candidate to a "Meet and Greet" Interview with the District Committee on ministry

Phase Two: Paragraph 311.2

- Verify that the candidate is a graduate from High School.
- Arrange for the candidate to submit a written statement of their call to ministry to the SPRC, with a request to be interviewed by the SPRC for recommendation as a candidate for ministry.

- Arrange for the SPRC to interview the candidate, giving attention to the call to ministry statement, and paragraph 310 of the 2004 Discipline, *Wesley's Questions for the Examiners*.

Date of Interview: _____

- If approved by the SPRC, arrange for a recommendation as a candidate for ministry to be taken to a meeting of the Charge Conference, in accordance with paragraph 311.2. [Note especially the requirements for proper public announcements, and the need for the Charge Conference vote to be by written ballot, with at least 2/3 of those present voting approval.]

Date of Charge Conference Approval: _____

CERTIFIED CANDIDATE

Paragraph 311.3

The current cost of psychological testing is \$600, with the cost being split evenly between candidate, recommending church, and the Board of Ordained Ministry (\$200 each)

- Check sent. Date sent: _____ \$ Amount Sent: _____

Note: Churches are free to pay both their portion and the candidate's portion (\$400 total) - if they so choose. If the \$200 is a hardship for the church, scholarship money is available through the Board of Ordained Ministry. To request it, contact the Board of Ordained Ministry treasurer.

CONTINUATION OF CANDIDACY

Paragraph 312

- Arrange for the candidate 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: _____

(Please Note: ¶324.3 requires undergrad/seminary degrees from institutions "recognized by the University Senate.")