

# Candidacy Checklist

(2008 Discipline ¶310-312)

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

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

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

Email: \_\_\_\_\_

Those desiring to enter ordained or licensed pastoral ministry, must move through the following process. Please put your name and date on each page of every document and send to the Registrar. The Eastern Pennsylvania Conference Board of Ordained Ministry website can be found here: <http://www.gbgm-umc.org/EPCBOOM/>  
The General Board of Higher Education & Ministry can be found here: <http://www.gbgm-umc.org/EPCBOOM/>

## **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 required that the candidate read *The Christian as Minister* and recommended that they participate in the *Ministry Inquiry Process*.]

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

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

- Member of The United Methodist Church or baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for one (1) year

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

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

Type of service: \_\_\_\_\_ Documentation Received: \_\_\_\_\_

- 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.

- District Superintendent responds with the District Biographical Form and requests candidate to submit this form to the District Committee on Ordained Ministry (DCOM) registrar.

- Meet with the District Committee on Ordained 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: \_\_\_\_\_ Name of Mentor: \_\_\_\_\_

- Meet with your Mentor and register online with Nashville for the candidacy process. [This is done online at <https://public.gbhem.org/candidacy/default.aspx> or with Form 101. The cost is \$75 and includes the *Candidacy Guidebook*]

- Complete the IRAI.

## **Phase Two (Declaring)**

- Fill out and return the biographical form, using Form 102, to the DCOM Registrar.
- Transcript or Diploma from high school, college, or GED
- Meet regularly with Candidacy Mentor and work through the *Candidacy Guidebook*.
- Submit a written statement of your call to ministry and answers to Wesley's historic questions ¶310 to your PPRC/SPRC, and request to be interviewed for recommendation as a candidate according to ¶311.2.
- Arrange to be interviewed at Charge Conference and, if approved by a 2/3 written ballot, have a written record, including the written material presented to the SPRC, forwarded to the District Committee on Ordained Ministry.

Date of Charge Conference Approval: \_\_\_\_\_ Receipt of Written Material: \_\_\_\_\_

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

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

## **REQUIREMENTS FOR CERTIFICATION**

- Submit to the DCOM answers to the questions in the Book of Discipline ¶311.2a \_\_\_\_\_
- 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 credit 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 and indicating completion of the *Candidacy Guidebook* \_\_\_\_\_
- Submit notarized Candidates Disclosure Form 114  
Online at: <http://www.gbgm-umc.org/EPCBOOM/candidacypage2.htm> \_\_\_\_\_
- Submit to the DCOM written agreement to ¶311.2d, the agreement to exercise self-control by personal habits \_\_\_\_\_

## **CONTINUATION OF CANDIDACY**

- Submit to the DCOM annual update of recommendation by Charge Conference \_\_\_\_\_
- Submit to the DCOM annual update report from Candidacy Mentor if not yet certified \_\_\_\_\_
- Be approved annually by DCOM \_\_\_\_\_
- Submit to the DCOM annual updated educational transcripts  
[¶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 Part-Time Local Pastor
- 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 October 15<sup>th</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>

### 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 least one year      Type of Service \_\_\_\_\_ Dates: \_\_\_\_\_
- Complete all academic requirements
- Arrange to be interviewed by the DCOM before October 15<sup>th</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 certification of attendance at the introductory "Sexual Ethics" seminar<sup>2</sup>
- Submit to BOOM certification of attendance at the "Healing the Wounds of Racism" seminar<sup>2</sup>

### 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 Disciplinary Questions (if moving toward Commissioning) [¶414 in 2002 Discipline, ¶315.9 in 1996 & 2000 Discipline, ¶324 in 2004 Discipline, ¶324.9 in 2008 Discipline] **or the Full-time Local Pastor Questions as designated by the Board of Ordained Ministry of the Eastern PA Conference.**

<sup>1</sup> These items are sometimes done within a responsible time after being appointed.

<sup>2</sup> These items are often done after commissioning, during the probationary time.