

## CANDIDACY PACKET

### ELGIN DISTRICT COMMITTEE ON ORDAINED MINISTRY

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

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

Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

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

#### D.S. Checklist:

\_\_\_\_\_ Copy of High School Diploma on file with District Registrar

\_\_\_\_\_ Active Leadership as member of UMC for at least one year

\_\_\_\_\_ Letter from Sr. Pastor on file?

\_\_\_\_\_ Application for Admission to Candidacy received by D.S./ cc'd to  
Chair and Registrar

Chair: Rev. Sung Ja Lee Moon  
666 Graceland Ave.  
Des Plaines, IL 60016  
847.827.5561  
[sungjmoon@sbcglobe.net](mailto:sungjmoon@sbcglobe.net)

Registrar: Rev. Dr. Paul Meyers  
41w170 Russell Rd  
Elgin, IL 60124  
847.464.4673  
[paulmeyers@umc-cornerstone.org](mailto:paulmeyers@umc-cornerstone.org)

## Exploring Interview

Date: \_\_\_\_\_

This meeting is the introductory meeting between the committee and the candidate. This is usually a very brief interview. (30 minutes) It is not necessarily a time of approval, more of a time to get to know each other. The committee understands that this is usually a stressful time, and that the work that will happen from now on will be work within community. The call of God is received personally as well as within the community of the faithful. The process of discerning and growing into the call of God toward Ordained Ministry now begins! Questions will include the following checklist along with general questions of inquiry.

Clarity of call to ordained ministry and the ability to articulate that call.

*Present*

*Not Present*

Passionate spirituality.

*Present*

*Not Present*

Committed to ongoing professional and personal development.

*Present*

*Not Present*

Committed to mission through United Methodist, ecumenical, and inter-faith connections.

*Present*

*Not Present*

Healthy prayer life.

*Present*

*Not Present*

Empathy for people--outgoing, personable, and hospitable.

*Present*

*Not Present*

Committed to make disciples of Jesus Christ.

*Present*

*Not Present*

**Affirmations from the Committee:**

**Hesitations of the Committee:**

**Recommendations to the Candidate:**

## MENTOR PAGE

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

Mentor GBHEM-DOM # \_\_\_\_\_

Mentor most accessible phone # \_\_\_\_\_

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

### Exploring Candidacy Checklist: (P. 311.1a-f)

(The below available online at [www.GBHEM.org](http://www.GBHEM.org))

- \_\_\_\_\_ Inventory of Religious Activities and Interests (IRAI)
- \_\_\_\_\_ Application for GBHEM Candidacy Guidebook
- \_\_\_\_\_ Personal Information Form
- \_\_\_\_\_ Professional Reference List
- \_\_\_\_\_ Psychological Ministerial Assessment
- \_\_\_\_\_ GBHEM Criminal Background and Credit Inquiry Form
- \_\_\_\_\_ Complete all sections in Guidebook under “Exploring Candidate”
- \_\_\_\_\_ Consultation with Home Pastor
- \_\_\_\_\_ Prepare and Present “Statement of Call” to S/PPR Committee
- \_\_\_\_\_ Date of Charge Conference Approval: \_\_\_\_\_
- \_\_\_\_\_ Charge Conference Minutes sent to DCOM Registrar

### Declared Candidacy Checklist: (P. 311.2 a-c)

- \_\_\_\_\_ Check sent to DCOM Registrar for NIC Background/Credit Check
- \_\_\_\_\_ Continue working through Candidacy Guidebook with Mentor
- \_\_\_\_\_ Review with Mentor plan for completion of required studies:
  - \_\_\_\_\_ U.M. Studies
  - \_\_\_\_\_ BOD Evangelism Requirement

### Checklist Prior to Requesting Certification Interview:

- \_\_\_\_\_ **Most of Seminary Classes completed/graduation upon year of certification**
- \_\_\_\_\_ Written responses to questions in P. 311.3b & c submitted to committee  
(Review with Mentor before submittal to DCOM)
- \_\_\_\_\_ Psychological/Ministerial Assessment in DCOM’s possession?
- \_\_\_\_\_ NIC Criminal Background Check/Credit inquiry approved by Conference BOM?
- \_\_\_\_\_ Mentor’s Report signed by Candidate and made available to DCOM

\*\*Mentor should be present at the Certification Interview with Voice and No Vote.

### CERTIFICATION INTERVIEW

**Date:** \_\_\_\_\_

The purpose of this interview is to evaluate promise of effective Ordained Ministry in the United Methodist Church. Promise (gifts & graces) is the key measurement at this time. The committee will inquire and search for promise in the following areas:

**The Ordained Ministry:**

- Clarity of call to Ordained Ministry and the ability to articulate that call.  
*Evidence of Promise Present*                      *Evidence of Promise Not Present*
- Committed to make disciples of Jesus Christ.  
*Evidence of Promise Present*                      *Evidence of Promise Not Present*
- Committed to social justice.  
*Evidence of Promise Present*                      *Evidence of Promise Not Present*
- Committed to mission through United Methodist, ecumenical, and inter-faith connections.  
*Evidence of Promise Present*                      *Evidence of Promise Not Present*

**Sacramental Theology:**

- Understanding of Baptism within U.M. Skopos  
*Evidence of Promise Present*                      *Evidence of Promise Not Present*
- Understanding of Holy Communion within U.M. Skopos  
*Evidence of Promise Present*                      *Evidence of Promise Not Present*
- Theological Understanding and Knowledge within U.M. Skopos  
*Evidence of Promise Present*                      *Evidence of Promise Not Present*
- Grasp of Theology unique to Wesleyan Understanding  
*Evidence of Promise Present*                      *Evidence of Promise Not Present*

**Spiritual Discipline:**

- Passionate spirituality.  
*Evidence of Promise Present*                      *Evidence of Promise Not Present*
- Healthy prayer life.  
*Evidence of Promise Present*                      *Evidence of Promise Not Present*
- Integrating faith and life—modeling holiness and self care.  
*Evidence of Promise Present*                      *Evidence of Promise Not Present*
- Continually transformed and transforming.  
*Evidence of Promise Present*                      *Evidence of Promise Not Present*

**Pastoral Administration:**

Committed to ongoing professional and personal development.

*Evidence of Promise Present*

*Evidence of Promise Not Present*

Willing and able to equip and support laity for ministry in daily life.

*Evidence of Promise Present*

*Evidence of Promise Not Present*

Skill in conflict management.

*Evidence of Promise Present*

*Evidence of Promise Not Present*

Boldly prophetic and visionary leader.

*Evidence of Promise Present*

*Evidence of Promise Not Present*

Empathy for people--outgoing, personable, and hospitable.

*Evidence of Promise Present*

*Evidence of Promise Not Present*

Skilled teacher, preacher, worship leader, administrator, pastoral care or other leadership skills related to area of specialization.

*Evidence of Promise Present*

*Evidence of Promise Not Present*

**Affirmations from the Committee:**

**Hesitations of the Committee:**

$\frac{3}{4}$  Vote for Certification as a Candidate for Ordained Ministry in the United Methodist Church

*Approved*

*Not Approved*

$\frac{3}{4}$  Vote for Entrance into the Local Pastor Pool for the NIC

*Approved*

*Not Approved*

**Recommendations to the Candidate:**

**RE-CERTIFICATION INTERVIEW # 1      DATE: \_\_\_\_\_**

The purpose of this interview is to evaluate growth and progress toward effectiveness and bearing fruit in Ordained Ministry. The committee will follow up on all recommendations from the last meeting, and continue to inquiry on growth toward effectiveness in Ordained Ministry.

Yearly Charge Conference Minutes Rec'd? \_\_\_\_\_

**The Ordained Ministry:**

Clarity of call to ordained ministry and the ability to articulate that call.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Committed to make disciples of Jesus Christ.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Committed to social justice.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Committed to mission through United Methodist, ecumenical, and inter-faith connections.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

**Sacramental Theology:**

Understanding of Baptism within U.M. Skopos

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Understanding of Holy Communion within U.M. Skopos

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Theological Understanding and Knowledge within U.M. Skopos

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Grasp of Theology unique to Wesleyan Understanding

*Evidence of Growth Present*

*Evidence of Growth Not Present*

**Spiritual Discipline:**

Passionate spirituality.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Healthy prayer life.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Integrating faith and life—modeling holiness and self care.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Continually transformed and transforming.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

**Pastoral Administration:**

Committed to ongoing professional and personal development.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Willing and able to equip and support laity for ministry in daily life.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Skill in conflict management.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Boldly prophetic and visionary leader.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Empathy for people--outgoing, personable, and hospitable.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Skilled teacher, preacher, worship leader, administrator, pastoral care or other leadership skills related to area of specialization.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

**Affirmations from the Committee:**

**Hesitations of the Committee:**

¾ Vote for Re-Certification as a Candidate for Ordained Ministry in the United Methodist Church  
*Approved*    *Not Approved*

¾ Vote for Continuation in the Local Pastor Pool for the NIC  
*Approved*    *Not Approved*

**Recommendations to the Candidate:**

**RE-CERTIFICATION INTERVIEW # 2      DATE: \_\_\_\_\_**

The purpose of this interview is to evaluate growth and progress toward effectiveness and bearing fruit in Ordained Ministry. The committee will follow up on all recommendations from the last meeting, and continue to inquiry on growth toward effectiveness in Ordained Ministry.

Yearly Charge Conference Minutes Rec'd? \_\_\_\_\_

**The Ordained Ministry:**

Clarity of call to ordained ministry and the ability to articulate that call.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Committed to make disciples of Jesus Christ.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Committed to social justice.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Committed to mission through United Methodist, ecumenical, and inter-faith connections.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

**Sacramental Theology:**

Understanding of Baptism within U.M. Skopos  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Understanding of Holy Communion within U.M. Skopos  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Theological Understanding and Knowledge within U.M. Skopos  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Grasp of Theology unique to Wesleyan Understanding  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

**Spiritual Discipline:**

Passionate spirituality.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Healthy prayer life.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Integrating faith and life—modeling holiness and self care.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Continually transformed and transforming.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

**Pastoral Administration:**

Committed to ongoing professional and personal development.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Willing and able to equip and support laity for ministry in daily life.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Skill in conflict management.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Boldly prophetic and visionary leader.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Empathy for people--outgoing, personable, and hospitable.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Skilled teacher, preacher, worship leader, administrator, pastoral care or other leadership skills related to area of specialization.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

**Affirmations from the Committee:**

**Hesitations of the Committee:**

$\frac{3}{4}$  Vote for Re-Certification as a Candidate for Ordained Ministry in the United Methodist Church

*Approved*

*Not Approved*

$\frac{3}{4}$  Vote for Continuation in the Local Pastor Pool for the NIC

*Approved*

*Not Approved*

**Recommendations to the Candidate:**

**RE-CERTIFICATION INTERVIEW # 3      DATE: \_\_\_\_\_**

The purpose of this interview is to evaluate growth and progress toward effectiveness and bearing fruit in Ordained Ministry. The committee will follow up on all recommendations from the last meeting, and continue to inquiry on growth toward effectiveness in Ordained Ministry.

Yearly Charge Conference Minutes Rec'd? \_\_\_\_\_

**The Ordained Ministry:**

Clarity of call to ordained ministry and the ability to articulate that call.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Committed to make disciples of Jesus Christ.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Committed to social justice.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Committed to mission through United Methodist, ecumenical, and inter-faith connections.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

**Sacramental Theology:**

Understanding of Baptism within U.M. Skopos  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Understanding of Holy Communion within U.M. Skopos  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Theological Understanding and Knowledge within U.M. Skopos  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Grasp of Theology unique to Wesleyan Understanding  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

**Spiritual Discipline:**

Passionate spirituality.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Healthy prayer life.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Integrating faith and life—modeling holiness and self care.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

Continually transformed and transforming.  
*Evidence of Growth Present*                      *Evidence of Growth Not Present*

**Pastoral Administration:**

Committed to ongoing professional and personal development.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Willing and able to equip and support laity for ministry in daily life.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Skill in conflict management.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Boldly prophetic and visionary leader.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Empathy for people--outgoing, personable, and hospitable.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

Skilled teacher, preacher, worship leader, administrator, pastoral care or other leadership skills related to area of specialization.

*Evidence of Growth Present*

*Evidence of Growth Not Present*

**Affirmations from the Committee:**

**Hesitations of the Committee:**

$\frac{3}{4}$  Vote for Re-Certification as a Candidate for Ordained Ministry in the United Methodist Church

*Approved*

*Not Approved*

$\frac{3}{4}$  Vote for Continuation in the Local Pastor Pool for the NIC

*Approved*

*Not Approved*

**Recommendations to the Candidate:**

## RECOMMENDATION INTERVIEW

DATE: \_\_\_\_\_

### DCOM Chair Checklist:

Date of Last Psychological Assessment: \_\_\_\_\_

Certified Candidate for at least one year? \_\_\_\_\_

All Requirements met? \_\_\_\_\_

College and Masters Transcripts Rec'd? \_\_\_\_\_ BOD Requirements met? \_\_\_\_\_

The purpose of this interview is to evaluate the candidate's ability to serve effectively in Ordained Ministry and to assess the candidate's readiness to do so. When the committee invites a candidate to a Recommendation Interview, the committee wants to introduce the Conference Board of Ordained Ministry to its newest and most promising candidate! This interview will be focused on measuring the fruit of ministry thus far, the preparedness of the candidate from years of study and student ministry, and will focus on the candidate's ongoing relationship with Jesus Christ in discipleship as a means of grace.

### **Clarity of call to ordained ministry and the ability to articulate that call.**

*Part of this candidate's development*

*Not part of this candidate's development*

### **Passionate spirituality.**

*Part of this candidate's development*

*Not part of this candidate's development*

### **Committed to ongoing professional and personal development.**

*Part of this candidate's development*

*Not part of this candidate's development*

### **Integrating faith and life—modeling holiness and self care.**

*Part of this candidate's development*

*Not part of this candidate's development*

### **Willing and able to equip and support laity for ministry in daily life.**

*Part of this candidate's development*

*Not part of this candidate's development*

### **Committed to mission through United Methodist, ecumenical, and inter-faith connections.**

*Part of this candidate's development*

*Not part of this candidate's development*

**Skill in conflict management.**

*Part of this candidate's development*

*Not part of this candidate's development*

**Boldly prophetic and visionary leader.**

*Part of this candidate's development*

*Not part of this candidate's development*

**Continually transformed and transforming.**

*Part of this candidate's development*

*Not part of this candidate's development*

**Healthy prayer life.**

*Part of this candidate's development*

*Not part of this candidate's development*

**Empathy for people--outgoing, personable, and hospitable.**

*Part of this candidate's development*

*Not part of this candidate's development*

**Committed to make disciples of Jesus Christ.**

*Part of this candidate's development*

*Not part of this candidate's development*

**Committed to social justice.**

*Part of this candidate's development*

*Not part of this candidate's development*

**Skilled teacher, preacher, worship leader, administrator, pastoral care or other leadership skills related to area of specialization.**

*Part of this candidate's development*

*Not part of this candidate's development*

**Rate this candidate's theology** (*Choose one of the options under each question*):

**This candidate has an understanding of United Methodist beliefs that fall within the parameters of our denomination:**

Yes \_\_\_\_\_

No \_\_\_\_\_

If no, explain:

**Candidates is able to understand and articulate all basic theological beliefs.**

Candidate's ability is outstanding

Candidate's ability is adequate

Candidate is unclear and unable to articulate

3/4 Vote to Recommend to the Conference Board: \_\_\_\_\_

3/4 Vote for Continuation in the Local Pastor Pool for the NIC: \_\_\_\_\_

**Evidence of strengths:**

**Areas for continued growth and development:**

**Recommendations for the Candidate.**

**Chair's Final Checklist:**

\_\_\_\_\_ Send complete file, including NIC Checklist and Certification form to NIC Board  
Of Ordained Ministry Registrar

Chair's Signature: \_\_\_\_\_

DCOM Registrar's Signature: \_\_\_\_\_



Date Rec'd By Conference Registrar: \_\_\_\_\_

BOM Registrar Signature: \_\_\_\_\_

Date Returned to DCOM (if continued) \_\_\_\_\_

BOM Registrar's Signature: ) \_\_\_\_\_