

# Steps Into Ordained Ministry Checklist

from Inquiring Candidate to Certified Candidate

Illinois Great Rivers Conference

*This checklist has been carefully designed to navigate a person through the maze that can be the first four steps of the candidacy process. Each step is to be completed in the order listed below before moving on to the next step. A copy of this checklist must be mailed to the District Registrar prior to the first meeting with the dCOM (District Committee on Ordained Ministry). It is also helpful, and recommended, that copies of all correspondence included in this checklist be sent to the dCOM Registrar.*

**Completing this process usually takes 9 months up to 1.5 years.**

**For admission to the candidacy program:**

**The Candidate...Inquiring about ministry**

1. Date \_\_\_\_\_  
Make contact with the pastor in your local church. (§311)
2. Date \_\_\_\_\_  
Review *The Christian as Minister* with your local church pastor, another ordained deacon or elder **or campus minister**. **This person** should have a copy of *Christian as Minister*. (If not, free copy of this publication can be obtained from the District Office).
3. Date \_\_\_\_\_  
Ask your local church pastor, another ordained deacon or elder **or campus minister** to mail a verification letter to the District Superintendent. The following must be verified (§311.1a & b):
  - **Candidate is active in The United Methodist Church or ministry you represent**
  - **Briefly outline this candidate's activity in your ministry or church**
4. Date \_\_\_\_\_  
Mail your District Superintendent a letter requesting to enter the process to become a Certified Candidate (§311.2a).
  - Briefly outline your call to ministry
  - Include in the letter where you hold your local church membership **or are an active participant** and how you have been active in the ministry of that local congregation **or UM ministry**

5. Date \_\_\_\_\_  
Receive from the District Office the release forms for DCFS, credit and criminal background checks (§311.2b).
- Return BOTH the DCFS and general background releases to your District Office, with an initial payment of \$53.95, the district secretary will mail them to the Sangamon River District Office (**POB 3487, Springfield, IL 62708-3487; 217-529-3257**)
  - The Candidate will be billed for any additional charges related to securing this background information
  - The Sangamon River District Secretary will send a copy of all final background information to the Candidate's District Office when complete payment has been made
  - **It is suggested that the District Office maintain a copy of this background check as well as sending a copy to the dCOM Registrar to be put in the Candidate's file**
6. Date \_\_\_\_\_  
Contact the dCOM Chairperson (District Superintendent) in writing, and request a Candidacy Mentor (§311.1.b).
7. Date \_\_\_\_\_  
Direct the candidate to be looking for an invitation to enroll on the General Board's website for enrolling into Candidacy
- **The District Superintendent will submit the name of a Candidate and his/her Mentor to Nashville**
  - **The Candidate will receive an email inviting them to begin the enrollment process**
  - **The Mentor will receive an email indicating who their mentee is and where they are at in the process**
  - **Once the fee has been paid, Nashville will send the applicant instructions about how to secure his/her Candidacy Guidebook**
  - **The candidate will be taken to the online IRAI (Inventory of Religious Activities) and the candidate should complete that inventory**
  - **The Candidate and/or Mentor should reference the Board website ([www.igrbom.com](http://www.igrbom.com)) to secure the next scheduled time to take his/her psychological assessment or he/she can contact the Administrative Assistant**
8. Date \_\_\_\_\_  
**Begin study of the Candidacy Guidebook with the candidacy mentor.**

**MENTOR: PLEASE REMIND YOUR CANDIDATE ILLINOIS GREAT RIVERS DOES THE PSYCHOLOGICAL ASSESSMENT IN OUR CONFERENCE (REFER TO POINT NO. 13 BELOW) AND NOT THROUGH NASHVILLE, DON'T SIGN UP TO DO IT ONLINE**

9. Date \_\_\_\_\_  
Mentor reviews results of IRAI test with candidate.

10. Date \_\_\_\_\_

Requests, in writing, an interview with the Staff/Pastor Parish Relations Committee (S/PPRC) **or a group designated by the dCOM**. See suggested questions for the candidate in ¶ 310.

- The Candidate should have a written statement concerning his/her call to ministry that S/PPRC members **or members of the group designated by the dCOM** can read ahead of the scheduled meeting time
- The Candidate shall be interviewed by the S/PPRC committee **or the group designated by the dCOM** about his/her call to ministry (the prepared statement) and Wesley's historic questions found in ¶310
- The S/PPRC **or the group designated by the dCOM** shall vote by written ballot. A 2/3 majority is required for approval to the Charge Conference **or a group designated by the dCOM**.

11. Date \_\_\_\_\_

Receive 2/3 approval vote of the Charge Conference **or a group designated by the dCOM** (Form 104, signed by district superintendent or presiding elder).

- At least two public announcements must be made before a Charge Conference can be held (cf. ¶246.8 and ¶247.8)
- This meeting must be presided over by the District Superintendent or a presiding elder
- The vote must be taken by written ballot
- After approval, the candidate must obtain the appropriate signatures for section 2 of the form: *Declaration of Candidacy for Ordained Ministry* (available under the Candidacy section of the Board of Ordained Ministry website [www.igrbom.com](http://www.igrbom.com))

12. Date \_\_\_\_\_

Mail a copy of the following to the dCOM Registrar and to the District Superintendent's Office (a copy of Form 104 should also be sent to the Administrative Assistant to the Board of Ordained Ministry).

- Form 104: *Declaration of Candidacy for Ordained Ministry*
- Written work prepared for S/PPRC
- All educational transcripts

13. Date \_\_\_\_\_

a. Complete the Psychological Assessment.

- **Contact the Board's Administrative Assistant to secure an appointment to take the psychological assessment or log onto the Board's Website ([www.igrbom.com](http://www.igrbom.com)) to find the upcoming testing dates**
- **Psychological assessments are scheduled in St. Louis, Decatur and Peoria three times a year (Jan, Feb, March; May, June, July; Sept, Oct, Nov)**
- **Once a candidate is given a testing date and location they will contact either Dr. Nancy Friesen's (225 S Meramec, Suite 321 T, St. Louis MO 63105; 314 249-1806) office if your testing date is in St. Louis or Pat Brown's (3040 N. University Ave., Ste. 2, Decatur, IL 62526-1393; 217-872-1700) office if your testing date is either Decatur or Peoria to obtain the pre-testing materials and specific testing date information.**

- Payment, in the amount of \$225 (made out as indicated in the pre-testing information), must be made prior to the testing date
- Candidates will be assigned a testing date and time and on that date they will appear on time and complete the tests. Following completion of the tests the candidate will have an face-to-face interview with the psychologist
- An optional face-to-face interview time will be offered (sometimes the test results make this second interview mandatory)
- A final written report, following this interview, will be mailed to the Candidate and the BOM Administrative Assistant
- The Candidate, upon receipt of the assessment, has the option to make a copy to give to his/her mentor for study and review with the candidate
- The District Registrar will request a copy of the assessment from the Administrative Assistant when needed

b. Request the Adult Basic Skill Testing Packet and complete the testing.

- The *Adult Basic Skills Testing Packet* can be requested by the mentor via email to the BOM Registrar/Administrative Assistant [bomasst@hotmail.com](mailto:bomasst@hotmail.com). Once completed the *Basic Skills Test* is mailed to the Administrative Assistant (**Dr. John L. Salzman, 3392 Palmtree Drive, Lake Havasu City, AZ 86404**). Testing results will be mailed back to the mentor
- This testing can be administered at any time following the assignment of a mentor.

14. Date \_\_\_\_\_

**Candidacy Mentor** completes the Mentor Report and sends to District Committee on Ordained Ministry.

15. Date \_\_\_\_\_

Candidate and mentor finish working through the Candidacy Guidebook.

16. Date \_\_\_\_\_

Submit to the District Committee on Ordained Ministry written responses to questions in ¶311.2a and written evidence of understanding of ministries of local pastors, deacons, and elders within The United Methodist Church (if required to do so by your District Committee on Ordained Ministry).

17. Date \_\_\_\_\_

Request an interview with District Committee on Ordained Ministry by writing a letter to the district committee Chairperson with a copy to the District Superintendent when all required documents have been submitted (refer back to no. 11). In most cases, all documents must be received at least one month prior to the *Certification Interview* with the District Committee on Ordained Ministry

18. Date \_\_\_\_\_

Contact the Chair of the District Committee on Ordained Ministry for a *Certification Interview*.

- Prior to this meeting the District Registrar should request the Candidate's Psychological Assessment (unless it's already been received)
- In many cases, the candidate will be interviewed by a sub-group of the committee, which will make a formal recommendation to the entire committee
- A written ballot will be taken; a  $\frac{3}{4}$  affirmative vote must be received to continue the process, keep all ballots in the candidate's file

19. Date \_\_\_\_\_

Respond to questions in ¶311.3f in writing and keep in Candidacy File.

20. Date \_\_\_\_\_

District Committee on Ministry Registrar submits the DCOM Approval Report for Certified Candidacy (form 113) to the Division of Ordained Ministry of the General Board of Higher Education and Ministry (**P.O. Box 340007, Nashville, TN 37203**) and to the BOM Administrative Assistant (**3392 Palmtree Drive, Lake Havasu City, AZ 86404-1621**) with a copy to the District Office

21. **Candidacy Mentor and candidate** meet to discuss interview and results of meeting with district committee.

### **¶ 312 Continuation of Candidacy**

22. Certified candidacy is renewed **annually** by Charge Conference **or a group designated by the dCOM** and District Committee on Ordained Ministry. An annual interview with the District Committee on Ordained Ministry is required and transcripts of all educational progress shall be submitted. The Candidate must request from the district committee what documents need to be submitted for before this annual renewal interview

23. **Candidacy Mentor** maintains contact with Certified Candidate until the candidate is licensed or commissioned