

Candidacy Process Information / Check-off

(Please check where you are in the process, and include a date for beginning each step in the process, if known. **Keep one copy for your records and return a copy to the District Office** so that we may track your progress through in the Candidacy Process. Thank-you!) (§'s cited are according to the 2004 Book of Discipline.)

Place a check if currently in a step, with the Start Date, if known. Place a checkmark by all other completed steps. Provide other information as requested.

Name _____
Address _____
City, State, Zip _____
Phone _____ Email: _____
Home Church _____

INQUIRING CANDIDATE (§ 311)

Start Date: _____

Completed

Start Date: _____

Guide: _____

Completed

Start Date: _____

Member of UMC for minimum of 2-Yrs. 1-Yr Leadership: (list) _____

Letter sent to DS

Mentor assigned: _____

IRAI taken/sent.

Completed 2 sect's

When a person comes to the pastor, expressing a call to ministry, the first step is for the pastor to have the person read the book *The Christian As Minister* and discuss it with their local church pastor or another ordained deacon or elder. (This book is available through the District Office, or order directly from Cokesbury.) The purpose of this process is to help the inquiring candidate discern the areas of service and/or ministry within the church to which God is calling them.

Should the candidate wish to continue, he/she is to go through the *Ministry Inquiry Process* with a guide. (This guide may also be your local pastor or another ordained deacon or elder.)

EXPLORING CANDIDATE (§ 311.1)

After completing the Inquiring process, if the candidate wishes to continue seeking to explore candidacy for licensed or ordained ministry, he/she must meet the following requirements:

The candidate shall have been a professing member in good standing of the United Methodist Church for at least two years immediately preceding the application for candidacy, including a year of service in some form of congregational leadership in that local church. (Leadership in other than the local church has to be approved by the District OMT.) (§311.1a)

A letter of application is to be written to the District Superintendent for admission to the candidacy studies, describing the candidate's sense of call to licensed or ordained ministry, and a copy sent to the district committee on ordained ministry. Upon receipt, the District Superintendent along with the District OMT shall assign the exploring candidate to a candidacy mentor. (§311.1b,c)

Take IRAI (Inventory of Religious Activities and Interests). This may be administered by your mentor or at the District Office. Send \$50 check to "GBHEM" along with the IRAI to GBHEM to receive the *Candidacy Guidebook*. Complete the first two sections of the Candidacy Guidebook as an exploring candidate with your mentor. (§311.1d,e,f)

DECLARED CANDIDATE (§ 311.2)

Start Date: _____

Written statement discussed with pastor. Date: _____

Interview by PPR Date: _____

H.S. graduate

Affirmed by 2/3 vote at Charge Conf. Held: _____

Declared candidates are those who have completed the "exploratory" process and are ready to publicly declare themselves to be candidates for licensed or ordained ministry, and shall complete the following:

The candidate is to formulate a written statement reflecting his/her call to ministry, and request recommendation for certification. The candidate is to discuss this statement of call with his/her pastor and Staff/Pastor Parish Relations committee, and be asked Wesley's historic questions as stated in the *Discipline* § 305. (§311.2a)

The candidate shall be recommended by the Charge Conference to proceed as a Certified Candidate. To be valid, the recommendation shall be voted by written ballot by two-thirds of the charge conference present at this meeting; and the candidate must have graduated from an accredited high school or received a certificate of equivalency. (§311.2b)

The candidate is to continue the candidacy studies with a candidacy mentor. (§311.2c)

Start Date: _____

CERTIFIED CANDIDATE (§ 311.3)

Candidates desiring to be certified as candidates for licensed or ordained ministry shall:

Interview Date with District OMT: _____

Contact the District Ordained Ministry Team chairperson to schedule an appearance before the dOMT for examination. (§311.3a)

Written response submitted to dOMT.

Submit a written response providing evidence of understanding and expectation concerning:

- The most formative experiences of your Christian life
- God’s call to licensed or ordained ministry and the role of the church in your call
- Your future usefulness as a minister in The United Methodist Church
- Your personal beliefs as a Christian
- Your personal gifts for ministry
- How your personal relationships may affect your future ministry
- Evidence of understanding of the ministries of local pastors, deacons and elders within The United Methodist Church . (§311.3b,c)

Psychological testing completed. Date: _____

Complete and release required psychological reports. This may be done through Care and Counseling. Call (314) 878-4340 for an appointment, indicating this is for your candidacy psychologicals. . (§311.3d)

Oxford Background Check information submitted. Date: _____

The dOMT will inform the Conference OMT Candidacy Registrar of the candidate’s name and a complete background check will be conducted. The candidate will be sent a form from the Oxford Document Management, to be completed and returned as quickly as possible. Until the completed evaluation report is received from Oxford by the dOMT, certified candidacy cannot be completed. If Certified Candidate status has been granted pending positive results from the psychological and Oxford background checks and either comes back with negative results, the candidate must meet with the dOMT again. Certified Candidate status may be withdrawn. . (§311.3d-1,2)

Approval given by the dOMT to affirm as a certified candidate. Date: _____

The candidate agrees for the sake of the mission of Jesus Christ in the world and the most effective witness of the gospel, and in consideration of their influence as clergy, to make a complete dedication of him/herself to the highest ideals of the Christian life as set forth in ¶¶ 102-104; 160-166 of the *Discipline*.

Agree to dedicate self to highest ideals of the Christian life.

Start Date: _____

CONTINUATION OF CANDIDACY (§ 312)

The progress of the candidate shall be reviewed and renewed annually.

Completion of Candidacy Guidebook Date: _____

Elder Track: The candidate preparing for ordained ministry who is enrolled as a student in a school, college, university, or school of theology shall present annually to the dOMT an official transcript from he school. Yearly interview with the dOMT is recommended.

Elder Track:
In ____ Year of _____
School.

Local Pastor Track: (§ 309) A Certified Candidate is eligible for appointment as a local pastor upon completion of Licensing School, and are to continue academic studies in the Course of Study program. Full-Time Local Pastors are to complete their studies in Course of Study within eight years. Part-Time Local Pastors are to complete their studies in Course of Study within twelve years. Upon completion of the five-year Course of Study program, the local pastor may choose to stay in a local relationship with the Annual Conference.

Local Pastor Track: Licensing School completed. Date: _____
In Year ____ of COS.

Permanent Deacon Track: A certified candidate who is pursuing Permanent Deacon status must complete the 27 hours of basic theological studies needed as well as continue studies in the Candidacy Guidebook with the assigned mentor.

Permanent Deacon Track: _____
hours completed.