

## Eastern PA Conference Candidacy Process Checklists

(modified for EPAUMC from *Answering the Call: Candidacy Guidebook 2016*)

Those desiring to enter ordained or licensed pastoral ministry must move through the following process. Please ensure your name and date is on each page of every document you submit, and send them to the Registrar of the District Committee on Ministry (DCOM) in which you practice ministry. Keep a file for yourself! The Eastern Pennsylvania Conference Board of Ordained Ministry website can be found here: <https://www.epaumc.org/ministry/boom/> The General Board of Higher Education & Ministry can be found here: [www.gbhem.org/clergy/candidacy](http://www.gbhem.org/clergy/candidacy) “BOM” = Board of Ordained Ministry.

### Personal information

Name:		
Address 1:		
Address 2 (or change of):		
Phone (cell, home, and church served, if applicable): cell:		
home:	church served:	other:
Email:		
Recommending church:		
File start date:		File close or transfer date:

### To Become a Certified Candidate (¶ 310): (Add completion checkmarks and dates along the way)

1. \_\_\_\_\_ Obtain a high school diploma or its equivalency (submit copy of diploma or transcript)

Date(s) completed: \_\_\_\_\_

2. \_\_\_\_\_ Be a member of The United Methodist Church, or an active, baptized participant in a United Methodist ministry setting, for at least one year.

Date(s) completed: \_\_\_\_\_

*NOTE: Membership/participation must be active when entering the process. DCOM and DS may confirm appropriate areas of participation. Indicate date of church membership if applicable. Said membership does not need to be held in the present congregation, just active.*

2a. \_\_\_\_\_ Meet with District Superintendent to share call story

3. \_\_\_\_\_ Attend Orientation to Ministry (¶ 312) Submit certificate for documentation. Events listed on BOM website.

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

4. \_\_\_\_\_ Read *The Christian as Minister*, then talk with your pastor, collegiate minister, or another deacon, elder, or local pastor about your call. You can get a copy of *Christian as a Minister* from your pastor, collegiate minister, or another deacon, elder, or local pastor

Date(s) completed: \_\_\_\_\_

5. \_\_\_\_\_ Request a recommendation interview with the local Church Staff/Pastor Parish Relations Committee after submitting call statement and written answers to Wesley’s Historic Questions. Historic questions found in the BOD ¶310.1. d

Date(s) completed: \_\_\_\_\_ Circle one: approved or not approved

6. \_\_\_\_\_ Receive charge conference approval (church or other approved ministry setting) to enter the candidacy process.

Date(s) completed: \_\_\_\_\_ Circle one: approved or not approved

*NOTE: 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 310.1.e. Charge Conference vote to be by written ballot with at least 3/4 of those present and eligible voting for approval. Be sure to submit to the DCOM registrar a copy of the Charge Conference minutes indicating the vote of approval.*

7. \_\_\_\_\_ Write to district superintendent: 1) one page statement of call and 2) A desire to enter Candidacy.

7a. Meet with district committee to discuss your one-page statement of call.

Date(s) completed: \_\_\_\_\_

*NOTE: You are welcome to invite the SPRC Chair or Pastor to accompany you on your “meet and greet” interview with the DCOM.*

*Please indicate if you have ever previously been a candidate for Ministry in the United Methodist Church*

  NO     YES   if Yes, \_\_\_\_\_ District \_\_\_\_\_ Conference

8. \_\_\_\_\_ District Superintendent responds and sends Biographical Form 102, and requests candidate to submit this form to the DCOM registrar.

Date(s) completed: \_\_\_\_\_

9. \_\_\_\_\_ District superintendent enters candidate into UMCARES\*, selects “Candidacy Track.”

Date(s) completed: \_\_\_\_\_

*NOTE: \*UMCARES is the United Methodist Candidate and Record Entry System. Once your district superintendent (or another appointed annual conference officer) invites you to register in the system, this is where you will note your completion of various tasks and steps in the candidacy process.*

10. \_\_\_\_\_ District superintendent assigns mentor via UMCARES.

Mentor’s Name \_\_\_\_\_

Date(s) completed: \_\_\_\_\_

11. \_\_\_\_\_ Applicant receives email invitation from UMCARES to register.

Date(s) completed: \_\_\_\_\_

12. \_\_\_\_\_ Mentor receives email notification from UMCARES assigning candidate.

Date(s) completed: \_\_\_\_\_

13. \_\_\_\_\_ Candidate pays application fee and receives Candidacy Guidebook.

Date(s) completed: \_\_\_\_\_

14. \_\_\_\_\_ District superintendent approves candidate’s application via UMCARES.

Date(s) completed: \_\_\_\_\_

15. \_\_\_\_\_ Meet with trained mentor (individually or with group). Mentors are to be trained each quadrennium.

Date(s) completed: \_\_\_\_\_

**Note: Steps 16-28 can be completed in any order.**

16. \_\_\_\_\_ Submit to the DCOM a written Autobiographical Essay  
Date(s) completed: \_\_\_\_\_
17. \_\_\_\_\_ Submit to the DCOM a written Religious Development Essay  
Date(s) completed: \_\_\_\_\_
18. \_\_\_\_\_ Submit to the DCOM the original copy of the Child Abuse History Clearance for employment.  
Date(s) completed: \_\_\_\_\_
19. \_\_\_\_\_ Submit to the DCOM the original copy of State Police Criminal Record Check for employment.  
Date(s) completed: \_\_\_\_\_
20. \_\_\_\_\_ Submit to the DCOM the original copy of FBI fingerprinting for employment.  
Date(s) completed: \_\_\_\_\_
21. \_\_\_\_\_ Submit to the DCOM the original copy of one credit check summary.  
Date(s) completed: \_\_\_\_\_  
*NOTE: Equifax (800-525-6285), Experian (800-301-7195), or TransUnion (800-680-7289)*
22. \_\_\_\_\_ Submit to the DCOM the original copy of the Mentor's report, signed by candidate and mentor, indicating completion of the Candidacy Guidebook before interview with DCOM.  
Date(s) completed: \_\_\_\_\_  
*NOTE: Information shared in this report is outlined on pages 17-18 and chapter 9 of the Candidacy Guidebook. Mentor's report is administrative, not evaluative in nature. Mentor's report is should include broad topics and dates met, but not any confidences or evaluation.*  
*NOTE: DCOM will discuss items 16-22 on the check list with the candidate as part of his/her interview.*
23. \_\_\_\_\_ Submit notarized Candidate's Disclosure Form 114  
Date(s) completed: \_\_\_\_\_
24. \_\_\_\_\_ Submit to the DCOM written agreement to ¶310.2d, the agreement to exercise self-control by personal habits  
Date(s) completed: \_\_\_\_\_
25. \_\_\_\_\_ Submit to DCOM certification of attendance at the "Basic Sexual Ethics" (introductory) seminar.  
Date(s) completed: \_\_\_\_\_
26. \_\_\_\_\_ Submit to DCOM certification of attendance at the "Dismantling Racism" seminar [formerly Changing/Healing the Wounds].  
Date(s) completed: \_\_\_\_\_
27. \_\_\_\_\_ Complete psychological assessment.  
Date(s) completed: \_\_\_\_\_  
*NOTE: Directions for completing the psychological assessment can be found here: <https://www.epaucm.org/ministry/boom/psychological-assessment-instructions-application/>*  
*Please follow the directions closely and carefully. Churches are free to pay both their portion and the candidate's portion (\$575 total) - if they so choose. If the \$275 is a hardship for the church, scholarship money may be available through the Board of Ordained Ministry. To request it, contact the Board of Ordained Ministry treasurer. Candidate receives summary copy only. Full report goes to DCOM chair. Those who have not had an assessment done within five years are required to submit the previous assessment to determine whether a new or modified assessment must be completed.*

28. \_\_\_\_\_ Agree to live according to the highest ideals of the Christian life, as set forth in ¶¶ 101–104 and ¶¶ 160–166 (Social Principles). Indicate in writing, sign and submit.

Date(s) completed: \_\_\_\_\_

29. \_\_\_\_\_ Request to interview for certified candidacy with the district Committee

Date(s) completed: \_\_\_\_\_

30. Receive 3/4 vote approval of district Committee to become certified (written ballot, ¶ 666.6).

Date(s) completed: \_\_\_\_\_

31. Candidacy registrar, or Board of Ordained Ministry indicates certification approval/denial in UMCARES.

Date(s) completed: \_\_\_\_\_

32. \_\_\_\_\_ Receive annual charge conference and district Committee approval to continue as a certified candidate.

Date(s) completed: Charge Conference:

\_\_\_\_\_

Date(s) completed: DCOM:

NOTE: Be sure to submit the to the DCOM registrar a copy of the annual Charge Conference minutes indicating the vote of approval.

NEXT STEPS: See additional checklists in this location and at <https://www.epaumc.org/ministry/boom/> to move forward. Please make yourself aware of the necessary documents to be presented to the DCOM in preparation for a possible interview with the BOM, depending on your track of ministry.

# Eastern PA Conference Candidacy Process Checklists

(modified for EPA from *Answering the Call: Candidacy Guidebook 2016*)

## To Become a Local Pastor and Be Licensed (¶ 315):

### Part-Time Licensed Local Pastor

1.  Become a certified candidate.  
Date(s) completed: \_\_\_\_\_
2.  Successfully complete Licensing School or 1/3 of a Master of Divinity degree.  
Date(s) completed: \_\_\_\_\_
3.  Be recommended by the district Committee for initial license and annual approval  
Date(s) completed: \_\_\_\_\_
4.  Receive appointment from the Bishop.  
Appointment: \_\_\_\_\_  
  
Date(s) completed: \_\_\_\_\_
5.  Be approved by Annual Charge Conference  
Date(s) completed: \_\_\_\_\_
6.  Be assigned a clergy mentor  
Clergy Mentor: \_\_\_\_\_  
Date(s) completed: \_\_\_\_\_
7.  Progress or complete Course of Study, correspondence curriculum as provided by General Board of Higher Education and Ministry or pre-theological or theological student in college, university or seminary approved by University Senate. (¶ 318 2.) by 2 courses per year.  
Date(s) completed: \_\_\_\_\_
8.  Annual DCOM Interview  
Date(s) completed: \_\_\_\_\_

**To Become a Local Pastor and Be Licensed (§ 315):**

**Full -Time Licensed Local Pastor**

1. \_\_\_\_\_ Finish requirements for Part-time Licensed Local Pastor  
Date(s) completed: \_\_\_\_\_
  
2. \_\_\_\_\_ Serve under appointment for one year  
Date(s) completed: \_\_\_\_\_
  
3. \_\_\_\_\_ Successfully complete Licensing School in addition to 4 Course of Study courses or 1/3 of a Master of Divinity degree, including 1 course in United Methodist history, doctrine, or polity.  
Date(s) completed: \_\_\_\_\_  
United Methodist Course completed: \_\_\_\_\_

**OR**

- \_\_\_\_\_ Successfully complete Master of Divinity degree  
School Name \_\_\_\_\_ Graduation Date \_\_\_\_\_  
United Methodist Course completed: \_\_\_\_\_
  
4. \_\_\_\_\_ Be recommended by the district Committee for initial license and annual approval  
Date(s) completed: \_\_\_\_\_
  
5. \_\_\_\_\_ Receive appointment from the Bishop.  
Appointment: \_\_\_\_\_  
Date(s) completed: \_\_\_\_\_
  
6. \_\_\_\_\_ Be approved by Annual Charge Conference  
Date(s) completed: \_\_\_\_\_
  
7. \_\_\_\_\_ Be assigned a clergy mentor  
Clergy Mentor: \_\_\_\_\_  
Date(s) completed: \_\_\_\_\_
  
8. Request Interview  
Date(s) completed: \_\_\_\_\_
  
9. Submit Paperwork to DCOM  
Date(s) completed: \_\_\_\_\_
  
10. Interview with the Board of Ordained Ministry  
Date(s) completed: \_\_\_\_\_

**Board of Ordained Ministry Checklist:**

- \_\_\_\_\_ Date of certification as a candidate with documentation.
- \_\_\_\_\_ Date of attendance at a sexual ethics seminar with documentation.
- \_\_\_\_\_ Date of attendance at an EPC “Dismantling Racism” seminar with documentation.
- \_\_\_\_\_ Date of attendance at an orientation to ministry with documentation.
- \_\_\_\_\_ Signed disclosure form. (Please date.)

- \_\_\_ Signed non-plagiarism form. (Please date.)
- \_\_\_ Updated biographical information form 102. (Please date.)
- \_\_\_ Current application for clergy relationship to the annual conference. (Please date.)
- \_\_\_ Report of psychological assessment by EPC approved process.
- \_\_\_ Appointment for least one year as a part-time local pastor. (Unless M.Div. has been completed.)
- \_\_\_ Annual pastoral evaluation.
- \_\_\_ Superintendent's report.

To be current within one year of date of interview:

- \_\_\_ Medical Report on prescribed form.
- \_\_\_ Quest toxin screen.
- \_\_\_ PA State Police Criminal Record Check (For employment, not volunteer purposes.)
- \_\_\_ PA Child Abuse History Certification (For employment, not volunteer purposes.)
- \_\_\_ FBI Clearance.
- \_\_\_ Summary of Equifax credit report.

Educational Requirements:

\_\_\_ Proof of completion of one-third of credits toward a Master of Divinity at a United Methodist-approved seminary

OR

\_\_\_ Proof of completion of local pastor licensing school AND

\_\_\_ Proof of completion of at least four course of study classes, including at least one class in history, polity or doctrine.)

To be submitted to the registrar (hard copy) and all interview team members (electronically) by the announced deadline (see "Writing Requirements" and "Email Submission Instructions" on Board of Ordained Ministry website):

- \_\_\_ Manuscripts of three sermons preached in a worship service with corresponding bulletins.
- \_\_\_ Audio recordings (MP3 or YouTube link) of two of the sermons. (Sent to presenter only.)
- \_\_\_ Video recording or YouTube or Vimeo.com link of the entire worship service for the third sermon. (Sent to presenter only.)
- \_\_\_ Lesson plan and outline for an original Bible study. (Four to eight-week study with sufficient documentation that it can be taught by a substitute leader. Needs to have a goal or purpose and show depth of biblical research.)
- \_\_\_ Updated autobiographical essay. (Please date.)
- \_\_\_ Updated religious development essay. (Please date.)
- \_\_\_ Answers to the following questions (may be as short as a paragraph; maximum three pages in length):
  - + Describe your personal experience of God and the understanding of God you derive from biblical, theological and historical sources.
  - + What is your understanding of humanity and the human need for divine grace?
  - + How do you interpret the statement "Jesus Christ is Lord"?
  - + What is your conception of the activity of the Holy Spirit in personal faith, in the community of believers and in responsible living in the world?
  - + What is your understanding of the teaching office of the pastor, particularly the teaching of the Bible?
  - + What is the role and significance of the sacraments in your ministry; and how have you personally experienced the means of grace through the sacraments?
  - + Do you believe in and will you practice infant baptism?
  - + How do you understand the duties and the authority of the office of local pastor?
  - + Are you presently convinced that the best way to fulfill your call to ministry is as a local pastor? Explain.

- + Describe your understanding of an inclusive (race/gender/age/sexuality/handicapping condition) church and ministry.
- + Describe and evaluate your personal gifts for ministry. What are your areas of strength and what areas need to be strengthened?
- + Indicate in some detail how your close personal relationships affect your ministry.

11. \_\_\_\_\_Progress or complete Course of Study, correspondence curriculum as provided by General Board of Higher Education and Ministry or pre-theological or theological student in college, university or seminary approved by University Senate. (¶ 318 2.) by 4 courses per year.

Date(s) completed: \_\_\_\_\_

12. \_\_\_\_\_Annual DCOM Interview

Date(s) completed: \_\_\_\_\_

13. \_\_\_\_\_Continue to meet with clergy mentor until seminary graduation or complete the Course of Study.

Date(s) completed: \_\_\_\_\_

\*Alternate routes available upon request from DCOM or BOM.

# Eastern PA Conference Candidacy Process Checklists

(modified for EPA from *Answering the Call: Candidacy Guidebook 2016*)

## To Become a Provisional Elder Member via Course of Study (§ 324.6):

1.  Be a minimum of 40 years of age.  
Date(s) completed: \_\_\_\_\_
2.  Complete bachelor's degree.  
Date(s) completed: \_\_\_\_\_
3.  Official transcripts from all institutions (§ 324.7)  
Date(s) completed: \_\_\_\_\_
4.  Complete the Course of Study, with no more than 1/2 taken online or via correspondence.  
Date(s) completed: \_\_\_\_\_
5.  Complete Advanced Course of Study through a University Senate-approved seminary.  
Date(s) completed: \_\_\_\_\_
6.  Submit an autobiographical statement and written doctrinal exam to the Board of Ordained Ministry.  
Date(s) completed: \_\_\_\_\_
7.  Present certificate of good health and Candidate's Disclosure Form 114.  
Date(s) completed: \_\_\_\_\_
8.  Submit paperwork to District Committee for review  
Date(s) completed: \_\_\_\_\_
9.  Be interviewed by the district Committee and recommended in writing to the Board of Ordained Ministry by a 3/4 majority vote of the district Committee.  
Date(s) completed: \_\_\_\_\_

## Board of Ordained Ministry Checklist:

- \_\_\_\_\_ Date of certification as a candidate with documentation.
- \_\_\_\_\_ Date of attendance at a sexual ethics seminar with documentation.
- \_\_\_\_\_ Date of attendance at an EPC "Dismantling Racism" seminar with documentation.
- \_\_\_\_\_ Date of attendance at an orientation to ministry with documentation.
- \_\_\_ Current signed disclosure form. (Please date.)
- \_\_\_ Current signed non-plagiarism form. (Please date.)
- \_\_\_ Updated biographical information form 102. (Please date.)
- \_\_\_ Current application for clergy relationship to the annual conference. (Please date.)
- \_\_\_ Report of psychological assessment by EPC approved process.
- \_\_\_ SPRC annual evaluation.
- \_\_\_ Superintendent's report, if serving a church.

To be current within one year of date of interview:

- Medical Report on prescribed form.
- Quest toxin screen.
- PA State Police Criminal Record Check (For employment, not volunteer purposes.)
- PA Child Abuse History Certification (For employment, not volunteer purposes.)
- FBI Clearance.
- Summary of Equifax credit report.

Educational Requirements:

- Most recent seminary transcript (or Course of Study) showing pending completion of Master of Divinity, including following courses:
  - UM history
  - UM polity
  - UM doctrine
  - Theological field education
- At least one course in:
  - Old Testament
  - New Testament
  - Church history
  - Theology
  - Mission of the church in the world
  - Evangelism
  - Preaching
  - Worship/Liturgy
- Theological school recommendation form—advisor.
- Theological school recommendation form—field education supervisor.

To be submitted to the registrar (hard copy) and all interview team members (electronically) by the announced deadline (see “Writing Requirements” and “Email Submission Instructions” on Board of Ordained Ministry website):

- Answers to questions for commissioning toward deacon and elder from the current Book of Discipline.
- Manuscripts of three sermons preached in a worship service with corresponding bulletins.
- Audio recordings (MP3 or YouTube link) of two of the sermons. (Sent to presenter only.)
- Video recording (may be YouTube or Vimeo.com link) of the entire worship service for the third sermon. (Sent to presenter only.)
- Lesson plan and outline for an original Bible study. (Four to eight-week study with sufficient documentation that it can be taught by a substitute leader. Needs to have a goal or purpose and show depth of biblical research.)
- Updated autobiographical essay. (Please date.)
- Updated religious development essay. (Please date.)

10.  Be interviewed by the Board of Ordained Ministry and recommended to the clergy session by a 3/4 majority vote of the Board of Ordained Ministry (§ 324.14).

Date(s) completed: \_\_\_\_\_

11.  Receive clergy session approval. (3/4 vote)

Date(s) completed: \_\_\_\_\_

## Eastern PA Conference Candidacy Process Checklists

(modified for EPA from *Answering the Call: Candidacy Guidebook 2016*)

### To Become a Provisional Member via Master's Degree (§ 324):

1. \_\_\_\_\_ Be a certified candidate for at least one year prior to the interview with the Board of Ordained Ministry, maximum 12 years (§ 324.1).

Date(s) completed: \_\_\_\_\_

2. \_\_\_\_\_ Demonstrate gifts for ministry of service and leadership to the district Committee's satisfaction (§ 324.2).

Date(s) completed: \_\_\_\_\_

3. \_\_\_\_\_ Complete bachelor's degree or receive exemption letter.

Date(s) completed: \_\_\_\_\_

4. \_\_\_\_\_ Completed or Most recent seminary transcript showing pending completion of Master of Divinity (deacon /elder) OR Master's degree in a specialized field plus, the Basic Graduate Theological Studies (deacon).

Date(s) completed: \_\_\_\_\_

5. \_\_\_\_\_ Submit paperwork to district committee on ministry

Date(s) completed: \_\_\_\_\_

6. \_\_\_\_\_ Be interviewed by the district Committee and recommended in writing to the Board of Ordained Ministry by a 3/4 majority vote of the district Committee (§ 324.10).

Date(s) completed: \_\_\_\_\_

7. \_\_\_\_\_ Present certificate of good health and Candidate's Disclosure Form 114.

Date(s) completed: \_\_\_\_\_

8. \_\_\_\_\_ Submit an autobiographical statement and a written doctrinal exam to the Board of Ordained Ministry.

Date(s) completed: \_\_\_\_\_

### Commissioning towards Deacon:

\_\_\_\_\_ Date of certification as a candidate with documentation.

\_\_\_\_\_ Date of attendance at a sexual ethics seminar with documentation.

\_\_\_\_\_ Date of attendance at an EPC "Dismantling Racism" seminar with documentation.

\_\_\_\_\_ Date of attendance at an orientation to ministry with documentation.

\_\_\_ Current signed disclosure form. (Please date.)

\_\_\_ Current signed non-plagiarism form. (Please date.)

\_\_\_ Updated biographical information form 102. (Please date.)

\_\_\_ Application for clergy relationship to the annual conference. (Please date.)

\_\_\_ Report of psychological assessment by EPC approved process.

\_\_\_ Most recent SPRC annual report of renewal of candidacy.

\_\_\_ Superintendent's report.

\_\_\_ Theological school recommendation form from advisor.

To be current within one year of date of interview:

- Medical Report on prescribed form.
- Quest toxin screen.
- PA State Police Criminal Record Check (For employment, not volunteer purposes.)
- PA Child Abuse History Certification (For employment, not volunteer purposes.)
- FBI Clearance.
- Summary of Equifax credit report.

Educational requirements:

Transcript showing pending completion of Master of Divinity or other Master's degree from a United Methodist approved seminary, including courses noted below.

OR

Most recent seminary transcript showing completion of 27 hours of basic theological studies including the following courses:

- UM history
- UM polity
- UM doctrine

At least one course in:

- Old Testament
- New Testament
- Church history
- Theology
- Mission of the church in the world
- Evangelism
- Worship/Liturgy

AND

Graduate degree in the area of specialized ministry.

(NOTE: The Discipline provides alternate educational requirements for a candidate who is 35 years old at the time of certification.)

To be submitted to the registrar (hard copy) and all interview team members (electronically) by the announced deadline (see "Writing Requirements" and "Email Submission Instructions" on Board of Ordained Ministry website):

- Answers to questions for commissioning toward deacon and elder from the current Book of Discipline.
- Lesson plan and outline for an original Bible study. (Four to eight-week study with sufficient documentation that it can be taught by a substitute leader. Needs to have a goal or purpose and show depth of biblical research.)
- Updated autobiographical essay. (Please date.)
- Updated religious development essay. (Please date.)
- A 10 to 30-minute video (may be YouTube or Vimeo.com link) depicting the candidate's service ministry. Ideally includes more than one setting or facet of your work. If any segment of your ministry requires confidentiality or clergy/client privilege, please note this in your video introduction and record only those segments which do not break confidentiality. (Sent to presenter only.)

## Commissioning Towards Elder:

- \_\_\_\_\_ Date of certification as a candidate with documentation.
- \_\_\_\_\_ Date of attendance at a sexual ethics seminar with documentation.
- \_\_\_\_\_ Date of attendance at an EPC “Dismantling Racism” seminar with documentation.
- \_\_\_\_\_ Date of attendance at an orientation to ministry with documentation.
- \_\_\_ Current signed disclosure form. (Please date.)
- \_\_\_ Current signed non-plagiarism form. (Please date.)
- \_\_\_ Updated biographical information form 102. (Please date.)
- \_\_\_ Current application for clergy relationship to the annual conference. (Please date.)
- \_\_\_ Report of psychological assessment by EPC approved process.
- \_\_\_ SPRC annual evaluation.
- \_\_\_ Superintendent’s report, if serving a church.

To be current within one year of date of interview:

- \_\_\_ Medical Report on prescribed form.
- \_\_\_ Quest toxin screen.
- \_\_\_ PA State Police Criminal Record Check (For employment, not volunteer purposes.)
- \_\_\_ PA Child Abuse History Certification (For employment, not volunteer purposes.)
- \_\_\_ FBI Clearance.
- \_\_\_ Summary of Equifax credit report.

Educational Requirements:

- \_\_\_ Most recent seminary transcript showing pending completion of Master of Divinity, including following courses:
  - \_\_\_ UM history
  - \_\_\_ UM polity
  - \_\_\_ UM doctrine
  - \_\_\_ Theological field education

At least one course in:

- \_\_\_ Old Testament
  - \_\_\_ New Testament
  - \_\_\_ Church history
  - \_\_\_ Theology
  - \_\_\_ Mission of the church in the world
  - \_\_\_ Evangelism
  - \_\_\_ Preaching
  - \_\_\_ Worship/Liturgy
- \_\_\_ Theological school recommendation form—advisor.
  - \_\_\_ Theological school recommendation form—field education supervisor.

To be submitted to the registrar (hard copy) and all interview team members (electronically) by the announced deadline (see “Writing Requirements” and “Email Submission Instructions” on Board of Ordained Ministry website):

- \_\_\_ Answers to questions for commissioning toward deacon and elder from the current Book of Discipline.
- \_\_\_ Manuscripts of three sermons preached in a worship service with corresponding bulletins.
- \_\_\_ Audio recordings (MP3 or YouTube link) of two of the sermons. (Sent to presenter only.)
- \_\_\_ Video recording (may be YouTube or Vimeo.com link) of the entire worship service for the third sermon. (Sent to presenter only.)

- \_\_\_ Lesson plan and outline for an original Bible study. (Four to eight-week study with sufficient documentation that it can be taught by a substitute leader. Needs to have a goal or purpose and show depth of biblical research.)
- \_\_\_ Updated autobiographical essay. (Please date.)
- \_\_\_ Updated religious development essay. (Please date.)

9. \_\_\_ Be interviewed by the Board of Ordained Ministry and recommended to the clergy session by 3/4 majority vote of the Board (§ 324.14).

Date(s) completed: \_\_\_\_\_

10. \_\_\_ Receive clergy session approval.

Date(s) completed: \_\_\_\_\_

# Eastern PA Conference Candidacy Process Checklists

(modified for EPA from *Answering the Call: Candidacy Guidebook 2016*)

## To Become a Full Member: Deacon (§ 330) or Elder (§ 335):

1. \_\_\_\_\_ Serve under appointment for at least two full annual conference years.

Date(s) completed: \_\_\_\_\_

2. \_\_\_\_\_ Been previously elected as a provisional member.

Date(s) completed: \_\_\_\_\_

### Ordination Deacon

Annual pastoral evaluation.

\_\_\_\_ Year 1

\_\_\_\_ Year 2

Annual evaluation by appointed agency/location/church.

\_\_\_\_ Year 1

\_\_\_\_ Year 2

Superintendent's report.

\_\_\_\_ Year 1

\_\_\_\_ Year 2

### To be current within one year of date of interview:

\_\_\_\_ Medical Report on prescribed form.

\_\_\_\_ Quest toxin screen.

\_\_\_\_ Summary of Equifax credit report.

### To be current within five years of date of interview:

\_\_\_\_ PA State Police Criminal Record Check (For employment, not volunteer purposes.)

\_\_\_\_ PA Child Abuse History Certification (For employment, not volunteer purposes.)

\_\_\_\_ FBI Clearance.

### RESIDENCE IN MINISTRY

Mentoring (6-month reports noting topics, dates  
and affirmation of cooperation).

1<sup>st</sup> 6 months \_\_\_\_

2<sup>nd</sup> 6 months \_\_\_\_

3<sup>rd</sup> 6 months \_\_\_\_

Peer group reports (dates and confirmation of attendance).

Year 1 \_\_\_\_

Year 2 \_\_\_\_

Continuing Theological Education Retreats

Year 1 \_\_\_\_

Year 2 \_\_\_\_

CEU Certification and documentation for two additional continuing  
education events.

One \_\_\_\_

Two \_\_\_\_

Provisional deacon formation retreat. \_\_\_\_

Site observation report. \_\_\_\_

Residency in Ministry project. \_\_\_\_

### WRITTEN MATERIALS

Note to DCOM Please transfer information from old forms onto this checklist, and ensure this checklist accompanies the candidate's file at all times. Updated 09/07/2018 – Johnson Dodla; edit JLS 09/14/19

**To be submitted to the registrar (hard copy) and all interview team members (electronically) by the announced deadline** (see “Writing Requirements” and “Email Submission Instructions” on Board of Ordained Ministry website):

- \_\_\_ Answers to questions for deacon’s ordination from the current *Book of Discipline*.
- \_\_\_ Lesson plan and outline for an original Bible study. (Four to eight-week study with sufficient documentation that it can be taught by a substitute leader. Needs to have a goal or purpose and show depth of biblical research.)
- \_\_\_ Updated autobiographical essay. (Please date.)
- \_\_\_ Updated religious development essay. (Please date.)
- \_\_\_ Sample job materials prepared by the commissioned minister, where appropriate, with explanation.
- \_\_\_ Residency in Ministry Ordination Project Report (Fruitfulness Project).
- \_\_\_ On-site video or audio tape, MP3 file or YouTube or Vimeo.com link of commissioned minister at work. (Sent to presenter only.)

ADDITIONAL

- \_\_\_ Have you ever been turned down for ordination by another UMC conference or judicatory or another denomination? If so, place a full explanation and resolution of the situation in your file.

Commissioning recommendations and/or requirements documentation:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_

Ordination Elder:

Annual pastoral evaluation.

\_\_\_ Year 1

\_\_\_ Year 2

Superintendent’s report.

\_\_\_ Year 1

\_\_\_ Year 2

**To be current within one year of date of interview:**

- \_\_\_ Medical Report on prescribed form.
- \_\_\_ Quest toxin screen.
- \_\_\_ Summary of Equifax credit report.

**To be current within five years of date of interview:**

- \_\_\_ PA State Police Criminal Record Check (For employment, not volunteer purposes.)
- \_\_\_ PA Child Abuse History Certification (For employment, not volunteer purposes.)
- \_\_\_ FBI Clearance.

RESIDENCE IN MINISTRY

- Mentoring (6-month reports noting topics, dates and affirmation of cooperation). 1<sup>st</sup> 6 months \_\_\_
- Peer group reports (dates and confirmation of attendance). 2<sup>nd</sup> 6 months \_\_\_
- Continuing Theological Education Retreats 3<sup>rd</sup> 6 months \_\_\_
- CEU Certification and documentation for two additional continuing education events. Year 1 \_\_\_
- Worship observation report. \_\_\_ Year 2 \_\_\_
- Residency in Ministry project. \_\_\_ Year 1 \_\_\_
- Residency in Ministry project. \_\_\_ Year 2 \_\_\_
- Residency in Ministry project. \_\_\_ One \_\_\_
- Residency in Ministry project. \_\_\_ Two \_\_\_

WRITTEN MATERIALS

**To be submitted to the registrar (hard copy) and all interview team members (electronically) by the announced deadline** (see "Writing Requirements" and "Email Submission Instructions" on Board of Ordained Ministry website):

- \_\_\_ Answers to questions for elder's ordination from the current *Book of Discipline*.
- \_\_\_ Manuscripts of three sermons preached in a worship service with corresponding bulletins.
- \_\_\_ Audio recordings (MP3 or YouTube link) of two of the sermons. (Sent to presenter only.)
- \_\_\_ Video recording or YouTube or Vimeo.com link of the entire worship service for the third sermon. (Sent to presenter only.)
- \_\_\_ Lesson plan and outline for an original Bible study. (Four to eight-week study with sufficient documentation that it can be taught by a substitute leader. Needs to have a goal or purpose and show depth of biblical research.)
- \_\_\_ Updated autobiographical essay. (Please date.)
- \_\_\_ Updated religious development essay. (Please date.)
- \_\_\_ Residency in Ministry Ordination Project Report (Fruitfulness Project).

ADDITIONAL

\_\_\_ Have you ever been turned down for ordination by another UMC conference or judicatory or another denomination? If so, place a full explanation and resolution of the situation in your file.

Commissioning recommendations and/or requirements documentation:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_

3. \_\_\_\_\_ Complete educational requirements: Master of Divinity (deacon or elder); or a master's degree in a specialized field, plus the Basic Graduate Theological Studies (deacon).

Date(s) completed: \_\_\_\_\_

4. \_\_\_\_\_ Respond to a written or oral doctrinal exam administered by the Board of Ordained Ministry.

Date(s) completed: \_\_\_\_\_

5. \_\_\_\_\_ Present a project demonstrating fruitfulness carrying out church's mission of "Making Disciples of Jesus Christ for the Transformation of the World."

Date(s) completed: \_\_\_\_\_

6. \_\_\_\_\_ Apply to and interview with the Board of Ordained Ministry to receive a 3/4 majority approval of Board's recommendation for ordination.

Date(s) completed: \_\_\_\_\_

7. \_\_\_\_\_ Receive 3/4 majority approval of clergy session, participate in ordination service, and be ordained by a bishop.

Date(s) completed: \_\_\_\_\_