

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 “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 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.epaumc.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).

1st 6 months _____

2nd 6 months _____

3rd 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).

1st 6 months ____

2nd 6 months ____

3rd 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 ____

Worship observation report. ____

Residency in Ministry project. ____

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: _____