

## 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. Documents are required for each of these items [example: minutes from Charge Conference approval, and ALL documents must be sent to DCOM Registrar]. Note: always check the website for the most current checklist. **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. It is your responsibility to obtain a copy of the Charge Conference minutes indicating the vote of approval, and to submit a copy to the DCOM registrar.*

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.*

8. \_\_\_\_\_ Candidate downloads [Biographical Information Form](#) and submits completed form to the DCOM registrar.

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

9. \_\_\_\_\_ District superintendent enters candidate into PASSAGE/UMC\*, selects "Candidacy Track."

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

*NOTE: \*PASSAGE/UMC 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 PASSAGE/UMC.

Mentor's Name \_\_\_\_\_

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

11. \_\_\_\_\_ Applicant receives email invitation from PASSAGE/UMC to register.

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

12. \_\_\_\_\_ Mentor receives email notification from PASSAGE/UMC 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 PASSAGE/UMC.

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

15. \_\_\_\_\_ Meet with trained mentor (individually or with group).

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

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

16. \_\_\_\_ Submit to the DCOM a written Autobiographical Essay *See explanation bottom page 8<sup>i</sup>*  
Date(s) completed: \_\_\_\_\_
17. \_\_\_\_ Submit to the DCOM a written Religious Development Essay *See explanation bottom page 8<sup>ii</sup>*  
Date(s) completed: \_\_\_\_\_
18. \_\_\_\_ Submit to the DCOM the original copy of the Child Abuse History Clearance for employment.  
*Links for clearances for #18, 19, 20: [Safe Sanctuaries | Eastern PA Conference of the UMC \(epaumc.org\)](#)*  
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 (*Note: full report, not a 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 may discuss items 16-22 on the check list with the candidate as part of his/her interview.*
23. \_\_\_\_ Submit notarized Candidate's Disclosure Form  
Date(s) completed: \_\_\_\_\_
24. \_\_\_\_ Agree to live according to the highest ideals of the Christian life, as set forth in ¶¶ 101–104 and ¶¶ 160–166 (Social Principles). Indicate on “Commitment to Highest Ideals of Christian Life” form, sign and submit.  
Date(s) completed: \_\_\_\_\_
25. \_\_\_\_ Submit to the DCOM in writing your understanding and agreement of the moral and social accountability and responsibility found in ¶310.2d, the agreement to exercise self-control by personal habits.  
Date(s) completed: \_\_\_\_\_
26. \_\_\_\_ Submit to DCOM certification of attendance at the "Basic Sexual Ethics" (introductory) seminar.  
Date(s) completed: \_\_\_\_\_
27. \_\_\_\_ Submit to DCOM certification of attendance at the “Dismantling Racism” seminar [formerly Changing/Healing the Wounds].  
Date(s) completed: \_\_\_\_\_
28. \_\_\_\_ Complete psychological assessment [*only after* recommendation by Charge Conference and DCOM].  
Date(s) completed: \_\_\_\_\_  
*See footnote for full directions.<sup>iii</sup>*

29. \_\_\_\_\_ Request to interview for certified candidacy with the district Committee and submit to DCOM responses to paragraph 310.2.a.

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 PASSAGE/UMC.

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

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

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

*As a certified candidate, you must obtain a copy of the minutes from Charge Conference every year of your candidacy.*

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

*Be sure to submit the to the DCOM registrar a copy of the annual Charge Conference minutes indicating the vote of approval for each year of your candidacy.*

***NEXT STEPS:*** See additional checklists in this location and at

<https://www.epaumc.org/ministry/boom/candidacy-forms/> 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: \_\_\_\_\_

NOTE: After approval for licensing, the following items are needed if candidate continues toward FTLP or provisional membership. These checklists are included so that DCOM members can confirm candidates meet all of the requirements before interviewing with the Board of Ordained Ministry. Candidates should use the separate checklists under the "forms" section on the website to verify they have the most up to date list.

### 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: \_\_\_\_\_

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.  
*See explanation bottom page 8*  
Date(s) completed: \_\_\_\_\_
7. \_\_\_\_\_ Present certificate of good health and Candidate's Disclosure Form [dated October 2019 from website]  
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: \_\_\_\_\_

## Eastern PA Conference Candidacy Process Checklists

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### 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: \_\_\_\_\_

NOTE: All checklists for candidates progressing toward ordination can be found under the "forms" section on the website <https://www.epaumc.org/ministry/boom/candidacy-forms/> or page down to the "RIM Manual" EPA - The Provisional Journey

<sup>i</sup> **Autobiographical** history includes significant life events, may reflect religious/spiritual events. History which you feel is significant to helping us understand who you are as a person. May include early childhood as deemed necessary to the person's story. Update this as you progress through the process. [3 to 5 pages]

<sup>ii</sup> **Religious Development** includes significant religious/spiritual events which impact your faith development and understanding. Autobiographical information could be included but only to help ground the religious/spiritual event if needed. This does not need to repeat information from autobiographical. Help us to understand your spiritual journey that has brought you to this point.

<sup>iii</sup> *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.*