

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 [use form dated October 2019 from website]
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 [*only after* recommendation by Charge Conference and DCOM].
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 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 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/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 FTLTP 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

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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 [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: _____

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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 the "RIM Manual" <https://www.epaumc.org/wp-content/uploads/2019/11/EPA-The-Provisional-Journey-2016-2020-Quadrennium-1.pdf>