

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.

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 [edited 12/2020 jls]

- ___ 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 (wait for form sent by the BoOM and follow those directions specifically).
- ___ 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 deadline provided by the chairs of the Board. All materials submitted must be newly written within the past year. (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 entire interview team)
- ___ Video recording or YouTube or Vimeo.com link of the entire worship service for the third sermon. (Sent to entire interview team.)
- ___ 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.