

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: _____
10. In order to be eligible for an interview with the Board of Ordained Ministry, candidate must submit all materials which include: Audio files (MP3), Video recordings (YouTube/ Vimeo), Forms, Certifications, and Written work for their file by **January 6th**. If any materials are missing or sent after that date, the candidate will not be granted an interview.

Board of Ordained Ministry Checklist for file:

- _____ 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" [formerly Changing] 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:

- Theological school recommendation form—advisor.
- Theological school recommendation form—field education supervisor.
- 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

The following is to be submitted to the registrar (hard copy) and all interview team members (electronically). **All materials submitted must be newly written, videos, and Audio files within the past year.** (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 entire interview team.)
- Video recording (may be 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.)

11. 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: _____

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

Date(s) completed: _____