

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: _____
9. **Commissioning towards Deacon.** 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.

- _____ 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 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.

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 7/2/20 jls]

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.)

The following is to be submitted to the registrar (hard copy) and all interview team members (electronically) by January 6th. 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.
- 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 require confidentiality or clergy/client privilege, please note this in your video introduction and record only those segments which do not break confidentiality. (Sent to entire interview team.)

Commissioning Towards Elder. 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 forms and certifications for their file by **January 6th**. If any materials are missing or sent after that date, the candidate will not be granted an interview. 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 “Dismanteling 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:

_____ 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.

The following is to be submitted to the registrar (hard copy) and all interview team members (electronically) by January 6th. 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.)

10. ___ 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: _____

11. ___ Receive clergy session approval.

___ Date(s) completed: _____