

## 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 12/2020 jls]**

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:

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 6<sup>th</sup>. 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 6<sup>th</sup>. 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: \_\_\_\_\_