

Candidacy Process Sheet

Initial Steps in Local Church: (Inquiring)

1. To begin your Candidacy Process you will need to:
 - A. Contact a deacon or elder (pastor) in your local church or campus ministry or other approved ministry site.
 - B. Receive and read “The Christian as Minister”.
 - C. Discuss the book with your pastor.
2. Your pastor will then write to the District Office addressed to the District Superintendent (copy to the Chair of the District Committee on Ordained Ministry) certifying that:
 - A. You have been a member of a United Methodist Church or campus ministry, or other approved ministry site for one year immediately preceding application for admission into Candidacy Studies.
 - B. You have served for one year in some form of congregational leadership (i.e. Chair of committee or board, teacher, youth leader, etc.)
 - C. You have read “The Christian as Minister” and have discussed it together.
3. You must be a graduate of an accredited high school.

Initial District Steps: (Exploring)

1. After you have completed the “Christian as Minister” with your pastor, and after your pastor has mailed the letter of completion to the District Office, you are ready to begin the Candidacy Process. To announce your intentions, contact the District Office in writing for admission to Candidacy Studies and for an initial interview with the DCOOM, addressing your letter to the District Superintendent. This letter should briefly describe your sense of call, and be copied to the DCOOM Chair.
2. In preparation for the initial “Get Acquainted” interview with the District Committee, the DCOOM Chair will request that you:
 - A. Provide a 2-page narrative of call.
 - B. Submit Form 102, Biographical Information Form.
 - C. Provide a photograph (large enough to easily identify you).
 - D. Invite your pastor to attend with you this first interview with the DCOOM. The pastor should attend if at all possible.

If steps A through C are not completed and submitted to the Chair of the DCOOM one month in advance of the interview, the interview will usually be canceled.

3. You will then meet with the District Committee for your “Get Acquainted” interview.
4. Following your “Get Acquainted” interview, you will:
 - A. Be assigned a Candidacy Mentor through the District Superintendent, and (normally) an

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Advisor (a member of the DCOOM) who will help to facilitate your interviews with the DCOOM.

- B. Be invited to complete the Candidacy Application, Form 101 (available only on-line).
- C. Be notified when your Mentor and District Superintendent have “signed off” on your application.
- D. Pay \$75.00 program fee to Nashville (may be reimbursed to you by local church), requesting Candidacy Guidebook.
- E. Take IRAI instrument (available only on-line).

You, your Mentor and your District Superintendent will be able to monitor the on-line process.

5. Off-line, you will then:

- A. Work with your Candidacy Mentor to complete the Candidacy Guidebook.
- B. Make arrangements for your psychological assessment as soon as possible.

Local Church Affirmation Steps: (Inquiring or Exploring)

1. When you interview with your local church Staff-Parish Relations Committee (or equivalent), you will:
 - A. Provide a 2-page narrative of call and request for recommendation.
 - B. Answer in writing the historic questions in *The Book of Discipline*, Para. 310.
2. Following the SPRC interview, you will need to:
 - A. Be recommended by the SPRC to your local Charge Conference.
 - B. Be recommended by the Charge Conference (requires 2/3 written vote from Charge Conference). This recommendation will need to be renewed annually.
 - C. Make sure that a completed Form 104 is submitted to your DCOOM Chair.

Continuing Process Steps as a Candidate: (Certification)

1. You will be eligible for Certification when you have:
 - A. Requested, in writing to the DCOOM Chair, for an interview to be considered for Certified Candidacy.
 - B. Completed your psychological assessment, with results going to the DCOOM Chair.
 - C. Signed and submitted to the BOOM Registrar the release form for investigative and background reports re: *The Book of Discipline*, Para. 311.2(b).
 - D. Arranged for, and preferably completed the Equipping for Ministry Seminar which is given once a year. (Upon completing the Seminar, request the Seminar Director to send a letter of completion to the DCOOM Chair.)
 - E. Forwarded to the DCOOM Chair a copy of the Charge Conference minutes recommending your candidacy.
 - F. Submitted to the DCOOM Chair current or final college and seminary or Course of Study transcripts. Final transcripts should be official transcripts sent directly from the institution.
 - G. Submitted to the DCOOM Chair notarized statements as required by *The Book of Discipline*, Para. 311.2(b).

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- H. Submitted a completed Medical Form 103 to the DCOOM Chair.
- I. Submitted to the DCOOM Chair or your Advisor written responses to *The Book of Discipline*, Para. 311.2(a) (about 5 pages double-spaced)
- J. Forwarded to the DCOOM Chair or your Advisor a copy of your answers to the historic questions written for your SPRC.
- K. Solicited 3 appraisals of your gifts and graces for ministry, to be submitted to the DCOOM Chair or your Advisor.
- L. Submitted your plan to meet the service in ministry requirement: *The Book of Discipline*, Para. 324.2 to the DCOOM Chair or your Advisor.

These materials should be sent to at least 1 month before your Certification interview to the DCOOM Chair or your Advisor, who in turn will distribute your materials to the members of the DCOOM. Failure to meet deadlines will usually result in the cancellation of your interview.

- 4. You will be a Certified Candidate for a minimum of 2 years and a maximum of 12 years. Your Certification will need to be renewed annually by the DCOOM.

Candidacy Renewal Requirements

- 1. Following your Certification, you will:
 - A. Continue work with your Candidacy Mentor, who will make an annual written appraisal to DCOOM.
 - B. Secure annually the renewal of your Church Conference's recommendation (see Local Church Affirmation steps above) and mail a copy of the minutes to the DCOOM Chair. (Not required of Local Pastor serving under appointment.)
 - C. Make a request annually to the DCOOM Chair for an interview for renewal of your Certification by the DCOOM.
- 2. In preparation for your Candidacy Renewal interview you will be instructed to:
 - A. Submit a video and English manuscript or transcript of sermon (not usually required of Local Pastors serving under appointment or assignment).
 - B. Submit a 2-3 page written report of educational progress, local church involvement and leadership, and areas of personal/spiritual growth.
 - C. Make satisfactory progress in academic studies (transcript submitted annually).
 - D. Submit others materials as requested by the DCOOM.

All materials should be sent 1 month before your interview to your Advisor or to the DCOOM Chair if you do not have an Advisor, who in turn will distribute your materials to the members of the DCOOM. Failure to meet deadlines will usually result in cancellation of your interview.

License for Pastoral Ministry

- 1. If you are on the Elder Track or Vocational Local Pastor Track, you may request from the DCOOM an interview to recommend you for a License for Pastoral Ministry if you:
 - A. Are a Certified Candidate already, or are seeking the License at the time of Certification.

- B. Have completed Local Pastor's Licensing School or at least 1/3 of the M.Div. Degree, providing transcripts to verify this to the DCOOM.
 - C. Have completed and submitted Medical Report Form 103.
 - D. Have completed Disclosure Statement, *The Book of Discipline*, Para. 311.2(b).
 - E. Have solicited 3 assessments of your pastoral ministry to date, sent directly to the Chair of the DCOOM or your Advisor, who in turn will distribute your materials to the members of the DCOOM.
2. Following the recommendation of the DCOOM (confirmed at the Clergy session of the Annual Conference Session) and fingerprinting through the Annual Conference, the License for Pastoral Ministry will take effect upon appointment by the Bishop.
 3. Continuation as a Local Pastor/License for Pastoral Ministry requires satisfactory progress in the Course of Study or seminary until the completion of one or the other. As a Local Pastor, you will also be required to have a clergy mentor. Local pastors engaged in the Course of Study must complete the curriculum within 8 years in the case of full-time local pastors, or 12 years in the case of part-time local pastors.
 4. The Board of Ordained Ministry recommends that before entering full membership, you complete Level One Clinical Pastoral Education (100 hours of group/individual supervision and 300 hours of clinical work).

Commissioning Towards Elder's Orders

1. After you have been in ministry for 2 years demonstrating your gifts and graces to the satisfaction of the DCOOM (cfr. *The Book of Discipline*, Para. 324.2), normally under appointment by the Bishop, you will be eligible to seek Commissioning Towards Elder's Orders.
2. You may then request a Commissioning Interview with DCOOM by writing to the Chair of the DCOOM. In preparation for your Commissioning Interview with the DCOOM, you will need to have submitted:
 - A. Official transcript of your Bachelor's Degree showing degree conferred.
 - B. Official transcript of your Master of Divinity Degree showing degree conferred, including courses listed in *The Book of Discipline*, Para. 324.4.
 - C. Medical Report Form 103, unless submitted within the previous two years.
 - D. Autobiographical Statement, as per *The Book of Discipline*, Para. 324.13.
 - E. A written doctrinal/biographical statement in response to *The Book of Discipline*, Para. 324.9 (10-12 type-written pages, double-spaced).
 - F. A video and English manuscript or transcript of sermon.
 - G. A 2-3 page written report of educational progress, local church involvement and leadership, and areas of personal/spiritual growth.
 - H. 4 appraisals of your fitness for Commissioning and Provisional Membership in the Annual Conference.
 - I. An appraisal of your ministry from your DS.

All materials should be sent 1 month before interview to your Advisor or to the DCOOM Chair if you do not have an Advisor, who in turn will distribute your materials to the members of the DCOOM. Failure to meet deadlines will usually result in cancellation of your interview.

4. Following your Commissioning Interview and the recommendation by a $\frac{3}{4}$ vote of the DCOOM to the Conference BOOM, your Advisor, or the Chair of the DCOOM if you do not have an Advisor, will complete BOOM Report Form A to be presented by your Advisor and considered by the Board of Ordained Ministry at its April meeting.
5. Upon recommendation by a $\frac{2}{3}$ vote of the Conference BOOM (*The Book of Discipline*, Para. 324.14), your Advisor, or the Chair of the DCOOM if you do not have an Advisor, will complete BOOM Report Form B to be considered by the Clergy Session at the Annual Conference Session.
6. Your Advisor, or the Chair of the DCOOM if you do not have an Advisor, will ensure that your file is complete and transferred to the Board of Ordained Ministry.

Commissioning Toward Deacon's Orders:

1. After you have been in ministry for 2 years demonstrating gifts and graces to the satisfaction of the DCOOM (cfr. *The Book of Discipline*, Para. 324.2), you will be eligible to seek Commissioning Towards Deacon's Orders.
2. You may then request a Commissioning Interview with DCOOM by writing to the Chair of the DCOOM. In preparation for your Commissioning Interview with the DCOOM, you will need to have submitted:
 - A. Official transcript of your Bachelor's Degree showing degree conferred.
 - B. Official transcript of $\frac{1}{2}$ of your studies toward a Master's Degree in your specialized ministry, plus 24 hours of basic graduate theological education (cfr. *The Book of Discipline*, Para. 324.5).
 - C. Medical Report Form 103, unless submitted within the previous two years.
 - D. A written doctrinal/biographical statement in response to *The Book of Discipline*, Para. 324.9 (10-12 type-written pages, double-spaced).
 - E. A video and English manuscript or transcript of sermon.
 - F. A 2-3 page written report of educational progress, local church involvement and leadership, and areas of personal/spiritual growth.
 - G. 4 appraisals of your fitness for Commissioning and Provisional Membership in the Annual Conference.
 - H. An appraisal of your ministry from your District Superintendent.

All materials should be sent 1 month before interview to your Advisor or to the DCOOM Chair if you do not have an Advisor, who in turn will distribute your materials to the members of the DCOOM. Failure to meet deadlines will usually result in cancellation of your interview.

4. Following your Commissioning Interview and the recommendation by a $\frac{3}{4}$ vote of the DCOOM to the Conference BOOM, your Advisor, or the Chair of the DCOOM if you do not have an Advisor, will

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complete BOOM Report Form A to be presented by your Advisor and considered by the Board of Ordained Ministry at its April meeting.

5. Upon recommendation by a 2/3 vote of the Conference BOOM (*The Book of Discipline*, Para. 324.14), your Advisor, or the Chair of the DCOOM if you do not have an Advisor, will complete BOOM Report form B to be considered by the Clergy Session at the Annual Conference Session.
6. Your Advisor, or the Chair of the DCOOM, will ensure that your file is complete and transferred to the Board of Ordained Ministry.

Vocational Local Pastor:

1. Those local pastors who do not intend to pursue Commissioning or full membership in the Annual Conference will be required to appear before the DCOOM annually for the renewal of their Certification and recommendation for the License for Pastoral Ministry. Such candidates will:
 - A. Request an annual interview with the DCOOM in writing to the DCOOM Chair.
 - B. Prepare for the interview by submitting a 2-3 page account of their ministry to date.
 - C. Submit others materials as requested by the DCOOM.
2. Vocational Local Pastors may pursue Associate Membership in the Annual Conference in accordance with *The Book of Discipline*, Para. 322 or Provisional Membership in accordance with *The Book of Discipline*, Para. 324.6.

Recognition of Orders:

1. Clergy ordained in other Christian denominations may seek the Recognition of their Orders in the CANV Annual Conference by meeting with a District Superintendent and the DCOOM and submitting all documents required of candidates seeking Commissioning. In the normal course of things, such clergy will have an initial interview with the DCOOM at the beginning of the process and a second interview after all documents have been submitted and the DCOOM has had at least a year to assess the applicant's service in ministry. This last interview will follow the format of a Commissioning Interview. The DCOOM will then vote to recommend Recognition of Orders to the Bishop (cfr. *The Book of Discipline*, Para. 346-348, especially 348).