

Candidacy Process Steps & Stages Check List

West Ohio Conference (WOC)

Office of Ministry

32 Wesley Blvd.

Worthington OH 43085

Candidate Full Name _____
Address _____
City/State/Zip _____
Phone () _____ email _____
Home Church _____

CANDIDATE'S TRACK: Elder _____ Deacon _____ Associate Member _____ Permanent Local Pastor _____
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Inquiring Candidate: 2008 Book of Discipline ¶311

DATES

Be a professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one year _____

Contact the pastor in your local church or a deacon or elder or DS concerning the process of candidacy..... _____

Read *The Christian as Minister* and discuss with your pastor or the other deacon or elder..... _____

Write letter to DS and express desire to begin candidacy process: request assignment of a guide..... _____

Complete "Personal Data Inventory:" Application for Relationship To WOC..... _____

Participate in *Ministry Inquiry Process* with a guide (name) _____

Letter from candidate and guide to D.S. and Office of Ministry confirming completion of MIP..... _____

Phase One: 2008 Book of Discipline ¶311.1

Write letter to DS describing sense of call and requesting admission to the candidacy process and the assignment of a candidacy mentor by DS/District Committee on Ordained Ministry (dcom)..... _____

Initial interview with dcom..... _____

Background Check: Permission to Release Information for Personal History Evaluation Form..... _____

Begin exploration of candidacy with mentor (name)_____

Apply to GBHEM for Candidacy Guidebook (\$75 to GBHEM) Form #101--online..... _____

Complete IRAI--online..... _____

Complete psychological assessment--beginning online with Personal Data Inventory (PDI), reference list, and first test (16PF). Other tests will be sent to the mentor to administer.. _____

Complete medical exam using BOM Form #103..... _____

Complete first two sections of guidebook with mentor..... _____

Phase Two: 2008 Book of Discipline ¶311.1

Proof of high school graduation or equivalency..... _____

Written statement of call and responses to Wesley's historic questions ¶310..... _____

Consultation with the pastor and interview by S/PPR Committee with dcom facilitator: (name)_____

Recommended by charge conference (2/3 written ballot) Form #104..... _____

Continue candidacy studies with Candidacy Mentor and academic requirements..... _____

Certified Candidate: 2008 Book of Discipline ¶311.2

Complete section three of guidebook..... _____

Other information requested by dcom before Certified Candidate interview (¶311.2.c)..... _____

Candidacy Mentor's report confirming progress..... _____

Autobiography (form provided)..... _____

Three references: (names) 1 _____ 2 _____ 3 _____

Recent photograph..... _____

Written responses to **2008 Book of Discipline** ¶311.2 (a)..... _____

Notarized Statement detailing written accusations or convictions related to sexual misconduct or child abuse ¶311.2.b(1 & 2)..... _____

Agree in writing "to make a complete dedication of one's self to the highest ideals of the Christian life" ¶311.2.d)..... _____

Examination and approval of candidacy certification by dcom (3/4 written vote) (¶665.6) Form 113
Yes_____ No_____ Abstain_____

Next Steps in West Ohio

DATES

Attend Local Pastor's Licensing School (elder and local pastor candidates).....
West Ohio _____ other (name) _____

License for Pastoral Ministry recommended by dcom and/or BOM (§1315).....

Attend Formation or Provisional Deacon Event (deacon candidates).....

License for Practice of Ministry issued on commissioning, recommended by BOM.....

Continuation of Candidacy: for Deacon, Elder, and Local Pastor, 2008 Book of Discipline §312

Continue Candidacy Guidebook. *LETTER TO DCOM FROM MENTOR WHEN GUIDEBOOK COMPLETE*

Annual recommendation by the charge conference *COPY OF MINUTES IN FILE*

Annual interview and approval by dcom *RECORD IN FILE*

Annual report of satisfactory progress of studies and copy of transcripts
TRANSCRIPTS IN FILE

Candidacy Mentor/Clergy Mentor annual evaluation *IN FILE*

Completion of Candidacy

Provisional Membership and Commissioning: §324

Certified candidate for minimum of one year, maximum of 12 years.....

Demonstrated gifts for service and leadership

Completion of academic requirements: official transcripts in file.....

Statement of Fulfillment of Theological Studies

Interview and recommendation by ¾ vote of dcom (§324.10).....

Local Pastor: Course of Study §318, 319

Year enrolled in Course of Study: _____

Year one School: _____

Course: _____ Grade _____ Course: _____ Grade _____

Course: _____ Grade _____ Course: _____ Grade _____

Year two School: _____

Course: _____ Grade _____ Course: _____ Grade _____

Course: _____ Grade _____ Course: _____ Grade _____

Year three School: _____

Course: _____ Grade _____ Course: _____ Grade _____

Course: _____ Grade _____ Course: _____ Grade _____

Year four School: _____

Course: _____ Grade _____ Course: _____ Grade _____

Course: _____ Grade _____ Course: _____ Grade _____

Year five School: _____

Course: _____ Grade _____ Course: _____ Grade _____

Course: _____ Grade _____ Course: _____ Grade _____

Final transcript, Course of Study.....

Associate Membership ¶322

Reached age forty (birth date)..... _____

Completed Local Pastor's Licensing School and the Course of Study

Served four years as full-time local pastor (or equivalent):

Appointment	full-time	part-time	DATES
1.			_____
2.			_____
3.			_____
4.			_____
5.			_____

Completed a minimum of sixty hours toward the Bachelor of Arts or equivalent in a college or university listed by the United Methodist University Senate (transcripts in file)..... _____

School	Hours	DATES
1.		_____
2.		_____
3.		_____

Recommended by dcom to BOM (3/4 vote) (record in file)..... _____

INSTRUCTIONS FOR:

CANDIDACY PROCESS STEPS & STAGES CHECK LIST

This form is meant to help the District Committee on Ordained Ministry (dcom) and you to track your progress through the candidacy process. This is an outline of the process described in **2008 Book of Discipline** which you should read along with the Candidacy Guidebook for more complete details. This form also includes requirements set by the West Ohio Conference which may not appear in the **Book of Discipline**.

NOTE: The dcom will keep a copy of this check list in your permanent file which is kept in the District Office. You will also want to keep this form and a **copy of everything** you submit for your candidacy file in a file of your own. Ultimately, your candidacy file and keeping it up to date are your responsibility. You could be called upon at any time to produce a copy of something you have submitted to the committee.