

East Ohio Candidacy Process

Candidate Step – by – Step Guide

Updated February 2020

Candidate's name: _____

Step 1. Prior to Candidacy Summit

Date Completed

If you are sensing a call to representative ministry, contact a clergy-person in your local church, a recognized United Methodist (UM) campus ministry or other ministry setting regarding your call to ministry to inquire about the process of candidacy.

Read and discuss "The Christian as Minister" book with the clergy-person referenced above.

("The Christian as Minister" (Eighth Edition, 2013) is a resource produced by the General Board of Higher Education. This resource is about the call to ministry and the avenue The United Methodist Church (UMC) offers to embody that call. It is based on the concept of servant ministry and servant leadership.)

Be at least eighteen years of age, have a high school diploma and a member of a UMC or a baptized participant of a recognized UM campus ministry or other UM ministry setting for at least one (1) year.

Send a letter by email to your District Superintendent (DS) AND copy your District Committee on Ministry (dCOM) Chair and dCOM Registrar, indicating the following:

- Completion of "The Christian as Minister" book and the address/phone number of the clergy-person who went through the book with you.
- Name/Contact information of your ministry setting (i.e. local church/campus ministry, etc).
- Involvement in your ministry setting with proof of 1 year in the connection.
- Statement of your "call to ministry" (half page).
- Request meeting with District Superintendent.
- Request entrance into Candidacy Summit.

Attend interview with District Superintendent.

Interview Date: _____/_____/_____

(An introductory dCOM interview may also be scheduled, but is not mandatory at this stage in the process.)

DS sends your name to Candidacy Summit Registrar for approval to register for the Candidacy Summit.

Receive Candidacy Summit registration information & instructions from the Candidacy Summit Registrar by email.

Date: _____/_____/_____

Step 2. Complete Candidacy Summit Registration & UMCARES Registration & Information

Date Completed

Complete on-line registration for the Candidacy Summit by following a link on the East Ohio Conference website.

Respond to UMCARES invitation.

After you have registered for the Candidacy Summit you will receive an invitation from the Candidacy Registrar to the UMCARES.org website, which will outline other required items that will help you prepare for the Candidacy Summit. (Please note: Add notifications@umcares.org to your accepted email addresses so the invitation will not go into your spam folder.)

Complete Candidacy Track section on UMCARES

(Please note: All UMCARES steps are completed electronically.)

Complete Candidacy Application Form

Complete **Candidacy** Track

(User Profile ->Mentors-> Tracks)

(Please note: The Candidacy Registrar will initially be listed as your mentor so that the paperwork can be processed for your Psychological Assessment prior to the Candidacy Summit.)

Pay Administration Fee for Candidacy Process (using debit/credit card)

_____ Download Candidacy Guidebook (or request a hardcopy of the Candidacy Guidebook online)

_____ Complete the Effective Ministry 360 (once the EM360 - Candidacy is complete upload the feedback report and sign.)

_____ **Complete Psychological Assessment Track section on UMCARES**

_____ Select a MAS (Ministerial Assessment Specialist)
(Note the location of your MAS.)

_____ Complete the "Release of Information"

_____ Complete the "Personal Data Inventory"

_____ **Prepare for Candidacy Summit Mentoring Group**

(Please note: At the Candidacy Summit you will become a part of a Mentoring Group, composed of one or two mentors and fellow candidates. To prepare for your mentoring sessions, the following must be completed prior to the Candidacy Summit.)

Complete the following:

_____ Form a "Prayer Team" by inviting 3 – 5 people who will pray for you during this journey.

_____ Read 1 Samuel 3, Esther 1 – 4: 8, Acts 9:1-31

_____ Reflection Exercise: Write your call story (2 page maximum).

_____ Read and journal exercises in Candidacy Guidebook pgs. 11 – 33.

_____ Complete River of Life assignment and bring with you to the Summit.

After the Candidacy Summit you will need to schedule a meeting with your PPRC (Pastor Parish Relations Committee), your Charge Conference and your dCOM. There are several items you will need to submit prior to these meetings. Please refer to Step 5 in this Step-by-Step guide for a detailed list. You will benefit from getting these assignments underway sooner rather than later. (Please note: The interviews should take place after or near the end of the group mentoring sessions so there can be a period of discernment for you.)

Step 3. Candidacy Summit Attendance (July or January)

Two Mentoring Group Sessions

Take Psychological Assessment
(Your Psychological Assessment will take place in the afternoon on the first day of the Candidacy Summit. Please bring a laptop computer (not tablet) with you to the Candidacy Summit.)

Step 4. Post-Candidacy Summit

Mentoring Group Sessions

Mentoring Group Session Three Date: _____/_____/_____

Mentoring Group Session Four Date: _____/_____/_____

Mentoring Group Session Five Date: _____/_____/_____

Mentoring Group Session Six Date: _____/_____/_____

Psychological Assessment Follow-up

Your Psychological Assessment results will be sent to your MAS within a month of taking the exam. Please call the office of your MAS to schedule an appointment to discuss your results. **(Note: the EM360 must be completed and uploaded onto your candidacy track prior to your follow up interview with the MAS.)**

Psychological Assessment Report Date: _____/_____/_____

On the day of your Psychological Assessment follow up interview, your MAS will require a fee of \$345. Please bring this payment with you. Upon completion of your appointment, please inform your mentor and Candidacy Registrar. After the appointment, the MAS will load your results on e-bridge where it will become a part of your electronic file, accessed by dCOM, and eventually the Board of Ordained Ministry.

Step 5. Preparation for interviews

Date Completed

Background Check: Contact your District Office following the Candidacy Summit. Your District Office will instruct you regarding payment.

Please note: The document you need to send back to complete your background check will be marked “personal & confidential” from Oxford Document Management Company of Anoka, MN. The envelope is very plain and has occasionally been mistaken for junk mail. You need it, so please watch your mail carefully.

If you have not received the mailing from Oxford Documents within 10 days of your request, you may wish to contact the background check coordinator for the BOM (currently Rev. Steve Sullivan, loudonvillepastor@gmail.com)

Contact your Pastor AND dCOM Chair to schedule a PPRC meeting at your church. (**Please note:** A dCOM representative must be present to facilitate a meeting.) This meeting should take place after or near the end of your group mentoring sessions.

PPRC Meeting Date: _____/_____/_____

Complete the following written requirements **no less than two weeks before** your PPRC interview. These documents will also be necessary for your dCOM interview.

Written Requirements for PPRC Interview:

Written Requirements:	Where to find:	Return to:	Deadline:
Written Statement of Call (complete)	Book of Discipline Paragraph 310.1d	Pastor PPRC Chair (will distribute to interview team) dCOM Chair dCOM Registrar DS	2 weeks before PPRC meeting
Written responses to the questions based on Wesley's historic questions found in the Book of Discipline, Paragraph 310.1d (1-3)	EOC Conference Website -> Clergy -> Pathways to Ministry -> Candidacy -> Forms	Pastor PPRC Chair dCOM Chair dCOM Registrar DS	2 weeks before PPRC meeting
Signed agreement to Highest Ideals of the Christian Life (Book of Discipline, Paragraph 310.2d)	EOC Conference Website -> Clergy -> Pathways to Ministry -> Candidacy -> Forms	Pastor PPRC Chair dCOM Chair dCOM Registrar DS	Will sign this after meeting with the PPRC so please bring a copy with you to the meeting

PPRC Interview

An interview with your PPRC is to provide an opportunity for those who know you best to learn more about your calling and affirm your call to ministry.

Once your interview with your PPRC is completed, the dCOM facilitator will send minutes and a completed Form #102 (located on the Conference website) to the dCOM Registrar. Form #102 will record the vote of the PPRC. The PPRC will either vote to (1) RECOMMEND you for Certified Candidacy or NOT RECOMMEND you for Certified Candidacy. A 2/3 vote and paper ballot is required.

_____ Once your PPRC interview is completed, please mark "complete" on UMCARES.

Charge Conference Interview

Being brought before your annual Charge Conference is an opportunity for a larger body to affirm your call to ministry. (**Please note:** Contact your District Superintendent to discuss the next step in seeking your Charge Conference recommendation for change of status to certified candidate.)

Once Charge Conference is held, a Presiding Elder will send the minutes and a completed Form #104 to the dCOM Registrar recording the vote of the Charge Conference. The Charge Conference will either vote to (1) RECOMMEND you for Certified Candidacy or (2) NOT RECOMMEND you for Certified Candidacy. A 2/3 vote and paper ballot is required.

_____ If recommended, you will need to contact your dCOM Chair requesting a Certification Interview with the dCOM.

_____ Once your Charge Conference is completed, please mark complete on UMCARES.

_____ If you are not recommended, please contact your dCOM Chair.

Written Requirements for dCOM interview:

Please include all items from your PPRC interview for your dCOM as well as these items:

Written Requirements:	Where to find:	Return to:	Deadline:
Transcript or copy of diploma providing proof of graduation from accredited high school or certificate of equivalence	You may need to contact your high school/college for a copy of your transcript or diploma.	dCOM Registrar	2 weeks before dCOM meeting
Self-Disclosure Form (Must be notarized)	EOC Conference Website -> Clergy -> Pathways to Ministry -> Candidacy -> Forms	dCOM Registrar	2 weeks before dCOM meeting
Mentoring Report	Your mentor must submit this by way of UMCARES.	dCOM Chair dCOM Registrar	After completion of mentoring sessions
Application & Bio form	EOC Conference Website -> Clergy -> Pathways to Ministry -> Candidacy -> Forms	dCOM Chair dCOM Registrar DS	2 weeks before dCOM meeting
Written responses to 310.1d (i-vi)	BOD 310.1d (i-vi)	dCOM Chair dCOM Registrar DS	2 weeks before dCOM meeting
BOM Intellectual Integrity Policy Acknowledgement Form	EOC Conference Website -> Clergy -> Pathways to Ministry -> Candidacy -> Forms	dCOM Chair dCOM Registrar DS	2 weeks before dCOM meeting
Printed copy of your uploaded and completed EM360 reprot	UMCARES website-> Candidacy Track-> Step 5	dCOM Chair dCOM Registrar DS	2 weeks before dCOM meeting

Step 6. dCOM Interview

An interview with your dCOM is to provide an opportunity for you to share your calling with clergy and lay people from the District. It is also an opportunity to become familiar with the types of questions you must be able to answer about your faith, your calling, and your calling within the United Methodist Church.

Once your interview with your dCOM is completed, the dCOM will either vote to (1) CERTIFY YOU as a Certified Candidacy, (2) DELAY YOU (which might mean you are not ready yet and specific focus areas may be assigned), or (3) DISCONTINUE YOU (from the entire candidacy process). A ¾ majority vote and paper ballot is required.

_____ Mark complete Appearance before the District Committee on UMCARES.

_____ Contact Mentor to fill out Report of Completion on UMCARES.

_____ Confirm with your mentor that the Close Track step is complete on UMCARES.

_____ When considering educational requirements, review the Grant and Scholarship webpage, found on the EOCUMC site, drop box Clergy, Pathways to Ministry. Contact the Chair so that your name may be added to the email list for more information and reminders.

Financial Obligations during Candidacy

Financial Obligations	Cost	Deadlines/Notes
“Christian as Minister” book	\$12.99 (Available through www.cokesbury.com)	This book may already be at your local church or ministry setting.
Administration Fee to begin the Candidacy Process	\$75	Payment on-line only through UMCARES
Candidacy Guidebook	An electronic version is free and available through UMCARES. There are a limited number of hardcopies available at a minimal cost.	
Candidacy Summit Registration Fee	\$125 (plus your travel expenses)	July (if attending July Summit) December (if attending January Summit) Please pay online when you register. This registration fee will cover your room and board for the Summit as well as any materials.
Background/Credit Check	Up to \$195	This is required prior to becoming a Certified Candidate. Many churches and districts will offer assistance with this fee. Please contact your District Office to learn about the process and the payment structure.
Psychological Assessment	\$345	Paid to the MAS at the time of appointment to review psychological test
Licensing School		Only necessary if candidate is appointed to a local church during candidacy process
Medical Report	This cost will vary depending on your health insurance.	Please note that prior to seeking licensure as a local pastor or commissioning, you will need to submit a medical report. Your district registrar will instruct you how to complete these forms will are located on the East Ohio Conference Website.