

Name \_\_\_\_\_

District \_\_\_\_\_

Mentor \_\_\_\_\_



### Ministry Checklist

¶ 302. *Ordination and Apostolic Ministry*—The pattern for this response to the call is provided in the development of the early church. The apostles led in prayer, teaching and preaching, ordered the spiritual and temporal life of the community, established leadership for the ministry of service, and provided for the proclamation of the gospel to new persons and in new places. The early church, through the laying on of hands, set apart persons with responsibility to preach, to teach, to administer the sacraments, to nurture, to heal, to gather the community in worship, and to send them forth in witness. The church also set apart other persons to care for the physical needs of others, reflecting the concerns for the people of the world. In the New Testament (Acts 6), we see the apostles identifying and authorizing persons to a ministry of service. These functions, though set apart, were never separate from the ministry of the whole people of God. Paul states (Ephesians 4:1-12) that different gifts and ministries are given to all persons. The Wesleyan tradition has, from the beginning, encouraged a culture of call and a community of discernment, which affirms and supports the ministry of all Christians and identifies and authorizes persons into ministries of the ordained.

**This checklist is intended to help guide you through the ministerial process.**

**Both the mentor and the candidate should keep a file containing copies of this and all other materials related to the candidate’s progress in the candidacy process. Please note: This ministry checklist interprets and expands the checklist found in *Answering the Call*, and we highly recommend using this checklist to track your process.**

#### *I. The Inquiring Candidate: 2016 Book of Discipline, ¶ 310*

1. Prospective candidate must be a member of The United Methodist Church or a baptized participant in an authorized ministry setting for a minimum of one (1) year prior to beginning the process. ¶ 310.1a Date of Membership \_\_\_\_\_
2. Prospective candidate contacted the pastor in the local church or other authorized ministry setting (e.g. campus ministry) to share ministry call. Date \_\_\_\_\_
3. Pastor/campus minister forwarded a letter of recommendation affirming the gifts of ministry and call of the individual to the District Superintendent. Date \_\_\_\_\_
4. Prospective candidate contacted the District Office and made an appointment with the District Superintendent. Date \_\_\_\_\_

#### *II. The Exploring Candidate: 2016 Book of Discipline, ¶ 310.1*

1. As part of the District Superintendent meeting, the DS gave the prospective candidate a schedule of the *Orientation to the Ministry* (OTM) events, and advised to register with BOM Secretary(bom@arumc.org). Date \_\_\_\_\_
2. Prospective candidate attended Orientation to the Ministry (OTM) event. Date \_\_\_\_\_
3. Prospective candidate (a) wrote a reflection paper (AR041, assignment was given at OTM. ¶310.1b) and submitted to the District Registrar and (b) asked to be assigned a candidacy mentor/group. Date \_\_\_\_\_

4. Prospective candidate received UMCARES invite from District Registrar. Date\_\_\_\_\_
5. Prospective candidate applied for Candidacy Enrollment through the online UMCARES at <https://www.umcares.org/Login.aspx>
  - a. DS signed online application. Date\_\_\_\_\_
  - b. Mentor signed online application. Date\_\_\_\_\_
  - c. Candidate confirmed signatures and submitted online \$75 application fee. Date\_\_\_\_\_
  - d. Downloaded and printed *Answering the Call Candidacy Guidebook*. Date\_\_\_\_\_
6. Completed Parts I and II of the *Answering the Call Candidacy Guidebook* with assigned mentor. Date\_\_\_\_\_
7. Prospective Candidate completed Candidacy Discernment Assignment (AR042) ¶310.1b, ¶310.1d, 310.2a, 310.2d (send to SPRC and District Registrar) Date\_\_\_\_\_
8. Prospective Candidate wrote a letter requesting to interview with the Pastor of home church, and the church's PPRC/SPRC Committee. Date\_\_\_\_\_
9. Prospective Candidate interviewed with PPRC/SPRC using Candidacy Discernment Assignment (see #6) and updated UMCARES. If recommended, the Chair of the PPRC/SPRC submits Ministerial Candidate Recommendation Form AR010 to the District Registrar. Date\_\_\_\_\_
10. Prospective Candidate met with charge conference of local church. Date\_\_\_\_\_
 

*(charge conference meeting shall be preceded by 2 public announcements, and be held in the presence of the Bishop, DS, or an authorized elder AND the candidate must have graduated from an accredited high school or have a certificate of equivalency)*
11. Approved by charge conference as Declared Candidate (Form 104/2009). and updated UMCARES. Sent Form 104 to District Registrar. Date\_\_\_\_\_
 

*(Voted by written ballot by two-thirds of the charge conference present- Par.306.3b)*

### *III. The Declared Candidate: 2016 Book of Discipline, ¶310.2*

1. Sent \$50 for Assessment packet to District Registrar. (checks made payable to AR Conference UMC to defray assessment costs.) Date\_\_\_\_\_
2. Received "Required Assessment Packet" from District Registrar. Date\_\_\_\_\_
 

Packet includes:

  - a. Candidacy Mentor's Request for the Psychological Assessment Packet (Form AR055)
  - b. Personal Data Inventory (Form AR051)
  - c. Psychological Assessment Release (Form AR052)
  - d. Background Check Release (Form AR053)
  - e. Medical Report (Form AR054)
3. Sent Form AR055 & Personal Data Inventory (Form AR051) to one of the Conference approved Ministerial Assessment Specialists (MAS) listed on Form AR055. Date\_\_\_\_\_
4. Candidate completed *Psych Assessment Release* (Form AR052), and *Background Check Release* (Form AR053). Date\_\_\_\_\_
5. Candidate completed Part I of the *Medical Exam* (Form AR054), selected doctor and made appointment for medical examination. (Costs associated with medical exam are candidate's responsibility.) Date\_\_\_\_\_
6. Medical exam was completed, reported on Form AR054. Date\_\_\_\_\_

7. Completed originals of AR051,52,53 and 54 were sent to the Conference Chair of Ministerial Assessment.\* Date\_\_\_\_\_

**\*Chair of Ministerial Assessment  
Rev. John Embrey  
10 West Denver  
Greenwood, AR 72936**

8. *Under special circumstances, the Mentor may have received the Psychological assessment packet from the MAS, proctored the candidate's completing of assessment materials and returned the assessment to the MAS. Contact Conference Chair of Ministerial\* Assessment for this exception.* Date\_\_\_\_\_

9. MAS contacted Candidate and scheduled a personal interview. Date\_\_\_\_\_

10. Candidate completed personal interview with MAS. Updated UMCARES. Date\_\_\_\_\_

11. MAS sent Assessment Report to the Chair of Ministerial Assessment.\* Candidates may ask MAS to send a copy to themselves. Date\_\_\_\_\_

12. Conference Chair of Ministerial Assessment sent Completed Assessment Packet (including copies of forms b, c, d, & e of the "Required Assessment Packet" along with background checks, & psychological assessment) to the DS office to be saved in the candidate's dCOM file. Date\_\_\_\_\_

13. Candidate updated, edited, and submitted Candidacy Discernment Assignment to the District Registrar, prior to scheduled meeting. (AR042). This is optional, if candidate is satisfied with what was previously turned in on II.7, ¶310.1b, ¶310.1d, 310.2a, 310.2d) Date\_\_\_\_\_

14. Candidate sent latest college transcript to District Registrar Date\_\_\_\_\_

15. Mentor completed a Candidacy Mentor's Discernment Report (Form AR080) reviewed, signed by the candidate and a copy mailed to the District Registrar. Date\_\_\_\_\_

16. Candidate attended dCOM interview meeting. (Mentor should attend this meeting.) Date\_\_\_\_\_

17. If approved, Candidate and Mentor completed Report of Completion (Form 113) and Mentor Completed Track in UMCARES. Date\_\_\_\_\_

18. The District Registrar sent Form AR020 to the Office of Ordained Ministry. Date\_\_\_\_\_

19. Candidate received copy of AR020 from District Registrar. Date\_\_\_\_\_

¶311 A certified candidate is eligible for appointment as a local pastor upon completion of License for Pastoral Ministry (¶315) Those appointed as local pastors are clergy members of the annual conference (¶602.1) and are no longer listed as certified candidates. They do not continue with candidacy mentors but are assigned a clergy mentor.

20. Candidate attended Local Pastor Licensing School (if applicable). Date\_\_\_\_\_

21. Candidate received Local Pastor License. Date\_\_\_\_\_

22. DS assigned Local Pastor a Clergy Mentor or Circuit Elder. Date\_\_\_\_\_

23. Candidate attended Seminary or Course of Study Date\_\_\_\_\_

**If the Ministerial Goal is Local Pastor, this is the end of the process.  
If the Ministerial Goal is ordination, continue with process.**

#### IV. The Continuing Candidate: 2016 Book of Discipline, ¶ 313

This is an annual process until the candidate graduates school and seeks provisional membership.

1. Continued to work with Candidacy Mentor. Date\_\_\_\_\_
  2. Candidate prepared for annual dCOM meeting, sent to District Registrar:
    - a. Mentor and Candidate completed Candidacy Mentors Discernment Report (Form AR080). Date\_\_\_\_\_
    - b. Candidate sent official transcript to District Registrar. Date\_\_\_\_\_
    - c. Candidate received annual recommendation from their charge conference. Date\_\_\_\_\_
    - d. A brief update (i.e. one page) written by the Certified Candidate sharing current service in a congregation and demonstrating continued gifts, fruits and God's grace in the work of their ministry. Date\_\_\_\_\_
  3. Candidate was annually interviewed and approved by dCOM. Date\_\_\_\_\_
  4. District Registrar sent completed Form AR020 to Office of Ordained Ministry. Date\_\_\_\_\_
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#### V. The Candidate Seeking Election to Provisional Membership and Commissioning: 2016 Book of Discipline, ¶ 324

1. Candidate completed at least 1 year as a certified candidate, prior to the clergy session of Annual Conference. Date\_\_\_\_\_
2. Candidate completed M.Div. (Elders) OR completed Master's degree in area of specialized ministry (Deacon) OR completed all educational requirements in the alternate route by the session of Annual Conference seeking provisional membership. Date\_\_\_\_\_
3. Candidate was annually interviewed and approved by dCOM. Date\_\_\_\_\_
4. **Due July 15.** Candidate submitted application (Form AR105) for change of Relationship in the Arkansas Conference to District Registrar and Office of Ordained Ministry. Submitted Preliminary draft of Doctrinal Questions ¶324.9a-p to District Registrar. Date\_\_\_\_\_
5. **Due November 1.** District Registrar delivered candidate's complete dCOM file, Including the application (Form AR105), the dCOM Action Report (Form AR020) completed/up to date assessment package, official seminary transcript and the DS letter of recommendation, to the Office of Ordained Ministry. Date\_\_\_\_\_
6. BOM reviewed list of candidates, verified file documentation, applications and determined whether each candidate is properly before the BOM for interviews. Date\_\_\_\_\_
7. Candidate completed and submitted BOM assignments by Jan. 31. Date\_\_\_\_\_
8. Candidate interviewed by Board of Ordained Ministry. Date\_\_\_\_\_
9. Recommended for Provisional Membership by Board of Ordained Ministry. Date\_\_\_\_\_
10. Elected to Provisional Membership by Annual Conference Clergy Session. Date\_\_\_\_\_

*If the candidate is elected to provisional membership, candidacy terminates at this point. Provisional Members participate in the Residency in Ministry Program for a minimum of 2 years before ordination. If not approved, candidate remains a certified candidate under supervision of the dCOM, and can continue in that status for up to 12 years.*