

Name _____

District _____

Mentor _____

Ministry Checklist
Arkansas Conference

(Revised August 2013)

¶ 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.

**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.**

I. The Inquiring Candidate: 2012 Book of Discipline, ¶ 310

1. Prospective candidates 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. 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: 2012 Book of Discipline, ¶ 310.1

1. As part of the District Superintendent meeting, the DS gave the prospective candidate a list of the *Orientation to the Ministry* (OTM) events, and advised to register with BOM Secretary. Date _____
2. Prospective candidate attended Orientation to the Ministry (OTM) event. Date _____
3. Prospective candidate (a) wrote a reflection paper to be submitted to the District Superintendent and (b) asked to be assigned a candidacy mentor/group. Format for paper and group assignment was given at OTM. ¶310.1 a&b. Date _____
4. Prospective candidate applied for Candidacy Enrollment through the online Candidacy Application System (OCAS) at <https://public.gbhem.org/candidacy/default.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 *Fulfilling God's Call-Guideline for Candidacy*. Date_____
5. Completed Sections 1 and 2 of the *Fulfilling God's Call-Guideline for Candidacy*. Date_____
6. Prospective Candidate wrote statement of call, and answered Wesley's Historic Questions. ¶310.1d, questions 1, 2, and 3. (send to SPRC and DS) Date_____
7. Prospective Candidate wrote a letter requesting to meet with the Pastor of home church, and the church's PPRC/SPRC Committee. Date_____
8. Prospective Candidate Interviewed with PPRC/SPRC on written statement and Wesley's questions. (see #6)
If recommended, the Chair of the PPRC/SPRC submits Ministerial Candidate Recommendation Form AR010 to the DS.
Date_____
9. 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)*
10. Approved by charge conference as Declared Candidate (Form 104/2009).
Date_____ *(Voted by written ballot by two-thirds of the charge conference present- Par.306.3b)*
11. DS sent Form 104 to the District Committee on Ordained Ministry (dCOM) Registrar. Date_____

III. The Declared Candidate: 2012 Book of Discipline, ¶310.2

1. Sent \$50 for packet to District Superintendent Office. Date_____
2. Received "Required Assessment Packet" from the DS Office. Date_____
- 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. 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_____
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. Date _____

11. MAS sent Assessment Report to the candidate and to Chair of Ministerial Assessment.* 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 _____

***Chair of Ministerial Assessment
Rev. John Embrey
PO Box 357
Sheridan, AR 72150-0357
(870) 942-4127**

13. Candidate prepared all written material for the dCOM meeting. ¶310.2a including ¶310.1d answers and statement of call to ministry. Date _____

Candidate sent latest college transcript to dCOM. Date _____

14. Mentor completed a Candidacy Mentor's Discernment Report (Form AR080) reviewed, and signed by the candidate and a copy mailed to the DS for dCOM. Date _____

15. Candidate attended dCOM meeting. (The mentor should attend this meeting.) Date _____

16. Candidate completed "District Committee on Ordained Ministry Approval Report for Certified Candidate for Ordained Ministry" (Form 113) in OCAS. Date _____

17. The Registrar of the dCOM sent Form AR020 to the Office of Ordained Ministry. Date _____

18. Candidate received copy of AR020 from dCOM. 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.

19. Candidate attended Local Pastor Licensing School (if applicable). Date _____

20. Candidate received Local Pastor License. Date _____

21. DS assigned Local Pastor a Mentor. Date _____

22. Candidate attended Seminary or Course of Study Date _____

Name of Seminary/Course of Study _____

**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: 2012 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
 - a. Mentor and Candidate completed Candidacy Mentors Discernment Report (Form AR080). Date _____
 - b. Candidate sent official transcript to dCOM registrar. Date _____
 - c. Candidate received annual recommendation from their charge conference. Date _____
3. Candidate was annually interviewed and approved by dCOM. Date _____
4. dCOM sent completed Form AR020 to Office of Ordained Ministry. Date _____

V. The Candidate Seeking Election to Provisional Membership and Commissioning: 2012 Book of Discipline, ¶ 324

1. Candidate completed at least 1 year, prior to the clergy session of annual conference, as a certified candidate. Date _____
2. Candidate completed M.Div. (Elders) OR Completed Master's degree in area of specialized ministry (Deacon) by the session of Annual Conference seeking provisional membership. Date _____
3. Candidate was annually interviewed and approved by dCOM. Date _____
4. **Due October 1.** Candidate submitted application (Form AR105) for change of relationship in the Arkansas Conference to the Office of Ordained Ministry. Date _____
5. **Due November 1.** dCOM/DS delivered candidate's complete dCOM file, including the application (Form AR105), the dCOM Action Report (Form AR020), completed/up to date assessment package, 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 BOM assignments by Jan. 31. Date _____
8. Candidate interviewed by Board of Ordained Ministry (Feb/Mar of the year). 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 approved for election 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.