

Name _____

District _____

Mentor _____



Certified Candidate 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 candidacy 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: 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 read the Christian as Minister and 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 asked to be assigned a candidacy mentor. 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 \$45 application fee and start EM360 Assessment. 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) (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 #7) and updated UMCARES. If recommended, the Chair of the PPRC/SPRC submits Ministerial Candidate Recommendation Form AR010 to the District Registrar. Update UMCARES 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 and updated UMCARES. Submitted 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 "Ministerial Assessment Package" Application from District Registrar. Date_____

Packet includes: Personal Data Inventory, Medical Assessment and Release.
3. Candidate completed PDI and Scheduled appointment for examination Costs associated with medical exam are candidate's responsibility.) Date_____
4. Completed and submitted Ministerial Assessment Package including selecting a psychologist and attaching PDI and Medical Assessment. Date_____
5. Received and Completed People Facts Background Check Date_____
6. Called psychologist and made an appointment. Date_____
7. Attended Interview with psychologist Date_____
8. 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. Date_____

9. Candidate sent latest college transcript to District Registrar, if applicable Date_____
10. Mentor completed a Candidacy Mentor's Discernment Report (Form AR080) reviewed, signed by the candidate and submitted to the District Registrar. Date_____
11. Candidate attended dCOM interview meeting. (Mentor should attend this meeting.) Date_____
12. If approved, Candidate and Mentor completed Report of Completion (Form 113) and Mentor Completed Track in UMCARES. Date_____
13. The District Registrar sent Form AR020 to the Office of Ordained Ministry. Date_____
14. 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.

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| Candidate attended Local Pastor Licensing School (if applicable). | Date_____ |
| Candidate received Local Pastor License. | Date_____ |
| DS assigned Local Pastor a Clergy Mentor or Circuit Elder. | Date_____ |

This completes the Certified Candidate Process. If the Candidate becomes a Local Pastor, see Local Pastor Process Checklist. If Candidate proceeds to Seminary use Continuing Candidate

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.
2. Candidate prepared for annual dCOM meeting, sent to District Registrar: Date_____
 - a. Mentor and Candidate completed Candidacy Mentors Discernment Report (online Form AR080). Date_____
 - b. Candidate sent official seminary 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 completed online Form AR020 to Office of Ordained Ministry. Date_____

Certified Candidates wishing to apply for Provisional Membership and eventual Ordination and Full Membership use the Seeking Election to Provisional Membership checklist