



Step-by-Step Guide to Becoming a Certified Candidate (putting the pieces together)

Those who are licensed or ordained for ministry by the United Methodist Church are called and set apart for ministry. Therefore, it is appropriate that persons who present themselves as candidates for licensed or ordained ministry be examined regarding the authenticity of their call to this set apart ministry.

Step 1: Prior to Candidacy Summit

Those beginning candidacy for licensed or ordained ministry shall:

- Contact a clergy person in your ministry setting, another United Methodist clergy person or your District Superintendent.
- Read and discuss *The Christian as Minister* with her or him. (Strongly suggested, not required)
- Be a baptized participant of a UMC, a UM campus ministry, or other UM ministry setting for one (1) year. Must be a professing member before DCOOM interview.
- Meet with District Superintendent. Meeting Date: ___/___/___

Be prepared with the following for your meeting with the District Superintendent:

- Name of clergy person initially consulted about discernment of call.
 - Name and contact information of your ministry setting (local church / campus ministry, etc.)
 - Involvement in your ministry setting
 - Statement of call (Your DS may require this in a written document.)
 - Written request for entrance into Candidacy Process
- After meeting with the candidate, if deemed appropriate, the District Superintendent will invite the candidate to the Candidacy Process through UMCARES (GBHEM online systems) and assign Conference Registrar (registrar@greatplainsumc.org) as mentor for UMCARES.
 - Add notifications@umcares.org to your contact list / address book.

Step 2: Preparing for Candidacy Summit

- Candidacy Summits are scheduled twice a year: in January and in June.
- Registration opens approximately three months prior to Summit and closes one month before.
- Register for Great Plains Candidacy Summit. Registration includes payment of \$250.00 registration fee (\$50 if background check and psychological assessment have been completed for prior credentialing). This is separate from the administrative fee in the UMCARES track. Where possible, the local church or ministry setting is encouraged to assist candidates with the expense of candidacy.
- Respond to email UMCARES invitation to complete UMCARES registration, if not already completed.
- Complete the following steps in the UMCARES "Candidacy" track
 - Candidacy Application Form
 - District Superintendent Signature
 - Mentor Signature
 - Administration Fee
 - Follow instructions for Effective Ministry 360 (EM360)

- Complete the following steps in the UMCARES “Psychological Assessment” track, if not previously completed for prior credentialing.
 - MAS selection (by geography)
 - David Bowman (Wichita, KS); Matthew Hutt (Scottsbluff, NE); Michael Luebbert (Omaha, NE) or Andrew Schauer (Topeka, KS)
 - Release of Information
 - Personal Data Inventory

- Complete the following steps in the UMCARES “GP Certified Candidate” track.
 - Verification of baptized participant/member
 - Written request to District Superintendent
 - Safe Gatherings certification verification (www.greatplainsumc.org/safegatherings)
 - Background Check authorization, if not completed for prior credentialing

- Prepare for Summit Mentoring Group (Complete prior to Candidacy Summit)**
 - Form a Prayer team – invite a 3 to 5 person team to pray for you during this journey
 - Read 1 Samuel 3; Esther 1-4, 8; Acts 9:1-31
 - Write your call story (2 page maximum).
 - Read Candidacy Guidebook (*Answering the Call*) chapter 1 (1st mentoring session) & chapter 2 (2nd mentor session); to work ahead, read chapters 3-4 (3rd mentoring session) and work on included reflection exercises.
 - Complete River of Life exercise as directed by Conference Registrar, information provided approximately 1-2 weeks prior to Summit
 - Additional steps may be determined as plans for the Candidacy Summit are finalized.

Step 3: Candidacy Summit Attendance (January or June)

After completion of a Candidacy Summit, the candidate will have a maximum of three (3) years to become a certified candidate.

The Candidacy Summit will include:

- An Orientation to Ministry, including deacons, elders, local pastors, extension ministries.
- Complete Psychological Assessment testing, if not completed for prior credentialing.
- Assignment of candidate to a Summit Mentor and a Summit Mentoring Group. (Mentoring Groups will be completed in person and/or by use of technology depending on circumstances.)

Step 4: Post-Candidacy Summit

Mentoring

- Meet with Summit Mentoring Group for a total of five (5) group sessions.
 - Mentoring Session 1 - Date: ___/___/___ (normally completed during Summit)
 - Mentoring Session 2 - Date: ___/___/___ (normally completed during Summit)
 - Mentoring Session 3 - Date: ___/___/___ (may be completed at Summit)
 - Mentoring Session 4 - Date: ___/___/___ (normally completed after Summit)
 - Mentoring Session 5 - Date: ___/___/___ (normally completed after Summit)
- Meet one-on-one with Mentor to complete Mentoring Report (available in UMCARES GP Certified Candidate track). Meeting Date: ___/___/___

Psychological Assessment, if not completed for prior credentialing

- The selected MAS will contact the candidate to set an interview appointment after receiving the scored testing documents and the properly completed EM360 report. Date: ___/___/___
- After the interview, the MAS will complete the Psychological Assessment Report and send a copy to the Conference Registrar. Allow 2-4 weeks for a completed report. The Registrar will provide a copy to you, your District Superintendent, your DCOOM registrar, and will upload a copy to UMCARES.

Step 5: Preparation for DCOOM Certified Candidate Interview

Step 5 items may be completed before or after Steps 3 and 4.

- Complete Statement of Call-Historical Questions in UMCARES.

PPRC or body specified by the DCOOM

- Contact clergyperson in your ministry setting to schedule a meeting of the pastor-parish relations committee (S/PPRC) or equivalent body specified by DCOOM. Complete designated UMCARES document. S/PPRC Meeting Date: ___/___/___
 - If recommended, pastor shall contact the District Superintendent to request a special session of the Charge Conference, if needed.
 - If not recommended, Staff Parish Chair or pastor contacts the District Superintendent.

Charge Conference or body specified by the DCOOM

- Complete designated UMCARES document. Presiding Elder, if not District Superintendent, will report Charge Conference decision to the district office. Charge Conference members must use a written ballot. A 2/3 majority vote is required.
- Complete all steps/submit all forms and documents listed in the Great Plains Certified Candidate track in UMCARES up to the DCOOM Interview step. Candidate may request approval for License as a local pastor during the same interview (questions for both certification and license will be asked but there will be no additional paperwork or UMCARES track).

Step 6: DCOOM Interview

- DCOOM interview will be scheduled when all requirements for certification as a candidate have been completed. Contact DCOOM registrar to be added to interview calendar.
- A 3/4 majority vote and written ballot are required. Result may be:
 - Certify as a candidate (Yes; ¶1310.2)
 - Delayed (Not yet; specific focus areas may be assigned.)
 - Discontinue (Discontinued from the Candidacy Process.)
- Candidate may request approval for license as a local pastor concurrent with the request to be certified as a candidate. Request for approval for a license is a separate action that requires a 3/4 majority vote.
- After the interview, meet with the DCOOM registrar or District Superintendent to discuss next steps.