



# Step-by-Step Guide to Becoming a Certified Candidate

The licensed or ordained ministry is recognized by the United Methodist Church as a called out and set apart ministry. Therefore, it is appropriate that those persons who present themselves as candidates for licensed or ordained ministry be examined regarding the authenticity of their call by God to set apart ministry. This document is to be used as a guide to becoming a certified candidate.

## 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.
- Be a member of a UMC or a baptized participant of a recognized UM campus ministry or other UM ministry setting for one (1) year.
- Attend interview with District Superintendent (as required by D.S.)
  - Interview Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Send a letter by email to your District Superintendent indicating the following (keep a copy for your records):
  - Completion of *The Christian as Minister* and email address and / or phone number of clergy person
  - Name and contact information of your ministry setting (local church / campus ministry, etc.)
  - Involvement in your ministry setting
  - Statement of call
  - Request for entrance into Candidacy Process
- After receiving the letter from the candidate, the District Superintendent will invite the candidate to the candidacy process through UMCARES (GBHEM online systems) and assign Conference Registrar ([registrar@greatplainsumc.org](mailto:registrar@greatplainsumc.org)) as mentor for UMCARES.
- Respond to e-mail UMCARES invitation.
- Registration for Great Plains Candidacy Summit opens 4-months prior to Summit.

## Step 2: Candidacy Summit Registration

*Due Dates (approx.):* June 1 (for June Summit) or December 1 (for January Summit)

- Register for Great Plains Candidacy Summit, including payment of \$250.00 registration fee (\$50 for persons who have previously completed Psychological Assessment/Background Check.) to the conference registrar. Where possible, the local church or ministry setting is encouraged to assist candidates with the expense of candidacy.

- Complete the following steps in the “GBHEM UMCARES Candidacy” track
  - Candidacy Application Form
  - District Superintendent Signature
  - Mentor Signature
  - Administration Fee
  - Request Hardcover Candidacy Guidebook
- Complete the following steps in the “GBHEM UMCARES Psychological Assessment” track
  - Ministerial Assessment Specialist (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
  - Personal / Professional References
- Review steps in “GBHEM UMCARES Candidacy” track

#### **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 and Candidacy Guidebook pgs 16-19
- Write your call story. (2 page maximum)
- Read Candidacy Guidebook chapter 1 ( pages 11-21) for first mentoring session; Read Candidacy Guidebook chapter 2 (pages 23-33) for second mentor session

### **Step 3: Candidacy Summit Attendance (June or January)**

The Candidacy Summit is a common ministry preparation experience for the purpose of building collegiality and understanding among the varieties of ministry for candidates. After completion of the Candidacy Summit, the candidate will have a maximum of five (5) years to become a certified candidate.

The Candidacy Summit will include:

- An Orientation to Ministry
- Complete Psychological Assessment testing (if not previously completed)
- Assignment of candidate to a Summit Mentor and a Summit Mentor Group. (Mentor Groups will be assigned primarily by geography. Technology will be utilized for candidates who would be required more than 2 hours (one-way) to attend an in-person group.

## Step 4: Post-Candidacy Summit Mentoring Sessions

- Meet with Summit Mentor Group for three (3) meetings to cover Answering the Call Curriculum.
  - Mentoring Group Session – Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
  - Mentoring Group Session – Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
  - Mentoring Group Session – Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Meet one-on-one with Mentor to prepare for DCOOM and complete the Candidacy Summit Mentor Report.
  - Meeting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Psychological Assessment

- The designated MAS will contact the candidate to set an interview and appointment after receiving the scored testing documents and at least 3 of the 4 references listed in the Personal / Professional Reference step in UMCARES.
  - Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- After the appointment (approx. 2-4 weeks after interview), the MAS will send the Psychological Assessment Report to the Conference Registrar.
- The Conference Registrar will share a copy of the report with you.

## Step 5: Preparation for DCOOM Certification Interview

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

- Contact clergy person in your ministry setting to schedule a meeting of the pastor-parish relations committee or equivalent body specified by DCOOM.
  - PPRC Meeting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Complete Great Plains UMCARES Candidacy Track Steps – Theological Statement/Statement of Call
- Provide a copy of Theological Statement/Statement of Call to your clergy person and PPRC prior to the PPRC meeting.

## PPRC or body specified by the DCOOM

- If recommended (*Pastor shall contact the DS to request a special session of the charge conference and schedule a meeting at your church or ministry setting to request approval.*)
  - Complete and submit SPRC Approval Step in GBHEM & Great Plains Candidacy Track
- If not recommended (*Staff Parish Chair and/or clergy person contacts the District Superintendent*)

## Charge Conference or body specified by the DCOOM

- If recommended by 2/3 majority vote on a written ballot (*Candidate contacts the DCOOM Registrar requesting Certification Interview.*)
  - Complete and submit Charge Conference Step in the GBHEM UMCARES Candidacy Track
- If not recommended (*Clergy person contacts D.S. If D.S. is not presiding Elder.*)

## **Step 6: Application for DCOOM Interview**

- Complete steps up to DCOOM appearance in GBHEM and Great Plains Candidacy Track. Candidate may request approval for License as a local pastor during the same interview. (Local Pastor track only assigned if previously certified as a candidate.)

## **Step 7: DCOOM Interview**

- DCOOM interview will not be scheduled until all requirements for certification as a candidate have been completed.
- A  $\frac{3}{4}$  majority vote and written ballot is required. The DCOOM will take one of the following actions:
  - Certify as a candidate (Yes; ¶310.2)
  - Delayed (Not yet; specific focus areas may be assigned.)
  - Discontinue (Discontinued from the candidacy process.)
- After the interview, meet with the DCOOM registrar or district superintendent to discuss next steps.