

GUIDELINES THROUGH THE CANDIDACY PROCESS

October, 2007

This outline is consistent with the requirements listed in The Book of Discipline of The United Methodist Church, 2004. Its purpose is to help you understand the steps and the order of progression involved in entering the Ordained Ministry of the Central Pennsylvania Conference.

There are many people able and willing to help you in this process but your progress through these steps remains your responsibility. You are also expected to study The Book of Discipline of The United Methodist Church, 2004, and make inquiry along the way so that no requirement is overlooked.

No one will be advanced or ordained until he/she has completed all requirements. These requirements are not burdensome but are part of the screening process to make a determination that you are sure of your call, and that you are prepared for ministry.

Each step through this training process is carefully planned by the General Church and the Conference Board of Ordained Ministry for the good of an effective pastoral ministry in The United Methodist Church and for your benefit in preparing adequately for meaningful service in the ordained ministry. The book *The Christian as Minister* may be helpful and is available from Cokesbury bookstore.

THE PROCESS

Initially, you are designated as an "Inquiring Candidate"

I. THE INQUIRING CANDIDATE

A. Meet with your pastor, or another Deacon or Elder

1. Discuss your interest in the ordained ministry.
2. Work through *The Christian As Minister*
3. Review The Book of Discipline of The United Methodist Church, 2004, with particular emphasis on "The Ministry of the Ordained," paragraphs 301-366

B. You must have been a member of the United Methodist Church for two (2) years immediately preceding application, including one (1) year of service in some form of leadership.

C. Write a "statement of your call" explaining how you became motivated to pursue a ministerial vocation

1. Share this statement with your pastor, or another Deacon or Elder.

2. Be prepared to share this statement with the District Superintendent and the District Committee on Ordained Ministry at a later date.

D. Meet with your District Superintendent

1. Share your sense of call and get personally acquainted
2. You will be given a packet of materials that require your response, including...
 - a. Letters of reference from:
 1. Your Pastor
 2. Your employer (or, if a student, a teacher/professor who knows you well)
 3. A member of the congregation
 - b. A physical exam by your physician. The forms include:
 1. Medical Report of Ministerial Candidate form 103/2004 (online)
 2. Medical Report Part II
 3. Cover Letter for the physician.
 - c. Legal Clearances
 1. Pennsylvania Child Abuse History Clearance report
 2. Criminal Record Check available from the Pennsylvania State Police.
 3. EZ-Facts
 - d. All fees are to be paid by applicant.
3. The DS (with DCOM input) will assign a Candidacy Mentor

E. Apply for Candidacy Studies online

1. Apply for candidacy to the Division of Ordained Ministry (DOM) of the General Board of Higher Education and Ministry (GBHEM) of the United Methodist Church by using the Online Candidacy Application System at <https://public.gbhem.org/candidacy/default.aspx>
2. On that site you will scroll down to the bottom of the home page and click on "Begin the Enrollment Process."
3. Once filled out and submitted, the District Superintendent is emailed a link and is requested to electronically sign the application.
4. After the District Superintendent has submitted their e-signature, your assigned mentor will receive an email link to request that they submit their e-signature.
5. Immediately after the mentor has submitted their e-signature, you will receive an email with instructions about paying the candidacy fee (\$75.00) online and a link to pay the candidacy fee.
6. Once the candidacy fee has been received, the Candidacy Coordinator will process the candidacy guidebook to the address you submit on your application.
7. Begin working with your mentor through the candidacy guidebook.

F. Take the Inventory of Religious Activities and Interests

1. When you are ready, you can log in to the same site to complete the Inventory of Religious Activities and Interests (IRAI) online.
2. The IRAI results will be sent in PDF form via email to your mentor immediately upon submission electronically.
3. After your mentor has met with you to go over the IRAI results, the mentor should log back in to their page on the system to mark the IRAI complete.
4. . On the web site you will be offered various ways to do a psychological assessment. You will indicate that your conference does NOT use the General Church for its testing.

G. Take psychological testing

1. When you are ready for testing, contact your District Superintendent or Roz Mason, Chairperson of the Board of Ordained Ministry. They will submit your name to the testing agency. You will then contact the testing agency for an appointment.
2. You have 30 days in which to schedule your appointment.
3. You will review the test results with the psychologist.
4. Test results are the property of the Annual Conference and are kept by the BOOM Candidacy Registrar.

NOTE: The Psychological Testing process can take up to four (4) months from start to finish. Plan accordingly.

H. Take required training by the Annual Conference:

1. Safe Sanctuaries
2. Boundary training
3. Information on dates and locations are available from the District or Conference offices
4. Once completed, make sure your participation is documented and in your files.

I. Meet with your District Committee on Ordained Ministry

1. This Committee will want to meet with you as an inquiring candidate to get acquainted.
2. You will continue to meet with the DCOM annually until you are commissioned.

YOU ARE NOW AN EXPORING CANDIDATE

II. THE EXPLORING CANDIDATE

A. Continue working through the "Candidacy Guidebook with your Candidacy Mentor

1. Throughout this process, openly and prayerfully reflect on your sense of call, abilities, interests, personal relationships and other aspects of your self understanding in relation to the many dimensions of Ordained Ministry.

* If you do not sense a calling to Ordained ministry, discuss with your Candidacy Mentor certification in a specialized ministry. Currently the United Methodist Church certifies persons to work in the following areas: Christian Education, Youth, Evangelism, Music, Spiritual Formation and Camping and Retreat Ministries.

B. Meet with the Committee on Pastor/Staff Parish Relations of your local church

1. Make sure you have fulfilled the requirements of The Book of Discipline of The United Methodist Church
 - a. Church membership requirements (two years including a year of service in some form of leadership).
 - b. At least high school diploma or equivalent.
 - c. Have a written recommendation from your pastor.
2. Set up an appointment with the Committee on Pastor/Staff Parish Relations.
 - a. Share with them your sense of call, gifts and graces and your intention to pursue the steps into Ordained Ministry.
 - b. You will be asked Wesley's historic questions found in paragraph 310 in Book of Discipline (2004).
 - c. They will vote and make a recommendation to the Charge/Church Conference of your local church.

C. Charge/Church Conference

1. A written letter must be submitted to the District Superintendent stating your intention to enter the ministry and requesting a vote at the Church/Charge Conference.
2. Two public announcements will be made prior to the seeking approval as a Declared Candidate.
 - a. These announcements may be in church publications, bulletins or announcement by the pastor.
 - b. This may be at the annual Charge/Church Conference or the pastor may receive permission for a special Conference after you have applied to the District Superintendent.

- c. Complete form #104/2004 "Declaration of Candidacy for Ordained Ministry" (available online at <http://www.gbhem.org/ResourceLibrary/Form104.pdf>) and send to the BOOM Candidacy Registrar, your DCOM and your District Superintendent.
3. A 2/3 approval on a written ballot is required by The Book of Discipline of the United Methodist Church for recommendation.
4. The pastor will forward a copy of the Charge/Church Conference action to the District Superintendent.

YOU ARE NOW A DECLARED CANDIDATE

III. THE DECLARED CANDIDATE

A. Continue working with your Candidacy Mentor

1. Your Candidacy Mentor will prepare a written report to be presented to the District Committee on Ordained Ministry.
2. You will review the report and must give your permission before the report can be presented to the District Committee.

B. Prepare written responses to questions regarding your call to ministry, personal beliefs, gifts for the ministry and the effect of personal relationships on future ministry -- your Candidacy Mentor will provide necessary guidelines.

C. Submit Medical Report (provided in section I.D.2.b., above)

D. Submit Legal Clearances (provided in section I.D.2.c., above)

1. Clearances are only valid for 5 years.

E. Meet with the District Committee on Ordained Ministry

1. Contact the Chairperson of your DCOM to schedule your interview
2. Your Candidacy Mentor will be present with you and will present his/her report.
3. The Committee will interview you with references to your progress thus far, your written responses, your psychological testing, and any other areas that are significant.

4. The DCOM will vote on your certification.
 - a. A 3/4 majority written vote is necessary for certification.
 - b. If Certification is not granted the committee may vote:
 - (1) "Not at this time" and ask you to do further study.
 - (2) Recommend that your pastor and church direct you toward other vocational goals.
 - c. The Committee's decision will be discussed with you and the results will be forwarded to your pastor, the Chairperson of the Committee on Pastor/Staff Parish Relations and the BOOM Candidacy Registrar. (Form #113/2004 – found at <http://www.gbhem.org/ResourceLibrary/Form113.pdf>).
5. If the committee's decision is to deny certification, you may request a follow-up interview with the committee. If the certification denial stands, the candidacy process ceases. You may choose to begin the candidacy process again at the Inquiring stage.
6. Your Candidacy Mentor will add a description of the meeting with the District Committee, including the results of the vote and any recommendations made by the committee to his/her report.

YOU ARE NOW A CERTIFIED CANDIDATE

IV. CONTINUATION OF CANDIDACY

- A. Your certification must be renewed each year by both your Charge/Church Conference and the District Committee on Ordained Ministry.**
- B. The DCOM will meet with you at least annually to look at and evaluate your progress.**
- C. You must be a Certified Candidate for at least one year, maximum of twelve years.**
- D. Complete the doctrinal examination and biographical statement for the DCOM.**

As a Certified Candidate you have a choice in the direction you take next.
Local Pastor Elder's Orders Deacons Orders
 (You may serve as a local pastor while heading toward Deacon's or Elders Orders)

Deacon's Orders and Elder's Orders Requirements:

- A. Perform servant ministry *outside* of the local church, in accordance with Book of Discipline Para. 324.2 A description of the ministry must be submitted in writing and approved by DCOM *before* counting the hours. Once complete, a letter of verification comes from the DCOM
- B. Complete all academic requirements.
 - Central Pennsylvania Requirements
 - 1. 2 – Courses in Preaching
 - 2. 2 - Courses in Worship Preparation /Leadership
 - 3. 3 – Courses beyond survey/introduction courses in Old Testament and New Testament
 - 4. 1 – Course in Theory and Practical Teaching
 - 5. 1 – Course in Evangelism
 - 6. United Methodist History, Doctrine, and Polity
- C. Submit annually a copy of school transcripts to DCOM
- D. Interview and recommendation by the DCOM for Commissioning as Deacon, Elder or Local Pastor. Verification of vote to be sent to BOOM Registrar

Local Pastor Requirements:

- A. Contact the Local Pastor's Registrar for options and requirements
- B. Enroll in Licensing school the Course of Study
- C. Meet regularly with Clergy Mentor
- D. Interview with DCOM
- E. Renewal of Local Pastor's License – annually
 - 1) Progress in educational track
 - 2) Interview annually by DCOM
 - 3) Be sure mentor is submitting report forms
- F. May fulfill requirements for probationary membership and commissioning (confer with Local Pastor's Registrar)

If the District Committee does not approve your recertification in any year, the appeal process described in III. E.5 may be followed.

Information on the process and requirements for local pastors and commissioning should be directed to:

1. Elder's Inservice Registrar

THE REVEREND BETHANY WOOD
111 South 2nd Street
Hughesville, PA 17737 - 1709
Telephone: 570.584.2624
E-mail: jw1954@earthlink.net

2. Deacon's Registrar

KAREN MCCACHREN
267 East Main St.
Lewistown, PA 17044
Telephone: (office) 717.248.4618
Email: kmccachren@comcast.net

3. Local Pastor Registrar

THE REV. PATRICIA WOOLEVER
702 E. Sunbury St
Millerstown, PA 17062-9557
Telephone: 717-589-3565
Email: pwoolever@embarqmail.com

GENERAL INFORMATION

Second career students:

Second career students may find themselves trying to rush the process. Some of the educational requirements, such as a college degree, may already be completed before entering the Candidacy process. In order to "move things along", some persons may choose to enroll in a Seminary before they have become Certified Candidates. *This decision should be made in consultation with the District Committee on the Ordained Ministry and the District Superintendent. A person's enrollment in Seminary does NOT guarantee or compel the granting of Certification by the District Committee.*

Please notify the appropriate registrar of any change of name, address, phone number, status or school IMMEDIATELY.

ADDRESSES:

CANDIDACY REGISTRAR:

THE REVEREND JOHN OVERMAN
Ebenezer United Methodist Church
890 Ebenezer Road
Middletown, PA 17057
Telephone: 717.939.0766
E-mail: joverman@comcast.net

CHAIRPERSON OF THE CONFERENCE BOARD OF ORDAINED MINISTRY:

THE REVEREND ROGER MENTZER
109 East Main St.
Dallastown, PA 17313-2207
Telephone: 717-244-1486
E-mail: rhmcjm@comcast.net

STUDENT AID

Service grants and loans are available to assist the college and seminary student who is planning for full-time Christian service related to Central Pennsylvania Conference.

For a loan application, contact:

Office of the Treasurer, Room 119
Central Pennsylvania Conference
P.O. Box 2053
Mechanicsburg, PA 17055-2053
Telephone: 800.874.8474

For General Information, contact:

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