

DCOM GUIDE THROUGH THE CANDIDACY PROCESS

CANDIDATE'S ROLE THROUGH THE PROCESS

D) Inquiring Candidate to Exploring Candidate ¶306.1-306.2

(Inquiry regarding ministry as a career choice)

- a) Contact a pastor, deacon or elder
- b) Read *The Christian as Minister*
- c) Write a “statement of his/her call” to share with pastor, guide, and later with D.S. and DCOM
- d) Assigned to a trained Candidacy “Mentor” by DCOM/DS
- e) Apply for Candidacy Studies through DS and register online with the General Board of Higher Education and Ministry - \$75 fee
- f) Work through the Candidacy Guidebook with mentor
- g) Take required training (Safe Sanctuaries and Boundaries)
- h) Arrange for Medical Report and Legal Clearances
- i) Begin psychological testing
- j) May meet with DCOM to get acquainted

DCOM ROLE THROUGH THE PROCESS

D) Inquiring Candidate to Exploring Candidate

- a) Confidential paper trail between D.S. and DCOM chair to be sure candidate is enrolled and assigned a trained Candidacy “Mentor”
- b) May meet with candidate to get acquainted, to encourage and help candidate hear and define his/her call
- c) Encourage candidate to make copies of all correspondence and submissions and retain for personal records
- d) DCOM Registrar begins file on candidate; send information to BOOM Candidacy registrar (using the “Action Report to BOOM Registrar” form; get copies from BOOM registrar or download at <http://www.gbhem.org/bomhandbook/pdfs/BOMCH02FORMS/04DCOMACTRPT.PDF>) Make sure contact information on the candidate is complete and current.

CANDIDATE'S ROLE THROUGH THE PROCESS

II) Exploring Candidate to Declared Candidate ¶306.2-306.3

(Explore “forms of ministry”)

- a) Written recommendation by pastor
- b) Interview and recommendation of Staff/Pastor Parish Relations affirming the sense of call, gifts and graces prior to Charge Conference
- c) Write to D.S. concerning intention to enter ministry and requesting a vote at Charge Conference
- d) Complete form 104/2004 “Declaration of Candidacy” and send to Candidacy Registrar, DCOM and D.S.
- e) Receive 2/3 approval on a written ballot by Charge Conference
- f) Make sure Charge Conference action reported to D.S. by pastor
- g) Continue educational track
- h) Continue through Candidacy Guidebook

DCOM ROLE THROUGH THE PROCESS

II) Exploring Candidate to Declared Candidate

- a) May meet with candidate to help further discern call, encourage, assist in the exploring stage
- b) Receive and review Psychological Assessment
- c) Make sure “Declaration of Candidacy” form is in file along with Charge Conference recommendation when available
- d) DCOM Registrar sends information to BOOM Candidacy registrar (using the “Action Report to BOOM Registrar” form) Make sure contact information on the candidate is complete and current.

CANDIDATE'S ROLE THROUGH THE PROCESS

III) Declared Candidate to Certified Candidate

¶306.3-306.4

- a) Continue work with Candidacy Mentor
- b) Medical Report and Legal Clearances submitted
- c) Prepare written responses to Discipline questions ¶306.4 and submit to DCOM
- d) Review the written report the Candidacy Mentor will present to DCOM
- e) Is presented, along with Mentor's Report, to DCOM by Candidacy Mentor
- f) Is interviewed by DCOM
- g) Is voted on by DCOM (3/4 written majority necessary for certification)

DCOM ROLE THROUGH THE PROCESS

III) Declared Candidate to Certified Candidate

- a) Make sure all requirements are fulfilled and issues covered (references, medical forms, psychological testing, legal clearances, Charge Conference approval)
- b) Review written responses to questions in ¶306.4 and written report of Candidacy Mentor
- c) Interview candidate who is accompanied by Candidacy Mentor.
 - i. Interview is to determine "fitness" for ministry.
 - ii. Focus on interest, lifestyle, personality, "call," as well as grace, gifts and fruit already evident.
- d) Vote: ¾ written majority vote needed for "Certified" Candidacy
 - i. May vote "not at this time" and request further study
 - ii. May recommend other vocational goals
- e) Report Vote/Decision on Form 113/2004 (<http://www.gbhem.org/ResourceLibrary/Form113.pdf>) and forward to SPRC chair, Pastor, and BOOM Candidacy Registrar
- f) File Mentor Report, Written Responses, and Vote results in candidate's file

CANDIDATE'S ROLE THROUGH THE PROCESS

IV) Continuation of Certified Candidate ¶307

- a) Annual recommendation by Charge Conference
- b) Annual interview and recommendation by DCOM
- c) Progress in educational track
- d) Provide references as requested by DCOM
- e) Submit, annually, a copy of school transcripts to DCOM
(f-h Prior to recommendation of DCOM for Probationary Membership)
- f) Service requirement for Deacon and Elder
- g) Prepare for doctrinal interview by DCOM
- h) Complete biographical statement for DCOM

DCOM ROLE THROUGH THE PROCESS

IV) Continuation of Certified Candidate

- a) Interview annually to determine continued growth. Focus on gifts, grace, fruits of candidate as well as educational progress.
- b) Receive annual Charge Conference recommendation
- c) Receive annual report of Candidacy Mentor
- d) Receive, annually, copies of school transcripts
- e) Recertify candidate annually
- f) Advise and encourage in spiritual and academic preparation (*Be sure schools are approved by University Senate*)
- g) Inform candidate about scholarships and loans
- h) Approve service requirement for those working toward probationary membership (requested *in writing, pre-approved* by DCOM) – (cf. 2004 BOD ¶324.2)
- i) Help candidate decide if licensing school is in order
- j) Provide guidance on requirements for entrance into full and associate membership
- k) Remind candidate of courses required by Central Pennsylvania Annual Conference
- l) Remind candidates at non-UM seminaries of required courses in UM Polity and History

CANDIDATE'S ROLE THROUGH THE PROCESS

V) Local Pastor Option ¶341

- a) Certified candidate
- b) Licensing school
- c) Enter and progress through the Course of Study
- d) Interview with DCOM
- e) Meet quarterly with Clergy Mentor
- f) 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
- g) Health Certificate completed

DCOM ROLE THROUGH THE PROCESS

V) Local Pastor Option

- a) Interview to determine “fitness and readiness” for pastoral ministry based on candidacy certification and any report from local pastor licensing school
- b) Receive documentation from licensing school that candidate successfully completed school
- c) Vote approval as local pastor
- d) Report approval to BOOM Local Pastors' Registrar
- e) Receive Form 105 – Application for Clergy Relationship
- f) Be sure Clergy mentor is assigned
- g) Annual renewal of License by DCOM Recommendation
 - 1) Receive recommendation by D.S.
 - 2) Annual interview with approval based on progress and effectiveness

CANDIDATE'S ROLE THROUGH THE PROCESS

VI) Commissioning to Probationary Membership

¶661.8, 315.10 (Includes Deacons, Elders, and Local Pastors)

- a) Certified candidate at least 1 year but not more than 12 years
- b) Service requirement completed
- c) Bachelor's degree
- d) Master's in area of service – Deacons
- e) M.Div. – Elders
- f) Successfully complete Central PA Conference required courses
 - 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
- g) Receive $\frac{3}{4}$ DCOM vote recommendation to BOOM
- h) Submits to BOOM Registrar all necessary information
 - 1) Health certificate
 - 2) Notarized copy of Candidate's Disclosure Form 114
 - 3) Doctrinal Examination in response to Discipline questions
 - 4) Autobiography
 - 5) Transcripts
 - 6) Candidacy Mentor Reports
- i) Interview with BOOM – $\frac{2}{3}$ written approval required

DCOM ROLE THROUGH THE PROCESS

VI) Commissioning to Probationary Membership

- a) Interview to determine “readiness” for commissioning to ordained ministry.
- b) Focus on academic background, theological understanding, and reports from field experiences in seminary. Observe whether skills, gifts, and grace are continuing to be developed.
- c) Verify all requirements completed, including courses and service hours.
- d) Vote $\frac{3}{4}$ DCOM recommendation to BOOM
- e) Report action and verify completion of requirements in writing to BOOM Registrars

Questions about the Candidacy process may be directed to:

Board of Ordained Ministry

Candidacy Registrar

Rev. John Overman

890 Ebenezer Road

Middletown, PA 17057

717.939.0766

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