

**BOARD OF ORDAINED MINISTRY  
SUSQUEHANNA CONFERENCE  
THE UNITED METHODIST CHURCH**

**Candidacy Track Form**

Instructions: This form shall be kept by the District Superintendent. Copies shall be made for the District Committee on Ordained Ministry, Candidacy Registrar and the Candidate. As new dates are recorded, that information shall be filed with the District Committee on the Ordained Ministry, Candidacy Registrar and/or Registrars for Elders, Deacon, Local Pastors.

**PERSONAL INFORMATION**

Full Name \_\_\_\_\_ Spouse \_\_\_\_\_  
Street  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_  
E-mail Address \_\_\_\_\_ FAX: \_\_\_\_\_  
Telephone (Daytime) \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_ (Nighttime) \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_  
Change of Address information \_\_\_\_\_  
\_\_\_\_\_  
Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
Local Church Membership \_\_\_\_\_ Date of Membership \_\_\_\_/\_\_\_\_/\_\_\_\_  
District \_\_\_\_\_ Where Serving \_\_\_\_\_  
Children (names and ages)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
DISTRICT \_\_\_\_\_

**EDUCATIONAL INFORMATION**

College Name \_\_\_\_\_ Expected/Actual Graduation Date \_\_\_\_/\_\_\_\_  
Degree \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_  
Other Degrees \_\_\_\_\_ Date(s) Earned \_\_\_\_/\_\_\_\_; \_\_\_\_/\_\_\_\_  
Seminary \_\_\_\_\_ Expected/Actual Graduation \_\_\_\_/\_\_\_\_  
Date Entered \_\_\_\_\_ Degree Program \_\_\_\_\_  
Address at  
School \_\_\_\_\_  
Telephone \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_



## B. EXPLORING PROCESS TO DECLARED

- \_\_\_ Member of The United Methodist Church for one year. including a year of service in some form of leadership.
- \_\_\_ Completed *Candidacy Guidebook*
- \_\_\_ Written recommendation of Charge Pastor
- \_\_\_ High School diploma or equivalent (copy)
- \_\_\_ Committee on Staff Parish Relations review and recommendation (Date \_\_\_\_/\_\_\_\_/\_\_\_\_)
- \_\_\_ Wrote letter of Intention to District Superintendent requesting Church/Charge Conference
- \_\_\_ Church/Charge Conference Vote (2/3 approval needed)  
Vote: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Abstentions
- Recommending Church and Charge \_\_\_\_\_
- \_\_\_ Declaration of Candidacy Report (Form #104/2004) filed with DCOM
- \_\_\_ Form [#104/2009](#) and this form copied and sent to BOOM Candidacy Registrar  
(Date \_\_\_\_/\_\_\_\_/\_\_\_\_)

## C. DECLARED PROCESS TO CERTIFIED

- \_\_\_ Written report by Candidacy Mentor to District Committee
- \_\_\_ Candidate's written statements
- \_\_\_ Medical Report of Ministerial Candidate (form 103/2004) and Medical Report Part II
- \_\_\_ Pennsylvania Child Abuse History Clearance (Date \_\_\_\_/\_\_\_\_/\_\_\_\_) Paid by applicant.
- \_\_\_ Criminal Record Check (Date \_\_\_\_/\_\_\_\_/\_\_\_\_) Paid by applicant
- \_\_\_ EZ Facts Check (Date \_\_\_\_/\_\_\_\_/\_\_\_\_)
- \_\_\_ Met with District Committee (Date \_\_\_\_/\_\_\_\_/\_\_\_\_)
- \_\_\_ District Committee Vote (3/4 approval needed)  
Vote: \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval \_\_\_\_\_ Abstentions
- \_\_\_ Form [#113/2009](#) and this form copied and sent to the BOOM Candidacy Registrar  
(Date \_\_\_\_/\_\_\_\_/\_\_\_\_)

## D. CONTINUATION OF CANDIDACY

\_\_\_ Annual recommendation by Church/Charge Conference

\_\_\_ Annual evaluation and approval by District Committee

Dates: \_\_\_/\_\_\_/\_\_\_; \_\_\_/\_\_\_/\_\_\_; \_\_\_/\_\_\_/\_\_\_; \_\_\_/\_\_\_/\_\_\_

\_\_\_ Annual report of satisfactory progress of studies and copy of transcript from university or school of theology Dates: \_\_\_/\_\_\_/\_\_\_; \_\_\_/\_\_\_/\_\_\_; \_\_\_/\_\_\_/\_\_\_; \_\_\_/\_\_\_/\_\_\_

\_\_\_ Certified candidate for minimum of two years, maximum twelve (Deacons and Elders)

\_\_\_ Performed servant ministry outside of the local church, in accordance with ¶324.2 (pre-approved by DCOM \_\_\_/\_\_\_/\_\_\_; completed and accepted by DCOM \_\_\_/\_\_\_/\_\_\_)

\_\_\_ Completion of academic requirements

\_\_\_ Doctrinal examination and biographical statement

\_\_\_ Interview and recommendation by District committee on Ordained Ministry

\_\_\_ Local Pastor's License (Date \_\_\_/\_\_\_/\_\_\_)

\_\_\_ District Committee Commissioning Recommendation (3/4 approval needed)

(Date \_\_\_/\_\_\_/\_\_\_)      Deacon      Elder      Local Pastor

Vote: \_\_\_ Approval \_\_\_ Disapproval \_\_\_ Abstentions

\_\_\_ Renewal of Recommendation by District Committee on Ordained Ministry

Dates: \_\_\_/\_\_\_/\_\_\_; \_\_\_/\_\_\_/\_\_\_; \_\_\_/\_\_\_/\_\_\_; \_\_\_/\_\_\_/\_\_\_

\_\_\_ Interview and recommendation by Board of the Ordained Ministry (Date \_\_\_/\_\_\_/\_\_\_)

\_\_\_ All District file information forwarded to:

Deacon Registrar      Elder Registrar      Local Pastors Registrar

\_\_\_ This form copied and sent to BOOM Candidacy Registrar (Date \_\_\_/\_\_\_/\_\_\_)

## COMMISSIONING AND PROVISIONAL MEMBERSHIP