

# Oregon-Idaho Annual Conference Checklist for Certified Candidacy

Candidate's Name \_\_\_\_\_

## Step 1. Prior to Candidacy Summit

These steps should be completed by June 1st in preparation for the summer Candidacy Summit retreat. Travel may be reimbursed for over a 400 miles round trip at 14 cents per mile, up to \$200. This figure applies whether the candidate drives or flies.

- Contact your home pastor or deacon or another UM clergy person.
- Read one of the following books: *The Christian as Minister* or *Answering God's Call for Your Life*. Discuss with your pastor or other clergy guide. These books are available from your pastor.
- Create a file and keep copies of all forms and work completed.
- Be a member of any United Methodist Church or recognized UM-related ministry for at least one year.
- Send a letter by email to your District Superintendent (DS) and copy your District Committee on Ordained Ministry (DCOM) Chair/Registrar, indicating the following:
  - Completion of the *Christian As Minister* and email address/phone number of clergy person with whom you reviewed this material
  - Name/contact information of your ministry setting (local church/campus ministry, etc.)
  - Describe your involvement in your ministry setting
  - Statement of call (half-page)
  - Request entrance into the Candidacy Process
- Accept email invitation to join UMCARES (the online candidacy system)
  - Complete your online profile.
  - Pay candidacy fee online and receive the *Candidacy Guidebook*.
  - ~~Complete the Effective Ministry 360 (EM360) tool through UMCARES. ([This video explains the process.](#))~~ **This step is temporarily unavailable. Please contact the Board of Ordained Ministry ([bom@umoi.org](mailto:bom@umoi.org)) for instructions.**
  - Begin preparing assignments for Candidacy Summit (see below).
- Register for the Candidacy Summit and Orientation to Ministry.
  - Pay Summit registration fee (includes books) by deadline.
- Background check (criminal/credit): Request consent for release of information from the BOM Admin ([bom@umoi.org](mailto:bom@umoi.org)).

## **Continued preparation prior to Candidacy Summit**

These steps can be completed any time after above steps and before the summer Candidacy Summit begins.

### **Return the following to your DCOM Registrar**

- Autobiographical Statement—[Form 102](#) (submitting via email is preferred).
- Candidate Disclosure Form – [Form 114](#) (must be notarized)

### **Prepare for Summit Mentoring Group (Complete prior to Summit Retreat)**

- Form a Prayer Team – invite a 3-5 person prayer team who will pray for you during this journey.
- Read 1 Samuel 3, Esther 1-4, 8; Acts 9:1-31.
- Read *Answering the Call: Candidacy Guidebook* Chapter 1 (pp. 11-21)
- Write your call story (maximum of 2 pages)
- Bring your calendar to schedule future dates
- Take Enneagram identification test (the full RHETI) available on-line at [www.EnneagramInstitute.com](http://www.EnneagramInstitute.com). Pay fee with credit card.

## **Step 2. Candidacy Summit Attendance (these are held in the summer)**

- Attend the Candidacy Summit and Orientation to Ministry, including the first two sessions with your group mentors.

## **Step 3. Post-Candidacy Summit**

- Group Mentoring Sessions as scheduled at the Candidacy Summit:  
Group mentors will make assignments in *Understanding God's Call*, *Fulfilling God's Call*, *The UM Book of Discipline*, and other resources as needed.
- Complete the Psychological Assessment by November 1 of the year you attend the Candidacy Summit/Orientation to Ministry:
  - Ask DS to send a letter to your church to inform them of their portion of MAS fee (expect \$300 each from the church, the BOM, and the candidate).
  - [Register online](#) your intent to participate in the Psychological Assessment (you will need to be prepared to pay a \$48 fee online when you submit your registration form).
  - Complete the Release of Information Authorization form (ROI)—this will be sent to you after you register for the Psychological Assessment.
  - Complete the References Request form—this will be sent to you after you register for the Psychological Assessment.
  - Complete the Alcohol Use AUDIT—this will be sent to you after you register for the Psychological Assessment.

- Complete the Personal Data Inventory (PDI)—this will be sent to you after you register for the Psychological Assessment.
- Take the Psychological Assessment online with your assigned proctor.
- The Ministerial Assessment Specialist (MAS) will contact you to schedule an appointment to discuss your results of the Psychological Assessment.

Appointment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- Pay your assessment fee to the MAS at your appointment. After the appointment, the MAS will send a report to the BOM MAS liaison, who will arrange for a qualified clergy person to debrief the report with you. Your DCOM and/or the BOM will also have access to the report, which will become part of your permanent confidential personnel file.

#### **Step 4. Preparation for DCOM Certification Interview**

- Submit transcript or copy of diploma providing proof of graduation from accredited high school or certificate of equivalence to your DCOM Registrar.
- One of your group mentors submits a mentoring report to the DCOM Registrar.
- Complete and submit health certificate form ([Form 103](#)) (Form 103, [fillable form](#)) to DCOM Registrar.
- Contact your pastor AND your DCOM chair to schedule an SPRC meeting at your church. (This is the SPRC meeting that is *just prior* to the Charge Conference where your Declaration of Candidacy will be presented.)  
SPRC meeting date \_\_\_\_/\_\_\_\_/\_\_\_\_

#### **Complete the following written requirements for your SPRC and DCOM interviews.**

- Write a statement of call as outlined in *The Book of Discipline* ¶310.2a(1)-(vi).
- Answer Wesley's historic questions (*The Book of Discipline* ¶310d).
- Provide written agreement to highest ideals of the Christian life (*The Book of Discipline* ¶310.2d).
- Email all of the above to the Pastor, SPRC Chair, and DCOM Registrar.

#### **SPRC Interview**

- Following the SPRC interview, the pastor or chair of the SPRC should send minutes to the DCOM registrar.
- If you are recommended by the SPRC:
  - Pastor shall contact the DS to request a special session of the Charge Conference and schedule a meeting at your church to request approval.
- If you are not recommended by the SPRC:

- Contact your DCOM chair.

## Charge Conference

- Give the Declaration of Candidacy ([Form 104](#)) to the Presiding Elder ahead of the charge conference session (you must complete the top section of the form).
- A written ballot and two-thirds vote are required for approval (§310.1e, *Book of Discipline*)
- Following the Charge Conference, the Presiding Elder must send completed Declaration of Candidacy ([Form 104](#)) and a copy of the Charge Conference minutes to the Registrar for the DCOM.
- If you are approved by the Charge Conference:
  - Enter the place and date of the Conference into UMCARES. Request a copy of the charge conference minutes for your records.
- If you are not approved by the Charge Conference:
  - Contact your DCOM chair.

## Step 5. DCOM Interview

- Contact your DCOM chair to request an interview.
- Verify that all paperwork has been received by the DCOM prior to the interview:
  - Written statement of call (§310.1d)
  - Written answers to requirements in §310.2a
    - The most formative experience of your Christian life
    - God's call to licensed or ordained ministry and role of the church in your call
    - Your beliefs as a Christian
    - Your gifts for ministry
    - Your present understanding of your call to ministry as elder, deacon, or licensed ministry
    - Your support system
  - MAS report
  - Verification of background check
  - All forms
    - 102 (Biographical Information Form)
    - 103 (Medical Report)
    - 104 (Declaration of Candidacy)
    - 114 (Candidate's Disclosure Form)
- Possible outcomes of interview:

- DCOM elects you to certified candidacy; OR
  - DCOM determines you are not yet ready for certified candidacy (specific focus areas may be by DCOM for assigned for further work); OR
  - DCOM determines it does not discern that you are called to ordained or licensed ministry.
- After interview, meet with DCOM Chair to discuss next steps.
  - Enter result in UMCARES. (***This ends the online UMCARES process***, although work toward commissioning or licensing will continue under the guidance of a candidacy mentor, which your DS will assign.)
  - If you have not been assigned a candidacy mentor within one month of your election to certified candidacy, contact the BOM Administrative Coordinator ([bom@umoi.org](mailto:bom@umoi.org)).
  - If you are certified, annually obtain renewal of recommendation from your charge conference. Send a copy to the DCOM registrar.

### **Requirements for Commissioning and Provisional Membership** **(Deacon or Elder, ¶324)**

- Complete at least one year as a certified candidate.
- Complete a Bachelor's degree.
- Complete 1/2 of M.Div. (deacon or elder), or 1/2 of master's degree in specialized field plus 1/2 of Basic Graduate Theological Studies (deacon).
- Complete [Form 103](#) (medical summary report).
- Complete Candidate's Disclosure [Form 114](#).
- Complete [Form 105](#) to apply for provisional membership and license for ministry.
- Consult with BOM registrar concerning schedule and requirements for BOM interviews.
- Note the date that DCOM voted to recommend you to the BOM for evaluation for provisional membership: \_\_\_\_\_
- Complete Provisional Membership and Commissioning Application Packet to BOM Admin due Dec 1 (you will receive specific instructions and deadlines in the late summer).
- Interview with the BOM and receive recommendation by ¾ majority vote.
- Be approved by the Clergy Session of Annual Conference by ¾ majority vote.
- Participate in Service of Commissioning.
- Receive license for ministry and signed provisional membership certificate.

### **Requirements for Ordination and Full Connection** **Deacon (¶330) or Elder (¶335)**

- ❑ Be a provisional member for at least 35 months (but no more than 8 years) after completion of educational requirements. (Refer to BOD Paragraphs 330 and 335 for complete details)
- ❑ Complete education requirements: M.Div. (deacon or elder); or master's degree in specialized field, plus the Basic Graduate Theological Studies (deacon)
- ❑ Serve under appointment for at least two full annual conference years.
- ❑ Engage in conversation with your Fruitfulness Team Leader at least annually.
- ❑ Complete all Residence-In-Ministry (RIM) Group or other group events.
- ❑ Continue work with your BOM-assigned clergy mentor.
- ❑ Submit annual reports to the BOM by assigned date.
- ❑ Receive annual evaluations by BOM.
- ❑ Arrange for another MAS assessment if required by the BOM.
- ❑ In the fall preceding the Winter Interviews for full membership, complete Full Membership and Ordination Application Packet to BOM Admin, typically due Dec. 1.
- ❑ Interview with the BOM (in January or February). Receive recommendation for ordination and full membership by  $\frac{3}{4}$  majority vote.
- ❑ Be approved by the Clergy Session of the Annual Conference by  $\frac{3}{4}$  majority vote.
- ❑ Participate in the Service of Ordination and be ordained by the bishop.
- ❑ Receive signed membership certificate and signed ordination certificate.

## Abbreviations and Terms Used

**BOM** The Board of Ordained Ministry. The BOM is made up of clergy and laity from each district in the Oregon-Idaho Annual Conference. They are nominated by the bishop and elected by the Annual Conference for a four-year term. Their responsibilities are described in ¶634 of the *Discipline*.

**BOM Liaison** A member of BOM assigned to a probationary member who leads the Fruitfulness Project team and “checks in” with probationary members to maintain contact and to answer questions about BOM process. The BOM Liaison is neither a mentor nor an evaluator.

**Conference Rules** The Annual Conference adopts rules that are printed in the *Journal*. They are revised annually.

**DCOM** The District Committee on Ordained Ministry. Their responsibilities are described in ¶1666 of the *Discipline*.

**Discipline** The book of polity for the United Methodist Church, updated every four years by General Conference. A current edition will be essential to you in your journey through the candidacy process. Sometimes called the BOD for *Book of Discipline*.

**DS** The District Superintendent. The Oregon-Idaho Annual Conference has four DS’s. They can be located by geographic region at the conference web site.

**GBHEM** General Board of Higher Education and Ministry. The GBHEM is responsible for the processes of candidacy for all United Methodist clergy. The office is located in Nashville, and their website can be found at: [www.gbhem.org](http://www.gbhem.org).

**HDP or DPH** Doctrine, Polity, and History— course areas required for United Methodist clergy.

**Journal** The official record of the Oregon-Idaho Annual Conference published each year.

**MAS** Ministerial Assessment Specialist—a licensed psychologist approved by the United Methodist Church to conduct assessments of clergy candidates. The MAS is a consultant to the Annual Conference. A candidate completes various psychometric instruments and is interviewed by a MAS who then submits a written report to the BOM MAS Liaison.

**MAS Liaison** The MAS Liaison is a member of BOM who receives and distributes candidate reports. The name and email address of the MAS Liaison can be found in the [online BOM Roster](#).

**OTM** Orientation to Ministry – a requirement for all candidates to build collegiality and understand the variety of ministries.

**RIM** Residence in Ministry. A program designed for provisional members prior to full membership. “RIM Group” refers to a required two-year series of retreats for provisional members, facilitated by two clergy in full connection.

**SPRC** Staff Parish Relations Committee (sometimes called PPRC for “Pastor” Parish Relations Committee). Responsibilities are described in ¶258.2 of the *Discipline*.

**UMCARES** United Methodist Candidate and Record Entry System, the denomination’s online registry for ministerial candidates.

## **CONTACT INFORMATION**

A good starting point for any candidacy, BOM, or DCOM questions is the BOM Administrative Coordinator ([bom@umoi.org](mailto:bom@umoi.org)).

Find BOM members and their roles, along with email addresses in the online [BOM Roster](#).

Find contact information for DCOM leaders on the [Oregon-Idaho website](#).

Forms available at: [http: www.bomlibrary.org](http://www.bomlibrary.org)