

## Oregon-Idaho Annual Conference Checklist for Certified Candidacy

- ❑ Contact your home pastor or deacon or another UM clergy person.
- ❑ Read [\*The Christian as Minister\*](#). Discuss with your pastor or other clergy guide. This book can be order from Cokesbury, or check with 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, and ask the DS to provide you with a letter or email with permission to begin the process
- ❑ Accept email invitation to be registered into the United Methodist online candidacy registry [NOTE: the new registry is called PASSAGE. Oregon-Idaho is not yet using this registry, but you will be invited to complete an online form to register your intent to start the candidacy process]
  - Complete the online candidacy registration form (once you complete that form, you will receive links and/or information about the next steps)
    - You will need to have a digital copy of the letter or email from your district superintendent, granting permission to begin the candidacy process
  - Note that once PASSAGE has been deployed in OR-ID, there will be a candidacy fee to pay.
- ❑ Register for the Candidacy Summit (Orientation to Ministry) *Depending on your timing, the next Summit will be either in January or July. Following the Summit, you will participate in a mentoring group with other persons on the candidacy journey. The group will meet by zoom for two hours every six weeks for about one year.*
- ❑ Background check (criminal/credit): Request consent for release of information from the BOM ([bom@umoi.org](mailto:bom@umoi.org)).
- ❑ Attend the Candidacy Summit and Orientation to Ministry.
- ❑ Begin (and continue) participation in the group mentoring process.
- ❑ Register online to take the Ministerial Psychological Assessment (you need to be prepared to pay a \$48 fee online when you submit your registration form; you'll receive access to the other forms below after you register):

- 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).
- Complete the Release of Information Authorization form.
- Complete the References Request form.
- Complete the Alcohol Use AUDIT.
- Complete the Personal Data Inventory (PDI).
- 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.
- 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.

**You will need to upload these materials to your DCOM dropbox folder:**

- Autobiographical Statement—[Form 102](#)
- Candidate Disclosure Form – [Form 114](#) (must be notarized; then scan it for upload)
- Submit transcript or copy of diploma providing proof of graduation from accredited high school or certificate of equivalence
- Complete and submit health certificate form ([Form 103](#)) (Form 103, [fillable form](#)).
- One of your group mentors submits a mentoring report to the DCOM Registrar.

**Interviews**

- Contact your pastor AND your DCOM chair to schedule a meeting with the Staff Parish Relations Committee (SPRC) at your church. (This is the SPRC meeting that is *just prior* to the Charge Conference where your Declaration of Candidacy will be presented.)
- Read the BOM’s [plagiarism policy](#).
- Contact the BOM ([bom@umoi.org](mailto:bom@umoi.org)) for information about how to use the BOM’s anti-plagiarism tool, *iThenticate*. You will be using this for all your written work throughout the candidacy process, with both the DCOM and the BOM.
- Provide your statement of call (this can be the same as the one you originally submitted to the district superintendent).
- Write the following, as outlined in *The Book of Discipline* ¶310.2a(i)-(vi):
  - 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
- Provide written agreement to highest ideals of the Christian life (*The Book of Discipline* ¶310.2d).
- Upload your written work to your DCOM dropbox folder. Keep a copy for your SPRC.

### **SPRC Interview**

- The interview will seek to determine if you meet the criteria in the historic Wesleyan questions (*Book of Discipline* ¶310.1d [1-3]).
- 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:
  - Request a copy of the charge conference minutes for your records.
- If you are not approved by the Charge Conference:
  - Contact your DCOM chair.

### **DCOM Interview**

- Contact your DCOM chair to request an interview.
- Verify that all paperwork has been received by the DCOM prior to the interview.  
*Everything here has been listed earlier; these are the pieces that should already be in place, if you have followed all the steps above:*
  - Written statement of call
  - Written agreement to highest ideals of the Christian life (¶310.2d)
  - Written answers to each of the requirements in ¶310.2a
  - MAS report

- Mentor 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.
- If you have not been assigned a candidacy mentor within one month of your election to certified candidacy, contact the BOM ([bom@umoi.org](mailto:bom@umoi.org)).
- If you are certified, annually obtain renewal of recommendation from your charge conference, unless/until you move to a different status. Send a copy to the DCOM registrar.

**Requirements for Commissioning and Provisional Membership**  
**(Deacon or Elder, ¶1324)**

- 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 concerning schedule and requirements for BOM interviews.
- DCOM must interview you and vote to recommend you to the BOM for application for provisional membership
- Complete Provisional Membership and Commissioning Application Packet for the BOM in the fall (you will receive specific instructions and deadlines in the late summer)
- Interview with the BOM (in the winter) 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. (¶330 and ¶335)
- Complete education requirements: MDiv. (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 psychological assessment if required by the BOM.
- In the fall preceding the Winter Interviews for full membership, complete Full Membership and Ordination Application Packet.
- Interview with the BOM (in the winter). 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 contact information for DCOM leaders on the [Oregon-Idaho website](#).

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