

## Candidacy Checklist

*\*\*Candidate, Mentor and DCOM should keep a copy\*\**

Name \_\_\_\_\_

Date \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

### **FIRST STEPS**

**Requirements: Baptized member of UM church/ministry for 1 year; Have high school diploma or equivalency**

- Contact a UMC clergy person
- Read and discuss *Christian as Minister* book by Meg Lassait with clergy person or pastor. The book can be ordered from Amazon.
- Ask to shadow your pastor or director
- Applicant writes to District Superintendent (DS) about call and desiring to enter candidacy including autobiographical information
- Contact the DS to arrange a meeting. **(Remember as you are scheduling your meeting to allow at least 2 weeks so you can complete your information packet and your medical form (physical from doctor.)**  
Date of meeting: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- DS will email you packet to fill out and this will be returned at meeting with DS

### **INITIAL MEETING**

**At initial meeting with DS return information package including:**

- Biographical Information Form (Form #2)
- Divorce decree if applicable
- Candidate Disclosure Form (Form #4) **\*Must be notarized**
- Medical Report Form (Form #5)
- Affirmation of membership to UMC church or equivalent
- Register for Background Check through the Office of Spiritual Leadership
- Written Call Statement (Form #7)
- Complete the online Biblical DiSC™ profile (\$25 registration fee required)

# Candidacy Checklist

- Register to attend a “Hearing Your Call” event
- Register for a Psychological Assessment through the Office of Spiritual Leadership
- Educational transcripts (high school or high school equivalent or college)
- DS will assign you a mentor to walk you through the process at this time, we encourage you to pray with your mentor through your journey

## CANDIDACY MENTOR

- Contact mentor to arrange for first meeting    Mentor’s Name: \_\_\_\_\_
- Give mentor copy of checklist
- Share with your mentor your call story
- Work through *Answering the Call* book which you will receive digitally from your district office
- Work with your mentor to develop your answers to John Wesley’s historical questions and have them written to present to DCOM before certification
  1. Do they know God as a pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation?
  2. Have they gifts, as well as evidence of God’s grace, for the work? Have they a clear, sound understanding; a right judgement in the things of God; a just conception of salvation by faith? Do they speak justly, readily, and clearly?
  3. Have they fruit? Have any been truly convinced of sin and converted to God, as are believers edified by their service?
- Revise your written call statement with special attention to how your call will be lived out in the United Methodist Church (i.e. ordained elder/deacon, licensed local pastor, lay servant)
- Attend a “Hearing Your Call” event and process the experience with your mentor **OR**
- Complete the Alternative Ministry Track Interviews, reflect on them with your mentor and submit them to the DCOM for your file.

## STAFF/PASTOR PARISH RELATIONS MEETING    Date of meeting: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Following your meeting with DS and the submission of all your information meet with your S/PPRC for their recommendation**

- Share your call story with them
- Ask pastor/director to share with the cost of becoming a candidate financially and spiritually
  - \$25 Biblical DiSC Registration
  - \$55 Background check
  - \$500 psychological assessment

***\*\*As you progress (candidacy, course of Study, seminary, licensing, and ordination) the United Methodist Conference will invest thousands of dollars toward your ministerial formation.***

[2 of 4]

# Candidacy Checklist

## CHARGE CONFERENCE

- Contact pastor/director to schedule a Charge Conference to receive their recommendation**  
Date of Charge Conference: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Vote Count: \_\_\_\_ YES \_\_\_\_ NO
- Share your calling and how you hope to live it within the United Methodist Church
- Share what your journey has been like so far
- Thank them for their support and ask for their continued support

## DISTRICT COMMITTEE ON MINISTRY 1    Date of meeting: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### *Meet with DCOM. The DCOM will...*

- Listen to the candidate verbalize their call
- Discuss their involvement in the local church (and beyond)
- Discuss the background/credit check
- Discuss Minimum Financial Standards
  - A status of good credit above 75%
  - No more than \$50,000 in debt, excluding mortgages
  - No more than \$10,000 in credit card or unsecured loan debt in addition to debt in 2b
  - No bankruptcies, collections, tax liens or judgements within 10 years
- Confirm everything is in the file (educational transcripts, medical, biographical, background, credit check and membership form)
- Complete and update candidacy checklist and put it in their file
- DCOM Registrar invites the candidate to UMCARES

### *The Candidate will...*

- Register in UMCARES
- Contact the Office of Spiritual Leadership to set up the psychological evaluation

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## PSYCHOLOGICAL ASSESSMENT

- Psychological assessment completed and results forwarded to candidate file and the Office of Spiritual Leadership.

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## **BIBLICAL DiSC™ PROFILE**

- The Biblical DiSC™ assessment ,provided by the Office of Faith Community Formation, provides insights and ideas to help us better understand our unique strengths and challenges as a leader. It also reveals comparisons to Biblical Leaders who demonstrated similar behavioral characteristics, including Jesus who modeled every behavioral trait to perfection. The Biblical DiSC™ is based on the popular and practical DiSC model of human behavior. DiSC is the most widely used behavioral model in the world, and has helped millions of people improve communication, productivity, team building and leadership, as well as their relationships within the workplace and home.
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## **INTERVIEW FOR CERTIFICATION**    Date of meeting: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Meet with DCOM
- Share your call and how you hope to live it out within the UMC
- Discuss your written answers to Wesley's historical questions
- Discuss what happens after the certified phase (licensing or seminary).
- Completed Candidacy Mentor Report in file (Form #6)
- Psychological evaluation is completed and is in your file

## **CERTIFIED CANDIDATE**

- District Registrar closes out UMCARES
- Meet with DCOM and Charge Conference on a yearly basis for renewal
- Start ministerial education (Seminary or Licensing school/course of study)
- Meet with DCOM annually