

# MISSOURI ANNUAL CONFERENCE CANDIDACY GUIDE

Candidate's name: \_\_\_\_\_

## STEP 1. BEGINNING CANDIDACY: APPLY AND ENROLL *2016 Book of Discipline ¶310.1, a-c*

### ***For Candidates***

- Perceive call to ministry.
- Contact your United Methodist pastor, another deacon or elder, or the District Superintendent.
- Read the *The Christian as Minister*
- Be a member of the United Methodist Church or baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry for one year.
- Apply to DS in writing for admission to candidacy program and be assigned a candidacy mentor. Include your statement of call (half-page, ¶310.1.b) with your application.
- Attend interview with DS and receive access to online Candidacy Summit application.
- Interview Date: \_\_\_\_/\_\_\_\_

### ***For Districts - After you are contacted about a candidate***

- Confirm that the person is a district Member of the United Methodist Church or baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for one year.
- The District Superintendent may assign the candidate a district liaison. A district liaison is chosen and trained by the dCOM to orient a person in the candidacy process.
- Part of the orientation might include the reading of *The Christian as Minister* (recommended, not required) or other resources found on [www.moumethodist.org/candidacyprocess](http://www.moumethodist.org/candidacyprocess).
- Candidate applies to DS in writing for admission to candidacy program. Application includes statement of call.
- Interview with candidate. DS shares Candidacy Summit registration information.
- The district liaison/dCOM/DS orients the candidate with the candidacy checklist.
- District prepares the Candidate to attend the summer or winter Candidacy Summit.
- Candidate completes Candidacy Summit registration and payment of \$125 (found at [www.moumethodist.org/candidacysummit](http://www.moumethodist.org/candidacysummit)).
- The DS will enter the Candidate's name into the UMCARES website. When entering a candidate for the first time, please enter Stacie Williams as the mentor. This is the official candidacy mentor. Stacie will assign mentors for the Candidacy Summit.
- The candidate will receive an email inviting them to the UMCARES website where they will complete an application/registration and submit \$45.00 registration fee.
- After the Candidate is enrolled in UMCARES and paid the fee, they will download *Answering the Call*. They will work through this workbook before the Candidacy Summit and will review with their mentor and peer group.

## STEP 2. CANDIDACY SUMMIT REGISTRATION

### ***For Candidates***

*An email from the General Board of Higher Education with a link to enroll as a candidate with The United Methodist Church through the UMCARES Candidacy system will be sent after your District Superintendent enters you into the UMCARES system. Read the email immediately and pay \$45 application fee. Once the fee is received, you will download the Candidacy Guidebook.*

- Read *Answering the Call* and journal your thoughts. Bring both to Candidacy Summit.
- Complete Candidacy Summit online application ([www.moumethodist.org/candidacysummit](http://www.moumethodist.org/candidacysummit))
- Complete DISC profile or Strength Finders (link will be emailed to you by Jenny Gragg, [jgragg@moumethodist.org](mailto:jgragg@moumethodist.org), after registration closes) You must bring the results to the retreat.

## STEP 3. CANDIDACY SUMMIT ATTENDANCE (SUMMER OR WINTER)

### ***For Candidates***

- Get picture taken during check-in.
- Enter references into the EM360 website and create a Leadership Report. Once created, upload the report to UMCARES.
- Take psychological assessment.
- Attend mentor meetings.
- Attend forums and receive answers to questions.

### ***For Districts***

- Candidate is assigned a mentor and peer group and attends three meetings at the Summit.
- Complete their psychological assessment.  
Candidate will need to enter references into EM360 website and create a Leadership Report. Once created, the report will need to be uploaded to UMCARES.
- Review DISC profile or Strength Finders. Candidate will be emailed link to DISC or mailed Strength Finders book before the Summit by the Conference Office.
- Worship and have discernment time

***If there are questions about someone attending the Candidacy Summit, contact the Director of Leadership Excellence.***

## STEP 4. POST-CANDIDACY SUMMIT

### ***For Candidates***

- Complete mentor group work. After the peer group work is complete, the Candidate returns to the full care of dCOM (and district liaison).
  - Meet with psychologist
  - Complete required documents for district file:
    - o Medical Form 103
    - o Biographical Form 102
    - o Candidate's Disclosure Form 114
    - o Waiver of Access to file
    - o Missouri Conference Safe Sanctuary Letter
    - o Missouri Conference BOM screening packet
    - o Implicit Bias Course
- Keep copies of all forms completed and work submitted.
- Purchase and read *United Methodist Beliefs: A Brief Introduction* by William H. Willimon prior to your dCOM meeting.
  - Candidates should be prepared to discuss:
    - o God's grace
    - o Understanding of the United Methodist practice of the sacraments of Holy Communion and Holy Baptism

### ***For Districts***

*The mentor groups will work together for three months completing Answering the Call. After the mentor group work is complete, the Candidate returns to the full care of dCOM and district liaison.*

- The district liaison will assist the Candidate with the completion of their Candidacy Forms. The forms can be found on the Conference website, [www.moumethodist.org/dcomhandbook](http://www.moumethodist.org/dcomhandbook) under Section D, Resources. Originals should be submitted by the Candidates to the District Office:
  - o Medical Form 103
  - o Biographical Form 102
  - o Candidate's Disclosure Form 114
  - o Waiver to access to personal file
  - o Missouri Conference Safe Sanctuaries/Safe Gatherings Letter
  - o Missouri Conference BOM screening packet and Highest Ideals
  - o Implicit Bias Course
- Candidate will purchase and read *United Methodist Beliefs: A Brief Introduction* by William H. Willimon prior to their dCom meeting. Candidate should be prepared to discuss: God's grace and understanding of the United Methodist practice of the sacraments of Holy Communion and Holy Baptism

## STEP 5. DECLARING CANDIDACY

### *2016 Book of Discipline ¶310.1d, e*

#### ***For Candidates***

- Consult with pastor or equivalent in ministry setting and request recommendation from S/P-PRC or equivalent. Candidate must have graduated from an accredited high school or certificate of equivalency.
- Submit transcript or copy of diploma providing proof of graduation or equivalent.
- Submit responses to Wesley's historic questions in The Book of Discipline ¶310; agreement to make a complete dedication of yourself to the highest ideals of the Christian life; and interview by Pastor/Staff Parish Relations Committee or equivalent.
  - P/SPRC Interview Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
  - Recommended
  - Not Recommended
- Charge Conference recommendation received.
  - Interview Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
  - Recommended
  - Not Recommended

#### ***For Districts***

- Candidate shall meet with a Charge Conference to recommend the candidate to the District Committee on Ordained Ministry.
- The candidate shall have graduated from an accredited high school or have certificate of equivalency.
- The Candidate completes a written response to ministry questions in ¶310, The 2016 Book of Discipline, and agrees to make a complete dedication of themselves to the highest ideals of the Christian life.

## STEP 6. dCOM INTERVIEW

#### ***For Candidates***

- After interview, meet with dCOM chair to discuss next steps. Continue ministry as laity.

#### ***For Districts***

- Conduct the dCOM interview and determine one of the following:
  - Certify\*
  - Delayed (not yet; specific focus areas may be assigned)
  - Discontinue

*\*Once a Candidate is approved for certification, please let Jenny Gragg at the Conference Office know so that Form 113 can be completed in the UMCARES system.*

## **PROVISIONAL MEMBER: STEP 7. CONTINUING CANDIDACY** *2016 Book of Discipline ¶313*

### ***For Candidates***

- Complete annual recommendation by Charge Conference.
- Complete annual interview and approval by dCOM.
- Submit annual report of satisfactory progress of studies and copy of transcripts from university or school of theology.

## **LOCAL PASTOR: STEP 7. CONTINUING CANDIDACY**

- Complete candidacy certification and licensing. Receives clergy mentor assignment ¶311.
- Complete annual recommendation by Charge Conference.
- Complete annual interview and approval by dCOM.
- Submit annual report of satisfactory progress of studies and copy of transcripts from Course of Study.

- Complete Licensing School

*All newly certified candidates (or those who will be certified prior to the school) who will be appointed to serve as a local pastor during the next conference year must attend Licensing School. The only exception is for those people who have completed one-third of their seminary course work by Annual Conference. Successful completion leads to licensing of candidate with an appointment for ministry.*

- Complete application for Licensing School. It can be found at [www.moumethodist.org/licensingschool](http://www.moumethodist.org/licensingschool). The cost is \$450. \$200 is covered by the Conference BOM. The remaining balance is covered by the participant, the District or the local church.
- License issued by District Superintendent.

- Course of Study

*Full-time local pastors shall complete the five-year Course of Study curriculum within eight years; part-time local pastors shall complete the Course of Study curriculum within 12 years, unless family or other circumstances preclude the local pastor's ability to meet these requirements.*

Reminders:

- Get class applications signed by District Superintendent and the Local Pastor registrar.
- You can be reimbursed by the BOM at \$225/course with a passing grade.
- 20 courses make up the Course of Study curriculum.

PML: A three-year fast track program covering the 10 basic courses for part-time local pastors in Missouri following Licensing School 2017. Learn more [www.moumethodist.org/PML](http://www.moumethodist.org/PML).

- Advanced Course of Study

*The purpose of the Advanced Course of Study for Ordained Ministry is to provide a curriculum which will enable a local pastor to meet the educational requirements for provisional membership.*

Clergy Mentoring

*All local pastors shall be assigned a clergy mentor by their District Committee on Ordained Ministry and District Superintendent until they have completed the five-year Course of Study or Master of Divinity. Clergy mentors may be local pastors who have completed the five-year Course of Study, associate members or elders.*

**PROVISIONAL MEMBER:**

**STEP 8. PREPARATION FOR COMMISSIONING**

***2016 Book of Discipline ¶313***

- Be a certified candidate for minimum of one year, maximum 12 years.
- Spend one year in service ministry.
- Complete of ½ the basic graduate theological studies to be eligible for commissioning.
- Obtain health certificate completed by medical doctor.
- Submit written and oral doctrinal exam and written autobiographical statement.
- Interview and recommendation by ¾ vote of dCOM.
- Submit notarized statement certifying that the candidate has neither been accused in writing nor convicted of a felony, misdemeanor or any incident of sexual misconduct of child abuse.
- Interview and recommendation by the BOM.
- Election to provisional membership by clergy session.