

SECTION D
Resources



LAY SERVANT MINISTRIES CERTIFIED LAY SPEAKER TRACK FLOW CHART

Step 1: Certified Lay Servant recommended for Certified Lay Speaker by pastor, church council or charge conference?

Decision: Yes	Result: Enter Certified Lay Speaker track	Decision: No	Result: Not considered for certification as a Certified Lay Speaker. Remain Certified Lay Servant
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Step 2: Completed required courses for Lay Speaker track (leading worship, leading prayer, discovering spiritual gifts, preaching, United Methodist heritage and polity)?

Decision: Yes	Result: Interview with District Committee on Lay Servant Ministries	Decision: No	Result: Not considered for certification as a Certified Lay Speaker. Remain Certified Lay Servant
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Step 3: District Committee on Lay Servant Ministries recommends certification as a Lay Speaker?

Decision: Yes	Result: Await certification from Conference Committee on LSM	Decision: No	Result: Not considered for certification as a Certified Lay Speaker. Remain Certified Lay Servant
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Step 4: Approved by Conference Committee on LSM as a Certified Lay Speaker

Decision: Yes	Result: Certified as a Lay Speaker. Submit annual renewal application/report as for a Certified Lay Speaker. Complete an advanced LSM course at least once every three years	Decision: No	Result: Not considered for certification as a Certified Lay Speaker. Remain Certified Lay Servant
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CERTIFIED LAY MINISTER TRACK GUIDE

Steps are completed in sequence unless otherwise directed. If a step is not completed, the candidate must take corrective action to remain a candidate or drop from the process.

All references annotated with a ¶ refer to a paragraph in The 2016 Book of Discipline of the United Methodist Church.

- ❑ Complete the certified lay servant process, ¶266.3.a–d. or the certified lay missionary, ¶269. Contact your district lay leader for local or online training opportunities.
- ❑ Obtain written recommendations from the pastor and the church council or charge conference of the local church in which membership is held (¶268.3.b).¹
- ❑ Enroll in the Part-Time Ministerial Leaders program. To find out more information, visit www.moumethodist.org/pml²
- ❑ Complete the PML curriculum.³ Until the curriculum is completed, the district superintendent may assign the candidate to an appropriate ministry.
- ❑ Receive letter of recommendation from district superintendent (¶268.3.d).
- ❑ If not already completed, complete all screening and assessments for serving in a pastoral role. After a satisfactory review, the Conference Committee on Lay Servant Ministries refers the candidate to the district committee on ordained ministry for interview. See ¶268.3.e and Candidacy Checklist in Section D, Resources.
- ❑ Interview with the district committee on ordained ministry. The district committee will make a recommendation to the Conference Committee on Lay Servant Ministries for final certification. See Action Required on page 23 of the dCOM Handbook.
- ❑ The Conference Committee on Lay Servant Ministries will return the action report to the district and notify the candidate with the decision.

Candidate approved: The district superintendent will assign a mentor and may assign the Certified Lay Minister in accordance with ¶419.2.

Candidate disapproved: The candidate may take corrective action, seek consultation with district superintendent or take no further action and remain a certified lay servant.

Certified lay ministers must renew their certification every two years following the procedures found in ¶268.4. See also dCOM handbook pages 25-26.

A Certified Lay Minister that transfers from another conference must present a letter from their conference committee on Lay Servant Ministries confirming their current certification status. The Missouri Conference Committee on Lay Servant Ministries will examine the candidate and specify which steps must be completed to meet the certification standards for certified lay ministers in the MOAC. This differs from ¶268.5 because of the more rigid certified lay minister curriculum in the MOAC.

(See notes on the following page)

Certified Lay Minister Process Notes:

1. District superintendents may wish to interview and recommend CLM candidates prior to the PML enrollment. *The 2016 Book of Discipline* sequence of requirements places the DS recommendation after completion of the course of study. See ¶1268.3.d.
2. For information, refer to the contact at the bottom of www.moumethodist.org/pml. PML is managed by the Center for Leadership Excellence at the Missouri Conference.
3. There is no prescribed timeline for the completion of the curriculum, however, each candidate is expected to show forward progress in their annual report.

MISSOURI ANNUAL CONFERENCE CERTIFIED LAY MINISTER COMPLETE FILE CHECKLIST

Steps are completed in sequence unless otherwise directed. If a step is not completed, the candidate must take corrective action to remain a candidate or drop from the process.

- In-person interview with District Superintendent

Complete required documents for district file:

- Medical Form 103
- Biographical Form 102
- Candidate's Disclosure Form 114
- Waiver of Access to file
- Missouri Conference Safe Sanctuary/Safe Gatherings Letter
- Missouri Conference BOM screening packet
- Implicit Bias Course

CERTIFIED LAY SPEAKER INTERVIEW (¶267)

For the interviewer: The key question you are trying to answer for yourself is:

"Does this person demonstrate a fitness for ministry?"

** This interview may be conducted by the district lay servant ministries team rather than dCOM.*

District: _____ Date: _____

Candidate: _____

Candidate's Address: _____

Phone: _____ Email: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed:_)
 Master of Divinity (Years completed:____)
 Master of Theology Studies (Years completed:____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended for certification as a Certified Lay Speaker (¶267)
 Recommended for biannual recertification as a Certified Lay Speaker (¶267)

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

CERTIFIED LAY MINISTER INTERVIEW (¶268)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person articulate a God call?”

District: _____ Date: _____

Candidate: _____

Candidate's Address: _____

Phone: _____ Email: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed: _____)
 Master of Divinity (Years completed: _____)
 Master of Theology Studies (Years completed: _____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended for certification as a Certified Lay Minister (¶271)
 Recommended for biannual recertification as a Certified Lay Minister (¶271)

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

Conference Lay Servant Ministry Team Decision:

Date: _____ Approved _____ Not Approved (with attachement)

CERTIFIED LAY MINISTER RENEWAL INTERVIEW (¶268)

For the interviewer: The key question you are trying to answer for yourself is:

“Does this person articulate a God call?”

District: _____ Date: _____

Home Church: _____ Church's Email: _____

Candidate: _____

Candidate's Address: _____

Phone: _____ Email: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed: _____)
- Master of Divinity (Years completed: _____)
- Master of Theology Studies (Years completed: _____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended for certification as a Certified Lay Minister (¶271)
- Recommended for biannual recertification as a Certified Lay Minister (¶271)

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

Conference Lay Servant Ministry Team Decision:

Date: _____ Approved _____ Not Approved (with attachement)

EXPLORING CANDIDATE INTRODUCTORY INTERVIEW WITH DS (¶310.1B)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person articulate a God call and basic fitness for ministry?”

District: _____ Date: _____

Candidate: _____

Candidate's Address: _____

Phone: _____ Email: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed: _____)
- Master of Divinity (Years completed: _____)
- Master of Theology Studies (Years completed: _____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The DS took the following action regarding the person listed above (check all that apply):

- Recommended for enrollment into candidacy program/passageumc
- Not Recommended for enrollment into candidacy program/passageumc

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

LETTER TO PPRC FROM dCOM CHAIR AND DS

Dear members of the Pastor-Parish Relations Committee,

Thank you for participating in this significant step in the life of this candidate for ministry. Christ calls all people, lay and clergy, to ministry. Christ calls some to be set apart for leadership in the church in a pastoral role. You know this candidate for ministry better than any other voice in this process at this point, and both the candidate and the church are best served by your honest response. In scripture and in practice in the United Methodist Church, the church is asked to examine and confirm the call of God in someone's life.

At this stage we are looking for the **potential and promise for future, effective ministry** from the candidate. Your basic role at this step in the candidate's journey is to discern whether or not this candidate has a call from God in light of the following three criteria:

Has the candidate shown evidence of God's grace in their life?

- What transformation(s) have you seen in this person's life due to God's grace?
- How does this person extend God's love and grace to others?
- Is this person patient, and do they respond to others with grace and respect?

Does the candidate possess the gifts required for effective ministry?

- How does this candidate communicate God's message with clarity and effectiveness to groups through preaching or teaching?
- Describe this candidate's desire to share the love of God with the community beyond the church walls.
- Describe how you think this candidate will do with basic pastoral responsibilities like administration, worship planning/leading/preaching, visitation and congregational care, sharing God's vision and leading the congregation to follow it.

Has the candidate demonstrated the ability to lead others in a fruitful ministry in your congregation?

- Describe your experience of the candidate leading or organizing ministry. What are the visible fruits from those ministries?
- In what ministry settings will this person be most fruitful?

It's always a joy to celebrate God's call to licensed or ordained ministry, and we hope the candidate you meet with soon has such clarity of call from God AND easily recognizable gifts for ministry that your decision to approve their candidacy is easy. In such cases, we hope that your church would plan to publicly recognize and celebrate their call.

There are times, however, that it's not so easy. Your team is called to share the truth in love, even if that truth is that clarity of call and gifts for leadership are lacking. We understand that delivering such messages to someone in your own church could be a very difficult task. If we were to take the long view, we could see that sometimes a well placed "no" leads to a candidate saying "yes" to the right call. A negative response at this point may help to redirect the candidate toward fruitful lay leadership in the church or it may mean "not yet" and could redirect the candidate to work toward gathering more experience or clarity about their call.

The United Methodist Church, the Missouri Conference Board of Ordained Ministry and the District Committee on Ordained Ministry are grateful for your partnership in this process!

PPRC LETTER OF INVITATION FOR INTERVIEW TO THE CANDIDATE

Dear _____,

We are excited for you that you are discerning a call from God about entering licensed or ordained ministry. Both the instruction in scripture and the practice of the church invites us, your congregation, to be part of that discerning process with you. It will be our prayerful task to listen to you share your call with us, look at the evidence of God's grace in your life, your gifts for ministry and your leadership in our church to determine if you possess the potential and promise for fruitful, effective ministry in the United Methodist Church.

In response to your request for a meeting with the Pastor-Parish Relations Committee to approve your candidacy in the United Methodist Church, we would like for you to:

- Prepare your written statement of call (United Methodist Book of Discipline paragraph 310.1.d) by _____ (date). This written work should be 1-2 pages in length, 12 point font and double-spaced. Our next PPRC meeting is _____, and unless your statement of call is not received by the deadline, we will welcome you at _____ (time) in _____ (room or place).
- Additionally, we would like for you to read paragraphs 301-320 in The 2016 Book of Discipline about the broader understandings of ministry in our church in preparation for our conversation, paying particular attention to paragraph 310.

We are looking forward to meeting with you and will continue to hold you and God's call in your life in our prayers.

SIGNEE – PPRC CHAIR

PPRC INTERVIEW GUIDE AND ACTION REPORT

Use the following guide, in addition to the written material, to lead your team through the interview. Complete it and use this as your After Interview Action report to send to the District Office. Communicate your response to the candidate promptly. See Section D, Resources for sample letters.

Name: _____

PPR Interview Questions for Certification (¶310.1)

- 1. Please tell us a little about yourself and your call to licensed or ordained ministry in 3 to 5 minutes.**

Candidate clearly and passionately articulates God's grace in their life and a call to ministry.

Excellent

Needs Attention

Inadequate

- 2. What skills/gifts do you have that will make you a great pastor? How have you been a leader in your church?**

Shows past leadership abilities in their local church. Has potential and promise for effective and fruitful ministry.

Excellent

Needs Attention

Inadequate

- 3. Why do you want to be a clergy person in the United Methodist Church?**

Has theology and expectations compatible with United Methodism.

Excellent

Needs Attention

Inadequate

Committee Members present:

Chair Signature: _____ **Date:** _____

Vote of the committee:

Affirmed: _____

Abstained: _____

Against: _____

CERTIFICATION INTERVIEW BY DCOM (§310.2)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person demonstrate a fitness for ministry?”

District: _____ Date: _____

Candidate: _____

On Ordination Track (circle one) Yes No If yes, which track? Deacon Elder

Candidate’s Address: _____

Phone: _____ Email: _____

Date Certified: _____ Date Licensed: _____

Highest level of education (check one):

- GED High School Diploma
- Master of Divinity (Years completed: _____)
- Master of Theology Studies (Years completed: _____)
- Undergrad (Years completed: _____)
- D. Min.
- Th. D.
- Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Granted certified candidate status by $\frac{3}{4}$ majority vote by written ballot (§666.6)
- Recommends licensing pending successful completion of the studies for licensing as a local pastor
- Not granted certified candidate status by $\frac{3}{4}$ majority vote by written ballot (§666.6)

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

CERTIFIED CANDIDATE CONTINUATION INTERVIEW BY DCOM (¶313)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person demonstrate an increasing fitness for ministry as a fruitful leader?”

District: _____ Date: _____

Candidate: _____

On Ordination Track (circle one) Yes No If yes, which track? Deacon Elder

Candidate’s Address: _____

Phone: _____ Email: _____

Date Certified: _____ Date Licensed: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed: _____)
 Master of Divinity (Years completed: _____)
 Master of Theology Studies (Years completed: _____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended for continuation as a certified candidate (¶312)
- Recommended for licensing school (unless waived) for possible appointment by $\frac{3}{4}$ majority vote (¶315)
- Discontinuance of certified candidacy (¶314.1) because (check one):
 - Candidate requested discontinuance
 - dCOM made decision to discontinue candidate
- Reinstatement of certified candidacy (¶314.2)

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

CONTINUANCE OF LOCAL PASTOR LICENSE INTERVIEW(¶319)

For the interviewer: The key question you are trying to answer for yourself is:

“Does this person demonstrate increasing qualities of a fruitful transformational leader?”

District: _____ Date: _____

Candidate: _____

Candidate's Address: _____

Phone: _____ Email: _____

Date Certified: _____ Date Licensed: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed: _____)
- Master of Divinity (Years completed: _____)
- Master of Theology Studies (Years completed: _____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended to BOM for continued eligibility for appointment as a local pastor (¶319)
- dCOM does not recommend continuance (¶320.1)
- Withdrawal under complaints and charges (¶320.2)
- Recommended for reinstatement of approval to be appointed as a local pastor (¶320)
- Recommended for recognition as a retired local pastor (¶320.5)

Persons who are awarded the license as a local pastor, or who are continued in that status, must be classified as one of the following (check one):

- Full-time Local Pastor (FL) (¶318.1)
- Part-time Local Pastor (PL) (¶318.2)
- Student Local Pastor (SP) (¶318.3)

Conference where currently appointed:

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

RECOMMENDATION FOR ASSOCIATE MEMBERSHIP INTERVIEW (¶322)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person demonstrate fruitfulness in ministry?”

District: _____ Date: _____

Candidate: _____

Candidate's Address: _____

Phone: _____ Email: _____

Date Certified: _____ Date Licensed: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed: _____)
 Master of Divinity (Years completed: _____)
 Master of Theology Studies (Years completed: _____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended for interview with BOM for associate membership (¶322.1)
 Not recommended for interview with BOM for associate membership (¶322.1)

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

RECOMMENDATION FOR PROVISIONAL MEMBERSHIP INTERVIEW (¶324)

For the interviewer: The key question you are trying to answer for yourself is:
“Does this person demonstrate a potential for a ministry of fruitful leadership?”

District: _____ Date: _____

Candidate: _____

On Ordination Track (circle one) Yes No If yes, which track? Deacon Elder

Candidate's Address: _____

Phone: _____ Email: _____

Date Certified: _____ Date Licensed: _____

Highest level of education (check one):

- GED High School Diploma Undergrad (Years completed: _____)
 Master of Divinity (Years completed: _____)
 Master of Theology Studies (Years completed: _____) D. Min. Th. D. Ph. D.

Name of School (if attending): _____

Names of Interview Team:

The dCOM took the following action regarding the person listed above (check all that apply):

- Recommended for interview with BOM for election to provisional membership toward deacon's orders by $\frac{3}{4}$ majority vote (¶324.10)
 Recommended for interview with BOM for election to provisional membership toward elder's orders by $\frac{3}{4}$ majority vote (¶324.10)
 Not recommended for interview with BOM for provisional membership (¶322.1)

Interview Summary:

Notes, Recommendations or Requirements for follow-up:

SUPPLEMENTAL INTERVIEW QUESTIONS BY STAGE

Certified Candidacy

1. How is it with your soul?
2. What did you learn about yourself and about God in the candidacy process?
3. How have you experienced grace?
4. What does your support system look like?
5. Who has been influential in your Christian journey, and how have they influenced you?
6. Who are the marginalized in your community, and how are you leading your ministry setting to minister with them?
7. Choose one Disciplinary question for beginning theological articulation. (¶ 310.1.d)
8. What spiritual disciplines do you practice?
9. What do you do to take care of yourself physically?
10. What are your goals for the year ahead?
11. What excites you about ministry? What's your passion?
12. What is your understanding of the mission of the Church?
13. Share a leadership experience you have had this year.
14. If in seminary, tell us about a class this past year that either challenged or excited you.

Certified Candidate Continuation

1. How is it with your soul?
2. Tell us about your leadership experiences in the past year, and give an example of fruit from your ministry.
3. What was the most difficult ministry challenge you faced this past year and how did you meet it? What did you learn from it, and how do you feel you have grown from this experience?
4. What are the most stressful aspects of ministry for you?
5. What are some of the ways you care for yourself?
6. What is your plan for paying off your debt, if applicable?
7. How has your call been shaped/challenged/affirmed in the past year?
8. Describe the last time you were with someone who stretched your thinking on an issue or matter of faith.
9. What is your understanding of the sacraments?
10. What are your goals for the year ahead?
11. In what ways have your spiritual disciplines affected your practice of leadership in ministry?
12. How do you equip laity in your ministry setting? Share some specific examples.
13. If in seminary, tell us about a class in the past year that either challenged you or excited you.

Local Pastor Continuation

1. How is it with your soul?
2. What does following Jesus mean to you, and how do you live it out?
3. Tell us about your leadership experiences in the past year and give an example of fruit from your ministry.
4. What are the most stressful aspects of ministry for you?
5. What are some of the ways you care for yourself?
6. What is your plan for paying off your debt, if applicable?
7. How has your call been shaped/ challenged/ affirmed in the past year?
8. Describe the last time you were with someone who stretched your thinking on an issue or matter of faith?
9. What are your goals for the year ahead?
10. If in seminary, tell us about a class in the past year that either challenged you or excited you.
11. If in PML or Course of Study, what did you find useful in your studies last year? What changes to your practice of ministry can you identify as a result of the Course of Study?
12. What aspects of your preaching improved since you were licensed?
13. How do you apply United Methodist theology in your teaching?
14. How are you using distinctive Wesleyan emphases and characteristics of The United Methodist Church to lead your church in making disciples of Jesus Christ?
15. In what ways has your theology of grace shaped your understanding of the Sacraments?
16. In what ways have your spiritual disciplines affected your practice of leadership in ministry?
17. How do you equip laity in your church? Share some specific examples.
18. What is the single most important thing you need at this point in time to become a better pastor?
19. What does your work/life balance look like? Integration of personal and professional responsibilities?

A UNITED METHODIST GLOSSARY OF TERMS

Note: More details and in-depth information can be found in The Book of Discipline for many of the terms below. Where appropriate, paragraph numbers from The 2012 Book of Discipline are noted.

Annual Conference

A geographical area and organizational term. Defines a region that includes all United Methodist churches and ministries in that area. Members meet annually to approve business, set budget, and promote ministry programs. The annual conference commissions provisional clergy members, ordains deacons and elders, and licenses local pastors for ministry. The bishop appointed to that conference presides over the annual meeting and all matters affecting that conference's ministry (§11, 601-57).

Appointment Beyond the Local Church

One category of service for provisional or ordained deacons. Deacons serve in a local church or in an appointment beyond a local church. Appointments may be to a United Methodist-related agency or other service area (i.e. social work, teaching, health ministries, etc.). Deacons serving an appointment beyond the local church also have a secondary appointment to a congregation (§331).

Apportionments

A portion of local church offerings that churches contribute to their district and conference to support the annual conference and general church ministries.

Associate Members

Local pastors who have reached age 40, completed at least four years of full-time service as a local pastor, and the five year Course of Study, and have been approved by the board of ordained ministry and clergy session. They are not ordained, but are available for full-time service and are guaranteed an appointment within the annual conference. Associate members have voice and vote in every matter except constitutional amendments, ordination, and conference relations of clergy (§321-323).

Bishop

Bishops are elected by lay and clergy delegates of the jurisdictional conference. Bishops oversee one or more conferences and lead The United Methodist Church. They are authorized to “guard the faith, order, liturgy, doctrine and discipline of the church” and to “lead all persons entrusted to their oversight in worship, in the celebration of the sacraments, and in their mission of witness and service in the world.” (§401-403).

Board of Ordained Ministry

Each annual conference has a board of ordained ministry. The board recruits, nurtures, and supports those preparing for licensed or ordained ministry, and evaluates whether or not candidates have the gifts for ministry and are ready to serve. The board is the credentialing body for clergy in an annual conference and is responsible for continuing formation programs for clergy and for matters relating to changing conference relationships and clergy conduct (§635).

Book of Discipline

The United Methodist Church's book of law. It includes historical information, doctrinal standards, and policies that can only be changed by General Conference. It is updated and reprinted to reflect decisions made by the General Conference.

Book of Resolutions

Reflects The United Methodist Church's stance on current issues of faith. General Conference delegates decide what the resolutions will be based on petitions received.

Book of Worship

Contains the order of weekly services, the liturgy for Holy Communion (or Word and Table), Baptism, marriage, funerals, healing, and other types of services for The United Methodist Church.

Cabinet

The bishop and district superintendents when meeting as a body. All conferences have a cabinet.

Call, Call Story, or Calling

An experience or set of decisions, circumstances, or encouragements that lead an individual to believe God has asked them serve in a certain ministry. Many clergy refer to being "called" to preach or serve. During the candidacy process, candidates will be asked to write and talk about how they have discerned God's calling in their lives and how and where they believe God is calling them to serve.

Campus Minister or University Chaplain

Campus ministers and university chaplains serve on college campuses throughout the world. Some work in United Methodist campus ministries, while some work in ecumenical settings. Others are chaplains at United Methodist-related colleges and universities. Ministry with students is central, but these ministers are also concerned with faculty, staff, and administration—in other words, they work with the whole campus. Some campus ministers and chaplains are ordained deacons and elders. Others are laypeople who have received training for ministry on campus.

Candidacy

A discerning and preparatory period of time and the process by which those wishing to serve as local pastors, deacons, or elders apply, and are evaluated, by their annual conference to serve on behalf of The United Methodist Church (§310-314).

Candidacy Mentor

An ordained deacon, elder, associate member, or local pastor who has completed the Course of Study, trained to provide guidance to candidates. They are assigned a candidate by the district committee on ordained ministry and assist the candidate in understanding the process and further discerning their call as they become certified and licensed or provisional members (§349).

Candidacy Process

Another way of talking about candidacy (§310-314).

Candidate

A person enrolled in the candidacy process who wishes to serve as a local pastor, deacon, or elder.

Central Conference

Central Conferences are the conferences for areas outside the United States. The church has seven central conferences in Africa, Europe, and the Philippines (§540ff).

Certified Candidate

A candidate who has been approved by their local ministry setting and the district committee on ordained ministry to continue the process of moving toward licensing or ordination (§310.2).

Certified Lay Minister

A certified lay minister is a certified lay servant, certified lay missionary, (or equivalent as defined by his or her central conference), who is called and equipped to conduct public worship, care for the congregation, assist in program leadership, develop new and existing faith communities, preach the Word, lead small groups, or establish community ministries as part of a ministry team with the supervision and support of a clergy person.

Chaplain

Elders or deacons working in specialized ministry settings. Endorsed chaplains and pastoral counselors work in settings such as prisons, hospitals, the armed forces, and counseling centers (§1421.5).

Charge Conference

A local church meeting that includes members of the governing body (i.e. church council) and the clergy. It meets at least once a year to review goals, elect new leaders, set clergy salaries, and recommend persons for candidacy. It is typically facilitated by the district superintendent (§246).

Clergy

Commissioned and ordained deacons and elders; associate members, and local pastors serving under the full or part-time appointment of a bishop (§142).

Clergy Mentor

An ordained deacon, elder, associate member, or full-time local pastor who has completed the Course of Study, trained to guide provisional deacons or elders as they prepare for ordination (§349.1b).

Course of Study

Prescribed ministry classes for local pastors. Part and full-time local pastors attend the Course of Study while serving churches. The course takes at least five years to complete.

Deacon

Deacons are called by God, authorized by the church, and ordained by a bishop to a lifetime ministry of Word, Service, Compassion, and Justice. They serve the community and congregation in a ministry that connects the two. Deacons are called to a lifetime of servant leadership, serving the congregation and the world. A deacon serves all people, particularly the poor, the sick, and the marginalized, and equips and leads the laity in ministries of compassion, justice, and service. The deacon's role connects the church's worship with its service in the world (§328-331).

Deaconess and Home Missioner

Deaconesses (laywomen) and home missioners (laymen) are professionally trained and devote their lives to service through the Church's. They are approved by the General Board of Global Ministries and commissioned by a bishop. They may serve with any United Methodist agency or program or in agencies outside The United Methodist Church, provided that approval is given by the board in consultation with the bishop of the receiving area (§1314).

Discern

Synonymous with decide. Carries an underlying assumption that the decision is made with considerable thought, prayer, study, and attention to God's call in one's life.

District

One of several geographic areas in a conference. Each church is part of a district and an annual conference. Typically 60 – 80 churches are in a district. Districts are supervised by a district superintendent. The number of districts in a conference varies depending on the conferences' size.

District Committee on Ordained Ministry (dCOM)

Evaluates, certifies, and recommends to the board of ordained ministry all those applying for licensed or ordained ministry. The dCOM oversees all candidates within that district and supervises all matters related to candidacy and licensing. The committee interviews candidates, recommends candidates for provisional membership, and approves all local pastors serving within the district (§ 666).

District Superintendent (DS)

Supervises the churches within a district of the annual conference. They serve as extensions of the bishop's authority and supervise clergy within that district (§419).

Elder

Those called by God, authorized by the church, and ordained by a bishop to a lifetime ministry of Word, Sacrament, Order, and Service. Like all Christians, elders are committed to a lifetime of service, although this service manifests itself in different ways than deacons or the laity. The elder serves in ministry and servant leadership and gives pastoral leadership to order the life of the congregation. Elders devote themselves to the ministry of the Word, including primary responsibility for preaching and teaching the Word of God (§332-335).

Endorsement

The process to ensure that pastoral counselors and prison, hospital, or military chaplains are qualified and prepared to appropriately represent the Church in their ministry settings (§1421.5).

Episcopal

Refers to something relating to a bishop. For instance, an Episcopal area is the area under the supervision of a particular bishop.

Extension Ministry

Refers to elders who serve in ministry outside of a local church setting. It includes settings such as conference administration, chaplaincy, pastoral counseling, teaching, etc. The bishop appoints the elder to that position. This appointment may happen at the elder's request and through consultation with the bishop (§343-344).

Fellowship of Local Pastors and Associate Members

Provides mutual support for its members for the sake of the life and mission of the church. All local pastors and associate members shall be members of and participate in the Fellowship (§323).

Full Connection

An ordained deacon or elder serves as a member in full connection to an annual conference. Their life and work is amenable to the annual conference and they are supported by and accountable to that annual conference. Except for the election of lay delegates, members in full connection have voice and vote in all matters related to the annual conference, to the clergy of that conference, to the general conference, and constitutional amendments of The United Methodist Church.

Full Member (similar to Full Connection)

Refers to an ordained elder or deacon in good standing with an annual conference.

General Agencies

The United Methodist Church has thirteen general boards and agencies that work in different ways on behalf of local churches, annual conferences and the denomination.

1. General Board of Church and Society (GBCS) - www.umcjustice.org
2. General Board of Discipleship (GBOD) – www.umcdiscipleship.org
3. General Board of Global Ministries (GBGM) - www.umcmmission.org
4. General Board of Higher Education and Ministry (GBHEM) – www.gbhem.org
5. General Board of Pension and Health Benefits - www.wespath.org
6. General Commission on Archives and History - www.gcah.org
7. General Commission on Christian Unity and Interreligious Concerns (CCUIC) - www.unitedmethodistbishops.org
8. General Commission on Communication (United Methodist Communications - UCom) - www.resourceumc.org/en/agencies/communications
9. General Commission on Religion and Race (GCORR) - www.gcorr.org
10. General Commission on the Status and Role of Women (COSROW) - www.gcsr.org
11. General Commission on United Methodist Men - www.gcum.org
12. General Council on Finance and Administration (GCFA)- www.gcfa.org
13. United Methodist Publishing House – www.umph.org

General Conference

The international gathering and business meeting of The United Methodist Church that occurs every four years with about 1,000 delegates who are clergy and laity from each annual and central conference. This body decides on petitions to change the Book of Discipline and Book of Resolutions and is the only body authorized to speak on behalf of The United Methodist Church (§8, 501-511).

Group Candidacy Mentoring

The opportunity for candidates to meet with a candidacy mentor and a group of other candidates. Many conferences offer this structure to provide candidates opportunities to learn from mentors and each other.

Home Missioner

See deaconess (§1314).

Itinerate

Indicates an elder, associate member, or local pastor agrees to serve where the bishop appoints. This system is called itineracy. Often “itineracy”, “guaranteed appointment” or “security of appointment” are discussed as parts of this system that is the basis of the commitment between the church and clergy who serve.

Jurisdiction

A group of annual conferences within a geographical region in the United States. There are five jurisdictions (North Central, Northeast, South Central, Southeast, and Western). The Jurisdictional Conference meets every four years after General Conference and consists of delegates from each annual conference in that region. The conference elects bishops for their jurisdiction (§512-537).

Layperson

A member of a local church.

Licensed Local Pastor

Someone who is not ordained as an elder or deacon but is appointed to preach, conduct worship, and perform the duties of a pastor in a particular setting. That person must complete licensing school, Orientation to Ministry, and receive an appointment to serve. Local pastors attend Course of Study school each year and meet with the district committee on ministry annually for continual approval and eligibility. Local pastors are not required to earn a Master’s of Divinity, or to itinerate, are not guaranteed an appointment, and usually serve smaller congregations (§315-320).

Ordained Ministry

The ministry of deacons and elders who have been ordained by a bishop to serve in The United Methodist Church (§301-304).

Order of Deacons/Order of Elders

A covenant community within the church to mutually support, care for, and hold accountable members for the sake of the life and mission of the church. These orders seek to respond to the spiritual hunger among clergy for a fulfilling sense of vocation, for support among peers, and for a deepening relationship with God. All ordained persons upon election to full membership in the annual conference shall be members of and participate in an order appropriate to their election (§306).

Ordination

Performed by laying-on of hands by the bishop. Signifies that the church affirms and continues its ministry through these persons. Persons may be ordained as deacons or elders and commit to living and proclaiming the gospel. Deacons are ordained to the ministries of Word, Service, Compassion, and Justice. Elders are ordained to the ministries of Word, Sacrament, Order, and Service (§301-304).

Orientation to Ministry

Sponsored by the board of ordained ministry and required for all ministry candidates. Helps to build collegiality and develop an understanding of deacons', elders', and local pastors' ministry (§312).

Pastor

A pastor is an elder, associate member, or local pastor appointed to serve in charge of a station, circuit, cooperative parish, extension ministry, ecumenical shared ministry, or church of another denomination, or on the staff of such. Deacons, who may serve similar roles as the pastor, should not be called pastors (§339).

Polity

Refers to the rules and traditions of The United Methodist Church. It includes the Book of Discipline, history, practices, and beliefs of the denomination.

Professional Certification

Recognition that someone has met academic standards, experience, and continuing study to achieve and maintain professional excellence. Visit gbhem.org/certification for a listing of current certifications.

Professional Ministry

To make one's living by serving in full-time in ministry. Can apply to laity or clergy.

Provisional Membership

The step in the ordination process between candidacy and ordination when a commissioned deacon or elder serves as a provisional member. Those applying for ordination serve as a provisional member for a minimum of two years, depending on annual conference policy. Provisional membership ends with ordination, or when a decision is made not to proceed toward ordination (§324-327).

Seminary or Theological School

Term for post-graduate school of theology that educates and prepares people for ministry. Candidates for ordination must graduate from a school approved by the University Senate of The United Methodist Church.

Social Principles

A prayerful and thoughtful effort of the General Conference to speak to contemporary issues from a sound biblical and theological foundation. The Social Principles are a call to all members of The United Methodist Church to a prayerful, studied dialogue of faith and practice (§160-166).

Staff/Pastor-Parish Relations Committee (S/P-PRC)

The committee in each church that assists clergy and staff in setting leadership and service priorities. Evaluates and approves those beginning candidacy for licensed or ordained ministry from that congregation. (§258.2).

University Senate

A body of higher education professionals that determines schools, colleges, universities, and theological schools that meet criteria for United Methodist Church affiliation. Ordination candidates must complete educational requirements at a University Senate-approved institution (§1414-18).

Vocation

1. a particular occupation, business, or profession; calling.
2. a strong impulse or inclination to follow a particular activity or career.
3. a divine call to God's service or to the Christian life.
4. a function or station in life to which one is called by God: the religious vocation; the vocation of marriage.

Works Cited *The Book of Discipline of The United Methodist Church 2012*. Nashville: The United Methodist Publishing House, 2012.

"vocation definition | Dictionary.com ." Dictionary.com. <http://dictionary.reference.com/browse/vocation> (accessed March 5, 2013).

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 should include the reading of *The Christian as Minister* and other resources found on 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).
- The DS will enter the Candidate's name into the Passageumcwebsite. 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 Passageumcwebsite where they will complete an application/registration.
- The Candidate will receive and work through *Answering the Call* 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 passageumc Candidacy system will be sent after your District Superintendent enters you into the passageumc system. After logging in, complete the application and EM360 step.

- Read *Answering the Call* and journal your thoughts (Emailed to you by Jenny Gragg). Bring both to Candidacy Summit.
- Complete Candidacy Summit online application (www.moumethodist.org/candidacysummit)
- Complete DISC profile or Strength Finders (link will be emailed to you by Jenny Gragg, 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 passageumc on the EM360 step.
- 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 Gathering 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 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, the candidate's mentor will mark the Form 113 can as completed in the passageumc 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 in May. 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. 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.

- 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.

BIOGRAPHICAL INFORMATION FORM Form 102

Name: _____
First
Middle
Last

Address: _____
Street
City
State
Zip

Cell Phone: (____) _____ Other Phone: (____) _____

Sex: Male Female Birth Date: _____

E-mail: _____

Ethnic Origin:

- | | | | |
|--|---|---|---------------------------------|
| <input type="checkbox"/> Asian | <input type="checkbox"/> African American/Black | <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> Other: |
| <input type="checkbox"/> American Indian | <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | |

Conference: _____ District: _____

Local Church: _____

Church Address: _____
Street
City
State
Zip

Briefly describe your involvement in your local church, such as your leadership positions, groups you enjoy, church activities, etc.

**THE UNITED METHODIST CHURCH
MEDICAL SUMMARY REPORT OF MINISTERIAL CANDIDATE
Form 103**

Candidate's Name: _____

To the Board of Ordained Ministry:

Please indicate here, the name/address of the board officer who will receive this report.

Name: _____

Address: _____

**CONSENT FOR THE RELEASE OF
CONFIDENTIAL INFORMATION - COMPLETED BY CANDIDATE**

Candidate Name: _____ Birth Date: _____

I hereby authorize and direct _____ (physician) to disclose to the _____ (annual conference) Board of Ordained Ministry the following information with regard to the records of _____ (candidate) for the purpose of evaluation by The United Methodist Church for entrance into ministry.

I, the undersigned, understand that I may revoke this consent at any time except to the extent that action has been taken in reliance upon it. This consent will expire sixty (60) days after the date treatment is terminated unless another date is specified.

I understand that the information requested may be disclosed from records whose confidentiality is otherwise protected by federal as well as state law. Any of the above requested information may include results of alcohol/drug (substance) abuse and/or diagnosis and treatment of psychological disorders, as well as HIV status.

To the party receiving this information: This information has been disclosed to you from records whose confidentiality is protected by federal law. Federal regulations (42 CFR Part 2) prohibit you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is not sufficient for this purpose.

Signature of Candidate

Date

Witness

Date

🐦 @gbhem
f facebook.com/gbhem

URL gbhem.org
ADDRESS 1001 19th Avenue, South
Nashville, TN 37212

**THE UNITED METHODIST CHURCH
CANDIDATE'S DISCLOSURE FORM - ¶324.12
Form 114**

Please complete and print this form. Then sign it in the presence of a Notary. Return the form to:

Have you ever been:

1. convicted of a felony? No Yes
2. convicted of a misdemeanor? No Yes
3. accused in writing of sexual misconduct or child abuse? No Yes

If you answered *yes* to any of these questions, please explain.

If you are required by this disclosure form to disclose any written accusations or convictions for felony, misdemeanor or any incident of sexual misconduct that you dispute or believe should be explained in any way, you have an opportunity at this time to include any additional information that you believe might be helpful or important regarding the disclosure. Any relevant additional information should be provided in a response statement attached to the form. (Note: It would be preferable if this response statement could be included right on the disclosure statement; however, we realize there are space limitations on forms and thus you might need to request that the statement be attached. Please indicate if pages are attached.)

I hereby certify that the information provided on this form is true and accurate.

Printed Name: _____

Signature: _____ Date: _____

Subscribed and sworn this _____ day of _____

Notary Public _____

 @gbhem
 facebook.com/gbhem

URL gbhem.org
ADDRESS 1001 19th Avenue, South
Nashville, TN 37212

Ministry Candidate:

The 2006 Annual Missouri Conference adopted a task force report entitled, "Highest Ideals." The report embraces the policy of the Board of Ordained Ministry in requiring a "satisfactory standardized background check when any person initially seeks to serve in a pastoral role in the local church or extension ministry."

In order to begin ministry through an appointment or assignment of a ministerial position in the Missouri United Methodist Conference, the attached request for a credit report, motor vehicle report and background screening must be completed. This is a national screen that identifies federal criminal history, credit reporting and motor vehicle records. Also included in this packet is our Sexual Ethics policy and Highest Ideals brochure which outlines expectations and accountability for clergy relations.

In order to fulfill that requirement, please complete this questionnaire and authorization forms and submit a copy of your driver's license to Jenny Gragg at jgragg@moumethodist.org or by mail to Missouri United Methodist Conference, 3601 Amron Court, Columbia, MO, 65202, Attn: Jenny Gragg.

Upon receipt of completed forms, we will run the credit report, motor vehicle check and federal criminal history and provide a report to your district committee on ordained ministry. This background check will be used as one of several assessment tools. This background check is separate and does not satisfy the requirements of Safe Gatherings. You may complete the Safe Gatherings certification by visiting www.moumethodist.org/safesanctuaries and proceeding to www.safegatherings.com.

Thank you in advance for your cooperation. If you have any questions, please contact Jenny Gragg, Conference Candidacy Coordinator, at jgragg@moumethodist.org or 573-441-1770.

Consent, Release and Waiver of Access to Candidacy Assessment Results

I am applying to the Missouri Annual Conference of the United Methodist Church (the "Conference") for consideration as a candidate for licensed or ordained ministry, following which, I wish to be appointed by the Conference's resident Bishop and Cabinet. I understand that as part of that process, the Conference, through its Board of Ordained Ministry and District Committees for Ordained Ministry conducts certain screening activities. These activities include, but are not limited to medical screenings, credit checks, psychological assessments, background checks, interviews, written examinations/essays and other miscellaneous assessments (all screening activities, whether listed or not, referred to as the "Screening").

As part of the Screening, I authorize former and present employers, work and personal references I provide, and any other individuals I may name, to give the Conference or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing same to the Conference. I also authorize the Conference to provide truthful information concerning my appointments to future employers or other United Methodist Annual Conferences and I agree to hold it harmless for providing such information.

I understand that the Conference reserves the right, to the extent permitted by law, to require the Screening and I hereby give my consent to any such tests the Conference deems necessary for Screening. I consent to the release of the results of any such tests, including those generated by psychiatrists, medical doctors or other medical professionals, to the Conference or its designee. I also agree to sign any additional consent, release or waiver as may be required by the Conference or its third party contractors and designees. I also authorize the Conference, prior to and at any time during my appointment to one of its local churches, to conduct a criminal background check on me. I understand that as a condition of any appointment and without limiting any waiver which I may have signed, I will also be required to submit to the Conference's program for boundaries training and to successfully complete the Conference's "Safe Gathering" (abuse prevention) training and certification process, including any additional background screens. I specifically waive any right of access I may have to the results of any Screening results, including those conducted directly by the Conference or provided directly to the Conference by third parties.

I understand that my application and any other Conference documents are not promises of any particular appointment or employment, and except as otherwise limited by law or contract with third parties, that once in the Conference's possession become the property of the Conference. I understand that neither the Conference nor its Bishop have any obligation to guarantee any particular appointment or any appointment at all, except as otherwise provided in the Book of Discipline of the United Methodist Church, and that the Screening may be used to evaluate my fitness and qualification for appointments even beyond my candidacy.

The information given by me with respect to my application to licensed or ordained ministry and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading or unsatisfactory in any respect (in the Conference's judgment) that I will be subject to immediate discontinuance as a candidate or, if already credentialed, subject to the supervisory processes as outlined in the Book of Discipline, including, without limitation, those related to involuntary leave and the loss of credentials.

DO NOT SIGN UNTIL YOU READ AND UNDERSTAND THIS STATEMENT

Candidate (printed full legal name): _____

Signature: _____ Date: _____

Date of Birth: _____ Social Security Number: _____

State in which you are currently employed: _____

Prior or other names used: _____

Driver's License Number: _____ State Licensed: _____

List other states that you have lived in during the past seven years and the time period for each:

Missouri Annual Conference Board of Ordained Ministry Screening Questionnaire

Please return this questionnaire and a copy of your drivers license to:

By Email: Jenny Gragg at jgragg@moumethodist.org

By Mail: Missouri United Methodist Conference, 3601 Amron Ct., Columbia, MO, 65202
Attn: Jenny Gragg

Board of Ordained Ministry Applicant Questionnaire

Full Legal Name: _____

Male: _____ Female: _____ Birth date: _____ Over 18 Years Old? _____

Address: _____

City, State, Zip Code: _____

Phone: _____ Alternate Phone: _____

Home Church: _____ # of Years: _____

District: _____ E-mail: _____

Please answer each question. If you answer yes to any of the following questions, please indicate the question number and provide relevant information regarding your response and indicate resolution of the issues if any, at the end of this questionnaire. *Note: throughout this document, "charged" indicates allegations made in writing and known to you.*

1. Has disciplinary action of any sort ever been taken against you by a licensing board, professional association, education or training institution?	Yes	No
a. Have there been written complaints against you that did not result in discipline?	Yes	No
b. Are there complaints pending against you before any of the above-named bodies?	Yes	No
2. Have you ever been subjected to church disciplinary proceedings?	Yes	No
3. Have you ever been terminated by a training program or employer?	Yes	No
4. Have you ever had a civil suit brought against you relative to your professional work or is any such pending?	Yes	No

a. Have you ever had professional malpractice insurance suspended or revoked for any reason?	Yes	No
5. Have you ever been charged with any ethics violation or are any such actions pending against you?	Yes	No
6. Have you ever been charged with having sexual contact or attempted sexual contact (sexual intercourse of any kind, intentional touching, or conversation for the purpose of sexual arousal) with persons that you were seeing in a professional context (e.g. a parishioner, client, patient, subordinate, student or an employee)?	Yes	No
7. Since the age of 21, have you ever been charged with engaging in sexual behavior (sexual intercourse of any kind, intentional touching, or conversation for the purpose of sexual arousal) with persons under 18 years of age?	Yes	No
8. Have you ever been charged with the production, sale or distribution of pornographic materials?	Yes	No
9. Have you ever been charged or adjudicated with sexual misconduct, including:	Yes	No
a. Abuse of power or role for sexual purposes	Yes	No
b. Sexual contact with a minor or a vulnerable adult	Yes	No
c. Sexual assault (e.g. rape)	Yes	No
d. Solicitation for sexual purposes (e.g. prostitution)	Yes	No
e. An offense related to pornography or public indecency (e.g. indecent exposure)	Yes	No
10. Have you ever been charged with an offense related to sexual harassment, including unwelcome	Yes	No
a. Suggestive looks or leers	Yes	No
b. Unsolicited touching or closeness	Yes	No
c. Attempts to fondle or kiss	Yes	No
d. Sexually comments, teasing, or telling of jokes with sexual content	Yes	No
e. Letters, calls, or materials of sexual nature	Yes	No
f. Pressure for dates or activities with a sexual overtone	Yes	No
g. Offer to use influence in return for sexual favor	Yes	No
h. Attempted sexual assault of rape	Yes	No
i. Sexual assault or rape	Yes	No
11. Do you have a history of alcohol abuse?	Yes	No
12. Do you have a history of drug abuse with any other drugs: recreational, prescription, over-the-counter, or illicit?	Yes	No
13. Have you ever been legally charged, arrested, or convicted of any felonies or misdemeanors?	Yes	No
a. Have you ever been legally charged with DWI?	Yes	No
b. Has your driver's license ever been revoked or suspended?	Yes	No

14. Have you ever had a restraining order, injunction, order for protection or the like issued against you as a result of allegations of domestic violence, abuse or the like?	Yes	No
a. Have you ever had your parental rights restricted, suspended or terminated or have any of your children been put into foster care?	Yes	No
15. Have you ever been charged with misappropriating funds or otherwise breaching fiduciary duties in any professional capacity?	Yes	No

Comment Section, as related to questions answered with a “yes.” (Continue on the back of this page if necessary)

dCOM MEMBER COVENANT

The District Committee on Ordained Ministry (dCOM) is responsible for several items that require action that may result in sharing of sensitive material. It is therefore understood that each member of the dCOM is held to a covenant of confidentiality.

Any member who does not hold to this covenant will be referred to the Bishop for consideration of removal from the Committee.

As a member of the District Committee on Ordained Ministry (dCOM), I will:

- perform the responsibilities of the dCOM as described in the current Book of Discipline;
- fulfill the commitment made when accepting a position on the committee;
- imitate Christ in attitude and conduct toward other dCOM members, laity, licensed local pastors and candidates;
- maintain the highest moral standard of professionalism in speech and conduct;
- honor the confidentiality of dCOM business with regard to its actions and decisions-unless otherwise required by law to reveal information;
- adhere to protocols related to personnel files and sensitive materials;
- commit to solidarity with regard to dCOM business, actions and decisions;
- nurture loyalty and trust among dCOM members by not making disparaging remarks about other dCOM members, colleagues and/or persons being interviewed;
- live within the covenant community of the Annual Conference in ways that encourage; and
- strengthen its members toward holiness of heart and life.

By signing this covenant agreement, I affirm this covenant and will uphold the integrity of confidentiality within the District Committee on Ordained Ministry.

Name _____ Date _____

Printed _____

This document will be kept with the dCOM Chairperson and Registrar.

Part-Time Ministerial Leaders Educational Program

There are a variety of ways to engage with Part-Time Ministerial Leaders (PML). PML is designed to be both a program (like a degree) and individual courses (freestanding course opportunities). This structure enables the Missouri Conference to efficiently and consistently offer essential training for a variety of needs to both clergy and laity.

Local pastors may enroll in the PML curriculum as a Missouri Course of Study program within two years of the completion of licensing school. Enrolling in the program means completing all 10 courses in three years. Courses are offered in virtual or in hybrid formats that are less expensive and more convenient than traditional Course of Study (COS). Should a local pastor be appointed to a full-time church(es) while in PML, that local pastor will need to transition to traditional Course of Study.

Completing 10 PML courses is NOT considered completing a COS. It is Bishop Farr's promise that you will remain appointable under his tenure as bishop even if you don't take another course.

PML also serves as a Course of Study extension school for any local pastor (part-time) needing to fulfill a regular COS course. Approval is required from the Director of Leadership Excellence and the Course of Study Director for Saint Paul School of Theology.

Certified Lay Ministers use PML courses as the Missouri Conference designated program for the completion of educational requirements for certification.

Any lay person may enroll in any course for the love of learning the Methodist tradition.

For course specifics and to register, visit www.moumethodist.org/PML

UMC General Board of Higher Education recommends the following template for PML participants:

Bible I (121)	Formation and Discipleship (123)
Theological Heritage (122)	Worship and Sacraments (223)
Gospels (321)	Polity and Administration (224) & Forms
Preaching (324)	Congregational Care (323)
Transformative Leadership (124)	

Bible I (121) and Theological Heritage (122) must be completed first before enrolling in other courses per GBHEM guidelines.