

## Holston Conference Board of Ordained Ministry Candidacy Process

### I) Individual Preparation (to be completed by December 1)

- a) Read and discuss *The Christian As Minister* with your pastor.
- b) Must have been a member of United Methodist Church (or another recognized United Methodist ministry setting, such as a campus ministry) for 1 year immediately preceding candidacy, including a year of service in some form of leadership.
- c) Send a letter to your District Superintendent, including a statement about your call, stating that you would like to begin the candidacy process.
- d) You will receive an email from [notifications@umcares.org](mailto:notifications@umcares.org) inviting you to login to [www.umcares.org](http://www.umcares.org) Most of the following steps of the process will be completed on this website.
- e) Complete the following forms:
  - i) **Form:** Candidacy Application
    - (1) [www.umcares.org](http://www.umcares.org)
      - (a) login to UMCARES
      - (b) Choose "Mentors and Track" in the left-hand navigation
      - (c) Open "Candidacy Track"
      - (d) Candidacy Application Form is the first "Step" in the Candidacy "Track"
  - ii) **Form:** Background Check
    - (1) [www.oxforddoc.com](http://www.oxforddoc.com)
      - (a) Click on "*Applicants, click here to complete online authorization form.*"
      - (b) Enter ID# 587
      - (c) Enter Position Code# 1
      - (d) Enter your **District Name** in the "*Other Names You Have Used*" field
  - iii) **Form:** Candidate's Disclosure Form
    - (1) <http://www.bomlibrary.org/wp-content/uploads/2016/12/Updated-Form-AA-114-Notarized-Statement.pdf>
    - (2) Complete top of form online
    - (3) Print
    - (4) Bring form to Candidacy Summit
      - (a) Can be notarized prior to the Summit or by Notary at the Summit
  - iv) **Form:** Medical Report of Ministerial Candidate
    - (1) <http://www.bomlibrary.org/wp-content/uploads/2016/10/Updated-Form-AA-103-Medical-Form.pdf>
    - (2) Complete form online

- (3) Print
- (4) Sign
- (5) Have witness sign
- (6) Have physician complete medical exam and examiner's portion of form
- (7) Bring form to Candidacy Summit

v) **Form:** MAS (Ministerial Assessment Specialist) Selection

(1) [www.umcares.org](http://www.umcares.org)

- (a) login
- (b) Choose "Mentors and Track" in the left-hand navigation
- (c) Open "Psychological Assessment Track"
- (d) "MAS Selection" is the first "Step" in the Psychological Assessment "Track"

(2) Mail in (or bring to Summit) \$200 check for psychological assessment

(a) **Office of Clergy Services** P.O. Box 850 Alcoa, TN 37701-0850

vi) **Form:** Release of Psychological Assessment Information

(1) UMCARES Psychological Assessment Track

vii) **Form or Download:** Guidebook request

(1) UMCARES Candidacy Track

(2) \$75 payable online

viii) **Form:** Personal Data Inventory

(1) UMCARES Psychological Assessment Track

ix) **Form:** Personal & Professional References

(1) UMCARES Psychological Assessment Track

x) **Form:** Candidacy Summit Registration Form

(1) Included at end of this document

(2) Mail in \$50 for the Summit

(a) **Office of Clergy Services** P.O. Box 850 Alcoa, TN 37701-0850

(3) Mail in \$65 for housing (if needed)

(a) **Office of Clergy Services** P.O. Box 850 Alcoa, TN 37701-0850

**II) Candidacy Summit (January 11, 1:00 p.m. - January 12, 1:00 p.m., 2019)**

- a) Orientation to Ministry
- b) Group Session 1
- c) Psychological Assessment administration
  - i) MMPI
  - ii) NEO PI-3
  - iii) Sentence Completion

**III) Group Mentoring (January – May)**

- a) Attend:

- i) Session 2
- ii) Session 3
- iii) Session 4
- iv) Session 5
- v) Session 6

#### **IV) Certification (Prior to July 1 for Local Pastor Licensing School and Ministerial Education Fund Qualification)**

- a) Psychological Assessment Interview
  - i) MAS will schedule with you
- b) Interview with church's Pastor Parish or Staff Parish Relations Committee (or equivalent for campus ministry)
  - i) Provide written statement of call
  - ii) Become familiar with Wesley's Historic Questions in ¶310.1.d in *The 2016 United Methodist Book of Discipline* ahead of time, along with any other information the Committee requests.
    - (1) **Form:** Candidate's Interview with the Staff/Pastor-Parish Relations Committee
      - (a) Included at end of this document
- c) Approval by church's Charge Conference (or equivalent).
  - (1) **Form:** Declaration of Candidacy for Ordained Ministry
    - (a) <http://www.bomlibrary.org/wp-content/uploads/2016/12/Updated-Form-AA-104-Candidacy-Charge-Conf-Rec.pdf>
    - (b) Complete form online
    - (c) Print
    - (d) Take to Charge Conference
    - (e) Secure required signatures
    - (f) Submit form to the District Superintendent
- d) Mentor report to dCOM Registrar
- e) dCOM Interview
  - i) Written responses to questions in ¶310.2.a in *The 2016 United Methodist Book of Discipline* and any other information requested by your dCOM
- f) **Form:** Report of Completion
  - i) UMCARES Candidacy Track
    - (1) **Mentor Responsibility**
      - (a) Please remind your Group Mentor to complete this step!

# Candidacy Summit Registration Form

Name \_\_\_\_\_ Male / Female

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Home Church \_\_\_\_\_ District \_\_\_\_\_

Special dietary restrictions for the Candidacy Summit (vegetarian, etc.)? \_\_\_\_\_

Do you need housing for the Candidacy Summit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Special Needs: \_\_\_\_\_

Are you currently living outside of your home district (away at seminary, etc.)? Where? Why?

What is your primary language? \_\_\_\_\_

What other language(s) do you speak, if any? \_\_\_\_\_

Do you have a laptop available to bring to the Candidacy Summit? (If so, please bring it. If not, please let us know so that we can provide access to one.) \_\_\_\_\_

Please note that your \$50 retreat fee and this form are due by **December 1**

**Please fill out the form, photocopy, and mail the photocopy to:  
Office of Clergy Services  
P.O. Box 850 Alcoa, TN 37701-0850**

**CANDIDATE'S INTERVIEW  
WITH THE  
STAFF/PASTOR-PARISH RELATIONS COMMITTEE**

**I. FOR THE CANDIDATE**

On a separate sheet, please provide your local church S/PPR Committee with a written statement reflecting your call to ministry and requesting recommendation to the Charge Conference for certification.

**II. FOR THE COMMITTEE**

- A. In a prayerful setting, the candidate shares the story of God's call to ministry.
- B. Review John Wesley's Historic Questions regarding candidates in ¶ 310.1d, *2016 Book of Discipline*:
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 judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly?
  3. Have they fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their service?
- C. See also ¶ 304.1-3, *2016 Book of Discipline* for other qualifications.

**III. RECOMMENDATION TO THE CHARGE CONFERENCE**

Believing that \_\_\_\_\_ is called of God and is a suitable candidate for ordained or licensed ministry in The United Methodist Church, the Staff/Pastor-Parish Relations Committee recommends him/her to the Charge Conference of:  
\_\_\_\_\_ United Methodist Church.

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
*Chair of the S/PPR Committee or Secretary*

Copies to: S/PPR file  
Chair, S/PPR Committee  
District Superintendent