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# West Ohio Candidacy Summit Process Candidate Step-by-Step Guide

**Modified for  
Virtual or In-Person Format  
2020-2022**

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

## Step 1. Prior to Candidacy Summit

Date  
completed

- \_\_\_\_\_ Contact a clergy-person in your ministry setting or another United Methodist clergy.
- \_\_\_\_\_ Read and discuss *The Christian as Minister* with her/him.
- \_\_\_\_\_ Be a member of a UMC or a baptized participant of a recognized UM campus ministry or other UM ministry setting for one (1) year.
- \_\_\_\_\_ Send letter by email to your District Superintendent AND copy your District Committee on Ordained Ministry Chair/Registrar, indicating the following:
  - Completion of *The Christian as Minister* and e-mail/phone number of minister
  - Name and contact information of your ministry setting (local church/campus ministry etc)
  - Involvement in your ministry setting
  - Statement of call (half-page)
  - Request entrance into the Candidacy Process
- \_\_\_\_\_ Attend interview with District Superintendent.  
*If ready, the Office of Ministry is notified. An Introductory District Committee on Ordained Ministry (DCOM) Interview may be scheduled. If there are reservations for any reason, the candidate interviews with the dCOM. The District Office notifies the Office of Ministry.*
- \_\_\_\_\_ Receive Summit Information from the Office of Ministry.

## Step 2. Candidacy Summit Registration (West Ohio Forms and Passage)

**Due Dates: July 1 (Summer Summit) or December 1 (Winter Summit)**

All forms can be found at [www.westohioumc.org/conference/candidacy-summit-documents](http://www.westohioumc.org/conference/candidacy-summit-documents)

Submit the following to the Office of Ministry:

- \_\_\_\_\_ Autobiographical Statement Form (Complete and submit in Passage)
- \_\_\_\_\_ Permission to Release Personal Information Form (Complete and submit in Passage)
- \_\_\_\_\_ Notarized Statement (Complete and submit in Passage)
- \_\_\_\_\_ Complete on-line registration for the Summit Retreat (go to [westohioumc.org](http://westohioumc.org) and click on "register for events")
- \_\_\_\_\_ Payment for Summit Retreat (\$150 for Virtual or \$300 for In-Person)\*

\*Retreat payment is a part of the online Summit registration or a check can be mailed separately.

Passage UMC (Note: all of Passage steps are completed electronically)

Date  
completed

\_\_\_\_\_ West Ohio Candidacy Track Includes the GBHEM Candidacy and Psychological Assessment Tracks

\_\_\_\_\_ Candidacy Track (*User Profile, Mentors & Tracks*)

Complete the following:

- Candidacy Application Form
- Pay Administration Fee for Candidacy Process
- Download an electronic version of Candidacy Guidebook

\_\_\_\_\_ Psychological Assessment Track

Complete the following:

- The MAS (Ministerial Assessment Specialist) will be assigned to you at that step.
- Release of Information
- Personal Data Inventory
- EM 360 Personal/Professional References (These are different than what is requested later in the process.)
- Complete electronic self-assessment (A link to the assessment will be sent to your e-mail once the Reference step is complete.)

\_\_\_\_\_ Email Rev. Donnetta Peaks to confirm that you are fully registered for the Summit Retreat.

*Prepare for Summit Mentoring Group (Complete prior to Summit Retreat)*

\_\_\_\_\_ Form a Prayer team— Invite a 3-5 person team who will pray for you during this journey

\_\_\_\_\_ Read 1 Samuel 3, Esther 1-4; 8, Acts 9:1-31

\_\_\_\_\_ Reflection Exercise: Write your call story. (2 page maximum)

\_\_\_\_\_ Read and journal exercises in Candidacy Guidebook pgs. 11-33

\_\_\_\_\_ Complete River of Life assignment

Step 3. Candidacy Summit Attendance (*July or January*)

\_\_\_\_\_ Two Mentoring Group Sessions

\_\_\_\_\_ Photograph taken by Summit photographer

\_\_\_\_\_ Take Psychological Assessment

Step 4. Post-Candidacy Summit

*Mentoring Group Sessions*

\_\_\_\_\_ Mentoring Group Session Three

\_\_\_\_\_ Mentoring Group Session Four

\_\_\_\_\_ Mentoring Group Session Five

\_\_\_\_\_ Mentoring Group Session Six

## Psychological Assessment

- \_\_\_\_\_ Meet with MAS (*Ministerial Assessment Specialist*). The MAS will contact you to schedule an appointment about one month after the Summit Retreat.
- \_\_\_\_\_ Pay \$350 assessment fee to MAS at the time of interview.
- \_\_\_\_\_ Meet with mentor(s) to review assessment report (You will receive a copy and one will be sent to the Office of Ministry). Mark Candidate Assessment Interview complete on Passage.

## Step 5. Preparation for dCOM Certification Interview

- \_\_\_\_\_ Meet with mentor(s) to review mentor report and mentor will upload the report to Passage.
- \_\_\_\_\_ Submit transcript or copy of diploma providing proof of graduation from accredited high school or certificate of equivalence to Passage.
- \_\_\_\_\_ Complete physical and submit medical report (*Form #103*) to Passage.
- \_\_\_\_\_ Contact three references to complete the Personal Reference Form and submit to Passage.  
  
*The references used as part of the References on Step 2 do NOT apply because they are sent directly to the MAS. You can, however, ask the same references for this step. (No family members.)*
- \_\_\_\_\_ Contact Pastor AND dCOM Chair to schedule a PPRC meeting at your church (*dCOM Representative facilitates meeting*). PPRC Meeting Date: \_\_\_\_ / \_\_\_\_

Complete the following written requirements for your PPRC and dCOM interviews:

- \_\_\_\_\_ Write responses to *The Book of Discipline* 310.2a (i-vi)
- \_\_\_\_\_ Answer Wesley's historic questions (*The Book of Discipline ¶310d*)
- \_\_\_\_\_ Provide a signed agreement to highest ideals of the Christian life (*The Book of Discipline ¶310.2d*)
- \_\_\_\_\_ Complete all of the above and submit to Passage.

### PPRC interview

dCOM facilitator will send minutes and completed Form #102 to the District Office.

- \_\_\_\_\_ Recommended (*Pastor shall contact the DS to request a special session of the Charge Conference and schedule a meeting at your church to request approval.*)
- \_\_\_\_\_ Not Recommended (*Candidate contacts dCOM chair*)
- \_\_\_\_\_ Mark complete on Passage.

### Charge Conference

Presiding Elder will send completed Form #104 to the District Office. 3/4 majority vote and written ballot is required.

- \_\_\_\_\_ Recommended (*Candidate contacts the dCOM Chair requesting Certification Interview.*)
- \_\_\_\_\_ Not Recommended (*Candidate contacts dCOM chair*)
- \_\_\_\_\_ Mark complete on Passage.

## Step 6. dCOM Interview

dCOM Chairperson completes Form 113. 3/4 majority vote and written ballot is required.

- \_\_\_\_\_ Certify (Yes)
- \_\_\_\_\_ Delayed (Not yet; specific focus areas may be assigned.)
- \_\_\_\_\_ Discontinue (Discontinued from the candidacy process.)
- \_\_\_\_\_ Mark complete Appearance before the District Committee on Passage
- \_\_\_\_\_ Contact Mentor to fill-out Report of Completion on Passage.
- \_\_\_\_\_ Confirm with your mentor that the Close Track step is complete on Passage

## Financial Obligations during Candidacy

- Total \$150 for Virtual Summit Retreat and Background Check  
Total \$300 for In - person Summit Retreat and Background Check (Will be determined by December 3)  
Payable to: West Ohio Conference.  
*The Retreat and Background check can be paid as part of the on-line Summit registration or a check can be mailed separately.*
- **\$100 for Administration Fee for the Candidacy Process**  
Passage step, payment on-line.
- **\$350 for your Psychological Assessment Interview**  
Payable to the MAS (Ministerial Assessment Specialist) at the time of your interview

## Important Dates

- **December 1;** Winter Summit Registration Deadline  
(All West Ohio and Passage steps must be received by this date)
- **January 7-8, 2022;** Candidacy Summit Retreat at the West Ohio Conference Center, 32 Wesley Blvd, Worthington, OH 43085.
- **July 1;** Summer Summit Retreat Deadline  
(All West Ohio and Passage steps must be received by this date)
- **July 29-30, 2022;** Candidacy Summit Retreat at the West Ohio Conference Center, 32 Wesley Blvd, Worthington, OH 43085.

## Submissions

- **All requirements should be completed and submitted to Passage.**
- **If you have any questions, please contact:**  
Susan Thomas, *Administrative Coordinator*  
32 Wesley Blvd., Worthington, OH 43085  
*stthomas@wocumc.org*