
East Ohio Candidacy Summit Process Candidate Step-by-Step Guide

July 2017

Candidate's name: _____

Step 1. Prior to Candidacy Summit

Date
completed

- _____ Contact a clergy-person in your ministry setting or another UM 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 DS AND copy your dCOM Chair/Registrar, indicating the following:
 - o Completion of *The Christian as Minister* and e-mail/phone number of minister
 - o Name and contact information of your ministry setting (local church/campus ministry etc)
 - o Involvement in your ministry setting
 - o Statement of call (half-page)
 - o Request entrance into the Candidacy Process
- _____ Attend interview with District Superintendent. Interview Date: ____/____/____
An introductory dCOM interview may be scheduled.
- _____ Receive Summit Information from the Candidacy Registrar. Date: ____/____/____

Step 2. Candidacy Summit Registration (East Ohio Forms and UMCARES)

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

- _____ Review Step 5. There are several items you need to submit for your dCOM interview. You will benefit from getting them underway sooner rather than later. Please note the interviews should take place after or near the end of the group mentoring sessions so that they can be a period of discernment.
- _____ Complete on-line registration for the Summit Retreat (*Your fee is covered by the East Ohio Board of Ordained Ministry*).

Using UMCARES complete the following **in order**: (Note: all of the UMCARES steps are completed electronically. Do not pay attention to the 'projected dates' on the website.)

Date
completed

_____ Add notifications@umcares.org to your contact list/address book.

_____ Candidacy Track (*User Profile, Mentors & Tracks*)

Complete the following:

- Candidacy Application Form
- Pay Administration Fee for Candidacy Process
- Request Hardcopy for Candidacy Guidebook (if you prefer an electronic version you do not need to make this request)

_____ Psychological Assessment Track

Complete the following:

- E-mail Rev. Ashley Steele, (asteele@urbanmission.org) and she will assign you a MAS (Ministerial Assessment Specialist).
Select the assigned MAS.
- Release of Information
- Personal Data Inventory
- Personal/Professional References
- Complete electronic self-assessment (A link to the assessment will be sent to your e-mail once the Reference step is complete.)

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 (*Summer or Winter*)

_____ Two Mentoring Group Sessions

_____ Take Psychological Assessment

Step 4. Post-Candidacy Summit

Mentoring Group Sessions

_____ Mentoring Group Session Three Date: ____ / ____

_____ Mentoring Group Session Four Date: ____ / ____

_____ Mentoring Group Session Five Date: ____ / ____

_____ Mentoring Group Session Six Date: ____ / ____

Psychological Assessment

- _____ Schedule an appointment with your assigned assessor (*select within UMCARES*) to discuss your results
Psychological Assessment Report Date: ____ / ____
- _____ Pay \$300 assessment fee to MAS at the time of interview.
- _____ Pay the \$345 fee to the assessor and inform your mentor when this is complete. After the appointment, the assessor will send the report to the district Committee on Ministry.

Step 5. Preparation for dCOM Certification Interview

Date
completed

- _____ Contact your district office to initiate your background check. They will instruct you regarding payment.
Please note that the document you need to send back to complete your background check will be marked "personal & confidential" from Oxford Document Management Company of Anoka, MN. The envelope is very plain and has occasionally been mistaken for junk mail. You need it, so please watch your mail carefully.
- _____ Submit transcript or copy of diploma providing proof of graduation from accredited high school or certificate of equivalence to the district Committee on Ministry.
- _____ Notarized Statement (must mail hard copy)
- _____ Mentor submits mentoring report to the district Committee on Ministry.
- _____ Contact Pastor AND dCOM Chair to schedule a PPRC meeting at your church (*dCOM Representative facilitates meeting*). This should take place after your group mentoring sessions. PPRC Meeting Date: ____ / ____

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

- _____ Write a statement of call as outlined in the *The Book of Discipline ¶310.2a (i)-(vi)*
- _____ Answer Wesley's historic questions (*The Book of Discipline ¶310d*)
- _____ Autobiographical Statement (submitting via e-mail is preferred)
- _____ Provide a signed agreement to highest ideals of the Christian life (*The Book of Discipline ¶310.2d*)
- _____ E-mail all of the above to the Pastor, SPRC Chair, dCOM Chair & Registrar.

sPPRC interview

SPRC chairperson or dCOM facilitator will send minutes and completed Form #102 to the District Registrar. Instructions and forms are on the conference website.

- _____ Recommended
- _____ Not Recommended (*Candidate contacts dCOM chair*)
- _____ Mark complete on UMCARES.

Charge Conference

Pastor shall contact the DS to request a special session of the Charge Conference and schedule a meeting at your church to request approval. Presiding Elder will send completed Form #104 to the District Registrar. 2/3 vote and written ballot is required.

- _____ Recommended (*Candidate contacts the dCOM Chair requesting Certification Interview.*)
- _____ Not Recommended (*Candidate contacts dCOM chair*)
- _____ Mark complete on UMCARES.

Step 6. dCOM Interview

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 UMCARES
- _____ Contact Mentor to fill-out Report of Completion on UMCARES.
- _____ Confirm with your mentor that the Close Track step is complete on UMCARES

Financial Obligations during Candidacy

- **Up to \$150 for Background/Credit Check**
Payable upon instruction by district
- **\$75 for Candidacy Guidebook and psychological assessment tool**
UMCARES step, payment on-line only
- **\$345* for your Psychological Assessment**
Payable to the Assessor at the time of your appointment

**Many churches and districts will offer assistance with this fee. Often, the cost will be split three ways between the candidate, their home church, and their district. Contact either your district superintendent or your dCOM chairperson and your pastor to find out if this is available for you.*

Important Dates

- **July 1, 2017;** Summer Summit Registration Deadline
All East Ohio steps must be received by this date. UMCARES steps recommended.
- **July 28-29, 2017;** Summer Summit Retreat at MTSO
- **December 1, 2017;** Winter Summit Registration Deadline
- **January 5-6, 2018;** Candidacy Summit Retreat at MTSO

Submissions

- **Please pay careful attention as to where each form should be sent and when.**

Medical Report

Please note that prior to seeking licensure as a local pastor or commissioning, you will need to submit a medical report. Your district registrar will instruct you.