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

October 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.
If ready, the Office of Ministry is notified. An introductory dCOM interview may be scheduled.
If there are reservations for any reason, the candidate interviews with the dCOM.
- _____ Receive Summit Information from the Office of Ministry.

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

Due Dates: June 20 (Summer Summit) or December 1 (Winter Summit)

All forms can be found at www.westohioumc.org/conference/candidacy-summit-documents

Return the following to the Office of Ministry:

- _____ Autobiographical Statement Form (*submitting via e-mail is preferred*)
- _____ Permission to Release Personal Information Form (*background/credit check—pdf or hard copy*)
- _____ Notarized Statement (*must mail hard copy*)
- _____ Complete on-line registration for the Summit Retreat (*go to westohioumc.org and click on "register for events"*)
- _____ Payment for Summit Retreat (\$125)*
- _____ Payment for Background/Credit Check (\$75)*

**Retreat and Background check can be paid as part of the on-line Summit registration or a check can be mailed separately.*

UMCARES (**Note:** all of the UMCARES steps are completed electronically)

Date
completed

_____ E-mail Rev. Donnetta Peaks (*dpeaks@wocumc.org*) and she will enter you into *www.umcares.org*
Once entered, you will receive an email inviting you to login to at *www.umcares.org*

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

Complete the following:

- o Candidacy Application Form
- o Pay Administration Fee for Candidacy Process
- o 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:

- o E-mail Rev. Donnetta Peaks and she will assign you a MAS (Ministerial Assessment Specialist).
Select the assigned MAS.
- o Release of Information
- o Personal Data Inventory
- o Personal/Professional References (These are different than what is requested later in the process.)
- o 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 \$300 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 UMCARES.

Step 5. Preparation for dCOM Certification Interview

Date
completed

- _____ Meet with mentor(s) to review mentor report and mentor sends report to Office of Ministry.
- _____ Submit transcript or copy of diploma providing proof of graduation from accredited high school or certificate of equivalence to the Office of Ministry.
- _____ Complete physical and submit medical report (*Form #103*) to the Office of Ministry.
- _____ Contact three references to complete the Personal Reference Form and send directly to the Office of Ministry. *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)
- _____ E-mail all of the above to the dCOM Chair/Registrar and Office of Ministry

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 UMCARES.

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 UMCARES.

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 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

- **\$75 for Background/Credit Check**
Payable to the West Ohio Conference
- **\$125 for Summit Retreat**
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.
- **\$75 for Administration Fee for the Candidacy Process**
UMCARES 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 UMCARES steps must be received by this date)
- **First Weekend in January;** Candidacy Summit Retreat at MTSO
- **June 20;** July Summit Retreat Deadline
(All West Ohio and UMCARES steps must be received by this date)
- **Fourth Weekend in July;** Candidacy Summit Retreat at MTSO

Submissions

- **All paperwork should be sent to the attention of:**
Rev. Donnetta Peaks
Director of Clergy Recruitment, Candidacy & Licensing
32 Wesley Blvd, Worthington Ohio 43085
dpeaks@wocumc.org