



# **Candidacy/ Clergy Mentor Handbook**

**Mountain Sky Conference of  
the United Methodist Church**

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\*Adapted from *Clergy Mentoring: A Manual For Commissioned Ministers, Local Pastors, and Clergy Mentors, 2013-2016 Edition*, a resource of the General Board of Higher Education and Ministry

## Two Types of Mentors: Candidacy and Clergy

- Mentors are recommended by the cabinet, and selected, trained, and held accountable by the Board of Ordained Ministry (BOM). There are two categories of mentors, each with distinct functions and responsibilities:

### **CANDIDACY MENTORS**

These persons are clergy in full connection, associate members, or full-time local pastors who have completed the Course of Study trained to ***provide counsel and guidance related to the candidacy process***. Candidates will be assigned a candidacy mentor by the District Committee on Ordained Ministry (DCOM) in consultation with the District Superintendent (DS) (¶1310). Candidacy mentors will work with the candidate until that candidate begins serving in an appointive ministry as a local pastor or commissioned member.

### **CLERGY MENTORS**

These persons are clergy in full connection, associate members, or full-time local pastors who have completed their Course of Study training to ***provide ongoing oversight and counsel with local pastors and provisional members pursuing ordained ministry***.

- Local pastors will be assigned a clergy mentor by the DCOM in consultation with the DS.
- Provisional members will be assigned a clergy mentor in full connection by the conference BOM in consultation with the DS.
- A candidacy mentor may continue with the same person if trained to serve as a clergy mentor.

### **To sum up:**

1. CANDIDACY mentors relate to those in the candidacy process.
2. CLERGY mentors relate to those in their first several years under appointment—
  - a. For local pastors, the years spent in the Course of Study (*DCOM responsibility*)
  - b. For provisional members, the years spent in provisional membership (*BOM responsibility*)

## **How the Mentoring Relationship Happens and First Steps**

1. Candidates, in consultation with their local church pastor, will “write their district superintendent requesting admission to the candidacy process and the assignment of a candidacy mentor”. (§310.1b)
2. Each district works a little differently, but typically the District Superintendent (DS) works in relationship with the DCOM to assign a candidacy mentor.
3. The mentor and mentee will both be enrolled in the online candidacy application system (**UMCares**). Each will receive an email inviting them to log into the system.  
\*\*Make sure to add [notifications@umcares.com](mailto:notifications@umcares.com) to your contact/address list to ensure receipt of all emails. Certain tasks are only attended to and recorded in UMCares.  
(See p. 9 for more information on the UMCares)
4. The mentor and mentee should be in touch through phone or email to set up an initial meeting to form a covenant for their relationship. (see pp. 5-6)
5. The mentor and mentee should meet regularly throughout the course of their relationship, to either work through the ***Answering God’s Call: Guidelines for Candidacy*** (candidates) or other theological reflection (local pastors—see p. 7).
6. The candidacy mentor will remain in a mentor relationship with their candidate until that candidate becomes commissioned, and the BOM assigns a clergy mentor to that candidate until ordination.
7. “A local pastor shall be assigned a clergy mentor while in the Course of Study or in seminary.” (§316.4) Upon completion of the Course of Study or approved seminary education, the relationship between the local pastor and the clergy mentor is officially dissolved.

## What is Mentoring? The Role of the Mentor

- Mentoring occurs within a relationship where the mentor takes responsibility for creating a safe place for reflection and growth.
- An effective mentor has a mature faith, models effective ministry, and possesses the necessary skill to help individuals discern their call to ministry.
- Mentoring is part of the preparation and growth for inquirers and candidates for ordained ministry, local pastors, and provisional members of an annual conference.
- Mentoring is distinct from the evaluative and supervisory process that is a part of preparation for ministry.
- While CLERGY mentors are required to report about the local pastor or provisional members being mentored, the written report is shaped and shared in such a way that the integrity and safety of the mentor-mentee relationship can be maintained.

### What the Mentor is Not

*The mentor is never . . .*

Supervisor  
Expert  
Recorder  
Snitch  
Counselor  
Mother  
Fix-it-person  
Just a friend

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## Forming a Covenant

A covenant acts as a map for your work together. It sets the directions, boundaries, and objectives of this mentoring relationship. The formality of writing and signing a covenant expresses the sacred commitment you are making. The formal covenant fashioned for the mentoring process reflects the fact that the mentor and mentee share a sense of call, vocation, discipline, and authority.

1. Reflect with one another on one or two biblical covenants. What are the elements of the covenant? What does each party expect from each other? What does each party offer the other?

2. Discuss these basic issues of covenant formation.
  - How can we build trust and honor boundaries?
  - How can we make sure that sharing the journey of ministry remains more important than fixing specific problems?
  - When necessary, how can the mentor “speak the truth in love” regarding effectiveness in ministry in such a way that the mentee is empowered to face the issues head on? There may be instances in which it becomes clear that pursuing ordained ministry is not in the mentee’s best interest. In such cases, the mentor should carefully confront the mentee to explore again his or her call and gifts so as to steer the mentee toward an appropriate expression of ministry.
  - If either or both of us no longer feel safe because our willingness to be vulnerable had been betrayed, how can we end the relationship in a respectful manner?
  
3. Consider these specific details for inclusion in your covenant.
  - Overall plan for your journey
  - Frequency and length of meetings, dates, times, and places
  - Attendance expectations
  - Preparation, content, and follow-up for mentoring sessions
  - Report process
  - Expectations of confidentiality
  - Who takes initiative
  - Leadership roles and responsibilities
  - Expectations of written work (theological-biblical reflection)
  - Learning goals (for persons enrolled in the Course of Study, the curriculum is part of the focus), resources to be used (materials, persons, events)
  - Authority/Accountability
  - Involvement of laypeople in the mentoring process

**Closing Statement**

We, the undersigned, enter into a covenantal relationship and commit ourselves to fulfill the details of the covenant given above. It is our hope and prayer that in this process of sharing and mentoring we will learn from each other. We make this covenant in the name of Jesus Christ. *(The mentor and mentee should each retain a copy of the covenant.)*

Mentor \_\_\_\_\_

Mentee \_\_\_\_\_

Date \_\_\_\_\_

## Creating Sacred Time Together

### CANDIDACY MENTORS

The CANDIDACY mentor and mentee will intentionally move through the *Answering God's Call: Guidelines for Candidacy*. This resource offers a directed approach toward conversations around discernment of call, vocation, spiritual readiness and fitness for ordained ministry.

### CLERGY MENTORS

The CLERGY mentor and mentee will have a less structured resource. Therefore, the following information might be helpful. When the mentor and mentee meet, they are sharing sacred time. Therefore, these sessions should be planned carefully and approached prayerfully. Remember that, in addition to the usual greetings and conversation, the purpose of the session is to engage in theological reflection upon a specific topic.

### Suggested topics include:

- **Ministry event** - a conversation, phone call, meeting, worship service, prayer experience
- **Life event** - a personal experience outside of the mentee's clergy role
- **Shared experience** - this may include times of joint participation in a variety of settings, i.e., a retreat, continuing education event, book study, movie
- **Site Visit** - to each other's ministry settings
- **Course of Study Work** - For those licensed as local pastors and working through the Course of Study, there may be times that a mentor's review of course work is required. Even if not, helping navigate the rhythms of the particular Course of Study attending, reading and writing papers is essential work for your mentee. For some without higher levels of education, this can be particularly daunting and guidance would be welcome.

### Reflection Process

- Pose appropriate questions, such as:
  - How well did you identify and respond to the needs of the person(s) involved?
  - Were you able to listen and hear what was said both verbally and nonverbally?
  - Can you explain why you did what you did?
  - What did you learn about your own pastoral identity and authority?
  - How did you find yourself reacting on rational and emotional levels?
  - How did your identity (culture, gender, race, ethnicity, class) affect this event?
  - What faith issues were involved in this event, both for you and for the other person(s)?
  - In what ways did you witness to your understanding of the gospel?
  - What use did you make of scripture, tradition, reason and experience?
  - How was God revealed in this event, both for you and the other person(s)?
  - How does this ministry relate to your theological understanding of ministry?
  - In what ways is/was God's presence and activity evident in this event?

### **Closing Sacred Time**

Before ending the time together as mentor/mentee, share with each other how you have experienced the session. Affirm each other, acknowledge unfinished business, confirm the next meeting time, and pray for each other.

### **CONSIDERATIONS AND NOTES FOR MENTORS**

- It is a sacred trust that we are given as mentors, DCOM members and BOM members to help a candidate discern their call to ministry. Know that all of us take this very seriously.
- During this time of discernment, encourage your candidate to take the time they need. Yes, a “clock starts ticking” at the certification level (12 years maximum of certification), but the goal is not to get through the process as quickly as possible, but to allow the time for growth, development and discernment.
- As a mentor, you should know as much as possible about the different tracks of ministry (local pastor, deacon, elder) and the paths to each. The process changes and shifts with General Conference action, so keep informed, that you can help your mentee as best as possible. Also be aware of other avenues to ministry (Lay Servant, Certified Lay Minister), and help the candidate understand all the options. Be familiar with the educational and other requirements associated with each track to ministry.
- Be aware of your candidate’s timing in the process—they must be certified for at least a year (and listed in the BAC, “Business of the Annual Conference”, at least one time) prior to being eligible for commissioning by the BOM. This year of certification *may* be concurrent with completing commissioning paperwork, but that timeline is not guaranteed and the best course of action is determined by the DCOM.
- It is crucial to be realistic with candidates about challenges along the way. Family and other issues play heavily into the discernment process.
- Not all people are called or suited for licensed or ordained ministry. Be ready for responses that are “no” or “not yet”. What are the next steps with your candidate from this point? The process in learning to navigate the “no’s” requires grace and prayer.
- The mentor’s main goals are to be present with the candidate during the process, to minimize the difficulties that sometimes arise with the process and to offer a non-evaluative support.

## UMCares

UMCares is the online candidacy application system that keeps track of candidates and certain tasks that candidates, mentors and district superintendents must attend to.

### Enrolling in UMCares

- After receiving a written request to be entered into the candidacy process by the candidate, the District Superintendent (DS) enrolls the candidate into UMCares.
- An email will be sent by the system to the new candidate which will allow them to create a password and start filling in information.
- The mentor will receive a similar email invitation that will allow them to log in and perform tasks for their candidate.  
\*\*All UMCares users should add [notifications@umcares.com](mailto:notifications@umcares.com) to their contact/address list to ensure receipt of all emails.
- After the DS signs the application, a similar email is sent to the mentor requesting a signature.
- Both e-signatures must be completed before the candidate can move to the next step.
- Once both the DS and Mentor have signed the application, the candidate will receive an email instruction them to pay their \$75 candidacy fee. They may do so by clicking the next item on their TASK LIST. This is also the request for the Candidacy Guidebook, which will be used by all candidates with their CANDIDACY mentors.
- It is recommended that Candidacy Mentors have their own copy of ***Answering God's Call: Guidelines for Ministry***. To obtain a copy, use the "Candidacy Mentor Training & Supply Request Form" may be found on [www.gbhem.org](http://www.gbhem.org). (also see Resource Section)

### UMCares throughout the Candidacy Process

- The primary function of UMCares is its tracking feature. Using a designated track, a candidate is ushered from candidacy to completion of their goal.
- Each track is composed of a series of steps that the candidate and other interested parties work during the application process.
- Each step on the track page includes the following:
  - What the step is
  - Current status of the step
  - Who is responsible for completing the step
  - What prerequisite, if any, is required
- Any step that the user needs to complete can be found on the home page under Responsible Steps.
- For most candidates, the Steps include:
  - Step 1 – Candidacy Application Form
  - Step 2 – District Superintendent Signature

- Step 3 – Mentor Signature
- Step 4 – Admin Fee for the Candidacy Process
- Step 5 – Request Hardcover Candidacy Guidebook
- Step 6 – Candidate’s Assessment Interview
- Step 7 – Local P/SPRC or Equivalent Meeting
- Step 8 – Conference of Equivalent Meeting
- Step 9 – Appearance Before District Committee
- Step 10 – Report of Completion

### **Psychological Assessment**

- When the candidate is ready for the psychological assessment, the mentor should request the test from UMCares—all testing tools are online, so you will need to provide a place with good internet connection and computer. It does take a couple of days to receive the email confirmation and information from UMCares—so don’t expect an immediate response. The mentor should also fill out the mentor agreement in UMCares before meeting with the candidate to proctor the exams.
- The assessment consists of three tests. The email received from UMCares will include links and instructions to the MMPI-2 and the 16PF. The Incomplete Sentences Blank is a step through UMCares and is ONLY unlocked when the mentor completes the monitor’s agreement step.
- The mentor should provide a quiet place with good internet connection and a computer/laptop for the candidate to complete their testing. A 2 ½ to 3 hour window should be provided to complete the testing.
- When complete, the mentor notifies the MSC assessment coordinator, Pam Van Alstyne ([pvanalstyne@mtnskyumc.org](mailto:pvanalstyne@mtnskyumc.org)).
- The candidate is asked to pay \$250 to the Mountain Sky Conference (Attn: Pam Van Alstyne toward the cost of the assessment. **NOTIFY** your candidate of this requirement – lack of payment can hold up release of final reports.
- A therapist is assigned by the assessment coordinator (according to geographical area) and the therapist contacts the candidate to set up a time to meet for interpretation of the results.
- The therapist sends the report to assessment coordinator.
- The assessment coordinator sends the report to the candidate and DCOM chairperson or registrar.

**Note 1:** When a candidate is licensed for pastoral ministry, either as a local pastor or commissioned candidate, that pastor is done with UMCares (upon completion of all UMCares steps).

**Note 2:** The BOM policy is that “New psychological assessments are needed after three years if a certified candidate is transferring into the Mountain Sky Conference, but after five years, or at the discretion of the DCOM, if they are staying at the DCOM level within the conference.”

# RESOURCES

**Mountain Sky Conference of the United Methodist Church**  
**Candidacy Process Checklist**

*Revised 12/2020*

*Most forms found at [www.mtnskyumc.org](http://www.mtnskyumc.org) under Administration/Forms/Clergy and Candidacy Forms*

*Note to Candidate: While there are many people that will come alongside you during this process for discernment, support and encouragement, YOU are in charge of your own process, knowing the steps and what is required of you.*

Name \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email \_\_\_\_\_

Charge Conference & Church membership at beginning of process \_\_\_\_\_

District/Sub-District \_\_\_\_\_

School Status \_\_\_\_\_ Date of expected grad. from seminary \_\_\_\_\_ Or Course of Study \_\_\_\_\_

Ministry setting \_\_\_\_\_

**\*Note: Requirements are not necessarily sequential steps. Confer with your DCOM if you have questions about the process.**

**BEGINNING** (2016 BOD ¶1310) (Date each requirement when completed.)

\_\_\_\_\_ Contact pastor, district superintendent or other deacon or elder

\_\_\_\_\_ Use resources recommended by the General Board of Higher Education and Ministry, such as *The Christian as Minister* or the *Ministry Inquiry Process*, and discuss with a clergy guide (recommended, not required)

\_\_\_\_\_ High school degree or equivalent

\_\_\_\_\_ Member of The United Methodist Church or baptized participant of a recognized United Methodist campus ministry or other United Methodist Ministry setting for one (1) year. Date of membership: \_\_\_\_\_

\_\_\_\_\_ Apply to the DS in writing, including a statement of call; ask for admission to the candidacy program and assignment of a candidacy mentor. MENTOR \_\_\_\_\_

\_\_\_\_\_ Complete Candidacy online enrollment \$75 payment (you will receive an email inviting you into UMCares online system—add [notifications@umcares.com](mailto:notifications@umcares.com) to ensure receipt of emails)

\_\_\_\_\_ Request interview by Pastor/Staff Parish Relations Committee of the church in which you are an active member or equivalent in your ministry setting; provide Statement of Call and responses to disciplinary questions in ¶1310

\_\_\_\_\_ Request recommendation by charge conference in which you are actively involved (or equivalent as specified by DCOM) -- [results in Form 104—Declaration of Candidacy/Charge Conf Recommendation]

\_\_\_\_\_ Continue candidacy program with candidacy mentor and academic requirements

\_\_\_\_\_ Completion of Orientation to Ministry (OTM—MUST be completed prior to first appointment) ¶1312

**CERTIFIED CANDIDACY (2016 BOD ¶310.2)**

\_\_\_\_\_ Written response to ministry questions in ¶310.2a

\_\_\_\_\_ Psychological assessment [*Mentor will assist with this process through UMCares/ includes a \$250 fee, made by check, to Mountain Sky Conference/ assessment must be no more than 5 years old at time of commissioning*]

\_\_\_\_\_ Criminal background and credit check (ask DS, DCOM or go to [www.mtnskyumc.org](http://www.mtnskyumc.org) to find forms)

\_\_\_\_\_ Notarized statement certifying have neither been accused in writing nor convicted of a felony, misdemeanor, or any incident of sexual misconduct or child abuse (called "Candidate Questionnaire" on [www.mtnskyumc.org](http://www.mtnskyumc.org))

\_\_\_\_\_ Completion of any other requirements from DCOM:

- List: 1. \_\_\_\_\_  
2. \_\_\_\_\_

\_\_\_\_\_ Examination and approval of DCOM

*Note: Certification **does not happen** at the first meeting with the DCOM. Every district is slightly different, but each DCOM will need to have at least one "get-to-know-you" session before being able to vote on certification.*

**CONTINUING CANDIDACY (2016 BOD ¶313)**

*(A certified candidate may be continued as a candidate for no more than twelve years following certification. ¶313.5)*

\_\_\_\_\_ Annual recommendation by charge conference

\_\_\_\_\_ Annual interview and approval of DCOM

\_\_\_\_\_ Annual report of satisfactory progress of studies and copy of transcripts from university or school of theology

**LOCAL PASTOR (2016 BOD ¶315-320)**

\_\_\_\_\_ Has completed all the conditions for certified candidacy

\_\_\_\_\_ Submits a satisfactory certificate of good health (Form 103)

\_\_\_\_\_ Applies to and completed Licensing School (*this is Mtn Sky BOM Policy, even if MDiv is in process/completed*)

Assessment of Licensing School Dean: \_\_\_\_\_ High Pass \_\_\_\_\_ Pass \_\_\_\_\_ Not Pass

\_\_\_\_\_ Recommended without reservation \_\_\_\_\_ Recommended

\_\_\_\_\_ Recommended with reservation \_\_\_\_\_ Not recommended

\_\_\_\_\_ Receives recommendation for Local Pastor License from DCOM, either at time of re-certification or another time

\_\_\_\_\_ Bishop assigns pastoral appointment and then issues license for specific ministry locations (*DS initiates license*)

\_\_\_\_\_ Applies for Course of Study to be completed within 8 years by full-time and 12 years by part-time local pastors (up to one half may be taken by correspondence or online/distance learning)

Transcripts received: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ *If desiring ordination:* Advanced Course of Study or MDiv completed and transcript received from: \_\_\_\_\_

\_\_\_\_\_ *If desiring ordination:* Date applies for provisional membership (see checklist below for provisional member)

**ASSOCIATE MEMBERSHIP (2016 BOD ¶322)**

\_\_\_\_\_ Annual renewal of license for pastoral ministry with service as a full-time local pastor for four years (or equivalent)

\_\_\_\_\_ Reached the age of 40

\_\_\_\_\_ Completed the 5 year Course of Study (up to one half may be taken by correspondence or online/distance learning)

\_\_\_\_\_ Completed at least 60 undergraduate hours

\_\_\_\_\_ Recommended by DCOM and D.S.

\_\_\_\_\_ Satisfied the BOM regarding physical, mental, emotional health (current psychological and background checks, less than 5 years old)

\_\_\_\_\_ Complete paperwork as required by BOM (2016 BOD ¶324.9 Questions k), l) and m) are not applicable)

\_\_\_\_\_ Declare willingness to accept continuing full-time appointments

\_\_\_\_\_ Recommended by BOM

**APPROVAL FOR PROVISIONAL MEMBERSHIP (2016 BOD ¶324)**

TRACK (please circle):            DEACON            ELDER

\_\_\_\_\_ Date candidate completed certification (*Note: Minimum of 1 year of Certified Candidacy*)

\_\_\_\_\_ Transcripts submitted to DCOM from college/university verifying Bachelor's degree  
Transcripts received: \_\_\_\_\_

\_\_\_\_\_ Transcripts from seminary where MDiv completed (*Deacons—MA or MDiv required for ordination,*)  
*[Note to Candidate: Make sure with your school's registrar that you are meeting these Mountain Sky Conference educational requirements: Old Testament; New Testament; Theology; Church History; Mission of the Church and World; Evangelism; Worship/Liturgy; United Methodist Doctrine; United Methodist Polity; United Methodist History.]*  
Transcripts received: \_\_\_\_\_

\_\_\_\_\_ DCOM recommends by  $\frac{3}{4}$  vote for commissioning – notified BOM Registrar in writing (*deadline for candidates to be submitted for BOM consideration of Provisional Membership for the following year is November 15<sup>th</sup>*)

\_\_\_\_\_ Candidate makes formal application for provisional membership to conference using GBHEM form

\_\_\_\_\_ Candidate receives written assignment from BOM registrar, completes and submits it to the registrar by January 31 or before. *Note: Once the candidate receives this written assignment, files and supervision transfer from the DCOM to the BOM*

\_\_\_\_\_ Candidate interviews with committee of the BOM at the Spring meeting (*March*)

\_\_\_\_\_ BOM votes to commission

\_\_\_\_\_ Name of Clergy Mentor assigned: \_\_\_\_\_

\_\_\_\_\_ BOM votes not to commission—Notes:

\_\_\_\_\_ Provisional membership and commission awarded by vote of Clergy Session of the Annual Conference. License for Pastoral Ministry for Elders and LLPs is the responsibility of the DS and Bishop.

\_\_\_\_\_ Provisional membership reviewed and continued annually for no less than 2 years

\_\_\_\_\_ Appointment statuses:  $\frac{1}{4}$ ;  $\frac{1}{2}$ ;  $\frac{3}{4}$ ; Full-time.

\_\_\_\_\_ Applies to and completed Licensing School (*this is Mtn Sky BOM Policy, effective 7/1/2020, even if MDiv is in process/completed—Licensing School must be completed by all Local Pastors or Provisional Elders prior to their first appointment. Ministerial Education Funds pay the tuition for Licensing School for all Mountain Sky candidates*)

#### **FULL MEMBERSHIP AND ORDERS (2016 BOD ¶328-336)**

\_\_\_\_\_ At least two years as a provisional member and candidate under supervision of a DS

\_\_\_\_\_ Provisional member applies to BOM for admission for full connection and Elder's or Deacon's orders

\_\_\_\_\_ Written assignment received from BOM registrar, completed and returned to BOM registrar in designated time

\_\_\_\_\_ BOM committee conducts interview at ministry site

\_\_\_\_\_ BOM recommends for full membership and orders and Spring meeting/ \_\_\_\_\_ BOM does not recommend

\_\_\_\_\_ BOM votes discontinuance of provisional status

\_\_\_\_\_ Clergy session of Annual Conference votes candidates into full connection and elder or deacon orders.

**WHO CAN I CONTACT WITH QUESTIONS?** First, contact your candidacy or clergy mentor, your DSCOM chair or registrar, your District Superintendent. If needed, contact Sand Dillon, BOM Chairperson ([revsandi@outlook.com](mailto:revsandi@outlook.com)) or Carrie West, BOM Registrar ([carrie.west1169@gmail.com](mailto:carrie.west1169@gmail.com)).

**General Board of Higher Education & Ministry  
Division of Ordained Ministry  
Candidacy Mentor Job Description**



- ❖ Meet with the candidate to establish covenant and schedule for meetings.
- ❖ Pray for the candidate.
- ❖ Work with candidate through *Fulfilling God's Call: Guidelines for Candidacy*.
- ❖ Establish and maintain negotiated confidentiality between candidate and mentor.
- ❖ Provide guidance for the psychological assessment process.
  - Apply online for packet (Form 112) or know the system that your conference uses.
  - Proctor assessments unless the annual conference provides a proctor.
  - Make sure all forms in the assessment packets are completed before returning to the GBHEM Candidacy Office.
- ❖ Assist candidate with preparation for S/P-PRC and charge conference meetings.
- ❖ Write annual mentor reports to dCOM.
- ❖ Meet with the dCOM and candidate at the certification approval meeting.
  - Share mentor report.
  - Record vote and recommendation of dCOM online via Form 113.
- ❖ Inform BOM Candidacy Registrar of any change of status of candidate.
- ❖ Maintain a Candidacy Mentor File:
  - Copy of Form 101
  - Copy of psychological assessment application form
  - Biographical information
  - Copy of form 113
  - Copy of mentor reports

**General Board of Higher Education & Ministry  
Division of Ordained Ministry  
Clergy Mentor Job Description**



**General Clergy Mentoring Responsibilities**

- ❖ Meet to establish a covenant and schedule for regular and ongoing meetings.
- ❖ Pray for those who are mentored.
- ❖ Use the *Clergy Mentoring Manual* published by GBHEM as a guide for meeting content, structure, and covenant.
- ❖ Establish and maintain negotiated confidentiality in the mentoring relationship, building on trust.
- ❖ Make at least one onsite visit to the workplace of the local pastor or provisional member each year to enhance reflection on ministry practices. Do not meet with the S/P-PRC or the DS as a part of the site visit.
- ❖ Help the person or group being mentored to focus on issues of role, authority, and office, and to reflect theologically on their practice of ministry.
- ❖ Encourage the clergy to reflect on their growth in discernment of vocation.

**Local Pastor Mentor Responsibilities**

- ❖ Become familiar with Course of Study and Extension School for local pastors and the educational materials used.
- ❖ Discuss Course of Study work with the clergy and consult on matters of pastoral responsibility. Discuss specific assignments from Course of Study instructors.
- ❖ Offer feedback about coursework.
- ❖ Know about resources, contact persons, and procedures relevant to continuation as a Local Pastor – including any dCOM deadlines related to the application process for continuation and interviews.
- ❖ Write annual mentor reports for the dCOM.

**Provisional Member Mentor Responsibilities**

- ❖ Learn about the Residency in Ministry (RIM) program and materials used for RIM.
- ❖ Know the resources, contact persons, and procedures relevant to the provisional process – including any BOM deadlines related to the application process and interviews.
- ❖ Write annual mentor reports to the BOM.

## COS Curriculum

FOCUS	Year One- Foundation	Year Two	Year Three	Year Four	Year Five- Integrative
<b>Bible</b>	<b>121</b> Bible I: Introduction	<b>221</b> Bible II: Torah & Israel's History	<b>321</b> Bible III: Gospels	<b>421</b> Bible IV: Prophets, Psalms & Wisdom Lit	<b>521</b> Bible V: Acts, Epistles & Revelation
<b>Theology</b>	<b>122</b> Theological Heritage I: Introduction	<b>222</b> Theological Heritage II: Early Church	<b>322</b> Theological Heritage III: Medieval- Reformation	<b>422</b> Theological Heritage IV: Wesleyan Movement	<b>522</b> Theology in the Contemporary Church
<b>Congregational Life</b>	<b>123</b> Formation & Discipleship	<b>223</b> Worship & Sacraments	<b>323</b> Congregational Care	<b>423</b> Mission	<b>523</b> Evangelism
<b>Pastoral Identity</b>	<b>124</b> Transformative Leadership	<b>224</b> Administration & Polity	<b>324</b> Preaching	<b>424</b> Ethics	<b>524</b> Theological Reflection: Practice of Ministry

# Who to Contact

Use the chart below as a reference for whom to contact during the candidacy process.

ABOUT...	If I am the Candidacy Registrar:	If I am the Candidacy Mentor:	If I am the District Superintendent:	If I am the Candidate:
ENTERING NEW MENTORS OR DATABASE QUESTIONS	Candidacy Assessment Coordinator (615) 340-7374	Conference Candidacy Registrar		District Superintendent or dCOM Chair to name a mentor
CANDIDACY APPLICATION OR GUIDEBOOK QUESTIONS	Candidacy Assessment Coordinator (615) 340-7374	Conference Candidacy Registrar		Candidacy Mentor
PSYCHOLOGICAL ASSESSMENT QUESTIONS	Candidacy Assessment Coordinator (615) 340-7374	Candidacy Assessment Coordinator (615) 340-7374	Candidacy Mentor or Candidacy Assessment Coordinator (615) 340-7374	Candidacy Mentor
Technical Questions Regarding UMCARES	Application Developer			

TO GET...	If I am the Candidacy Registrar:	If I am the Candidacy Mentor:	If I am the District Superintendent:	If I am the Candidate:
CANDIDACY FORMS	The GBHEM Candidacy Forms for candidates are accessed through UMCARES. All other forms can be secured through your process.			
CANDIDACY MENTOR TRAINING SUPPLIES and MENTOR MANUAL	Candidacy Assessment Coordinator (615) 340-7374	Conference Candidacy Registrar (at Mentor Training)	Conference Candidacy Registrar	
CANDIDACY GUIDEBOOK	Order through UMCARES	Order through UMCARES	Order through UMCARES	Contact a pastor at your local church to begin the candidacy process.
<i>THE CHRISTIAN AS MINISTER</i>	Cokesbury 1 (800) 672-1789			
PSYCHOLOGICAL ASSESSMENT PACKET	Complete the <b>Request Assessment Materials</b> step in UMCARES Psychological Assessment Track	Complete the <b>Request Assessment Materials</b> step in UMCARES Psychological Assessment Track	Complete the <b>Request Assessment Materials</b> step in UMCARES Psychological Assessment Track	Candidacy Mentor

<http://www.gbhem.org/clergy/candidacy/who-contact>

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