

Mountain Sky Conference of the United Methodist Church
Candidacy Process Checklist

Revised 6/2021

Most forms found at 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 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 [Our Psychological Assessments are completed through a service called Leaderwise- www.leaderwise.org. Fees for the assessment are \$1323 for 2021 and are covered as follows - \$400 from the candidate, \$400 from candidate's supporting church community, with the remaining balance paid by the MSC BOM.]

_____ Criminal background and credit check (ask DS, DCOM or go to 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)

_____ 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 15th*)

_____ 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) or Carrie West, BOM Registrar (carrie.west1169@gmail.com).