

Candidacy Tracking Form - Beginning Candidacy (Inquiring to Exploring Candidate)		Actions To Be Performed by				Action Completed
		Candidate	District Superintendent or AA	DCOM	Mentor	Date
Steps	Actions					
1	<i>Perceive a call to ministry</i>	x				
2	<i>Contact home church pastor or other UM pastor</i>	x				
3	<i>Recommended - Read Christian As Minister or Beyond The Burning Bush, discuss with pastor, friend, and/or spouse; seek God's direction</i>	x				
4	<i>Review the Book of Discipline 2016, with particular emphasis on Paragraphs 301-368</i>	x				
5	<i>Have a High School diploma or GED</i>	x				
6	<i>Meet with the District Superintendent requesting admission to the candidacy process, include a brief written statement of call</i>	x				
7	<i>Be a member of the United Methodist Church (or other UM Ministry) for one year; this may occur concurrently with the studies but must be fulfilled before certification</i>	x				
8	<i>Be assigned a Candidacy Mentor or Group</i>		x			
	<i>a) DS approves Candidacy Enrollment</i>		x			
	<i>b) "Sign" email notice from GBHEM</i>				x	
	<i>c) Enroll in Online Candidacy Studies, pay \$75 fee</i>	x				
9	<i>Work on Candidacy Studies with group or mentor</i>	x				
10	<i>Meet with District Committee on Ordained Ministry as requested</i>			x		
*	<i>Attend a "God's Call" event ; This may be done at any stage in the candidacy process but must be done prior to becoming a Certified Candidate</i>	x				

Reference: Book of Discipline 2016, Paragraph 310
 The Beginning Candidacy process is confidential. Your name will not be published nor will your interest in pastoral ministry be made public by the District Superintendent, your pastor, your Candidacy Mentor or the District Committee on Ordained Ministry unless you choose to make it known.

Candidacy Tracking Form - Beginning Candidate towards Certified		Actions To Be Performed by				Action Completed
		Candidate	District Superintendent or AA	DCOM	Mentor	Date
1	Complete the Candidacy Guidebook with your group or Candidacy Mentor	x				
	<i>If you have prayerfully discerned that God IS calling you to licensed or ordained ministry and you are ready to accept that call, take the following steps</i>	x				
2	Get a written recommendation from your pastor	x				
3	Request, through your pastor, an interview with the Staff Parish Relations Committee	x				
	a) Write a statement of Call & be interviewed in light of Wesley's Historic Questions, Paragraph 310.1.d	x				
	b) Receive a positive recommendation from the SPRC	x				
4	Write a letter of Intention to District Superintendent requesting your Charge Conference's approval as a Candidate for Ministry	x				
	a) Charge Conference is held; 2/3 vote of approval needed, written ballot; candidacy is now public knowledge		x			
5	Fill out and submit Form 104/2013 to the District Superintendent. Form may be found at http://www.bomlibrary.org/forms	x				
6	Take Psychological Testing & sign release form; This is done during the candidacy stage and must be done prior to becoming a Certified Candidate, may take 3-6 months. This is NOT done through UMCARES. The DCOM and DS will determine when the tests are to be taken.		x			
7	Attend a "God's Call" event ; This may be done at any stage in the candidacy process but must be done prior to becoming a Certified Candidate	x				

Reference: Book of Discipline 2016, Paragraph 310

Candidacy Tracking Form - Beginnig Candidate to Certified Candidate		Actions To Be Performed by				Action Completed
		Candidate	District Superintendent or AA	DCOM	Mentor	Date
1	<i>Prepare for meeting with District Committee</i>					
	<i>a) Candidacy Mentor writes discernment report to District Committee using form found on www.scbom.org under the Mentors tab</i>				x	
	<i>b) Submit statement of Call and written responses to Paragraph 310.2.a.(i) (ii) (iii) (iv) and (v)</i>	x				
	<i>c) State Police Criminal Background Check</i>	x				
	<i>d) PA Child Abuse Clearance Check</i>	x				
	<i>e) FBI Criminal History Report (fingerprint based)</i>	x				
	<i>f) Special Trak-1 Credit Check</i>		x			
	<i>g) If a veteran, submit a copy of DD-214 discharge papers</i>	x				
	<i>h) Medical Report - form 103 (updated 2016)</i>	x				
	<i>i) Notarized statements required by Paragraph 310.2.b using form 114 (updated 2016)</i>	x				
	<i>j) Read and agree to standards of Christian life as described in Paragraph 102-104, 160-166 as per Paragraph 310.2.d</i>	x				
2	<i>Meet with the District Committee and be approved by a 3/4 majority written vote - you are now a Certified Candidate</i>			x		
3	<i>Complete form 113 through UMCARES</i>				x	
4	<i>Attend a Safe Sanctuaries Training Course prior to or within six months after beginning to serve a church. Thereafter, Safe Sanctuaries Training must be completed every 4 years.</i>	x				
5	<i>Attend a Basic Boundaries Course prior to or within six months after beginning to serve a church. Thereafter, an advanced training must be completed every 4 years.</i>	x				

Continuing Candidacy Towards Seminary and Ordination		Actions To Be Performed by			Action Completed	
		Steps	Actions	Candidate	District Superintendent or AA	DCOM
1	Be assigned a Clergy Mentor			X		
2	Be approved Annually by Charge Conference		X			
3	Annual Interview & Approval by DCOM				X	
4	Complete and return form 117 on church support annually		X			
5	While in seminary or grad school - at the conclusion of each semester, send a copy of your transcript to the DCOM		X			
*	You must make progress toward your educational goals to be continued as a Candidate for Ministry		X			
*	As a certified Candidate you may apply for financial Aid through the Student Aid Fund and may be eligible of 50/50 tuition at UM Seminaries		X			
*	A certified Candidate who is enrolled in Seminary is eligible for insurance coverage. Contact the Conference Finance Office for information		X			
6	Service Requirement (BOD Paragraph 324.2)					
	a) Submit proposal to DCOM for Service Requirement (100 hours)		X			
	b) Complete Service Requirement		X			
	c) DCOM sends verification of completion to Registrar				X	
7	Become a Licensed Local Pastor (Elder's Track)					
	a) Attend a Local Pastor Licensing School OR Complete at least 1/3 of M.Div. courses		X			
	b) Be approved for License by DCOM & renew annually				X	
*	This may be done during college and/or seminary if you desire to serve a church while pursuing your studies; you may choose to wait until commissioning to be licensed					
8	In senior year (or later) of Theological Education, apply for Commissioning		X			
	a) Contact Elder's or Deacon's Registrar for packet of materials		X			
	b) Complete all materials by the deadline given		X			
	c) Be recommended by DCOM				X	
	d) Interview with BOOM in Feb/March		X			

Becoming a Licensed Local Pastor through Course of Study		Actions To Be Performed by			Action Completed
		Candidate	District Superintendent or AA	DCOM	Date
1	<i>Be assigned a Clergy Mentor</i>		X		
2	<i>Attend Local Pastor Licensing School</i>	X			
3	<i>Receive approval from DCOM as a Licensed Local Pastor</i>			X	
4	<i>Complete and return form 117 on church support annually</i>	X			
5	Interview and receive annual approval from DCOM			X	
6	<i>Enroll in Course of Study within 1 year of completing License</i>	X			
7	<i>Attend Course of Study</i>	X			
	<i>a) If appointed Full time, 4 courses per year</i>				
	<i>b) If appointed Part time, minimum 2 courses per year</i>				
	<i>c) seek DCOM approval if taking fewer courses</i>				
	<i>d) Full time must complete COS in 8 years</i>				
	<i>e) Part time must complete COS in 12 years</i>				
*	<i>A Licensed Local Pastor is only licensed when appointed by the Bishop; if no appointment is available, you may be designated as approved but not appointed</i>				
*	<i>Participate in the Fellowship of Local Pastors and Associate Members</i>	X			
*	<i>After COS, Consider becoming an Associate Member</i>				
*	<i>After COS, Consider taking the Advanced Course of Study</i>				
*	<i>Attend a Safe Sanctuaries Training Course prior to or within six months after beginning to serve a church. Thereafter, Safe Sanctuaries Training must be completed every 4 years.</i>	X			
*	<i>Attend a Basic Boundaries Course prior to or within six months after beginning to serve a church. Thereafter, an advanced training must be completed every 4 years.</i>	X			