

Name \_\_\_\_\_

District \_\_\_\_\_

Mentor \_\_\_\_\_

Charge Conference \_\_\_\_\_



### Certified Candidate Checklist

¶ 302. *Ordination and Apostolic Ministry—The pattern for this response to the call is provided in the development of the early church. The apostles led in prayer, teaching and preaching, ordered the spiritual and temporal life of the community, established leadership for the ministry of service, and provided for the proclamation of the gospel to new persons and in new places. The early church, through the laying on of hands, set apart persons with responsibility to preach, to teach, to administer the sacraments, to nurture, to heal, to gather the community in worship, and to send them forth in witness. The church also set apart other persons to care for the physical needs of others, reflecting the concerns for the people of the world. In the New Testament (Acts 6), we see the apostles identifying and authorizing persons to a ministry of service.*

*These functions, though set apart, were never separate from the ministry of the whole people of God. Paul states (Ephesians 4:1-12) that different gifts and ministries are given to all persons. The Wesleyan tradition has, from the beginning, encouraged a culture of call and a community of discernment, which affirms and supports the ministry of all Christians and identifies and authorizes persons into ministries of the ordained.*

**This checklist is intended to help guide you through the candidacy process  
Both the mentor and the candidate should keep a file containing copies of this and all other  
materials related to the candidate's progress in the candidacy process.**

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#### **I. The Inquiring Candidate: 2020/2024 Book of Discipline,**

1. Prospective candidate must be a member of The United Methodist Church or a baptized participant in an authorized ministry setting for a minimum of one (1) year prior to beginning the process.  
Date of Membership \_\_\_\_\_
2. Prospective candidate read the Christian as Minister and contacted the pastor in the local church or other authorized ministry setting (e.g. campus ministry) about ministry call. Date \_\_\_\_\_
3. Pastor/campus minister forwarded a letter of recommendation affirming the gifts of ministry and call of the individual to the District Superintendent. Date \_\_\_\_\_
4. Prospective candidate contacted the District Office and made an appointment with the District Superintendent. Date \_\_\_\_\_

#### **II. The Exploring Candidate: 2020/2024 Book of Discipline**

1. As part of the District Superintendent meeting, the DS gave the prospective candidate a schedule of Orientation to the Ministry (OTM) events, and advised to register with BOM Secretary ([bom@arumc.org](mailto:bom@arumc.org)).  
Date \_\_\_\_\_
2. Prospective candidate attended Orientation to the Ministry (OTM) event. Date \_\_\_\_\_
3. Prospective candidate (a) wrote a reflection paper (AR041, assignment was given at OTM. ¶1310.1d) and submitted to the District Registrar and asked to be assigned a candidacy mentor. Date \_\_\_\_\_

4. Completed Parts I and II of the Answering the Call Candidacy Guidebook with assigned mentor. Date\_\_\_\_\_
5. Prospective Candidate completed Candidacy Discernment Assignment (AR042) (send to SPRC) Date\_\_\_\_\_  
Date\_\_\_\_\_
6. Prospective Candidate wrote a letter requesting to interview with the Pastor of home Church and the church's PPRC/SPRC Committee. Date\_\_\_\_\_
7. Prospective Candidate interviewed with PPRC/SPRC using Candidacy Discernment Assignment (see #5). Date\_\_\_\_\_  
If recommended, the Chair of the PPRC/SPRC submits Form AR010 to the District District Registrar. Date\_\_\_\_\_
8. Prospective Candidate met with charge conference of local church. Date\_\_\_\_\_  
*(Charge conference meeting shall be preceded by 2 public announcements, and be held in the presence of the Bishop, DS, or an authorized elder. Candidate must have graduated from an accredited high school or have a certificate of equivalency)*  
If recommended, Form 104a submitted to the District Registrar. Date\_\_\_\_\_  
(Voted by written ballot by three fourths of the charge conference present- Par.310.2e)

### III. The Declared Candidate: 2020/2024 Book of Discipline,

1. Pay \$50 for Assessment packet via online or mailed to District Office.  
(checks made payable to AR Conference UMC to defray assessment costs.) Date\_\_\_\_\_
2. Received "Ministerial Assessment Package" instructions from District Registrar.  
Packet includes: Personal Data Inventory, Medical Assessment and link. Date\_\_\_\_\_
3. Candidate completes PDI and Scheduled appointment for medical examination.(Costs associated with medical exam are candidate's responsibility.) Date\_\_\_\_\_
4. Completed and submitted Ministerial Assessment Package including selecting a psychologist and attaching PDI and Medical Assessment. Date\_\_\_\_\_
5. Received and Completed Safe Gatherings Certification. Date\_\_\_\_\_
6. Scheduled psychologist appointment. Date\_\_\_\_\_
7. Attended Interview with psychologist. Date\_\_\_\_\_
8. Candidate submits AR104b Request for Interview to District (this form includes AR042, college transcripts, and dates of Charge Conference approval) Date\_\_\_\_\_
9. Mentor submitted a Candidacy Mentor's Discernment Report (Form AR080) Date\_\_\_\_\_
10. Candidate attended dCOM interview meeting. Date\_\_\_\_\_
11. If approved, Candidate and Mentor receive Report of Completion (Form 113) Date\_\_\_\_\_
12. The District Registrar sent dCOM AR020 to BOM (copy sent to candidate) Date\_\_\_\_\_

¶311 A certified candidate is eligible for appointment as a local pastor upon completion of License for Pastoral Ministry. (¶311) Those appointed as local pastors are clergy members of the annual conference (¶602.1) and are no longer listed as certified candidates. They do not continue with candidacy mentors but are assigned a clergy mentor.

Candidate attended Local Pastor Licensing School (if applicable). Date \_\_\_\_\_  
Candidate received Local Pastor License. Date \_\_\_\_\_  
DS Assigned Local Pastor a Clergy Mentor or Circuit Elder Date \_\_\_\_\_

#### IV. The Continuing Candidate: 2020\_2024 Book of Discipline

This is an annual process until the candidate graduates school and seeks provisional membership.  
Continued to work with Candidacy Mentor/Circuit Elder

1. Candidate prepared for annual dCOM meeting. Date \_\_\_\_\_
2. Mentor and Candidate completed Candidacy Mentors Discernment Report (online Form AR080). Date \_\_\_\_\_
3. Candidate sent official seminary transcript to District Registrar. Date \_\_\_\_\_
4. Candidate received annual recommendation from their charge conference. Date \_\_\_\_\_
5. A brief update written by the Continuing Candidate sharing current service in a congregation and demonstrating continued gifts, fruits and God's grace in the work of their ministry.

How are you currently serving in a congregation and demonstrating evidence of gifts, fruits and God's grace for the work of ministry?

When you received your initial certification for candidacy, you agreed to uphold the moral and social responsibility of licensed and ordained ministers. Do you continue to agree and uphold your responsibility as a candidate as outlined in ¶310.2d of the current Book of Discipline?

Give examples of how this responsibility, as outlined in ¶ 310.2d, is lived out in your daily life.

Date \_\_\_\_\_

6. Candidate was annually interviewed and approved by dCOM. Date \_\_\_\_\_
7. District Registrar completed online Form AR020 to Office of Ordained Ministry. Date \_\_\_\_\_

*Certified Candidates wishing to apply for Provisional Membership and eventual Ordination and Full Membership use the Seeking Election to Provisional Membership checklist*