District Committee on Ministry Candidacy Checklist: Candidate's Name _____

In File	Beginning Candidate – These are items that must be completed to become a Certified Candidate for Ministry. They do not need to be completed in order. A Certified Candidate may attend Licensing School. A Certified Candidate attending college or seminary is eligible for service grants from the Student Loan Fund.	Action to Be Performed By:				Action Complete Date
		Candidate	C.S. or Admin. A.	District Committee	Mentor	
	Member of UM Church for at least one year. Name of Church:	X				
1	**Written Correspondence letter to District Superintendent** requesting admission to Candidacy Process (*Include a brief statement of call*)	X				
2	**Fill out Biographical form** (form 102/2013)	X				
	a) Conference Superintendent's assigns a *Candidacy Mentor*		X			
	b) Enroll in *Passage (call District Office for Access information)*	X				
	c) Meet with mentor to work through candidacy materials	X			X	
3	**Meet with District Committee on Ordained Ministry (Minutes from meeting in file)**			X		
4	**Interview and vote by Staff/Pastor Parish Relations Committee of home church.** a) Must be a high school graduate or have GED b) Interview should include Statement of Call (Paragraph 310.1.d and Wesley's Historic Questions,) c) Vote must be written ballot with 2/3 majority vote d) **Minutes of the meeting reflecting the vote shall be sent to the Conference Superintendent**	X				
5	**Request Charge (or Church) Conference approval** – a) Make your request known to your pastor and the Conference superintendent after SPRC approval b) Charge (or Church) Conference will have a written ballot. There must be a 2/3 majority vote. Ballots must be retained by the secretary until the approval of the minutes at the next Charge Conference. **c) Minutes of the Charge Conference shall be forwarded to the Conference Superintendent** d) Must be approved annually until granted Certified Candidate status	X				
6	**Attend a God's Calling Event** (this may be done at any time prior to becoming a Certified Candidate) – send copy of certificate to Conference Superintendent	X				
7	**Psychological Testing** – Conference Superintendent will order the testing at the appropriate time. Candidate signs release form**.**	X	X			
8	**Complete Psychological Testing and Participate in Review of Testing.** Encourage references to respond in a timely manner	X				
9	**Credit Check –** sign release form available https://susumc.org/dcom/ under Administrative and Financial forms. Results will be sent directly to your district office	X	X			

10	**Medical Report Form #103/2016** https://www.gbhem.org/bom-library/candidacy-resources/	**X**				
11	**NOTORIZED Statements Required in 310.2.b 1 & 2 Form 114** in the Book of Discipline. One form covers both. https://www.gbhem.org/bom-library/candidacy-resources/	**X**				
	Follow Procedures for Pastor Clearances found on the Conference website for 12-14 https://susumc.org/safe-sanctuaries/					
12	**Current State Police Background Check** *(must be updated every 5 years)*	**X**				
13	**Current Pennsylvania Child Abuse Clearance** *(must be updated every 5 years)*	**X**				
	To be Completed for Consideration for Certification (Continued)	**Action To Be Performed By:**				**Action Complete Date**
		Candidate	**C.S. or Admin. A.**	**District Committee**	**Mentor**	
14	**Current F.B.I. Fingerprint Clearance** *(must be updated every 5 years*	**X**				
15	**If a veteran, submit a copy of DD-214 discharge papers**	**X**				
16	**Declaration of Candidacy Form #104** https://www.gbhem.org/bom-library/candidacy-resources/	**X**				
17	**Request a meeting with DCOM seeking approval as a Certified Candidate** a) Send written request to the Chairperson b) Ensure that steps 1-16 are complete c) Request that your candidacy mentor submit the Candidacy Mentor Report d) Bring the written statements in # 18 and 19 below e) if you already are serving or will begin serving a church #21 and 22 must be complete within 6 months of beginning to serve. If you are attending seminary and not serving, those may wait	**X**				
18	**Written Statement of Call** *to include statements in Paragraph 310.2.a (i),(ii),(iii), (iv), (v), (vi)* *in The Book of Discipline.*	**X**				
19	**Written Signed Statement of agreement to Standards of Christian Life** *(¶310.2.*d in *The Book of Discipline)*	**X**				
20	**Complete form 113** *(only through Passage)*	**X**				
21	**Certificate of completion of MinistrySafe Training** through your church's account *(Must be completed every 5 years)* ***Online training only***	**X**				
22	**Certification of Participation in Boundaries Training** *(Within 6 months of appointment & every 4 years while serving)* **Boundaries Training is sometimes included in Licensing School Curriculum**	**X**				

	Certified Candidates seeking Commissioning and Ordination via Seminary Education	Action To Be Performed By:				Action Complete Date
		Candidate	C.S. or Admin. A.	District Committee	Mentor	
Optional	May attend licensing school and serve full or part time while in college and/or seminary or May receive LP license after 1/3 of M.Div. credits are earned 1) May serve Full-time in church while attending seminary part time 2) May serve Part time in church while attending seminary full time	X	X			
	Maintain membership in UM Church	X				
23	**Complete and return form 117 Church Support** Annually https://www.gbhem.org/bom-library/candidacy-resources/	X				
24	**Meet annually with DCOM for continuation as a Certified Candidate**	X		X		
25	Undergraduate Degree Complete (College/Degree/Date) University: Degree: Date: . **Submit transcripts annually until graduation/Final Transcript**	X				
26	Enroll in and attend a University Senate Approved Seminary	X				
27	Check Educational requirements for Elder/Deacon per current Book of Discipline	X				
28	Check Susquehanna Conference's Educational Requirements & ensure you fulfill them https://susumc.org/dcom-resources/	X				
29	**Submit Seminary Transcript** *(each semester), Final Transcript must be an Official Transcript*	X				
30	Anticipated Graduation Date	X				
31	**Service Requirement:** conduct interviews and submit proposal https://susumc.org/candidacy-process/ (right side menu)	X		X		
32	**Complete Service Requirement**	X				
33	Contact Conference Board of Ordained Ministry Deacon Registrar or Elder Registrar in Fall of Senior Year to receive Commissioning Packet or anytime after seminary graduation	X				
34	**Interview w/District Committee on Ordained Ministry. Approval requires a ¾ majority written vote.**	X		X		

	Local Pastor (not seeking ordination)	Action To Be Performed By:				Action Complete Date
		Candidate	C.S. or Admin. A.	District Committee	Mentor	
23	**Be assigned a Clergy Mentor**		X			
24	**a) Attend and successfully complete Local Pastor Licensing School** b) Be approved by DCOM for Licensing upon Appointment c) Be appointed by the Bishop to a full or part time charge	X		X		
25	**Interview and receive annual approval from the District Committee on Ordained Ministry.**	X		X		
26	**Complete and *return form 117 on Church support annually*** https://www.gbhem.org/bom-library/candidacy-resources/	X				
27	**Enroll in Course of Study** within 1 year of completing Licensing *School* a) if appointed full time, must be completed within 8 years. b) if appointed part time, must be completed within 12 years c) Get DCOM approval if circumstances prevent you from taking any classes during a year	X				
28	**Submit Course of Study Transcripts Annually**	X				
	Failure to make appropriate progress in Course of Study may result in loss of License	X				
	When Course of Study is complete a) Clergy Mentor is not required b) You may serve as a clergy Mentor c) You are expected to complete Continuing Education requirements as outlined for	X				
	Meet with Fellowship of Local Pastors and Associate Members when able	X				

=indicated through minutes = Action indicated not filed

Revised 1/20/2022