



**Beginning  
Candidacy:  
Apply and  
Enroll**  
(¶311.1c)

*Exploring*

- C. The Exploring Candidate is responsible for contacting his/her Candidacy Mentor and setting up an initial meeting. At the first 2 meetings (scheduled as close together as possible), the following items will be attended to:
1. Together, Exploring Candidate and Candidacy Mentor, will go over the materials in Section 1 of Candidacy Guidebook (pp.11-24) using the Candidacy Mentor's Guidebook
  2. Exploring Candidate completes the United Methodist Church Biographical Information Form (Form 102/2004) and the WNY Supplement Form (2005). The following people should receive a copy: Candidacy Mentor, DS, and the dCOM Registrar (Rev. Rodney Mileham). The Candidate should also retain a copy.
  3. Exploring Candidate completes the Inventory of Religious Activities and Interests (IRAI), following the specific directions. (Note: the candidate may take the IRAI on his/her own, and then return to Candidacy Mentor ...Proctoring is NOT required for the administration of the IRAI.) The Candidacy Mentor retains the IRAI Test Booklet, Form M-97 for reuse. A copy of the completed IRAI answer sheet should be retained by the Candidate and Candidacy Mentor.
  4. The Candidate and Candidacy Mentor complete the Application for Candidacy Guidebook, Form 101/2004, paying special attention to the checklist at the bottom of the form to ensure that everything is completed properly.
  5. Candidate gives the Candidacy Mentor the \$50 program fee, check made payable to "Division of Ordained Ministry."
  6. Candidacy Mentor will mail items #3, #4, #5 to DOM, Nashville (Mentor reviews "Common Problems with Form 101" before mailing.)

**PLEASE NOTE: SUMMER, 2005 IS THE PROJECTED TIME WHEN AN ONLINE PROCESS WILL BEGIN: THE IRAI CAN BE TAKEN ON LINE, FORM 101 CAN BE FILLED OUT ONLINE WITH PAYMENT. CANDIDACY MENTOR WILL USE THE ASSIGNED PIN WHEN THIS PROCESS IS INSTITUTED. MORE EFFEICIENCY IS THE GOAL!**

7. The candidate and Candidacy Mentor will complete the application process for the Psychological Assessment (Note: please see the **Instruction for the Administration of the Psychological Assessment Battery** to supplement the information below.):
  - a. Exploring Candidate completes the Personal Data Inventory (PDI)
  - b. Exploring Candidate completes the Personal and Professional Reference List, Form 2001-1.
  - c. Candidacy Mentor completes the Candidacy Mentor's Request for Assessment Packet for the DOM Candidacy Assessment office, Form 112/2004. Candidate chooses Ministerial Assessment Specialist.
  - d. Exploring Candidate gives the Candidacy Mentor the \$100 Psychological Assessment fee, check made payable to "Western New York Conference".
  - e. The Candidacy Mentor sends the PDI, Form 2001-1, and Form 112/2004 to the Candidacy Assessment Office, Nashville.
  - f. The Candidacy Mentor sends the \$100 check to the BOM Financial Coordinator. (Dr. John Navas Perez, 1746 Eggert Rd., Amherst, NY 14226).

**PLEASE NOTE: IT IS VERY IMPORTANT THAT THE PSYCHOLOGICAL ASSESSMENT APPLICATION BE COMPLETED IN THE FIRST 2**

**CANDIDACY  
STUDIES:**

*Exploring  
Phase  
(Cont.)*

**MEETINGS WITH THE CANDIDATE BECAUSE OF THE AMOUNT OF TIME REQUIRED FOR THE COMPLETION OF THEIR PSYCH ASSESSMENT, AND THE RECEIVING OF THE REPORT.**

8. (Optional for first meeting, but should be done within one month from first contact with Candidacy Mentor)
  - a. Complete the initial forms for Psychological Assessment
    - 1) Exploring Candidate completes the Personal Data Inventory (PDI)
    - 2) Exploring Candidate completes the Personal and Professional Reference List
    - 3) Candidacy Mentor completes the Request for Assessment Packet form
  - b. Exploring Candidate gives the Candidacy Mentor the \$120 Psychological Assessment Fee, check made payable to "Western New Work Conference".
  - c. The Candidacy Mentor sends the test material to Nashville
  - d. The Candidacy Mentor sends the check to Dr. John Navas-Perez.
- C. Once the Exploring Candidate has received their Guidebook, they work with their Candidacy Mentor to complete Section 2
- D. Requirements to move to next stage
  1. Be a graduate from an accredited High School or have Equivalency Degree

**CANDIDACY STUDIES:**

***Declaring Phase***

- A. The Declaring Candidate will work with their Candidacy Mentor to complete Section 3, Units 16 & 17 to prepare for their meetings with the Staff (Pastor)-Parish Relations Committee (S/PPRC) and the Church Conference.
  - 1. The Declaring Candidate obtains a certified transcript of education.
  - 2. The Declaring Candidate sends a letter their church requesting Charge Conference recommendation for candidacy.
- B. The Declaring Candidate meets with their pastor to share learning.
- C. The Declaring Candidate meets with S/PPRC
  - 1. The Declaring Candidate answers John Wesley's historical questions and any other questions the S/PPRC wishes to ask.
  - 2. The S/PPRC interviews Candidate and makes a decision regarding recommendation Charge Conference for Certified Candidacy.
  - 3. Fill in top of *Declaration of Candidacy for Ordained Ministry* (Form 104 - on pages 146-147 Candidacy Guidebook. The forms in this series are available online in the [www.gbhem.org](http://www.gbhem.org) library.)
- D. The Declaring Candidate meets with their Charge Conference for recommendation to the District Committee on Ministry.
- E. Requirements to move to next step
  - 1. Receive 2/3 affirmative written vote from Charge Conference
  - 2. Send completed *Declaration of Candidacy for Ordained Ministry* and certified transcript of education to the dCOM registrar (Rev. Rodney Mileham).
- F. Complete Section 3, Unit 18
  - 1. The Declaring Candidate prepares written responses for dCOM, items c-f on p. 149 Candidacy Guidebook, and has Candidacy Mentor review them.
  - 2. The Declaring Candidate submits all material to **dCOM at least two weeks prior** to their scheduled interview including the notarized Form 114, Candidate's Disclosure Form
  - 3. The Candidacy Mentor writes Discernment Report (p151-2 Candidacy Guidebook), receives release from Declaring Candidate, and submits report to dCOM at least two weeks prior to their scheduled interview.
  - 4. The Declaring Candidate and the Candidacy Mentor meet with dCOM for the Declaring Candidate's Certification Interview.
- G. Requirements to move to next stage
  - 1. Receive a 3/4 affirmative written vote for certification from the dCOM
  - 2. Candidacy Mentor completes the Approval Report Form **regardless** of dCOM decision and mails appropriate pages to persons so indicated on form. (Form 113, Candidacy Guidebook p 157)

**CANDIDACY STUDIES:**

***Certified Candidacy***

- A. Annual Requirements for Continuation as a Certified Candidate
  - 1. Satisfactory progress in academic studies (official transcript submitted to District Registrar annually)
  - 2. Annual renewal of recommendation from S/PPRC and Charge Conference It is the responsibility of the Candidate to see that the Charge Conference of their local church annually renews its recommendation of the Candidate.
  - 3. Annual renewal of certification from dCOM

<p>minimum 2 years maximum 12 years</p>	<p><b>If continuing as certified candidate or a Student Local Pastor</b> (Student local pastors are those attending seminary for a M.Div. degree and appointed as a Local Pastor to a charge.)</p> <ol style="list-style-type: none"> <li>1. Continue Candidacy Studies - Section 4 with Candidacy Mentor</li> <li>2. If becoming a Student Local Pastor then the Certified Candidate must Complete Local Pastor's Licensing School or 1/3 the work for M. Div. degree before being granted a license by the Bishop.</li> <li>3. Examination and recommendation of Local Pastor License by the dCOM and DS's approval for Local Pastor's License</li> <li>4. Approval of Local Pastor recommendation Reported to Annual Conference Board of Ordained Ministry by the dCOM</li> <li>5. Annual renewal of recommendation for Local Pastor License</li> </ol>	<p><b>If becoming a Local Pastor</b> (Full and Part-Time Local Pastors are those attending the Course of Study either at Wesley or some other approved school and appointed as a Local Pastor to a Charge.)</p> <ol style="list-style-type: none"> <li>1. Completion of Local Pastor's Licensing School</li> <li>2. Health Certificate completed and submit to Board of Ordained Ministry</li> <li>3. Examination and recommendation of Local Pastor License by the dCOM and DS's approval for Local Pastor's License</li> <li>4. Approval of Local Pastor recommendation Reported to Annual Conference Board of Ordained Ministry by the dCOM</li> <li>5. Closure of relationship with Candidacy Mentor (p. 272)</li> <li>6. Assigned a <u>Supervising Mentor</u> by dCOM and DS</li> <li>7. Annual satisfactory progress in Course of Study with transcript going to the dCOM Registrar (Rev. Don Forsberg)</li> <li>8. Annual renewal of recommendation for Local Pastor License</li> </ol>
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## **CANDIDACY STUDIES: *Culminating Phase***

<b>For Deacons &amp; Elder Orders</b>	<b>Alternate Requirements For Deacon Orders</b>	<b>Alternate Requirements for Elder Orders (coming as a Local Pastor)</b>
<ol style="list-style-type: none"> <li>1. Complete Section 5 of Guidebook</li> <li>2. Educational Qualifications Bachelor's Degree Elder - M.Div. including 24 hours of basic graduate theological education Deacon - Master in specialized ministry field plus 24 hours of basic graduate theological education</li> <li>3. Interview and recommendation by 3/4 affirmation vote of dCOM for Commissioning and Probationary Membership</li> <li>4. Required Materials submitted to BOM</li> <li>5. Interview and recommendation for Commissioning and Probationary Membership by BOM</li> <li>6. Affirmative Vote by Clergy Session</li> <li>7. Bring to close relationship with Candidacy Mentor (p. 272)</li> </ol> <p>See Qualifications in Candidacy Guidebook pp 257ff.</p>	<ol style="list-style-type: none"> <li>1. 35 years of age at time of certification</li> <li>2. Bachelor's Degree</li> <li>3. Certification of license in area of service(minimum of eight graduate hours)</li> <li>4. Plus 24 hours of basic theological education.</li> <li>5. Interview and recommendation by 3/4 affirmation vote of dCOM for Commissioning and Probationary Membership</li> <li>6. Required Materials submitted to BOM</li> <li>7. Interview and recommendation for Commissioning and Probationary Membership by BOM</li> <li>8. Affirmative Vote by Clergy Session</li> <li>9. Bring to close relationship with Candidacy Mentor (p. 272)</li> </ol>	<ol style="list-style-type: none"> <li>1. Forty years of age at time of application</li> <li>2. B.A. degree and completion of Course of Study</li> <li>3. 32 hours of graduate theological study or equivalent to include 24 hours of basic graduate theological education.</li> <li>4. Interview and recommendation by 3/4 affirmation vote of dCOM for Commissioning and Probationary Membership</li> <li>5. Required Materials submitted to BOM</li> <li>6. Interview and recommendation for Commissioning and Probationary Membership by BOM</li> <li>7. Affirmative Vote by Clergy Session</li> <li>8. Bring to close relationship with Supervising Mentor</li> </ol>