

*Handbook for
Candidacy Mentors
Florida
Annual Conference
The United
Methodist Church*

2008

Florida Conference Process Chart

Key Words

Florida Conference Candidacy Process for Deacon, Elder, and Local Pastor

Inquiring Candidate: Book of Discipline ¶311.1

Read and discuss with your minister *The Christian as Minister*. Participate in *Ministry Inquiry Process* with your minister.

Phase One: ¶311 Apply and enroll

1. Member of The United Methodist Church for two years immediately preceding application for candidacy, including a year of service in some form of congregational leadership.
2. Apply to District Superintendent, in writing, for admission to candidacy program. Arrange for background check.
3. Be assigned a mentor by the District Committee on Ordained Ministry.
4. With your mentor, apply to GBHEM for *Candidacy Guidebook*, using Form 101 (send \$75 to GBHEM) and the Psychological Assessment Packet, and complete all other accompanying forms. Send a check for \$300 made out to the Florida Conference Treasurer to the Board of Ordained Ministry Registrar for cost of psychological assessment.
5. Complete exploration of candidacy with your mentor (through unit 18 in the *Candidacy Guidebook*).

Phase Two: Preparation for and interview with District Committee on Ordained Ministry

1. Complete and prepare these items for your District Committee on Ordained Ministry prior to applying for certification: high school graduate; written statement of call; written response to ministry; psychological assessment report; financial report; health certificate.
Agree to make a complete dedication of yourself to the highest ideals of the Christian life.
Consult with your minister and be interviewed by Pastor/Staff Relations Committee.
Recommended by charge conference.
2. Examination and approval (3/4 vote) by District Committee on Ordained Ministry.

Certified Candidate and Continuation of Candidacy: Book of Discipline ¶312

1. Annual recommendation by charge conference
2. Annual approval by District Committee on Ordained Ministry (interview and written report).
3. Annual report of satisfactory progress of studies and copy of transcripts from university or seminary.

Local Pastor - Completed candidacy certification, recommended by District Committee on Ordained Ministry, recommended by Conference Board of Ordained Ministry, attend licensing school, voted approval at clergy session of Annual Conference. Assigned a clergy mentor ¶341. Complete Course of Study.

Completion of Candidacy: Book of Discipline ¶324

1. Certified candidate for minimum of one (1) year, maximum twelve (12) years.
2. One (1) year in service ministry.
3. Completion of academic requirements.
4. Completion of health certificate, financial report and Criminal and Legal Records Release and Disclosure Form
5. Written and oral doctrinal exam and written autobiographical statement.
6. Interview and recommendation by ¾ vote of District Committee on Ordained Ministry and Board of Ordained Ministry.
7. Election to probationary membership by clergy session at Annual Conference.

Key Words to Know

1. Associate Member (§§321 - §323)

Conference relationship available to persons who have reached forty years of age, have served as full-time local pastors at least four years, completed the five-year Course of Study, studies for license as a local pastor, completed a minimum of sixty semester hours toward the Bachelor of Arts or an equivalent degree in a college or university listed by the University Senate. They must also be recommended by the dCOM and the conference Board of Ordained Ministry, declared their willingness to accept continuing full-time appointment and satisfied the conference regarding their physical, mental, and emotional health.

Associate members who meet all of the provisions of §322.4 and §324.6 may apply to the Conference Board for Full Membership.

2. Candidacy Mentor

A deacon or elder in full connection or local pastor who has completed the Course of Study assigned by the dCOM to an Exploring Candidate to support and guide them through the *Candidacy Guidebook* and candidacy process and until the candidate is approved for local pastor or elected to probationary membership.

3. Professional Certification (certified)

The church's recognition that an individual has met the required standards for academic training, experience, and continuing study necessary to achieve and maintain professional excellence in a particular area of ministry such as Christian education, music, youth ministry, evangelism, camp/retreat ministry, spiritual formation, older adult ministry, or church business administrator. Information and details about this process and these careers can be found at the General Board of Higher Education and Ministry website: www.gbhem.org/certification/index.html. Information about the church business administrator process can be found at www.umacba.org.

4. Candidacy Certification (certified candidate) (§§310- 314)

Candidacy phase when requirements for Inquiring and Exploring Candidate have been met.

5. Commissioning (commissioned minister) (§§316, 317)

The credentialing of probationary deacons and elders. The act of the church that publicly acknowledges God's call and response, talents, gifts and training of the candidate. The church invokes the Holy Spirit as the candidate is commissioned to be a faithful servant leader among the people, to lead the church in service, to proclaim the Word of God and to equip others for ministry.

6. Conference Board of Ordained Ministry (BOOM)

The body responsible for credentialing probationary/commissioned ministers, local pastors, and full connection deacons and elders.

7. Course of Study

The basic theological education program of the Division of Ordained Ministry, General Board of Higher Education and Ministry. It is provided for those who are licensed as local pastors who are unable to attend an approved seminary. Participants in the program should have completed candidacy for ordained ministry, the studies for license as a local pastor, and have been approved/recommended for license by the dCOM and conference Board of Ordained Ministry.

8. Deacon (§328 - 331)

Persons called by God, authorized by the Church, and ordained by a bishop to a lifetime ministry of Word and Service to both the community and the congregation.

9. Diaconal Minister

Persons called to specialized ministries of service, justice, and love within local congregations and in the wider world. Their focus of service is through a variety of ministries, such as administration, education, evangelism, music, health ministries and community development - to the local congregation and the wider community. Diaconal Ministers are lay persons. No new candidates have been accepted since 1/1/97. This category has been superseded by the ordained deacon.

10. District Committee on Ordained Ministry (dCOM)

The body that oversees, cares for, and evaluates candidates for ministry through the Inquiry, Exploring and Certified Candidate phases, and is also responsible for maintaining a relationship with local pastors.

11. Elder (§332 - 336)

Persons who are ordained to a lifetime ministry of Service, Word, Sacrament, and Order; authorized to preach and teach the Word of God, to administer the sacraments of baptism and Holy Communion, and to order the life of the Church for mission and ministry.

12. Exploring Candidate

The second step or phase in the candidacy process for ordained deacon, elder, or local pastor. A mentor is assigned. The candidate and mentor work through the Candidacy Guidebook and the candidate's continued discernment of their call to ministry.

13. Full Connection

The relationship of ordained deacons and elders to the Annual Conference. They have completed the process for ordination, including educational requirements, and have been elected to full membership in the annual conference.

14. Inquiring Candidate

The first step in the candidacy process for ordained deacon, elder, or local pastor. The candidate's home church minister works with the candidate in reading and discussing The Christian as Minister and The Ministry Inquiry Process.

15. License for Pastoral Ministry (§315 - 320)

Credential given to a local pastor when he or she is appointed as pastor of a local church.

16. Licensing School for Pastoral Ministry

The studies are the first exposure for most candidates to the practice of ministry. Public worship, pastoral care for spiritual formation, organization of a parish for nurture and mission, and educational ministries in the church are the major areas of concern covered in the eighty-hour school. The candidate must be approved by the dCOM for licensing as a local pastor before attending Licensing School. The candidate must attend the school before being approved by the clergy session of the annual conference and being appointed as a local pastor.

17. Local Pastor

Persons who are licensed and appointed to preach, conduct divine worship, and perform the duties of a pastor but are not ordained as elders.

18. Ordination (ordained)

The church affirms and continues the apostolic ministry through persons empowered by the Holy Spirit.

19. Probationary Membership (§324 - 327)

Conference relationship of commissioned ministers (deacons and elders) who are on trial in preparation for membership in full connection in the annual conference as deacons and elders. During that three-year period, they are Residents in Ministry under the care of the Conference Board of Ordained Ministry and participants in the RIM program. Probationary members may vote at annual conference on all matters except constitutional amendments, election of General/Jurisdictional delegates, and matters of ordination, character, and conference relations of clergy.

20. Residents in Ministry (RIM)

The Florida Conference three-year program for probationary/commissioned ministers.

**Online Candidacy
Instructions
for Candidacy Mentors**

3/19/2008

Congratulations! You and your candidates for licensed and ordained ministry are entering a new phase of enlistment! As you know, more business is done via the internet and most people have come to expect any application they complete to be available online. In this booklet you will find step-by-step instructions, an explanation of terminology, and basic information about the entire process. Also, if you experience difficulty at any time relating to the candidacy process, please always feel free to call me. I'll be most happy to assist you.

The instructions also give you information about other things that are occurring along the process, including emails to candidates and mentors for your information only.

In the service of Christ Jesus,

Cathy Griswold

Enlistment and Candidacy Coordinator
Division of Ordained Ministry
General Bd. of Higher Education & Ministry
P. O. Box 340007
Nashville, TN 37203-0007
615/340-7374 Phone
615-340-7395 fax
cgriswold@gbhem.org

For more information or assistance on anything related to psychological assessment, please contact:

Debbe Howe
Assessment Coordinator
Division of Ordained Ministry
General Bd. Of Higher Education & Ministry
P. O. Box 340007
Nashville, TN 37203
dhowe@gbhem.org
615-340-7394

General Terminology For Use

ONLINE APPLICATION URL(WEB ADDRESS):

<https://public.gbhem.org/candidacy/default.aspx>

Assessment: The phase during which the psychological assessment process is completed and references are gathered. Your contact for this phase is Debbe Howe (dhowe@gbhem.org).

Electronically Sign: A candidate's application is signed electronically by the candidate, District Superintendent and Mentor by following the instructions given for each required signature.

Enlistment: The phase where new candidates enroll in the candidacy process, apply for the Candidacy Guidebook, complete the Inventory of Religious Activities and Interest (IRAI), and work with a mentor towards certification. Your contact for this phase of candidacy is Cathy Griswold (cgriswold@gbhem.org).

Link: A web URL that allows the user to go directly to another web site or web page.

Prompt: A prompt is a message that comes up on screen giving specific instructions about something that is missing or incorrectly completed.

Side Bar: A side bar is the section on a web page that has links to help or other documents relating to the page.

URL: Internet address for web page.

Web Page: The internet page that is shown after following a link.

Form 101, Part 1, Enlistment

The candidate will need to speak with the District Superintendent to be assigned a trained and approved mentor. The D.S. will be able to see the current list of mentors in his/her annual conference at the following URL (web address):

<https://public.gbhem.org/candidacy/default.aspx>

Mentors should inform candidates that they should log into this URL and go to the bottom of that page to select “begin the enrollment process.” Please also inform candidates that the user I.D. and password at the top of this page is for them to log back into the system (after the candidacy fee has been submitted) should they want to check their status. At the end of the application, they will select their own user I.D. and password. All correspondence regarding the candidacy application will come through their email address provided on the application.

As you’ll see below, the format for Form 101 looks very similar to the paper form you’re familiar with. The biggest change here is that each section must be answered before the form can be submitted, *eliminating returned applications because of missing information or signatures.*

The home page that they will see looks like this:

LOG-IN

[forgot your password?](#)

Form 101, Part 1 New Candidate Application

Congratulations on your decision to pursue ordained ministry in the United Methodist Church! The online application is intuitive and should be fairly straight forward, but if you have any questions I hope you will feel free to call the Candidacy Enlistment Office at 615/340-7374.

There is a link at the right of your home page entitled "Whom to Call." The persons listed on the destination page for that link are ready to assist you should you need help.

Before you begin the application, you will want to gather all your personal, academic, employment and family information. The time limit for submitting each page of the online application is 45 minutes.

Because there is a 45 minute time-out, if you delay completion of the application while you are gathering the above-mentioned materials, your session will time out and you will have to begin following the last page submitted.

You must complete each question before you will be able to proceed to the next step. If a question is left blank, you will be prompted to enter your response before you will be able to submit your application.

Please note the ****Required**** sections in the application. A prompt will be given to the applicant if any required sections are missed as they are completing their application. They will have to go back and complete all required fields before they can successfully submit the application.

Contact Information

Applying For	<input type="text" value="Please Select"/>
Prefix ** Required **	<input type="text" value="Please Select"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name ** Required **	<input type="text"/>
Suffix	<input type="text"/>
Nickname	<input type="text"/>
Address 1 ** Required **	<input type="text"/>
Address 2	<input type="text"/>
City ** Required **	<input type="text"/>

State **** Required ****

Zip **** Required ****

Home Phone **** Required ** * * * *** () ext.

Phone Other **** * *** () ext.

Ethnic Origin **** Required ****

- African American
- Caucasian
- Native American
- Hispanic American
- Pacific Islander
- Asian American
- Other

Birthdate **** Required * * * ***

Gender **** Required ****

Education **** Required ****
Please select highest level of education completed.

- Please Select
- High School
- Some College
- College
- Some Graduate
- Graduate Degree

Education Seminary

- No Seminary
- Some Seminary
- Master of Divinity

Local Church Where You're a Member **** Required ****

Language for Candidacy Guidebook **** Required ****

- English
- Spanish

I have participated in:

Check all the apply:

- Exploration
- PLSE
- UMSM
- YASN

When the Candidate selects their home conference from the drop down box, only District Superintendents and mentors from that conference will be available in the "District Super-intendent" and "Mentor" drop down boxes.

→→→→

District Superintendent & Mentor Information

Select Conference **** Required ****
You must first select a conference to activate the drop down lists located below.

District Superintendent Name **** Required ****

Select District **** Required ****

Select Your Assigned Mentor **** Required ****
(primary, home conference) (If Mentor Name not found, contact your DS for a new assignment.)

Select Your Secondary Mentor (seminary)
I have a secondary mentor. (This will take a moment to reload the page.)
(If Mentor Name not found, contact your DS for a new assignment.)

All correspondence to the Candidate regarding the application will be sent via their email. The email also becomes their user I.D.➔

This is where the ➔ Candidate will choose their password.

Log-In / Password

The e-mail address you provide below will serve as the log-in for your GBHEM candidacy account. All notifications will sent to this e-mail address.

Email Address **** Required ****

Password **** Required ****

Password Again **** Required ****

Opt-In **I would like to receive information from the United Methodist Theological Schools**

- Read/Review: The Christian as Minister | [download \(English\)](#) | [download \(Español\)](#)
- Read/Review: Ministry Inquiry Process | [download \(English\)](#) | [download \(Español\)](#)

Clicking "SUBMIT" will notify both your DS and Mentor to review and "sign" your application. Once both parties have "signed" your application, you will be sent an email with intructions to log-in again and make your Online Payment.

I HEREBY DECLARE MY INTEREST IN EXPLORING ORDAINED OR LICENSED MINISTRY IN THE UNITED METHODIST CHURCH.
[CLICKING "SUBMIT" IS THE EQUIVALENT OF YOUR SIGNATURE.]

Candidate's Electronic Signature ➔➔➔➔➔➔

After the candidate selects the “Submit” button, an auto-generated email is sent to the candidate that reads:

“Thank you! The system will notify both your DS and Mentor to review and ‘sign’ your application. Once both parties have ‘signed’ your application, you will be sent an email with instructions to make your Online Payment.

Contact Information

Email: candidacy coordinator,

Ph: 615/340-7374”

The District Superintendent Signature Phase:

When the candidate has submitted the application, the District Superintendent will receive an automated email notification:

SAMPLE EMAIL:

12/8/2006

Dear Garry Speich,

Cathy Griswold has submitted an electronic application. To review and electronically sign the application, please navigate to https://public.gbhem.org/candidacy/ds/sign_candidates.aspx and log in to the Candidacy Online system. By so signing, you indicate your approval for the applicant to proceed into candidacy.

Your "electronic signature" must be received in order for the Candidacy Enlistment Office to process applications. Please click "Sign for Candidates" at the left of your Candidacy Online web page to review and give your permission to process applications. Click the link to "Sign" beside each candidate's name.

You may also review information for your other current and complete candidates by clicking the appropriate links on your home page.

Thank you.

This message was generated by GBHEM's Candidacy Online

When the District Superintendent has signed the application, the *mentor* will receive an auto-generated email notifying them that their signature is needed.

Sample email:

12/14/2006 12:21:39 PM

Dear Charles Avery,

The District Superintendent for your candidate Cathy Griswold has signed form 101. Please navigate to https://public.gbhem.org/candidacy/mentor/sign_candidates.aspx and log in to the Candidacy Online system to view and add your electronic signature to the 101. Please click "Sign for Candidates" at the left of your Candidacy Online web page to review and give your permission to process applications. Click the link to "Sign" beside each candidate's name.

By so signing, you are indicating your approval of the applicant's request for candidate status. Please also print a copy of the signed 101 for your candidate's file.

You may also review information for your other current and complete candidates by clicking the appropriate links on your home page.

Thank you.

This message was generated by GBHEM's Candidacy Online system.



↓↓↓↓↓SIDEBAR↓↓↓↓↓

.....
my candidates

- [Sign for Candidates](#)
- [Current Candidates](#)
- [Complete Candidates](#)

.....

IRAI

[Pending IRAI](#)

[Complete IRAI](#)

← This is where you sign off on the IRAI

Current IRAI

Note: All candidates that are on the IRAI task will show up in this list. This does not necessarily mean that they have completed the IRAI form. You will be notified by email when the candidate has completed their form.

Complete	Application Start Date	View IRAI	Candidate	Conference
There are no candidates to sign complete at this time.				

↑↑↑↑As you can see above, if there are candidates here, the Mentor would be able to view the IRAI by selecting that section of the web page. This report also provides the Candidate's start date and status. The IRAI links in the sidebar ← shows the list of pending and complete IRAIs.

Payment Phase:

Once the Mentor has signed the application, the candidate will receive an auto-generated email notifying them how to submit their candidacy fee. We are able to receive electronic payment as well as payment by check or money order.

Sample email:

12/14/2006 12:22:12 PM

Dear Cathy Griswold,

Both our District Superintendent and Mentor have reviewed and "signed" your candidacy application. Please navigate to https://public.gbhem.org/candidacy/CandStart/online_payment.aspx?a=5&g=62ec204a-bebb-4d7e-81b1-269d94b38a40 to enter the Candidacy Online system and submit your payment for the candidacy processing fee.

Thank you.

This message was generated by GBHEM's Candidacy Online system.

Ordering the Candidacy Guidebook:

When the candidacy fee has been received, the system triggers an email to be sent to the Candidacy Coordinator alerting Cathy Griswold that a Candidacy Guidebook application is completed and the Guidebook should be ordered and sent to the candidate. The order is processed, and within just a few days the guidebook can be on its way to the candidate. All this is possible because the Candidacy Guidebook application is completed accurately before it is submitted, and all signatures are obtained electronically. Central to this system is email notification, which is why it is a requirement to participate in the electronic system.

Additionally, monthly and yearly candidacy reports will be available via email. The reports will include all important information on each candidate, and will eliminate the need for printing and mailing the monthly reports to the Candidacy Registrars and Seminaries. Other reports will be available to conferences, such as statistical reports, ethnicity, track (elder, deacon, local licensed pastor, chaplain, etc.) and age are among a few of the reports that I can generate for you from this new system.

Psychological Assessment Phase:

At the appropriate stage, the mentors for conferences that use Nashville for psychological evaluation will receive an auto-generated email with a link to Form 112 “Request for Psychological Packet.” The system recognizes conferences that do not use Nashville for psychological evaluation. In this case, the candidate will be prompted to contact their conference to follow their specific instructions for this phase.

For conferences that do use Nashville, the candidate will be prompted to links to electronically complete the Personal Data Inventory and the Personal and Professional Reference forms.

Upon completion of all phases of candidacy, the mentor will log into the system and complete Form 113 “District Committee Report.” By so doing, the action of the dCOM will be logged into the Candidate’s record and the certification, delay, or denied choice of the dCOM will be recorded and the process is complete.

Additional Instructions for Online Enrollment Process

1. Send the following to the Board of Ordained Ministry Registrar (Center for Clergy Excellence):

1 copy of the Request for Psychological Assessment Packet

1 copy of the Request for the Candidacy Guidebook (Form 101)

Check for \$300 for Psychological Assessment made out to FL Conference Treasurer

Collect this check before taking the Psychological Assessment tests.

2. Ministerial Assessment Specialists

Dr. Mel Jacob
Lutheran Counseling Services
1600 S. Orlando Avenue
Winter Park, FL 32789
(407)644-4692

or

Dr. Deborah Leporowski
1340 US1, #135
Jupiter, FL 33469
(561)-746-0848

3. Send to your District Committee on Ordained Ministry registrar copies of the following:

Request for the Candidacy guidebook (Form 101)

Request for the Psychological Assessment Packet (Form 112)

4. Make copies for yourself (and the candidate) of all the forms:

Application for *Candidacy Guidebook* (form 101)

Inventory of Religious Activities and Interests (IRAI) **answer sheet only**

Request for Psychological Assessment Packet (form 112)

Personal Data Inventory (PDI) 1997 revision

Personal and Professional Reference List

For candidacy process questions, call:

Cathy Griswold
Enlistment and Candidacy Coordinator
Division of Ordained Ministry
General Bd. of Higher Education & Ministry
P. O. Box 340007
Nashville, TN 37203-0007
615/340-7374 Phone
615-340-7395 Fax
cgriswold@gbhem.org

For psychological assessment questions, call:

Debbe Howe
Psychological Assessment Coordinator
Division of Ordained Ministry
General Bd. of Higher Education & Ministry
P. O. Box 340007
Nashville, TN 37203-0007
615/340-7394 Phone
615-340-7395 Fax
dhowe@gbhem.org

For Interpretation or other questions, call:

Sharon Rubey
Director of Candidacy and Conference Relations
Division of Ordained Ministry
General Bd. of Higher Education & Ministry
P. O. Box 340007
Nashville, TN 37203-0007
615/340-7372 Phone
615-340-7395 Fax
srubey@gbhem.org

The Role of the Mentor

Role of the Mentor

I. Online Enrollment in the Candidacy Process

A. Beginning January 1, 2008, candidates will enroll online.

If the candidate does not already have email and internet access, help them get set up for it. If they will be unable to have access to these items, they/you will need to be in touch with the General Board of Higher Education and Ministry to make arrangements for forms. All of the following forms will be filled out online. You will not need any paper. You will be prompted by email when it is time to fill out each of these forms. When it is time to fill out the application for the *Candidacy Guidebook* (form 101) the candidate will need a credit card or instructions will be given for sending a check. The process begins with the Online Enrollment Form. There is a place to check if you will need materials in Spanish. You will need to know the name of your district, district superintendent, and mentor. Leave blank the line requesting name of a secondary mentor (we do not have them in Florida).

Application for *Candidacy Guidebook* (form 101). At the appropriate time in the online process the candidate will be given several options for paying the \$75 fee for enrolling. The district superintendent and mentor will sign the form electronically. It will be sent to them.

Inventory of Religious Activities and Interests (IRAI)

Request for Psychological Assessment Packet (form 112)

Personal Data Inventory (PDI) 1997 revision

Personal and Professional Reference List. Candidate will need a list of names and addresses in order to fill it out.

Make a copy of all these completed forms before you leave the gbhem web site.

B. Send to the Board of Ordained Ministry Registrar the following:

- One copy of the Request for the Psychological Assessment Packet (form 112)
- One copy of the Request for the Candidacy Guidebook (form 101)
- Check for \$300 for Psychological Assessment made out to Florida Conference Treasurer. Do not administer psychological assessment tools until you have received the check.

C. Ministerial Assessment Specialists-- Dr. Mel Jacob or Dr. Deborah Leporowski

D. Send to your District Committee on Ordained Ministry Registrar copies of the following:

- Request for the Candidacy Guidebook (form 101)
- Request for the Psychological Assessment Packet (form 112)

E. Make copies of all the forms for yourself (and the candidate):

- Application of *Candidacy Guidebook* (form 101)
- Inventory of Religious Activities and Interests (IRAI) **answer sheet only**
- Request for Psychological Assessment Packet (form 112)
- Personal Data Inventory (PDI) 1997 revision
- Personal and Professional Reference List

F. Anytime that you complete work online, make a copy for yourself before leaving the site. Be sure that you give the candidate a copy.

II. Administer Psychological Assessment Tests.

A Note Regarding the Release of Information Form

Be sure the candidate reads the whole form and initials each page that she or he has read that page. In regard to the choice they are asked to make in item number 2, the only choice for candidates in the Florida Conference process is the second choice: **I have been informed that it is the policy of this Annual Conference that I am not entitled to access or review the Assessment prior to submission to the Annual Conference, etc.**

In item number 5 the only choice for candidates in the Florida Conference process is the first choice: **I hereby release the interpretation of my psychological assessment to the Executive Session of the Annual Conference, in order to facilitate discussion of my candidacy.** Any other answer to these statements means an end to their candidacy process in the Florida Conference. If they have a problem they will have to discuss it with David Dodge, Registrar for Florida Conference Board of Ordained Ministry.

Return completed tests and Release of Information Form to Nashville. **Tests are not to be administered until \$300 fee is paid.** Check made out to Florida Conference Treasurer is sent to BOOM Registrar. Cost of the testing is in excess of \$600, the conference is paying the remaining balance.

III. Work through the *Candidacy Guidebook* with the candidate (§310-314)

The process may take six months to a year or more. Start on the *Guidebook* immediately. When you get to Units 5 and 6, dealing with the psychological assessment, if you don't have the results back at that point, skip those units. When the candidate receives the results of the testing, and has had an interview with the Ministerial Assessment Specialist, talk with the candidate about the results of testing and interview with the counselor. Return to Units 5 and 6.

A Note Regarding the Psychological Report

In the *Candidacy Guidebook* on page 84 there are two notes regarding the psychological report. It is the policy of the Florida Conference Board of Ordained Ministry that the report will be available to the candidate to read. However, the candidate will not be given a copy of the report to keep. Also, it is the policy of the Florida Conference Board of Ordained Ministry that the candidate's mentor will be given a copy of the report for the purpose of discussing with the candidate the information in the psychological report.

IV. Unit 18 deals with the District Committee Interview Process

A. Work with candidate (and candidate's minister) on the Interview Process.

1. Staff Parish Relations Committee. Questions and suggestions from ***The Christian as Minister*** pages 104-105, including their statement of faith and Wesley's three historic questions.
2. Charge Conference Recommendation. Requires a written ballot, 2/3's vote for approval. The form titled **The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies** is used to report the local church recommendation. The form is available on the conference web site. The first page must be completed and signed by the presiding Elder, District Superintendent, or Bishop. The candidate completes the second personal information page. The candidate is responsible for sending it to the Registrar of the District Committee on

Ordained Ministry. The candidate will use the same form **The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies** annually with her/his local church charge conference for their renewal of their candidacy.

B. Notify district registrar that your candidate is on target for an interview for certification at the next meeting of the dCOM.

All paperwork will be sent to the district registrar including:

1. Copies of written work and mentor's report, PDI, and psychological assessment summary.
2. Three copies of the form **The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies** to be submitted by time of the interview. The form is available on the conference website. We do not use the Form 104 found on page 174 of the Candidacy Guidebook.

C. Attend the certification interview with your candidate.

Your role in the interview:

If a member of the dCOM is the mentor for a candidate to be interviewed, the mentor temporarily relinquishes the role of dCOM member. As the candidate's mentor, he/she leaves the meeting as the committee prepares for the interview. The mentor waits with the candidate to be called into the room for the interview. The mentor sits silently with the candidate. The role is supportive, but not an advocate for the candidate.

At the conclusion of the interview, the mentor stays in the room; the candidate leaves. The mentor is therefore available to answer questions. The mentor does not vote. Staff members, family members, or members of the candidate's congregation should excuse themselves from the room, interview, discussion, and voting. For all other interviews (renewal of certification, local pastor, probationary), mentor staff members, family members, or members of the candidate's congregation should excuse themselves from the room, interview, discussion, and voting.

1. Voting/Decisions for Certified Candidate

There will be a written ballot with a $\frac{3}{4}$'s majority needed for approval.

Options:

- a) **To recommend as a certified candidate.** (Contingencies may be assigned.) Candidate must complete contingencies before making application for probationary status or local pastor. The candidate will continue moving forward through the process and the Candidacy Guidebook with his/her mentor. **Contingency Mentor's Report should be sent to the BOOM Registrar as well as copies to candidate, district registrar, and dCOM chair.**

- b) **Not At This Time.** (Contingencies will be assigned.)

The committee would like for the candidate to do some more work before recommending for Certified Candidate. They will make specific suggestions for work and name someone with whom to do that work. Contingencies should be completed and reported on at the next meeting with the dCOM (unless given a different deadline by the dCOM). **Contingency Mentor's Report should be sent to the BOOM Registrar as well as copies to candidate, district registrar, and dCOM chair.**

- c) **Do Not Recommend.**

The District Committee on Ordained Ministry does not believe that the candidate's call to licensed or ordained ministry matches the call as it is understood by the Florida Annual Conference of The United Methodist Church.

Options available to the candidate:

- To explore their call to be a lay member of a congregation.
- To explore their call to ordained or licensed ministry with another annual conference or denomination.
- To wait two years and begin the process over again.

V. **Continuing Relationship with the Candidate.**

This does not end your relationship with your candidate. Your candidate will continue to meet annually with the dCOM. Be in touch in some way with your candidate as they complete their educational process.

At a later time the candidate will be applying either for licensed local pastor or probationary member. Candidates applying for local pastor may do so at any time after becoming a certified candidate. Candidates applying for probationary membership must be a certified candidate for at least one year before being received into probationary membership.

Continue to work with your candidate as he or she prepares application materials, interviews with the district committee, and interviews with the conference board. Be available to the candidate to look over their written work before they send it to the dCOM. The candidate is still the responsibility of the dCOM.

A. A yearly written report is required as the candidate's certification is renewed. The report will be sent to the candidate by the district registrar. The candidate fills it out and it is signed by the candidate and mentor. There is a personal interview with the dCOM.

B. Voting/Decisions for Renewal or Certified Candidate:

There will be a written ballot with a $\frac{3}{4}$'s majority needed for approval.

Possible decisions:

1. **To Recommend.** (Contingencies may be assigned.) **Contingency Mentor's Report should be sent to the BOOM Registrar as well as copies to candidate, district registrar, and dCOM chair.** All previous contingencies must be completed before applying for local pastor or probationary membership.

2. **Not to Renew Candidacy.** (§313, *Book of Discipline*)

The District Committee on Ordained Ministry does not believe that the candidate's call to licensed or ordained ministry matches the call as it is understood by the Florida Conference of The United Methodist Church.

Options available to the candidate:

- To explore their call to be a lay member of a congregation.
- To explore their call to ordained or licensed ministry with another annual conference or denomination.
- To wait two years and begin the process over again.

C. The candidate continues in an educational process (college, seminary, etc.) and decides if he/she is on the ordination track or local pastor track. Candidates on the ordination track must spend one year in certification before being approved for probationary membership. Candidates on the local pastor track may apply at anytime for the local pastor status.

D. Application packets are available from the BOOM Registrar about December 1. Request the specific packet needed:

- Probationary membership on the elder track (§324-327)
- Probationary membership on the deacon track (§324-327)
- Licensing for pastoral ministry (Local Pastor) (§315-320)

These materials are seen by the dCOM first - in the spring, to be approved to send to the conference board for October 1. Spend some time reviewing together all of the application materials, particularly the Reviewing Team Expectations which lists items the district review teams (and ultimately the conference board) will be looking for.

E. Voting/Decisions for Licensed Local Pastor:

There will be a written ballot with a 2/3's majority needed for approval.

Possible decisions:

1. **To recommend to the conference board.** All previous contingencies must be completed.

2. **Not At This Time.**

The committee would like for the candidate to do some more work before recommending for Local Pastor. They will make specific suggestions for work and name someone with whom to do that work.

Contingencies should be completed and reported on at the next meeting with the dCOM (unless given a different deadline by the dCOM). **Contingency mentor's report should be sent to the BOOM registrar as well as copies to candidate, district registrar, and dCOM chair.**

3. **Do Not Recommend.**

The District Committee on Ordained Ministry does not believe that the candidate's call to licensed or ordained ministry matches the call as it is understood by the Florida Annual Conference of the United Methodist Church.

Options available to the candidate:

- To explore their call to be a lay member of a congregation.
- To explore their call to ordained or licensed ministry with another annual conference or denomination.
- To wait two years and begin the process over again.

F. Voting/Decisions for Probationary Membership:

There will be a written ballot with a $\frac{3}{4}$'s majority needed for approval.

Possible decisions:

1. **To Recommend to the Conference Board of Ordained Ministry.** All previous contingencies must be completed.
2. **Not At This Time.** There will be contingencies assigned.
The work is not ready for the conference board. Contingencies are assigned including a mentor. The candidate and work return to the dCOM until the committee votes to recommend to the conference board. **Contingency mentor's report should be sent to the BOOM registrar as well as copies to candidate, district registrar, and dCOM chair.**
3. **Do Not Recommend.**

The District Committee on Ordained Ministry does not believe that the candidate's call to licensed or ordained ministry matches the call as it is understood by the Florida Annual Conference of the United Methodist Church.

Options available to the candidate:

- To explore their call to be a lay member of a congregation.
- To explore their call to ordained or licensed ministry with another annual conference or denomination.
- To wait two years and begin the process over again.

VI. The Conference Board of Ordained Ministry

A. When the district committee votes to send the candidate and his/her work on to the conference board the candidate becomes accountable to them. All communication will come from them.

B. The conference board has the same voting options as the dCOM:

There will be a written recommendation requiring a two-third majority needed for approval for local pastor. A recommendation for probationary or associate membership requires a $\frac{3}{4}$ majority.

Possible decisions:

1. **To Recommend to the Annual Conference.**
2. **Not At This Time.**

The board would like for the candidate to do some more work before recommending for local pastor, associate, or probationary membership. They will make specific suggestions for work and name someone with whom to do that work. Contingencies should be completed and reported on at the next meeting with the conference board (unless given a different deadline by the conference board). **Contingency mentor's report should be sent to the BOOM registrar as well as a copy to the candidate.**

3. **Do Not Recommend.**

The district committee on ordained ministry does not believe that the candidate's call to licensed or ordained ministry matches the call as it is understood by the Florida Conference of The United Methodist Church.

Options available to the candidate:

- To explore their call to be a lay member of a congregation.
- To explore their call to ordained or licensed ministry with another annual conference or denomination.
- To wait two years and begin the process over again.

If the conference board votes NATT for a candidate applying for local pastor or probationary membership there will be contingencies assigned and a mentor(s) to work with the candidate in those areas. The dCOM retains interest in the furthering of the candidate's work and process and will be checking on progress made in completing the contingencies as the candidate continues to meet annually for renewal of certification.

If the conference board votes NATT for a candidate that applied for probationary elder, the board may confer local pastor status. The candidate will continue to meet annually with the dCOM for continuance of local pastor status. This relationship continues until the conference board recommends the candidate for probationary membership and commissioning.

As a matter of courtesy, the candidate may be given an opportunity to resubmit work to the dCOM for review and suggestions (but not voting) before sending it to the conference board.

C. Licensed Local Pastor

When all requirements for licensed local pastor have been met and the conference board votes to recommend the candidate and his or her work, the clergy session of the annual conference votes to approve the candidate as a licensed local pastor (§315).

Local pastors will be assigned a mentor until they have completed the Course of Study (§316.4). The dCOM chair in consultation with the district superintendent will make these assignments.

D. Probationary Membership and the Residents in Ministry Process

When all requirements for probationary membership have been met and the conference board votes to recommend the candidate and his/her work, the clergy session of the annual conference votes to approve the candidate as a probationary member of the annual conference (§324).

Probationary members of the annual conference enter the Residents In Ministry process which is a three-year process designed to involve them in a curriculum that extends theological education through covenant groups, mentors, and retreats. (§326).

Candidacy Mentor's Report

I. Purpose of the report:

To outline the issues that may need to be explored with the committee.

The report should be brief and useful, but it should not contain any confidential information without the candidate's permission.

This document is a report and not a letter of recommendation.

II. The report serves as an introduction of the candidate and outlines the issues that need to be explored by the committee. It should be as brief as possible (perhaps 1-2 pages), concise, and in a form easy to evaluate by the committee. **It includes the PDI and the summary page Report to UMC District Committee on Ministry.**

It may include areas such as these:

1. A brief description of the candidate's grace, gifts, fruit, and promise for effectiveness in licensed or ordained ministry.
2. The ways the candidate obtained information about the ministry of the deacon, the ministry of the elder, and the ministry of the local pastor.
3. Ways the candidate has used information in developing his/her understanding of their self and licensed or ordained ministry.
4. Local church, family, work, and other influences that may be important in the candidate's progress toward licensed or ordained ministry.
5. Other insights or comments that may enable the dCOM to understand the candidate better.

III. Release Statement and Signing

The report is signed by both the Mentor and the Candidate and must include the following release statement:

“I have read the report of my candidacy mentor and authorize its release to the district committee and Board of Ordained Ministry.”

IV. Mentor's Information due to the district registrar

Copies of Mentor's report including the summary page Report to UMC District Committee on Ministry and PDI.

Candidacy Renewal Report

The district registrar has the form and is responsible for sending it to the candidate. The candidate is to fill out the form. It is signed by the candidate and mentor and copies returned to the district registrar.

Candidacy Mentor's File Contents

These items should be maintained in the candidate's file:

- Personal Data Inventory
- Copy of candidacy mentor's report to dCOM
- Request for Candidacy Guidebook, (Form 101)
- Request for Psychological Assessment Package, (Form 112)
- DCOM Approval report for Certified Candidate for Ordained Ministry (Form 113)
- Copies of Annual Renewal Forms
- Reports from psychological assessment
- Any correspondence with or from the dCOM
- Any other correspondence with the candidate or regarding the candidate
- Any change of status of the candidate at any time in the process inform candidacy registrar.

This file may contain the psychological report, inventory profiles, and completed reference forms. This paperwork should be turned over to the district registrar at the time of approval as Certified Candidate. This becomes part of the file held by the dCOM until the candidate applies and is sent on to the conference board. You may want to keep a copy of this information until the candidate applies for local pastor or probationary membership. However, at the conclusion of the relationship with the candidate, the files should be given to the dCOM registrar for proper handling.

Annual Candidacy Renewal Form
Filled out by the candidate and signed by the candidate and mentor.
Copies sent to district registrar.

Name _____

1. Describe all educational work (school, seminary, workshops, etc.) attended in the past year.

Describe two of the most exciting/interesting concepts/skills/information experiences you had this past year.

2. Describe your current ministry setting and responsibilities. _____

What has given you the most satisfaction in this setting in this past year and why?

Describe your current areas of growth. _____

What do you see as a future area of growth for you? _____

Signed: _____
Candidate

Signed: _____
Mentor

Date: _____

Contingency

A contingency is additional work or an experience assigned to a candidate by the District Committee on Ordained Ministry or the Conference Board of Ordained Ministry. The contingency may be assigned to strengthen the work of the candidate or help them prepare for the next step in this ministry process. Contingencies will also be assigned when the quality of the work presented to the dCOM or conference board does not meet the expectations of those bodies.

The candidate will receive a letter from the body assigning the contingency. There will be details about the kind of contingency, areas of concern and issues to be focused on, and number of sessions or meetings. In most cases the assigning body will also assign a contingency mentor. In some cases a contingency may not require a mentor but will require a self-report written by the candidate.

When a contingency mentor is assigned, the mentor will direct the work as assigned by the body requiring the work. The contingency may require a one-on-one directed study or a meeting with several folks. Other kinds of contingencies may include Clinical Pastoral Education (CPE), Interpersonal Relations (IPR) group, theology weekend, toastmasters, Preaching with Presence, previewing a video (or series), speech class, assignment of a particular class before graduation from seminary, counseling either one-on-one or in a group setting, AA, ACOA, or any number of other options. Instructions for an IPR group follow this page.

Completed contingencies will require either a written report from the contingency mentor or written self-report from the candidate directed to the body that assigned the report. Instructions for the contents of the report follow this page.

If a contingency is assigned by the dCOM, the contingency mentor's report or self-report and copies of it should be sent to the BOOM registrar's office as well as the candidate, registrar, and chairperson of the dCOM making the assignment. The contingency should be completed before appearing before the dCOM again, unless the committee has given a different deadline (i.e., before completing seminary). All contingencies must be complete before applying to the conference board for local pastor or probationary membership.

If a contingency is assigned by the conference board, copies of the contingency mentor's report or self-report should go to the BOOM registrar's office and to the candidate. All contingencies must be complete before the deadline of the conference board for receiving applications in the year the candidate is submitting an application to the conference board.

Report of the Contingency Mentor

Here is some of the kind of information that the dCOM or conference board will be looking for in a report from the contingency mentor:

1. How was the candidate fully engaged in the process?
2. How did the candidate claim ownership of the issues outlined?
3. What evidence was there that the candidate made progress in the areas of concern?
Why or why not?
4. What issues are left to be addressed?
Are these unfinished or new issues uncovered in this process?
5. How (what methods) were the issues addressed? Describe the content/structure/reading/video.

Self-Report of the Candidate

When a candidate is assigned a self-report of contingency work, it should contain the following information:

1. How and when did you do the work?
2. Reflect on how that experience at the time and now relates to the areas of concern noted by the dCOM or conference board.
3. What is different now? Where have you grown in relation to the areas of concern lifted up? What has been the result of having done this work?

Guidelines for Inter-Personal Relations Groups (I.P.R.)

The BOOM or dCOM sometimes assigns an Inter-Personal Relations Group as a contingency for candidates for ministry. These are guidelines for those groups:

1. The District superintendent, and dCOM chair or the Board of Ordained Ministry representative to the candidate's district shall jointly appoint a facilitator of the I.P.R. group.
2. The group facilitator shall consult with the candidate, and the candidate and facilitator shall mutually agree on the other persons who will be invited to participate in the group. These participants may be clergy (elders or deacons in full connection) or combination of clergy and lay (including diaconal ministers, local pastors, probationary members and associate members).
3. The facilitator, candidate, and board representative shall meet to share the "areas of concern" which relate to the IPR group and to consult on choosing the group. The facilitator and the candidate shall contact the participants. The candidate should take initiative in contacting participants. It is suggested that the candidate and the facilitator write a letter inviting the selected individuals to participate and that the candidate follow-up by phone.
4. In addition to the facilitator and the candidate, there shall be a minimum of four and a maximum of ten group participants.
5. There shall be a minimum of six sessions of one hour or more with the group meeting in person (not via telephone).
6. The "areas of concern" pertaining to the IPR shall be shared with the facilitator. The facilitator and the candidate will meet briefly (15-30 minutes) before each session to structure the conversation and afterwards (15-30 minutes) for evaluation and learning. The candidate shall take an active role in writing the "learning agenda," choosing topics for discussion, and evaluating each session. The group shall covenant with the candidate that areas of concern shared with the group are confidential and shall not be shared outside the group session or with non-group members.
7. At the first group meeting, the candidate shall share a written "learning agenda" incorporating the "areas of concern" assigned to the IPR and shall discuss with the group a need for confidentiality.
8. The last group session shall be a group evaluation of the group process and the candidate's learning.
9. The facilitator shall write a report to the Board of Ordained Ministry including the following:
 - A. A copy of the learning agenda
 - B. A description of the candidate's role in putting the group together
 - C. Names of group members, and relationship to the candidate if not clergy or diaconal
 - D. The number of sessions, beginning and ending dates
 - E. A description of the candidate's participation in group discussion
 - F. How the candidate processed and evaluated the discussions
 - G. A description of the group interaction, group response to the candidate

The Local Pastor

Local pastors are persons not ordained as elders who are appointed to preach and conduct divine worship and perform the duties of a pastor.

Because of the licensing, appointive process, and three categories of local pastor there are some key understandings we often stumble over.

A certified candidate for ordained ministry may apply at anytime for the local pastor status. The candidate requests the application for local pastor from the Board of Ordained Ministry (BOOM) registrar. There are four areas of work/competence to be demonstrated: theology, leadership, personal growth, and proclamation. The district committee should look for an actively growing Christian who participates in the life of the church attending Bible study opportunities and other study settings that give them exposure to new ideas and groups with whom to talk and articulate their faith. Most will lack any experience in preaching.

When the dCOM votes to recommend these folks for local pastor status there are several other issues related to this status. The next step for candidates applying for full-time local pastor will be to submit their materials to the conference Board of Ordained Ministry. If the conference board votes to recommend them to the clergy session of the annual conference they are eligible to attend Licensing School. The candidate approved for local pastor must attend the Licensing School before the clergy session of the annual conference can vote to approve their status as local pastor. There are a limited number of openings for the Licensing School which is held for two weeks in May at Florida Southern College. The Southeastern Jurisdiction also offers a licensing school in Spanish through Candler School of Theology. The district superintendents name local pastors to attend the school with first places going to persons who will receive an appointment at annual conference.

Candidates applying for part-time local pastor are interviewed only by the district committee. They are not seen by the conference Board of Ordained Ministry. Part-time local pastors who decide at a later time to serve full-time will have to fill out a new application for local pastor and be interviewed by the dCOM and by the conference board.

When the candidate has attended the Licensing School, been approved by the clergy session of the annual conference, and has an appointment, they will be licensed for pastoral ministry. When there is no appointment for the local pastor they do not have a license. Without the license/appointment local pastors are not able to attend Course of Study.

Local pastors who have an appointment are eligible to enroll in and attend the Course of Study. There is a time limit for completing the Course of Study (eight years for local pastors in a full-time appointment and twelve years for local pastors in a part-time appointment). The time constraints do not begin until the local pastor has an active license serving in an appointment.

Local pastors will be assigned a mentor by the dCOM that they will work with until they complete the Course of Study. They will be asked to fill out a *Local Pastor Annual Continuance Form* and have a yearly interview with the dCOM to continue their status as local pastor. They may be assigned contingencies.

Local pastors who have completed the Course of study will fill out *Local Pastor Annual Continuance Form* and meet annually with dCOM (probably as a group) for fellowship and to see if there are concerns. The local pastor may request an interview with the dCOM. The dCOM chair and district superintendent may require an interview with the dCOM if they deem it necessary.

Student Local Pastor

There are occasions when a student enrolled in school is needed to serve an appointment. The following procedure will be followed in order for the student to receive the status of Student Local Pastor.

If the person is a:

1. certified candidate meeting all requirements of ¶315,
2. has attended and successfully completed the Licensing School,
3. is enrolled in a University Senate approved school (undergraduate or seminary)
4. is recommended by the district superintendent,
5. then, the board will approve the person for student local pastor without interview.

Student local pastors must be enrolled in the Clergy Retirement Security Plan. The student local pastor is not eligible for the Comprehensive Protection Plan or the conference health insurance program in that a student local pastor appointment is a part-time appointment.

Course of Study

The basic theological education program of the Division of Ordained Ministry, General Board of Higher Education and Ministry. It is provided for those who are licensed as local pastors who are unable to attend an approved seminary. Participants in the program should have completed candidacy for ordained ministry, the studies for license as a local pastor, and have been approved/recommended for license by the dCOM and conference Board of Ordained Ministry.

Licensing School for Pastoral Ministry

The studies are the first exposure for most candidates to the practice of ministry. Public worship, pastoral care for spiritual formation, organization of a parish for nurture and mission, and educational ministries in the church are the major areas of concern covered in the eighty-hour school. The candidate must be approved by the dCOM for licensing as a local pastor. The candidate must attend the school before being approved by the clergy session of the annual conference and being appointed as a local pastor.

Reviewing Team Expectations

I. Proclamation

I. Proclamation video

- A. For candidates on the elder track, submit two video copies of a sermon.

When establishing a setting for preaching, it is not necessary for it to be in a Sunday morning worship service. For example, a gathering of friends in a chapel, speaking at a mid-week service or a nursing home would be appropriate, **but there must be some people present.**

Submit two copies of a classroom quality manuscript. A transcript is not acceptable. Writing and organizational skills as well as visual presentation are being evaluated.

- B. For candidates on the deacon track, submit two copies of a video giving evidence of how the Word is being proclaimed in your current ministry setting. Show one or more activities demonstrating the act of proclamation in this ministry setting, or for those serving beyond the local church, you may use either your primary or secondary ministry setting. The video should show interaction, involvement, and participation with persons. (Refer to ¶328 and 329.1). The video should be at least 30 minutes and not more than 45 minutes in length and should show one or more activities in your service setting.

II. Reviewers look for these points when reviewing proclamation video and manuscript:

1. Connection with the text
2. Content – depth and appropriateness of illustrations
3. Delivery – use of voice, mannerisms, body language, etc.
4. Effectiveness – did the proclamation event or sermon educate, inspire, convict, etc?
5. Congruence between message and style of delivery
6. The general quality of written work, spelling, grammar; is it a manuscript?

Pay particular attention to the quality of the video tape. Is it viewable and audio adequate? Does it provide good lighting and visual focus? The audio must be loud enough and a quality that can be clearly understood. Make sure that you are directly connected to a microphone if that is needed to provide proper audio quality.

Review both videos to insure proper quality. If the board is unable to view the video, the work will be returned as unacceptable work.

Proclamation Suggested Reading List

Craddock, Fred
Hamilton, Adam
Harnish, James
Hayes, John and Holladay, Carl
Long, Thomas
Lowry, Eugene
Neville, Robert C.
Willimon, William

Preaching
Unleashing the Word
Believe in Me
Biblical Exegesis: A Beginner's Handbook
The Witness of Preaching
The Homiletical Plot
Preaching the Gospel: Without Easy Answers
Proclamation and Theology

II. Leadership

The Leadership Review Team is looking for:

1. Is the candidate aware of various leadership styles?
2. Does the candidate show any awareness or knowledge of the books in the bibliography? Has the candidate gained anything from their reading?
3. Has the candidate given any thought to their own leadership style and how their style aids their leadership and also hinders their leadership?
4. Has the candidate answered the questions asked on the application?
5. Is this the candidate's best work? (writing skills, spelling, etc.)

Leadership Books and Ideas

Leaders' Theological Perspective:

- Lewis A. Clark & Bruce Birch, **Ducking Spears, Dancing Madly: A Biblical Model of Church Leadership**
- Greg Ogden, **The New Reformation** – argues for defining ministry not as pastor-focused or lay-focused, but that all are ministers. Pastor's role is to equip the minister, player/coach image. (Chapter 6 looks at Role of Minister/Pastor.)
- Rick Warren, **The Purpose Driven Church** – How and why to organize your church.
- Wayne Cordeiro, **Doing Church as a Team** – Gift-based ministry.
- Theodore Runyon, **The New Creation** – Wesley theology for today.
- Loren Mead, **The Once and Future Church** – Future of organized denominations.
- Gilbert Bilezikian, **Community 101** – Biblical understanding of church.
- Hauerwas & Willimon, **Resident Aliens** – The church and the changing values of the world are addressed. How to be the church.
- Maxie D. Dunnam, **Going on to Salvation** – Wesleyan view of salvation.
- John Wesley, **The Nature of Salvation** – Wesley's sermon on the topic. (Edited by Clare George Wesley, Jr.)
- Mark Mittelberg, **Building a Contagious Church** – Organizing the church's evangelism.
- Lovett H. Weems, Jr., **Leadership in the Wesleyan Spirit** – Enumerates the practices of the Wesleyan Leadership.
- James Emery White, **Rethinking the Church** – A challenge to creative redesign in an Age of Transition.
- Bob Russell, **When God Builds a Church.**
- Kenneth J. Collins, **The Scripture Way to Salvation: The Heart of John Wesley's Theology.**
- Gunter, Jones, Campbell, Miles & Maddox, **Wesley and the Quadrilateral, Renewing the Conversation.**
- Thomas E. Frank, **Polity, Practice and the Mission of The United Methodist Church.**

Leading Change:

- Charles Foster, **Embracing Diversity**
- John P. Rotter, **Leading Change** – 8 stage process
- Lovett Weems, **Take the Next Step: Leading Lasting Change in the Church**
- Mike Regele, **Death of a Church** – Realizing where the population is.
- Schaeff & Fassel, **The Addictive Organization** – Understanding the culture.
- George Barna, **The Second Coming of the Church** – 21st century look at the church.
- Carl George, **How to Break Growth Barriers** – Understanding the size of the church.
- William M. Easum, **Sacred Cows Make Gourmet Burgers** – Permission-giving change.
- Thomas G. Bandy, **Kicking Habits** – Look at change and systems.
- Shawchuck & Heuser, **Managing the Congregation** – System approach to leadership.
- Gene Appel & Alan Nelson, **How to Change Your Church** – (without killing it)
- Dan Southerland, **Transitioning: Leading Your Church Through Change**

Leading (Managing and Organizing):

- Collins & Porras, **Built to Last** – Study of lasting companies.
- Katzenbach & Smith, **The Wisdom of Teams** – What teams are.
- Lovett H. Weems, Jr., **Church Leadership** – General overview of leadership in the church.
- Blanchard, Hybels & Hodges, **Leadership by the Book** – Bible used as a leadership manual.
- James Kraus & Barry Pozner, **The Leadership Challenge** – How to get extraordinary things done in organizations.
- Jim Collins, **Good to Great**

Leading Yourself and Others:

- Norman Shawchuck & Roger Heuser, **Leading the Congregation, Caring for Yourself While Serving the People.**
- Edwin H. Friedman, **Generation to Generation** – System theory.
- **MBTI** – Personality Inventory.
- David Ferguson, **Intimacy Needs** – Needs assessment.
- Spiritual Inventory, **Network** – (BK narrative.)
- Steven Covey, **Seven Habits of Highly Effective People** – Time management.
- J. Robert Clinton, **The Making of a Leader** – Stages of a leader.
- Dick Wills, **Waking to God's Dream** – Story of a pastor's awakening.
- Joseph Jaworski, **Synchronicity** – Secular story of leading one's life in a new direction.
- McIntosh & Rima, **Overcoming the Dark Side of Leadership** – Self-awareness, keys to leadership.
- Dallas Willard, **The Spirit of the Disciplines** – Developing your spiritual life.
- Herb Miller, **Leadership is the Key** – Unlocking your ministry effectiveness.
- Reggie McNeal, **A Work of Heart** – Understanding how God shapes spiritual leaders.
- Thrall, McNichol & McElrath, **The Ascent of a Leader** – How ordinary relationships develop extraordinary character and influence.
- Jan David Hettinga, **Follow Me** – Experience the loving leadership of Jesus.
- Arbing Institute, **Leadership and Self-Deception: Getting Out of the Box**
- Reggie McNeal, **Practicing Greatness: 7 Disciplines of Extraordinary Spiritual Leaders**

Leadership, General Topics:

- Gary Wills, **Certain Trumpets** – The nature of leadership.
- Michael Slaughter, **Spiritual Entrepreneurs**

III. Personal Growth

Personal Growth - Keys to Identify Issues:

- 1. Agreement between four basic tools**
 - A. Summary of psychological inventories (this is what they put down)
 - B. Summary of references (from people they picked)
 - C. PDI (Personal Data Inventory - they list their strengths/weaknesses).
Must be legible and completely filled out.
 - D. Interview

- 2. Serious concerns or issues**
 - A. Ask the questions, especially on any elevated sub-scores.
 - B. If in doubt, have a professional evaluate by requesting contingency.

- 3. Look for awareness and signs of growth (self-awareness not perfection).**

IV. Theology

Theology Reviewers look for:

1. A level of theological understanding that goes beyond superficial “book” answers. Can the candidate integrate their theology into their personal experience?
2. Balance of theological perspectives.
3. Does the candidate grasp the uniqueness of Wesleyan theology? Is there a clear explanation of the stages of grace combined with social and personal holiness?
4. Ability to clearly discuss a Wesleyan view of the Sacraments.
5. Candidates should be specific in their understanding of the Kingdom of God as both now and yet to come. Do they include both the personal and social aspects of the Kingdom?
6. An understanding of the tension between primacy of scripture and complexity of biblical authority.
7. Do not look for a correct answer, but for a candidate who grapples with issues and weighs the reality “that all of life’s problems are not answered with simplistic answers.”
8. Is the candidate serious about the nurture of their spirit?
9. Can the candidate describe the relationship between their spiritual work and their faith in Jesus Christ?
10. Is the candidate offering God their best?
11. Is this work representative of someone you would be comfortable with as your minister?

Theology Suggested Reading List (2007)

M. Borg	Meeting Jesus Again For The First Time
M. Borg	Reading The Bible Again For The First Time
Tyron Inbody	The Many Faces of Christology
Tyron Inbody	The Transforming God
Tyron Inbody	The Faith of the Christian Church
Moltmann	The Crucified God
Moltmann	God in Creation
Luke Timothy Johnson	Creed
Luke Timothy Johnson	Living Jesus
Maddox, R.	Rethinking Wesley's Theology
Maddox, R.	Responsible Grace
Geuter	Wesley and the Quadrilateral
Tuttle, R.	Sanctity Without Starch
Dulles	Models of the Church
Langford	Practical Divinity
Jones, Scott	United Methodist Doctrine: The Extreme Center
Cone	Black Liberation Theology
Coll, Regina	Christianity and Feminism in Conversation
Grant, Jacquelyn	White Women's Christ and Black Women's Jesus
Ed: Russell, et al	Inheriting Our Mother's Garden: Feminist Theology in 3 rd World Perspective
Chung Hyun Kyung	Struggle To Be The Sun Again: Introduction To Asian Women's Theology
Suchocki, M.	The Fall to Violence
Abingdon Press	Christian Believer
Runyon, Ted	New Creation
Wright, N.T.	Paul
D. Willard	Renovation of the Heart
D. Willard	The Divine Conspiracy
McGague, S.	Metaphorical Theology
Peter J. Gomes	The Good Book
Kinghorn	John Wesley on The Sermon on the Mount (The Standard Sermons in Modern English)
Kenneth J. Collins	John Wesley: A Theological Journey
John B. Cobb, Jr.	Grace & Responsibility: A Wesleyan Theology for Today
Charles Yrigoyen, Jr.	Belief Matters: United Methodism's Doctrinal Standards
Steve Harper	The Way to Heaven
Olsen	The Book of Discipline 2004, Part II
Placher, William	Readings In The History of Christian Thought, Vols. 1-2
Justo Gonzalez	A History of Christian Thought, Vols. 1-3
Guthrie, Shirley	A Christian Doctrine
Kinast, Robert	Let Ministry Teach: A Guide To Theological Reflection
Jones, W. Paul	Theological Worlds: Understanding the Alternative Rhythms
McLaren, Brian	A Generous Orthodoxy

The Role Of the Candidate

Role of the Candidate

This is your process, not your mentor's. The candidate is responsible at all times for completing work and meeting deadlines. Keep a copy of all written work. Keep notes on discussions with your mentor. When in doubt, ask questions.

Online Candidacy Enrollment

A. Beginning January 1, 2008, candidates will enroll online.

If you do not already have email and internet access, you will need to arrange for both of those. If you will be unable to have access to these items you and your mentor will need to be in touch with the General Board of Higher Education and Ministry to make arrangements for paper forms.

All of the following forms will be filled out online. You will not need any paper to begin.

You will be prompted by email when it is time to fill out each of these forms. When it is time to fill out the application for the [Candidacy Guidebook](#) (form 101) you will need a credit card or instructions will be given for sending a check.

The process begins with the [Online Enrollment Form](#).

There is a place to check if you will need materials in Spanish. Only the [Guidebook](#) and MMPI are available in Spanish.

You will need to know the name of your district, district superintendent, and mentor. Leave blank the line requesting name of a secondary mentor (we do not have them in Florida.).

Application for [Candidacy Guidebook](#) (form 101). At the appropriate time in the online process you will be given several options for paying the \$75 fee for enrolling.

The district superintendent and mentor will sign the form electronically. It will be sent to them.

Inventory of Religious Activities and Interests (IRAI)

Request for Psychological Assessment Packet (form 112)

Personal Data Inventory (PDI) 1997 revision.

Personal and Professional Reference List. You will need to have a list of names and addresses in order to fill it out.

Make a copy of all of these completed forms before you leave the GBHEM web site. Always.

B. With your mentor, send to the Board of Ordained Ministry Registrar:

1 copy of the Request for the Psychological Assessment Packet (Form 112)

1 copy of the Request for the [Candidacy Guidebook](#) (Form 101)

Check for \$300 for Psychological Assessment made out to FL Conference Treasurer

The Assessment will be completed with your mentor.

\$300 is less than half of the total cost of the testing. The Conference pays the remaining balance. No assessment can be done until this fee is paid. Check is made out to the Florida Conference Treasurer and given to your mentor who sends it in to the board of ordained ministry registrar. This is a lot of money.

Check with your minister to see if your church can help with this expense.

C. Form 112, the Request for Psychological Assessment Packet requires that you select a Ministerial Assessment Specialist from a list. Select either:

Dr. Mel Jacob

or

Dr. Deborah Leporowski

Lutheran Counseling Services

Jupiter, Florida

Winter Park, Florida

A Note Regarding the Psychological Report

In the *Candidacy Guidebook* on page 84 there are two notes regarding the psychological report. It is the policy of the Florida Conference Board of Ordained Ministry that the report will be available to the candidate to read. However, the candidate will not be given a copy of the report to keep. Also, it is the policy of the Florida Conference Board of Ordained Ministry that the candidate's mentor will be given a copy of the report for the purpose of discussing with the candidate the information in the psychological report

D. With your mentor, send to your District Committee on Ordained Ministry registrar copies of the following:

Request for the *Candidacy Guidebook* (Form 101)

Request for the Psychological Assessment Packet (Form 112)

E. Make copies of all of the forms:

[Online Enrollment Form](#)

[Application for *Candidacy Guidebook* \(form 101\)](#)

[Inventory of Religious Activities and Interests \(IRAI\)](#)

[Request for Psychological Assessment Packet \(form 112\)](#)

[Personal Data Inventory \(PDI\) 1997 revision](#)

[Personal and Professional Reference List](#)

F. Release of Information Form.

This form is part of the Psychological Assessment packet. There are specific instructions for signing it.

A Note Regarding the Release of Information Form

Be sure the candidate reads the whole form and initials each page that she or he has read that page. In regard to the choice they are asked to make in item number 2, the only choice for candidates in the Florida Conference process is the second choice: **I have been informed that it is the policy of this Annual Conference that I am not entitled to access or review the Assessment prior to submission to the Annual Conference, etc.**

In item number 5 the only choice for candidates in the Florida Conference process is the first choice, **I hereby release the interpretation of my psychological assessment to the Executive Session of the Annual Conference, in order to facilitate discussion of my candidacy.** Any other answer to these statements means an end to their candidacy process in the Florida Conference. If they have a problem they will have to discuss it with David Dodge, Registrar for Florida Conference Board of Ordained Ministry.

G. Always/anytime that you complete work online - before leaving the site, make a copy for yourself. Be sure that you give the mentor a copy.

Becoming a Certified Candidate (§310 -314)

Work through unit eighteen in the Candidacy Guidebook. The process will take at least six months to more than a year.

1. Interview with staff parish relations committee. Helpful information and questions are found in The Christian as Minister, on pages 104-105.
2. Local church charge conference recommendation - by the time of the interview. Requires 2/3's vote, written ballot, for approval.
The form, *The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies* is used to report recommendation for certification and should be included in the written materials listed in number 3 below that are sent to the district registrar. The form is available on the conference website.
3. Written material submitted to the district registrar:
 - Copy of questions found on pages 176-177 of the Candidacy Guidebook.
 - Two copies each of Health and Financial statements. The district registrar will send these forms to you.
4. It is the responsibility of your mentor to notify the district registrar that you are on target to have all work through unit 18 complete, material and charge conference recommendation finished and turned in on time.

The Certification Interview

1. You will be notified by the district registrar of the date/time/location of your interview.
2. Your mentor should be there in a supportive role.
3. Go and enjoy the interview. It should be a positive, get-to-know-you-and-the-committee-members time. The committee is interested in your understanding of yourself and of God's call, and your plans for continuing the educational process for licensed or ordained ministry. It's okay not to know everything at this point in the process, just answer questions to the best of your ability. If issues have been raised from the psychological report, be prepared to talk about them openly and honestly.
4. Voting/Decisions: There will be a written ballot with a three-fourths majority needed for approval.

Options:

- A. **To recommend as a certified candidate.** Contingencies may be assigned. Candidate must complete contingencies before making application for probationary status or local pastor. The dCOM will make specific suggestions for work and name someone with whom to do that work. Contingencies should be completed and reported at the next meeting with the dCOM, (unless given a different deadline by the dCOM). **Contingency Mentor's Report should be sent to the Board of Ordained Ministry Registrar as well as copies to the candidate, district registrar, and dCOM chair.** The candidate will continue moving forward through the process and the Candidacy Guidebook with his/her mentor.

B. Not At This Time. Contingencies will be assigned.

The committee would like for the candidate to do some more work before recommending for Certified Candidate. They will make specific suggestions for work and name someone with whom to do that work. Contingencies should be completed and reported on at the next meeting with the dCOM, (unless given a different deadline by the dCOM). Contingency Mentor's Report should be sent to the Board of Ordained Ministry registrar as well as copies to candidate, district registrar, and dCOM chair. Continue to work with your mentor in this process.

C. Do Not Recommend.

The district committee on ordained ministry does not believe that the candidate's call to licensed or ordained ministry matches the call as it is understood by the Florida Annual Conference of The United Methodist Church.

Options available to the candidate:

- To explore their call to be a lay member of a congregation.
- To explore their call to licensed or ordained ministry with another annual conference or denomination.
- To wait two years and begin the process over again.

Certification and Beyond

This is not the last time you will see this committee.

1. You will continue to work with your mentor to complete the Guidebook and the rest of this process.

2. You will continue in an educational process (seminary, Course of Study, or other options).

3. **Your local church will annually vote to renew your candidacy. You will need to submit the same form, *The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies* that was used for certification. It is available on the conference web site. Your church will vote on this renewal at the time of their annual charge conference which is usually in the fall. Be in contact with your pastor about this form and renewal. It should be included in your church's other charge conference reports. The form is available on the conference web site.**

4. There is an annual interview for renewal of certification as well as a written report due. These interviews are an informal touch base interview. Contingencies may be assigned. You will be notified by the registrar of date/time/location of the interview.

You will receive an **Annual Renewal of Certification Form** from the district registrar. Fill it out and you and your mentor sign it before returning it to the district registrar.

Voting/Decision for Renewal of Certified Candidate:

- A.** There will be a written ballot with a three-fourths majority needed for approval.

B. Possible decisions:

1. To Recommend.

Contingencies may be assigned. Contingency mentor's report should be sent to the boom registrar as well as copies to candidate, district registrar, dCOM chair. All previous contingencies must be completed before applying for local pastor or probationary membership.

2. Not to Renew Candidacy (§313, *Book of Discipline*)

- The district committee on ordained ministry does not believe that the candidate's call to licensed or ordained ministry matches the call as it is understood by the Florida Conference of the United Methodist Church.

Options available to the candidate are:

- To explore their call to be a lay member of a congregation
- To explore their call to licensed or ordained ministry with another annual conference or denomination.
- To wait two years and begin the process over again.

5. Decide whether you are on the ordination or the local pastor track.

Preparation for Conference Board of Ordained Ministry Interview

There is a one year time requirement as a certified candidate before you can apply for probationary member if you are on the ordination track,

1. Application packets are available about December 1 from the board of ordained ministry registrar.

2. Ask for the specific packet you need:

- Probationary membership on the elder track
- Probationary membership on the deacon track
- Licensing for pastoral ministry (local pastor)
- Associate membership

3. Written and oral exam by the dCOM

Information regarding expectations about the content/quality of work to be reviewed by the dCOM may be obtained from your mentor. The application focus is on theology, leadership, personal growth, and proclamation. All or part of your work may pass the committee. Contingencies may be required before passing on to the conference board. When all work is complete and approved by the dCOM, you will submit that work to the conference board. Completion of all other work as required/listed in the **Guidebook** (§315.2 for local pastors; §324 for probationary members from the **2004 Book of Discipline**).

Requirements for Local Pastor (§315-320)

Interviews

- By the dCOM (for full and part-time local pastor)
- By the conference board (full-time local pastor)

Requirements

- High school graduate or equivalent
- Certification as a Candidate for Ministry
- Completed Licensing School for Pastoral Ministry before being recommended by clergy session of annual conference (In May - before appointed).

Work to Be Reviewed

Application and requirements come from the BOOM registrar, and include these areas: theology, leadership, personal growth, proclamation. All work has been reviewed by the appropriate review team, areas of interest/concern are noted in preparation for questions/discussion in the interview.

Voting/Decisions for Licensed Local Pastor

A. There will be a written ballot with a two thirds majority vote needed for approval.

B. Possible decisions:

1. To Recommend to the conference board. All previous contingencies must be completed.
2. Not At This Time.

The Committee would like for the candidate to do some more work before recommending for local pastor. They will make specific suggestions for work and name someone with whom to do that work. Contingencies should be completed and reported at the next meeting with the dCOM, (unless given a different deadline by the dCOM). **Contingency mentor's report should be sent to the Board of Ordained Ministry registrar as well as copies to the candidate, district registrar, and dCOM chair.**

3. Do Not Recommend.

The District Committee on Ordained Ministry does not believe that the candidate's call to licensed ministry matches the call as it is understood by the Florida Conference of The United Methodist Church. Options available to the candidate:

- To explore their call to be a lay member of a congregation.
- To explore their call to licensed or ordained ministry with another annual conference or denomination.
- To wait two years and begin the process over again.

Continuing as a Local Pastor

Local pastors who have not completed the Course of Study will be assigned a mentor until the completion of the Course of Study. They will have an annual personal interview with the dCOM.

Requirements:

1. Evidence of satisfactory progress in the Course of Study, in college, or in seminary (§319) until they have completed Course of Study (in eight years for full-time local pastors, and in twelve years for part-time local pastors, §319.3).
2. Annual evaluation of the Staff Parish Relations Committee (optional) or pastor's report to the charge conference.
3. Recommendation of the district superintendent.

Voting/Decisions:

1. To continue as a local pastor (§319). A vote to continue may carry contingencies.
2. To discontinue as a local pastor (§320).

The District Committee on Ordained Ministry does not believe that the candidate's call to licensed ministry matches the call as it is understood by the Florida Conference of The United Methodist Church. Options available to the candidate:

 - To explore their call to be a lay member of a congregation.
 - To explore their call to ordained or licensed ministry with another annual conference or denomination.
 - To wait two years and begin the process over again.

Requirements for Probationary Membership (§324-327)

Requirements:

1. Minimum of one year certification previous to probationary membership.
2. Each candidate shall have demonstrated his or her gifts for ministries of service and leadership to the satisfaction of the dCOM.
3. Completion of a bachelor's degree from a college or university recognized by the University Senate. See §324.3 for exceptions.
4. Completed a minimum of twenty-four semester hours of graduate theological studies in the Christian faith including Old Testament; New Testament; theology, church history; mission of the church in the world; evangelism; worship/liturgy; and United Methodist doctrine; policy and history. These courses may be included within or in addition to a seminary degree.
5. A candidate for ordination as an elder shall have completed one-half of the studies toward a Master of Divinity degree or its equivalent, including one-half of the basic graduate theological studies from a seminary listed by University Senate.
6. A candidate for ordination as a deacon shall have:
 - A. Completed one-half of the studies of a master's degree from a United Methodist seminary or one listed by the University Senate,

OR

 - B. Received a master's degree in the area of the specialized ministry in which the candidate will serve, and completed one-half of the basic graduate theological studies, in a context which will provide formation as a United Methodist deacon in full connection within a cohesive program developed by the seminary and approved by the General Board of Higher Education and Ministry, documented by a record of completion from that school.
7. For candidates on the deacon track following professional certification alternate route, see §324.5.
8. For local pastors fulfilling requirements for probationary membership, see §324.6

Work to be Reviewed:

Application and requirements come from the BOOM registrar and include these areas: theology, leadership, personal growth, proclamation. All work has been reviewed by the appropriate review team, areas of interest/concern are noted in preparation for questions/discussion in the interview.

Voting/Decisions for Probationary Membership

- A. There will be a written ballot with a three-fourths majority vote needed for approval.
- B. Possible decisions:
 1. **To Recommend** to the conference Board of Ordained Ministry. All previous contingencies must be completed.
 2. **Not At This Time.** There will be contingencies assigned.
The work is not ready for the conference board. Contingencies are assigned

including a mentor. The candidate and work return to the dCOM until the committee votes to recommend to the conference board. **Contingency Mentor's Report should be sent to the Board of Ordained Ministry Registrar as well as copies to the candidate, district registrar, and dCOM chair.**

3. **Do Not Recommend.** The District Committee on Ordained Ministry does not believe that the candidate's call to licensed ministry matches the call as it is understood by the Florida Annual Conference of The United Methodist Church. Options available to the candidate:
 - To explore their call to be a lay member of a congregation.
 - To explore their call to licensed or ordained ministry with another annual conference or denomination.
 - To wait two years and begin the process over again.

A candidate who is assigned contingencies by the conference board, as a matter of courtesy, may be given an opportunity to resubmit their work to the dCOM for evaluation and suggestions (not voting) before sending it to the conference board.

Licensed Local Pastor

When all requirements for licensed local pastor have been met and the conference board votes to recommend the candidate and his or her work, the clergy session of the annual conference votes to approve the candidate as a licensed local pastor (§315).

Local pastors will be assigned a mentor until they have completed the Course of Study (§316.4). The dCOM chair in consultation with the district superintendent will make these assignments.

Probationary Membership and the Residents in Ministry Process

When all requirements for probationary membership have been met and the conference board votes to recommend the candidate and his or her work, the clergy session of the annual conference votes to approve the candidate as a probationary member of the annual conference (§324).

Probationary members of the annual conference enter the Residents in Ministry process which is a three-year process designed to involve them in a curriculum that extends theological education through covenant groups, mentors, and retreats (§326).

Application Materials Requested From the Board of Ordained Ministry Registrar

Note: Candidates receive instructions, applications, and a deadline from the Board of Ordained Ministry Registrar when requesting applications for local pastor or probationary membership.

Candidates will also receive instructions regarding these application materials and a deadline from their District Committee on Ordained Ministry that will probably have some differences from the board instructions.

Candidates will need to meet both sets of instructions and deadlines for the same application materials.

They will meet with the dCOM first. When their application and materials are recommended by the dCOM then they proceed to meeting board instructions and deadline.

I Feel God
Calling Me

The Role of the
Minister

The Role of the
Staff Parish
Committee

I Feel God Calling Me To Do Church Work

When someone in your congregation comes to you with this statement it is great news and a great opportunity. You may be wondering how to proceed from here. Sometimes all this person means is that I want to continue to be a volunteer by giving more time, taking on more responsibility. He/she is real clear about this and very comfortable with it. Your role here is pretty straight forward -- help him/her find appropriate places to serve within the life of your congregation.

But suppose the maker of this statement is not so clear about what this means for his/her life? Then you have a great opportunity to work with him/her in discerning just what God has in store for him/her.

So your question is: How do I help this person discern just what God is calling him/her to do? The good news is that there is a plan and a process for doing this.

I. *The Christian as Minister*

A. Read and work through together chapters 1, 2, and 3 of the book, *The Christian as Minister* (available from Cokesbury). The purpose of this reading and study together is to begin to see what possibilities there are for ministry in addition to being a local church minister or a lay person who volunteers in the church. The study opens up many possibilities, some leading to and requiring ordination, some requiring certification as a lay professional in a particular field, and also the possibility to be the best lay person/volunteer they can be in their local church.

This is an important beginning point in what may turn out to be a long process or a very short process. It is your role to help them with this struggle. It also may be a struggle for you. The hardest part may be in lovingly redirecting this person from an ordination route to a place as a very productive lay person. This is very important. If you have questions about his person's call, gifts, or ability to eventually serve in ministry, now is the time to explore those issues and make a decision about continuing in this exploration. It is not helpful to them to continue in this process when you know that they are not suited for ordained ministry. The further in the process they move the more difficult it becomes for them when they are finally told that ordination is not an appropriate place for them.

B. Chapters 4 and 5 are important for you but not for study or discussion with your lay person -- yet. Chapter 4 is for your personal use. Chapter 5 is very important but is not dealt with unless or until he/she completes work with a mentor and comes for certification. Helpful information is there for the interview with the Staff Parish Relations Committee that is required to become a Certified Candidate.

At the conclusion of this discussion you will be choosing one of several options:

1. He/she is really happy with a calling as a volunteer and lay person in the congregation.
2. He/she is considering further training as a lay professional. Help that person obtain information from the conference office, from the General Board of Higher Education and Ministry or go to the GBHEM website (www.gbhem.org) for information about certification in any number of fields of service and ministry.
3. This person needs to be redirected into service as a lay person/volunteer.
4. This person is still feeling a call to ordained ministry. At this point you and your church member may need to move to a deeper understanding and discerning process using the book titled *Ministry Inquiry Process*, also available from Cokesbury.

II. Ministry Inquiry Process

- A. The *Ministry Inquiry Process* book is an opportunity for you and the person to dig into their personal spiritual life, to seek and discern what their call to ministry may be. Plan to spend several months to a year working with this material. Don't think of this time together as a chore but an opportunity to enable someone else's spiritual journey and a time to revisit and refresh your own commitment and call to ministry.
- B. Once again this is a time when you will need to be aware of their gifts and potential for ministry. Explore those gifts and potential and what they offer for ministry. If you feel that there are problem areas or issues that may make this person unsuitable for ordained ministry, begin to talk about them now and explore what they might mean for effective ministry. Once again now is an appropriate and less painful time to redirect their commitment.

III. What next?

At the Conclusion of the reading and discussion of *The Christian as Minister* and the *Ministry Inquiry Process* one of several things will happen.

- A. The person may discern that their calling is to be the best lay person they can be, either as a volunteer or a professional. Pages 198 and 199 give some suggestions for continuing growth/study. If there is an interest in being a certified professional, direct their interest to the conference office or the website for the General Board of Higher Education and Ministry (www.gbhem.org) for information about how to pursue that interest. This is the end of a formal process with you for discerning a call and direction.
- B. If there is an interest in pursuing ordained ministry you are also coming to an end to your formal relationship in the discernment process with this lay person. You are preparing to

turn this person over to the care and direction of the district superintendent, District Committee on Ordained Ministry, and a mentor assigned by the committee.

Ignore the instructions on page 181, *Next Steps in Ministry*. No written material is submitted either by you or the candidate to the conference office.

1. The candidate writes a letter to the district superintendent indicating his/her interest in ministry and requests an interview.
2. The district superintendent will arrange an appointment with the person which includes a discussion of the person's call, instructions about fingerprints/background check, and discussion about what follows.
3. A candidacy mentor is assigned by the District Committee on Ordained Ministry chairperson.
4. Arrangements for obtaining the *Candidacy Guidebook* and Psychological Assessment materials are made with the mentor and include a fee of \$75 for the *Guidebook* and \$300 for the assessment materials.

Some helpful notes and information for using the Candidacy Process Chart.

1. Any full-connection deacon, elder, or local pastor who has completed the Course of Study may serve as a guide in the first two steps (Inquiring Candidate), reading/discussion of *The Christian as Minister* and *Ministry Inquiry Process*. It will probably take several months to work through these books. Both are available from Cokesbury and in Spanish.
2. It would be helpful if the seeker's minister served as the guide. You already have a relationship with the seeker and some insight into the gifts/potential/character of the seeker.
3. Goal for the reading/discussion of these two books is exploration of the field of ministry and discernment of call by God either to laity or ordained clergy.
4. The goal is not to send everyone on the road to ordained ministry. It is always appropriate to guide and direct persons into being the best lay person and volunteer that they can be in a local church. There would be no church without these folks.
5. Study of both of these books is required before proceeding to the Exploring Candidate phase. At the conclusion of these studies the formal relationship between guide and seeker ends (you will certainly want to maintain contact and continue to encourage the seeker in whatever they decide to do).
6. At the completion of both of these studies, if there is still the desire to pursue ordained ministry, the Inquiring Candidate makes contact with the district superintendent by writing a letter indicating his or her interest in pursuing the call to ministry and requests an interview. All further work with the seeker (now Exploring Candidate) is the responsibility of the district superintendent and the District Committee on Ordained Ministry.
 - No contact is made with the conference office (ignore instructions on page 181 in the *Ministry Inquiry Process* book).
 - No application is sent to the GBHEM seeking to obtain the *Candidacy Guidebook*.
7. At the interview with the district superintendent, the DS will talk with the seeker about his/her call and reading of the two books. The seeker will receive instructions about the fingerprint/background check.
8. A mentor will be assigned by the chairperson of the District Committee on Ordained Ministry.
9. When the candidate is assigned a mentor, he/she will be notified by the dCOM chairperson. It becomes the responsibility of the candidate to make contact with the mentor.
10. At a first meeting, the candidate and mentor will talk about obtaining the *Candidacy Guidebook* (there is a \$75 charge) and about the psychological assessment (which will require a \$300 fee).
11. The candidate will work with the same mentor through the entire process. It will take several years to complete this process.

Resources

Both of these books are available from Cokesbury and are available in Spanish:

The Christian as Minister
Ministry Inquiry Process

The General Board of Higher Education and Ministry maintains an excellent website (www.gbhem.org) that contains information about all kinds of options/fields for ministry. You may also want to check the web pages for the Center for Clergy Excellence on the Florida Conference website ([www.flumc.org/Center for Clergy Excellence](http://www.flumc.org/Center%20for%20Clergy%20Excellence))

The Role of the Minister in the Candidacy Process

I. Inquiring Candidate

1. Any deacon, elder, or local pastor who has completed the Course of Study may be the guide for this stage - Inquiring Candidate. However, it would really be helpful for the candidate's minister to be the guide. You know this person best and will best be able to facilitate the study and help with a decision.
2. Work through *The Christian as Minister* book with persons exploring their call to ministry. It may take several months to complete this reading and discussion. The purpose of the reading, discussion, and interviews in this book and time together is to explore all forms of ministry. The purpose is not to convince every person exploring a call to service/ministry that ordained ministry or the elder track is the only option. Chapter four offers guidelines for the minister and chapter five for the staff parish relations committee.
3. To work through the *Ministry Inquiry Process* book with an inquiring candidate. The purpose is to explore the candidate's spiritual life, options for ministry, and how faith and vocation are related. This inquiry will take several months. The purpose is not to convince every person exploring a call to service/ministry that ordained ministry or the elder track is the only option.
4. Both books are required reading and study before moving to the next step. They are available from Cokesbury and in Spanish.
5. Visit and make use of the General Board of Higher Education and Ministry web site, www.gbhem.org. Important information and resources are available there.
6. At the conclusion of the study of the *Ministry Inquiry Process* there are instructions for reaching a decision and the next step to take. The purpose is not to convince every person exploring a call to service/ministry that ordained ministry or the elder track is the only option. It's okay if the candidate decides that there are really a lot of great opportunities for me in ministry that do not call for ordination. We need great, called, committed lay people in the local church to do the work of ministry. If the decision is to pursue the local pastor or ordination track, do not contact the Board of Ordained Ministry Registrar. The next step is for the candidate to write the district superintendent and request an appointment to get acquainted, talk about the candidate's call to ministry, and make arrangements for the background check. At this point your job is finished. A mentor will be assigned by the chair of the District Committee on Ordained Ministry.

II. Exploring Candidate

1. Interview with the Staff Parish Relations Committee.

When the candidate has completed unit 18 in the *Candidacy Guidebook*, he/she will be preparing for an interview with the local church staff parish relations committee and a recommendation from the charge conference. The candidate will talk with you about setting up a time for this staff parish relations committee interview.

It would be helpful to work with the staff parish relations committee on chapter five of *The Christian as Minister* book prior to the interview. They need time to digest the questions and prepare for the interview. Chapter five contains questions and the kind of information that the committee should be looking for in interviewing the candidate. This is not a rubber-stamp interview. The time together should be taken seriously. The candidate has spent months preparing for this time and exploring his or her call.

The issue for the committee is **fitness for ministry**. Is this a person that you would welcome as the minister of your church?

This is the first opportunity for the candidate to be examined regarding fitness for ministry. The committee may decide that this person is more suited to be a lay person. That's okay. It is better to reach this decision now. It is not helpful for the candidate to be passed onto the charge conference (and then to the district committee) when your committee clearly has questions about the candidate's fitness for ministry.

At the conclusion of the interview the committee will decide whether to recommend the candidate to the charge conference. If the committee decides not to recommend, someone needs to be ready to share the decision and discussion with the candidate. Information and help for redirecting the candidate's call should be made available.

2. Charge Conference Interview/Recommendation

Make arrangements with the district superintendent to hold a charge conference at a time that is convenient for him or her.

Suggestions for the content of this interview are also found in Chapter five of *The Christian as Minister* and ¶310 of the *2004 Book of Discipline*. The charge conference will vote to recommend or not to recommend this person to the District Committee on Ordained Ministry. This recommendation requires a written ballot and approval of 2/3 of those present at the charge conference. (¶311.2b).

Hopefully this will be a time of celebration and recognition for the candidate and the work he or she has done.

III. Paperwork

Following the charge conference meeting and voting you will need to complete *The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies*. The first page must be completed and signed by the presiding elder, district superintendent, or bishop. The candidate completes the second personal information page. The candidate is responsible for sending it to the registrar of the District Committee on Ordained Ministry.

IV. Renewal

The staff parish relations committee and charge conference must annually recommend renewal of the candidate's status. The form *The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies* is also used for renewal of candidacy. The form is available on the conference web site. **The form as a renewal should be included annually in the charge conference reports.**

The Role of the Staff Parish Relations Committee

The local church staff parish relations committee shares with the minister the responsibility for enlistment, guidance, and support of candidates for ordained ministry as well as other forms of ministry. See the *2004 Book of Discipline* ¶247.8 and ¶259.9. *The Christian as Minister* is another helpful resource for this committee.

“There are some whom God calls for ordained ministry from the people of the church. The SPRC is charged with the responsibility of discerning those whom God has called to represent Christ’s ministry in the name of the church. This discernment is done with prayer and under guidance of the Holy Spirit. The SPRC has responsibility for the recruitment of persons who evidence God’s claim upon them for ordained ministry, the examination of candidates for their calls from God and the evidence of gifts, and the recommendation of these candidates to the charge conference. When the charge conference votes to recommend a candidate for ordained ministry, the congregation assumes the care and support of the candidate through the years of preparation for ministry. The care and support may include continued prayer by individuals and during services of worship, cards and care packages during years of education, opportunities for worship, leadership, financial support, and other forms of encouragement.” *(2000 Guidelines for Leading Your Congregation: Pastor-Parish Relations, page 33).*

When someone presents himself/herself to the minister as seeking certification as a candidate for ordained ministry, this committee has the first opportunity to meet with the candidate and plays a significant role in the furthering of this person’s call to ministry. It is the responsibility of this committee to interview the candidate, examine a call to ministry, and decide whether to recommend the candidate to the charge conference. The candidate has already been meeting with a mentor assigned by the District Committee on Ordained Ministry for at least a year and working through the *Candidacy Guidebook*.

Chapter five of *The Christian as Minister* gives suggestions for preparing for the interview and the kind of questions and information that the committee should be looking for. This is a crucial first step for the candidate and for the church. This should not be a perfunctory, rubber-stamp interview. The church needs persons for ordained ministry who are truly called by God for ordained ministry. At this stage in the candidate’s journey we are not looking for great theological answers, but for a sense of being called by God and a sense of the person’s fitness/readiness for ministry. Is this a person that I would like to have as the pastor of my church? The committee may consider making this the only item on their agenda or to devote a large block of time to the purpose of interviewing the candidate.

Using the suggestions from *Book of Discipline*, ¶310 and ¶311.2a and *The Christian as Minister*, the committee is seeking to discern the candidate’s fitness/readiness for ministry. The committee should prepare itself ahead of time by reading and studying the questions. They should also seek responses and recommendations from the congregation regarding the candidate.

At the conclusion of the interview the committee will need to vote either to recommend or not recommend this person to the charge conference. If strong concerns or issues are raised about the candidate's fitness for ministry, seek further clarification or decide that perhaps this person is better suited to be a lay person in the local church. The committee may vote not to recommend this person. If so, there are important issues of confidentiality that need to be observed as well as support to be given to the candidate.

If the committee votes to recommend this person to the charge conference, the minister will make arrangements for that date. The chairperson and minister may want to work together in planning this meeting. Suggestions are found in *The Christian as Minister*. A charge conference that has only this agenda item can be a time of great celebration and focus on the candidate, on God's call, and the ministry, work, and support of the congregation. The form, *The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies* is used to report recommendation.

If the District Committee on Ordained Ministry votes to certify the candidate, there will be an annual renewal of this certification by both the staff parish committee and the District Committee on Ordained Ministry. The staff parish committee is responsible for annual review and recommendation to the charge conference. The form, *The United Methodist Church Recommendation or Renewal for Candidacy for Ordained Ministry Studies*, is used to report recommendation and renewal of recommendation to the district committee and is available on the conference web site. **The form as a renewal should be included annually in the charge conference reports.**