

# Rio Texas Conference Candidate Formation Checklist

## Phase One: Inquiring Candidate (IC)

- Perceive a call to ministry
- Member of any UMC or UM campus for one year (§ 310.1a)
- Contact home church Pastor or UM Campus Pastor
  - Meet with pastor to discuss call to ministry
  - Read and discuss *The Christian as Minister* with pastor. And upon completion have Pastor sign Candidacy Summit (CS) Application.
    - *The Christian as Minister* is available at [www.cokesbury.com](http://www.cokesbury.com)
    - Download Candidacy Summit Application from <https://riotexas.org/candidacy-summit>
- Contact District Superintendent/District Office to begin candidacy
  - Send letter or email to District Superintendent/District Office (§ 310.1 b) requesting entrance into candidacy, including the following:
    - Completion of *The Christian as Minister* and email/phone number of pastor with whom you completed it
    - Name/contact information of ministry setting (local church/campus ministry etc.)
    - Description of involvement in ministry setting and fruitfulness of ministry
    - Statement of call (half- page)
  - **Request District Superintendent signature on CS Application.**
- Mail Candidacy Summit Application with \$80 check by deadline
- Psychological testing is required for all candidates applying for certification at the DCOM level as well as for interviewing before the Board of Ordained Ministry. As a convenience for you, testing may be taken at the Summit for an additional \$150, but is not required to be taken there. If taking it at the Summit, please be aware that the testing is only valid for four years.
- Enroll in the National UMCARE Database NOTE: ***This is in addition to applying for the Candidacy Summit and must be completed prior to the Summit.***
  - Your District office will submit your name to UMCARES.org. You will receive an email from [notifications@umcares.org](mailto:notifications@umcares.org) (put this in your safe senders list) with a link to register officially through the on-line interactive web site at <http://www.umcares.org>. *Please do so immediately.*
  - You will receive another email with a link to the UMCARES web site to pay the \$75 enrollment fee to receive *Answering the Call: Candidacy Guidebook* (NOTE: **this is a separate fee from the registration fee for Candidacy Summit**).

## Phase Two: Exploring Candidate (EC)

- Prepare for and attend a Candidacy Summit (*You will receive this information after your application has been received, but will include some reading and required completion of candidacy forms.*)
- Create your own candidacy file and keep copies of all forms completed and all work submitted.
- Attend Candidacy Summit
- Meet with Mentor Groups four times over the six months following Candidacy Summit. Dates will be determined by your group at the Candidacy Summit. Video conferencing (i.e.

Skype) will be a possibility for groups with large geographic distance between group members.

- Complete required sections in *Answering the Call: Candidacy Guidebook*.
- Discern continuation to **Phase Three: Declared Candidate (DC)** and complete required steps. Information about this phase will be given at Candidacy Summit.

### **Phase Three: Declared Candidate (DC)**

- High school degree or equivalent
- Complete Physical and Psychological assessments in coordination with the Office of Clergy Leadership and Development.
- When you are ready to make a formal declaration of your candidacy by requesting consideration to become a Certified Candidate, you must: 1) be interviewed by and receive approval of your S/PPRC or equivalent body as specified by DCOM, 2) receive the recommendation of your Charge Conference, and 3) upon recommendation, be invited to interview with the DCOM for consideration to become a Certified Candidate. The following provides information on those three steps.

#### ***S/PPRC Interview***

- 1) Contact local church pastor (or equivalent body as specified by DCOM) to request a meeting/interview with S/PPRC (or equivalent as specified by the DCOM) for approval and recommendation to Charge Conference to become a certified candidate.
  - a. Provide for your pastor or S/PPRC Chair the ***Staff/Pastor Parish Relations Committee (or Equivalent Body) Candidacy Approval and Recommendation Form*** with the top portion completed by you. This form may also be found at [www.riotexas.org/candidacy-summit](http://www.riotexas.org/candidacy-summit).
  - b. Complete the following written requirements for your interview with S/PPRC or equivalent, and provide a copy to your S/PPRC Chair. **You will also need to provide these to the District Committee on Ordained Ministry (DCOM) in order to interview with them.**
    - i. A written statement of call as outlined in the *The Book of Discipline* ¶310.2a including: *a) The most formative experience of your Christian life; b) God's call to licensed or ordained ministry and the role of the church in your call; c) your beliefs as a Christian; d) your gifts for ministry; e) your present understanding of your call to ministry as elder, deacon, or licensed ministry; f) and your support system.*
    - ii. Written answers to Wesley's Historic questions outlined in *The Book of Discipline* ¶310.1d
      - a) *Do they know God as a pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation?*
      - b) *Have they gifts, as well as evidence of God's grace, for the work? Have they a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly?*
      - c) *Have they fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their service?*

- iii. Provide written agreement to highest ideals of the Christian life *The Book of Discipline* ¶304 and ¶310.2d
- 2) Once the interview is completed and their answers compiled, the S/PPRC will provide copies of the completed form to you
- 3) The S/PPRC Chair or pastor will present their recommendation to Charge Conference.

**Charge Conference Recommendation**

- 1) If approved by S/PPRC and recommended to the Charge Conference (or equivalent body as specified by the DCOM), your pastor will contact the District Superintendent to request a special session of the Charge Conference to request their recommendation.
- 2) Provide your pastor with the **Declaration of Candidacy for Licensed or Ordained Ministry Charge Conference Recommendation Form**, with the top portion filled out by you. This form may also be found at [www.riotexas.org/candidacy-summit](http://www.riotexas.org/candidacy-summit).
- 3) Recommendation requires a written ballot with a 2/3 majority of those present and voting.
- 4) The Presiding Elder of the Charge Conference will send completed S/PPRC and Charge Conference forms to the appropriate contact person for District Committee on Ordained Ministry. It is your responsibility that they have the completed forms.
- 5) Keep a copy of completed forms for your file.

**District Committee on Ordained Ministry (DCOM) Interview Preparation**

- 1) Provide the DCOM with the following and be ready to answer questions pertaining to your written work during your interview:
  - A written statement of call as outlined in the *The Book of Discipline* ¶310.2a including: a) *The most formative experience of your Christian life;* b) *God's call to licensed or ordained ministry and the role of the church in your call;* c) *your beliefs as a Christian;* d) *your gifts for ministry;* e) *your present understanding of your call to ministry as elder, deacon, or licensed ministry;* f) *and your support system.*
  - Written answers to Wesley's Historic questions outlined in *The Book of Discipline* ¶310.1d
    1. *Do they know God as a pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation?*
    2. *Have they gifts, as well as evidence of God's grace, for the work? Have they a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly?*
    3. *Have they fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their service?*
  - Provide written agreement to highest ideals of the Christian life *The Book of Discipline* ¶304 and ¶310.2d
  - If you have not completed your Medical Form, provide that as well. This form was provided for you prior to attending the Candidacy Summit and can also be found at [www.riotexas.org/candidacy-summit](http://www.riotexas.org/candidacy-summit).

- You will need to have completed your Psychological Assessment and the results will need to be available to the DCOM prior to your interview.
  - Your Candidacy Mentors will submit a Mentor Report to the DCOM that they have gone over with you. Be sure to provide them with information as to where to send the report.
  - Any other information that your District requests.
- 2) Once you have sent in your material, contact the District contact person to make sure they have received your material and to find out if there is anything else they need in order to complete your file.
  - 3) Receive invitation to interview with the DCOM.

Mentor submits Mentor Report to DCOM to include the following:

- a. Brief description of your grace, gifts, fruit and promise for effectiveness in licensed or ordained ministry as mutually agreed upon by you and you're your Mentor.
- b. How have you responded to the information about the calling and the work of ordained or licensed ministry in the United Methodist Church?
- c. Attendance/participation at group mentoring sessions.
- d. How do you respond to and use feedback from others?
- e. What spiritual disciplines do you utilize on your journey with God?
- f. Other insights or comments about you that will enable DCOM to better understand you.
- g. Report is signed by both your Mentors and you.

**Phase Four: Certified Candidate and Recertification**

- Annual recommendation by Charge Conference
- Annual Re-Certification by DCOM
- Two Tracks

1) Certified (Local Pastor track)

- a. Attend Licensing School
- b. Application approved by DCOM, then affirmed by the BOM.
- c. Approved at Clergy Session and Licensed as a Local Pastor
- d. Receives a Clergy Mentor
- e. Attend Course of Study

2) Provisional Elder or Deacon

- a. Certified Candidate for minimum of 1 year, maximum of 12 years
- b. Completion of educational requirements
- c. Application approved by DCOM, then BOM
- d. Approved at Clergy Session and Commissioned as Provisional Elder or Deacon
- e. Enters into the Residency In Ministry (RIM) process