

# CANDIDACY PROCESS FOR WESTERN NORTH CAROLINA

## INQUIRING CANDIDATE

- Suggestion: read and discuss *The Christian as Minister* and/or the *Understanding God's Call: A Ministry Inquiry Process* with your pastor or respected clergyperson. These books are available from Cokesbury. (§311)

## BEGINNING CANDIDACY

- Be a member in good standing of a UMC or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for at least one year immediately preceding application. (§311.1a)
- Candidate shall have been graduated from an accredited high school or received a certificate of equivalency. (§311.1e)
- Apply to the DS in writing requesting admission to the candidacy process and assignment of a candidacy mentor. Include a statement of call. (§311.1b)
- District Superintendent (DS) or district committee on ministry (dCOM) coordinator will assign a candidacy mentor to the candidate.
- DS will go online to the General Board of Higher Education and Ministry (GBHEM) candidacy website and “invite” candidate to begin the process

## CANDIDACY PROCESS

- The candidate and mentor should get together to begin to get acquainted and covenant about the relationship and mutual expectations. For this first meeting it is acceptable for the mentor to make the initial contact with the candidate.
- Candidate receives an email of invitation to the process which will provide a link for the candidate to input biographical information. Website address: <https://public.gbhem.org/candidacy>.
- Candidate should correctly choose “Western North Carolina Conference,” the district with which candidate is affiliated, and the mentor to whom the candidate has been assigned.
- The DS will receive an email to electronically “sign off” on the candidate.
- The mentor will receive an email to electronically “sign off” on the candidate.
- The candidate will be asked to pay the \$75 registration fee. Candidate can pay the fee online with a credit card or mail a check to GBHEM (mentor has address).
- Once the fee is paid, the candidate will receive the *Fulfilling God's Call: Guidelines for Candidacy* manual.
- Candidate and mentor should agree upon a plan to work through the manual together.
- The next step in the online process is for the candidate to complete the Inventory of Religious Activities and Interests (IRAI) online in the mentor's presence.
- Once processed, the IRAI results are sent to the mentor by email. (usually by the next day)
- Candidate and mentor review the IRAI results together.
- Mentor administers the psychological testing. Completed instruments are mailed to GBHEM in the envelope provided. GBHEM scores the instruments and mails the results to Ministry Development Services (MDS). Candidate will have named four references who will receive forms that are also returned to MDS. Candidate calls to make an appointment with Ministerial Assessment Specialist (MAS) (Dr. Spain, Dr. Golden, or Dr. Arey). Candidate pays their portion of the fee. Candidate meets with MAS for a three hour review of results. MAS sends a report to BOM registrar. BOM registrar sends a copy to the district office. (process may take 6 weeks)
- This ends the online part of the candidacy process. Candidate and mentor continue to meet regularly to discern candidate's call, gifts and fruitfulness for ministry; as well as, to discover the nature of ministry in the United Methodist Church.

## ALONG THE WAY...

- The candidate will write their statement of call and responses to Wesley's historic questions in ¶310. (¶311.1d)
- The candidate will request a meeting with the staff/pastor parish relations committee of his/her local church. If candidate is coming through the alternate route (baptized participant in a UM ministry), conversation needs to happen with the mentor, dCOM, and candidacy registrar to determine an alternative group. The S/PPRC will consider the candidate's statement of call and responses to Wesley's historic questions. (¶311.1d) S/PPRC (or alternate body) votes on approval of the candidate.
- Candidate will meet with the charge conference of his/her local church (or equivalent body determined by the DS, dCOM, and candidacy registrar). The charge conference (or equivalent body) must vote for candidate's approval by a written ballot. Candidate must have 2/3 approval. (¶311.1e) Form 104 must be completed and submitted to the district office.
- Where possible, the local church is encouraged to assist candidates with the expenses of candidacy. (¶311.2d)
- Candidate must submit paperwork for a background check. The report will be reviewed by the BOM registrar and a summary report is sent to the dCOM (¶311.2b).
- Candidate must sign and have notarized the disclosure form. The form is returned to the district office (¶311.2b1,2).
- Candidate submits responses to statements found in ¶311.2a of *The Book of Discipline* (2008).
- Candidate submits transcripts of any post-high school work to dCOM.
- Provide other information (if requested by dCOM) for determining gifts, evidence of God's grace, fruit, and demonstration of the call to licensed or ordained ministry. (¶311.2c)
- Candidate will agree for the sake of the mission of Jesus Christ in the world and the most effective witness of the gospel, and in consideration of their influence as clergy, to make a complete dedication of themselves to the highest ideals of the Christian life as set forth in ¶¶102-104; 160-166. (¶311.2d)

## CERTIFICATION INTERVIEW:

- Candidate and mentor agree when the candidate is ready to meet with the dCOM for certification.
- Candidate notifies dCOM chairperson that he/she requests a meeting with the dCOM for approval for certification.
- Mentor accompanies candidate to the meeting with the dCOM. Prior to the meeting, the mentor will prepare a report for the dCOM introducing the candidate and sharing information about the time spent together. The candidate should review and approve of the mentor's report prior to submission.
- The mentor is present as a sense of support and a listening ear. The mentor does not have a role during the interview and should refrain from participating.
- Approval by written ballot with a ¾ majority vote for recommendation.
- Complete Form 113. Mentor logs in to GBHEM website to complete form 113 electronically which indicates candidate has completed certification process.
- Upon vote of certification, candidate shall be encouraged by the district committee on ordained ministry to attend a United Methodist seminary. (¶311.2e)
- Mentor and candidate meet to discuss interview and results of meeting with dCOM.

## CONTINUING CANDIDACY

- Candidate continues with candidacy mentor until assigned to another mentor (such as a local pastor mentor or a RIOM group)
- Candidate meets with the dCOM annually for continued recommendation.
- Candidate continues to make progress in studies and submits copies of transcripts to dCOM.

## BECOMING A LOCAL PASTOR

