

Steps Into Ordained Ministry Checklist

from Inquiring Candidate to Certified Candidate

Illinois Great Rivers Conference

This checklist has been carefully designed to navigate a person through the maze that can be the first four steps of the candidacy process. Each step is to be completed in the order listed below before moving on to the next step. A copy of this checklist must be mailed to the District Registrar prior to the first meeting with the dCOM (District Committee on Ordained Ministry). It is also helpful, and recommended, that copies of all correspondence included in this checklist be sent to the District Office, the dCOM Chairperson, and the dCOM Registrar.

Completing this process usually takes 6 to 9 months.

For admission to the candidacy program:

The Candidate ... Inquiring about ministry

1. Date: _____
Make contact with the pastor in your local church. (§311)

2. Date: _____
Review *The Christian As Minister* with your local church pastor, another ordained deacon or elder. The local pastor should have a copy of *The Christian as Minister*. (If not, a free copy of this publication can be obtained from the District Office.)

3. Date: _____
Ask your pastor to mail a verification letter to the District Superintendent. The following must be verified (§311.21a):
 - Candidate has been a member in good standing of The United Methodist Church for at least two years immediately preceding application. Please provide the date when church membership began.
 - Candidate has been involved in at least one year of congregational leadership. Please outline the type of leadership opportunity.

4. Date: _____
Receives from the District Office the release forms for DCFS, credit and criminal background checks (§311.3.c and d.)
 - Return BOTH the DCFS and the general background releases to your District Office, with an initial payment of \$53.95, the district secretary will mail them to the Sangamon River District Office. Checks should be made payable to IGRC.
 - The Candidate will be billed for any additional charges related to securing this background information.
 - The Sangamon River District secretary will send a copy of all final background information to the Candidate's District Office when complete payment has been made.

5. Date: _____
Contact the dCOM chairperson (dCOM Registrar or District Superintendent), **in writing**, and request a Candidacy Mentor (§311.1c).

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6. Date: _____
Direct the candidate to log onto the Board of Ordained Ministry's website (www.igrbom.com). Click on the Candidacy link (left-hand side of the home page) and once directed to the Candidacy page click on the link "Beginning the Candidacy Process." Follow the instructions on the General Board's website for enrolling into Candidacy.
- Upon successful completion, the District Superintendent will receive an email notification that there is an application requiring his/her signature
 - Once the District Superintendent's electronic signature has been submitted, the mentor assigned to the candidate will receive an email with e-signature instructions
 - When both signatures have been secured, the candidate will receive an email with instructions about how to pay the candidacy fee (which is \$75 and the responsibility of the candidate).
 - Once the fee has been paid, Nashville will send the applicant his/her Candidacy Guidebook
 - The candidate will receive an email with a link to the online IRAI (Inventory of Religious Activities)
 - The candidate will receive notification to contact his/her mentor regarding how to proceed with his/her psychological assessment.
7. Date: _____
Review agreed upon portions of the Candidacy Guidebook with the candidacy mentor in a way that gives consideration to the candidate's background and experience.
8. Date: _____
Mentor reviews results of IRAI test with candidate.
9. Date: _____
Candidate requests, in writing, an interview with the Staff/Pastor/Parish Relations Committee (S/PPRC). See suggested questions for the candidate in ¶ 310, *2004 Book of Discipline*.
- The candidate should have a written statement concerning his/her call to ministry that S/PPRC members can read ahead of the scheduled meeting time.
 - The candidate shall be interviewed by the committee about his/her call to ministry (prepare statement) and Wesley's historic questions found in ¶ 310, *2004 Book of Discipline*.
 - The S/PPRC shall vote by written ballot. A 2/3 majority is required for approval to the Charge Conference.
10. Date: _____
Receive 2/3 approval vote of the Charge Conference (Form 104, signed by the District Superintendent or presiding elder).
- At least two public announcements must be made before a Charge Conference can be held (cf ¶246.8 and ¶247.8)
 - This meeting must be presided over by the District Superintendent or a presiding elder
 - The vote must be taken by written ballot
 - After approval, the candidate must obtain the appropriate signatures for section 2 of the form: Declaration of Candidacy for Ordained Ministry (available under the Candidacy section of the Board of Ordained Ministry website www.igrbom.com).

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11. Date: _____

Mail a copy of the following to the dCOM Registrar (a copy of Form 104 should also be sent to the Administrative Assistant to the Board of Ordained Ministry).

- Form 104: Declaration of Candidacy for Ordained Ministry
- Written work prepared for S/PPRC
- All educational transcripts

12. Date: _____

Complete the Psychological Assessment and Adult Basic Skill Testing Packet.

- Contact the Board's Administrative Assistant to secure an appointment to take the psychological assessment.
- Psychological assessments are schedule in Collinsville, Decatur and Peoria three times a year (Jan, Feb, March; May, June, July; Sept, Oct, Nov).
- Once a candidate is given a testing date they will contact either Dr. Nancy Friesen's (**7700 Clayton Rd, Ste 201 B, St Louis MO 63117; 314-249-1806**) office or Dr. David Wence's (**3040 N University Ave, Ste 2, Decatur 62526-1393; 217-872-1700**) office to secure the pre-testing materials and testing date information.
- Candidates will be assigned a testing date and time and on that date they will appear on time, have a check in the amount of \$225 (made out as indicated in the pre-testing information) and complete the tests. Following completion of the test the candidate will have a face-to-face interview with the psychologist.
- A final written report, following this interview, will be mailed to the candidate and the BOM Administrative Assistant.
- The candidate, upon receipt of the assessment, must make a copy to give to his/her mentor for study and review with the candidate.
- The *Adult Basic Skills Testing Packet* can be requested via email to the BOM Registrar/Administrative Assistant (bomasst@hotmail.com). Once completed, the *Basic Skills Test* is mailed to the Administrative Assistant (Dr John Salzman, 3392 Palmtree Dr, Lake Havasu City, AZ 86404). Testing results will be mailed back to the mentor.

13. Date: _____

Candidacy Mentor completes the Mentor Report and send to the District Committee on Ordained Ministry.

14. Date: _____

Submit to the dCOM written responses to questions in ¶ 311.3b and written evidence of understanding of ministries of local pastors, deacons, and elders with The United Methodist Church (if required to do so by your dCOM).

15. Date: _____

Request an interview with the dCOM by writing a letter to the dCOM chairperson with a copy to the District Superintendent when all required documents have been submitted (refer to #11). In most cases, all documents must be received at least one month prior to the *Certification Interview* with the District Committee on Ordained Ministry.

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16. Date: _____
Contact the Chair of the dCOM for a *Certification Interview*.
- Prior to this meeting the District Registrar should request the candidate's Psychological Assessment (unless it's already been received).
 - In many cases, the candidate will be interviewed by a sub-group of the committee, which will make a formal recommendation to the entire committee
 - A written ballot will be taken; a 3/4 affirmative vote must be received to continue the process, keep all ballots in the candidate's file.
17. Date: _____
Respond to questions in ¶311.4f in writing and keep in candidacy file.
18. Date: _____
District Committee on Ministry Registrar submits the dCOM Approval Report for Certified Candidacy (form 113) to the Division of Ordained Ministry of the General Board of Higher Education and Ministry (PO Box 340007, Nashville, TN 37203) and to the BOM Administrative Assistant (3392 Palmtree Dr, Lake Havasu City, AZ 86404) with a copy to the District Office.
19. Candidacy Mentor and candidate meet to discuss interview and results of meeting with the district committee.

¶312 Continuation of Candidacy

20. Certified candidacy is renewed **annually** by Charge Conference and District committee on Ordained Ministry. An annual interview with the dCOM is required and transcripts of all educational progress shall be submitted. The candidate must request from the district committee what documents need to be submitted before this annual renewal interview.
21. **Candidacy Mentor** maintains contact with Certified Candidate until the candidate is licensed or commissioned.

Embarras River District Contacts:

District Superintendent: Rev Randy Reese

Address: 1901 S 4th St, Suite 234, Effingham IL 62401
Email: embarrivdist@consolidated.net
Phone: 217-347-3915
Fax: 217-347-3916

DCOM Registrar: Rev David Bigley

Address: 8 Westwood Dr, Hillsboro IL 62049
Email: debigley@yahoo.com
Phone: 217-532-3734
Fax:

DCOM Chairperson: Rev Jeff Van Dyke

Address: 308 N 2nd St, Altamont IL 62411-1403
Email: afumc@frontiernet.net
Phone: 618-483-6036
Fax: 618-483-5683

BOM Administrative Asst: Dr John L Salzman

Address: 3392 Palmtree Dr, Lake Havasu City AZ 86404
Email: bomasst@hotmail.com
Phone: 928-566-4230
Fax:

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