

Kentucky Conference, The United Methodist Church

CANDIDACY CHECKLIST

Steps into Certified Candidacy for Licensed or Ordained Ministry

Note: Before completing these steps, contact your district office and request an invitation to UMCares. This is a website where you will upload all of your assignments as you proceed in your journey toward licensed or ordained ministry.

1. _____ **Date contacted pastor** to discuss call to ministry. *Upload copy of email, letter or summary of your conversation to the "Contact Pastor" step on UMCares.*
2. _____ **Date reviewed *The Christian as Minister*** with local church pastor, another ordained deacon or elder, or district superintendent. *Write a brief response to the book and upload it to the "Christian as Minister" step on the Certified Candidate track on UMCares.*
3. _____ **Date graduated from high school** or equivalency. *Transcript or certificate is required. Upload a copy to the Certified Candidate track on UMCares.*
4. _____ **Date professing member in good standing** of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year. *Copy of letter, email or certificate required from the church. ¶ 310.1*
5. _____ **Date letter submitted to district superintendent**, with a copy to the District Committee on Ordained Ministry (dCOM), describing sense of call and applying for admission to the candidacy program and assignment of a candidacy mentor. ¶ 310.1 *Upload a copy to the Certified Candidate track on UMCares.*
7. _____ **Date of online signature of district superintendent** on Form 101, Part 1 - Candidacy Application Form.
8. _____ **Date of online signature of mentor** on Form 101, Part 1 - Candidacy Application Form.
9. _____ **Date completed online biographical form** (Form 102) is completed online in UMCares. *Go to the Certified Candidate track and scroll down to the Biographical Form step.*
10. _____ **Date completed a Background Check.** If you did not complete a waiver form at a Candidacy Retreat, one can be downloaded from UMCares. Go to the Certified Candidate track and scroll down to the Background Checks step. Once you have downloaded and completed the form, upload it to UMCares. Send an email to snelson@kyumc.org, stating that the form has been submitted. The background check will then be run. The report will be uploaded to the appropriate step on UMCares and notification will be sent to the DCOM. *The cost for this report is \$70 and must be paid by check, in advance (Make payable to Kentucky Conference Treasurer.)*
11. _____ **Date completed the Disclosure Form.** If you did not receive this form at the Candidacy Retreat, you can download a copy from your UMCares resources. **Take it to a notary public. DO NOT SIGN** the document until you are with the notary public. Send the notarized original to the Ministerial Services Office at 7400 Floydsburg Rd, Crestwood, KY 40014. *Upload a pdf copy to UMCares. Be sure that the notary stamp is readable.*

12. _____ **Date assigned to and participated in your first Regional Candidacy Mentoring class.**
13. _____ **Date of interview with the Pastor/Parish Committee.** *Download a copy of the PPR-SPRC Recommendation Form.pdf on this step of the Certified Candidate track in UMCares. Send the original to your district superintendent and upload a copy of the form to UMCares.*
14. _____ **Date written responses to ¶ 310d), 1-3, 2016 Book of Discipline,** are submitted to SPRC and the dCOM. *Upload a copy of your work on UMCares.*
15. _____ **Date received 2/3 approval vote of the Charge Conference (Form 104 can be downloaded from UMCares and should be signed by district superintendent or presiding elder). A copy of the form should be uploaded to the Certified Candidate track on UMCares.**
16. _____ **Date of Psychological Assessment.** Most candidates will complete the assessment tests at the conference Candidacy Retreat in January or August. If a candidate does not attend that retreat, the Office of Ministerial Services should be contacted and an appointment made to complete the assessments at the conference office. When assessments have been completed, the candidate must contact one of the approved psychologists listed below and schedule a time for a one-on-one interview. Cost is \$500 and must be paid at the time assessments are completed. *Contact the Ministerial Services Office at 502.425.3884 to receive contact information for the psychologist who will conduct your interview. A copy of the report summary will be uploaded to UMCares by the conference office for use by the DCOM.*
17. _____ **Date Candidacy Mentor completes the Mentor Report.** *This is an online report that is completed by the group mentor after all mentoring sessions have been completed.*
18. _____ **Date written responses to questions in ¶310.1d** and written evidence of understanding of ministries of local pastors, deacons, and elders within The United Methodist Church submitted to the District Committee on Ordained Ministry (dCOM).
19. _____ **Date responses to questions in ¶310.1d and written evidence of understanding of ministries of local pastors, deacons, and elders within The United Methodist Church submitted on UMCares.**
20. _____ **Date of meeting with District Committee on Ordained Ministry for the Certification Interview.**
21. _____ **Date DCOM 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 (P.O. Box 340007, Nashville, TN 37203) AND to the Office of Ministerial Services (7400 Floydsburg Rd, Crestwood, KY 40014).* *The DCOM Registrar must upload copy to UMCares as well.*
22. _____ **Date Candidacy Mentor and candidate meet** to discuss interview and results of meeting with DCOM.