

CANDIDACY PROCESS SHEET
For the Board of Ordained Ministry
of the California-Nevada Annual Conference
of the United Methodist Church

Initial Steps in Local Church: INQUIRING

1. To begin your Candidacy Process, you will need to:
 - A. Contact a clergy person (a person ordained or licensed in the United Methodist Church) in your local church, campus ministry or other approved ministry site. (If your congregation is led by a Certified Lay Minister (CLM), consult your District Superintendent [DS] for an assignment of a clergy person.)
 - B. Receive [*The Christian as Minister*](#) from your pastor or DS and read it.
 - C. Discuss the book with your pastor.
2. After completing step 1, your pastor will write to the District Superintendent and to the Chair of the District Committee on Ordained Ministry certifying that:
 - A. You have been a professing member of a United Methodist Church or baptized participant of a recognized United Methodist campus ministry, or other approved ministry site for one year immediately preceding application for admission into Candidacy Studies.
 - B. You have served for one year in some form of congregational leadership (i.e. chair of committee or board, teacher, youth leader, etc.)
 - C. You have read *The Christian as Minister* and have discussed it with your pastor.
3. You must be a graduate of an accredited high school or have obtained your GED before you move to the Exploring.

Local Church Affirmation Steps: INQUIRING OR EXPLORING

1. When you interview with your local church Staff-Parish Relations Committee (SPRC) or equivalent:
 - A. You will provide a two-page narrative of call.
 - B. Your SPRC will be required to submit a [recommendation form](#), which reflects their conversation with you about Wesley's Historic Questions, *The Book of Discipline* (2016), para. 310.1d (1-3).
2. Following the Staff-Parish Relations Committee interview, you will need to:
 - A. Be recommended by the Staff-Parish Relations Committee to your local Charge Conference.
 - B. Be recommended by the Charge Conference (requires 2/3 written vote from Charge Conference). *This recommendation will need to be renewed annually.*
 - C. Make sure that a completed [Form 104](#) is submitted to your District Committee Chair following your initial Charge Conference recommendation.

3. In campus ministry or other approved ministry settings, following the interview by the committee equivalent to the SPRC, you will need to:
 - A. Be recommended annually by the same committee above.
 - B. Make sure that an updated [Form 104](#) is submitted to your District Committee Chair following your initial recommendation.
 - C. This must happen prior to Certification.

Initial District Steps: EXPLORING

1. After you have completed *The Christian as Minister* with your pastor, and after your pastor has mailed the letter of completion to the District Superintendent, you are ready to begin the Candidacy Process.

*To announce your intentions, write a letter describing your sense of call and requesting an initial interview with the District Committee of Ordained Ministry, addressed to the District Superintendent and District Committee Chair. The DS may wish to have an opportunity to get to know you at this stage. *Please notify your DCOOM if you need an interpreter.*

2. In preparation for the initial interview with the District Committee, the District Committee Chair will request that you:
 - A. Provide a two-page narrative of call.
 - B. Submit the [recommendation form](#) from your SPRC.
 - C. Submit [Form 102](#), Biographical Information Form.
 - D. Provide a photograph (large and clear enough to easily identify you).
 - E. Invite your pastor to attend with you this Initial Interview with the District Committee. The pastor should attend if at all possible.

If steps A through C are not completed and submitted to the Chair of the District Committee two weeks in advance of the interview, the interview will be canceled.

3. You will then meet with the District Committee for your initial interview. The committee will determine whether or not you will continue with the candidacy process (requires a $\frac{3}{4}$ vote). If you are not recommended by the District Committee to continue with the candidacy process, you may request another interview after addressing the District Committee's concerns.
4. With the committee's approval, you will:
 - A. Be assigned a Candidacy Mentor through the District Superintendent, and a Liaison who is a member of the District Committee. The Liaison will help to facilitate your interviews with the District Committee.

- B. Receive an email to complete the Candidacy Application on-line through Passage UMC, Passage for short (United Methodist Candidate and Record Entry System). Normally this will happen within a month.
- C. Be notified that your Mentor and District Superintendent have approved your Passage application.
- D. Pay \$100 registration fee to GBHEM (General Board of Higher Education and Ministry), and you will receive *The Candidacy Guidebook: Answering the Call*.

You, your Mentor, and your District Superintendent will be able to monitor the on-line process.

- E. Attend the Orientation to Ministry required of all candidates. This Orientation is intended to build collegiality, review the varieties of set-apart ministry (deacons, elders, local pastors), review the “nuts and bolts” of the process, and provide fellowship among candidates. (*The Book of Discipline* (2016), para. 312)
- F. Work with your Candidacy Mentor to complete the *Candidacy Guidebook*.
- G. Complete your psychological assessment as soon as possible (details on [Passage](#)). Typically, this takes 3–6 months. Please note that Dr. Mark Bajaras, our Ministerial Assessment Specialist, charges \$1,200 for a psychological assessment. We expect \$400 each from the candidate, the church, and the conference.

Continuing Process Steps as a Candidate: CERTIFICATION

1. You will be eligible for Certification when you have:
 - A. Completed at least the first three chapters of the *Candidacy Guidebook* with your mentor.
 - B. Requested, in writing to the District Committee Chair, for an interview to be considered for Certified Candidacy. *Please notify your DCOOM if you need an interpreter.
 - C. Completed EM360 (Effective Ministry 360) on Passage as directed. EM360 Feedback Report will be reviewed as one of the assessments of the candidate’s fitness to pastoral ministry.
 - D. Completed your psychological assessment, and your results sent to the Registrar of the Conference Board of Ordained Ministry.
 - E. Completed the [Safe Gatherings background check and learning module](#) (This may take up to 2 hours) [*The Book of Discipline* (2016), para. 310.2(b)]. Indicate “Cal-Nev Board of Ordained Ministry” as the name of your organization, then credit check will be automatically made for you. The cost for both background and credit checks will be covered by Board of Ordained Ministry.
 - F. Forwarded to the District Committee Chair the Charge Conference minutes from the most recent charge conference that recommended your candidacy.
 - G. Submitted to the District Committee Chair current or final college and seminary (see note below) or Course of Study transcripts. Final transcripts should be official transcripts sent directly from the institution. (These may be sent electronically by the institution.)
 - H. Submitted to the District Committee Chair notarized statements as required by *The Book of Discipline* (2016), para. 310.2(b) ([Form 114](#), Disclosure Statement).

- I. Submitted to the District Committee Chair [Form 103](#), your completed Medical Summary Report.
- J. Submitted to the District Committee Chair [Form 105](#), your application for clergy relationship to the Annual Conference.
- K. Submitted to the District Committee Chair and to your Liaison written responses to *The Book of Discipline* (2016), para. 310.2(a) (5–6 typed pages, double-spaced).
- L. Requested a discernment report from your Candidacy Mentor (see *Answering the Call: Candidacy Guidebook* (2016), pp. 172–173].
- M. Completed Clergy Boundary Training. (Upon completing the training, request the Training Director to send a letter of completion to the District Committee Chair.)
- N. Read and submitted your acknowledgement of receipt of The Board of Ordained Ministry [Plagiarism Policy](#).
- O. If seeking eventual Commissioning as a Deacon, create a ministry presentation to include how your call might be made into an appointment connecting the church and the world, lasting no more than five minutes, to be presented to the District Committee during your Certification Interview.

Notes: *If you have not completed a bachelor's degree, please submit your plan for education—including institution/program names and projected completion dates.*

See attached [list of seminaries](#) accepted by the United Methodist Church. There are no exceptions to this list, unless you have received your seminary education in another country. If this is the case your transcripts will be reviewed by GBHEM to ensure equivalence.

These materials should be sent at least two weeks before your Certification interview to the District Committee Chair and to your Liaison, who in turn will distribute your materials to the members of the District Committee. Failure to meet deadlines will result in the cancellation of your interview. Please save all your materials in case they get lost or misplaced.

- 2. You will be a Certified Candidate for a minimum of 1 year and a maximum of 12 years. Your Certification will need to be renewed annually by the District Committee on Ordained Ministry.
- 3. If you are planning to register at Licensing School, contact and let the registrar of the Board of Ordained Ministry know about your registration [here](#).
(<https://www.cnumc.org/candidatesinthedistrictcommittee>)

Candidacy Renewal Requirements

- 1. Following your Certification, you will:
 - A. Continue work with your Candidacy Mentor, who will make an annual written report to the District Committee.
 - B. Secure annually the renewal of your Church Conference's recommendation (see Local Church Affirmation steps above) and mail a copy of the minutes to the District Committee Chair (not required of Local Pastors serving under appointment).

- C. Make a written request annually to the District Committee Chair for an interview for Renewal of your Candidacy by the District Committee. *Please notify your DCOOM if you need an interpreter.
2. In preparation for your Candidacy Renewal interview you will be instructed to:
 - A. Submit a written report of educational progress, local church involvement/leadership, and areas of personal/spiritual growth (5–6 typed pages, double-spaced).
 - B. Make satisfactory progress in academic studies (transcript to be submitted annually).
 - C. Ask three persons who have firsthand knowledge of your ministry to complete and submit to the District Committee Chair the [candidacy assessment form](#). (Must include professional peers, supervisors, committee members, and/or parishioners, preferably with a diversity of age and gender.) Make sure to contact these persons in advance so they have time to fill out the form at least two weeks before your interview and to send the completed form directly to the District Committee Chair (they should not send the completed form to you).
 - D. Request an annual report from your Candidacy Mentor.
 - E. Submit [Form 117](#) Church Support for Candidacy to the District Committee.
 - F. Submit other materials as requested by the District Committee.

All materials should be sent two weeks before your interview to your Liaison and to the District Committee Chair, who in turn will distribute your materials to the members of the District Committee. Failure to meet deadlines will result in cancellation of your interview. Please save all your materials in case they get lost or misplaced.

License for Pastoral Ministry

1. If you are on the Elder Track, you may request from the District Committee an interview to recommend you for a License for Pastoral Ministry if you:
 - A. Are a Certified Candidate already, or are seeking the License at the time of Certification
 - B. Have completed Local Pastor’s Licensing School or at least 1/3 of the M.Div. Degree, providing transcripts to verify this to the District Committee.
 - C. Have completed and submitted Medical Report [Form 103](#).
 - D. Have completed and submitted a notarized Disclosure Statement [Form 114](#), *The Book of Discipline* (2016), para. 310.2(b).
 - E. Ask three persons who have firsthand knowledge of your ministry to complete and submit to the District Committee Chair the [candidacy assessment form](#). (Must include professional peers, supervisors, committee members, and/or parishioners, preferably with a diversity of age and gender.) Make sure to contact these persons in advance so they have time to fill out the form at least two weeks before your interview and to send the completed form directly to the District Committee Chair (they should not send the completed form to you).
 - F. Submitted a video *and* English manuscript or transcript of sermon.
 - G. Submitted your plan to meet the service in ministry requirement [*The Book of Discipline* (2016), para. 324.2] to the District Committee Chair and to your Liaison (requires District Committee consultation and approval). [This step is intended for those who are pursuing Elder’s or Deacon’s track.]

- H. Presented in the interview, documents verifying your ability to work in the United States. These documents include your birth certificate, passport, permanent resident card, or applicable visa (F-1, R-1 or J-1).

All materials should be sent two weeks before the interview to your Liaison and to the District Committee Chair, who in turn will distribute your materials to the members of the District Committee. Failure to meet deadlines will result in cancellation of your interview. Please save all your materials in case they get lost or misplaced.

2. Following the recommendation of the District Committee, and confirmed by Board of Ordained Ministry and the Clergy Session of the Annual Conference, the candidate will be licensed upon appointment by the Bishop. (*The Book of Discipline* (2016), para. 315.6.b). As a Local Pastor, you will also be required to have a clergy mentor.

** Please note that an appointment by the bishop is required for a license to be valid and completion of Licensing School or at least 1/3 of the M.Div. degree.*

3. Local Pastors engaged in the Course of Study must complete the curriculum within 8 years in the case of full-time local pastors, or 12 years in the case of part-time local pastors.

Renewal of License for Pastoral Ministry

1. Local pastors who do not intend to pursue Commissioning or full membership in the Annual Conference and who have not completed the Basic Course of Study will be required to appear before the District Committee annually. (Those who have completed the Basic Course of Study will see #2 below).

The purpose of this meeting will be for recommendation for the continuation of eligibility for Licensing for Pastoral Ministry. Such candidates will:

- A. Request an annual interview with the District Committee in writing to the District Committee Chair. *Please notify your DCOOM if you need an interpreter.
 - B. Contact and ask your District Office to send the most recent [Pastor/SPRC Leadership Assessment Form](#) to the liaison and the chair of District Committee on Ordained Ministry.
 - C. Updated transcripts of Course of Study or M.Div.
 - D. Submit a written report of your academic progress and pastoral activities (2–3 typed pages, double-spaced).
 - E. Submit a video and English manuscript or transcript of sermon.
 - F. Request an annual report from your mentor.
 - G. Submit other materials as requested by the District Committee.
2. Local Pastors who have completed the Basic Course of Study will submit for the Renewal of License:
- A. A two-page year in review plus ministry goals for the coming year.
 - B. Their most recent [Pastor/SPRC Leadership Assessment](#).

C. A letter of recommendation from their District Superintendent.

* When the Committee vote for approval based upon submitted materials, there will be no need for Interview in person.

3. Local Pastors who discern a call may pursue Associate Membership in the Annual Conference in accordance with *The Book of Discipline* (2016), Paras. 321 and 322 or Provisional Membership in accordance with *The Book of Discipline* (2016), Para. 324.6.

Associate Membership (*The Book of Discipline* 2016, Paras. 321 and 322)

1. Local pastors may be elected to associate membership by a three-fourths majority vote of the clergy session when they have met the following conditions:

- A. Reached age 40.
- B. Served four years as a full-time local pastor or been granted equivalency by the Board of Ordained Ministry, equating part-time service to full-time service.
- C. Completed the five-year ministerial Course of Study in addition to the studies for license as a local pastor, up to one-half may be taken by correspondence or online/distance learning courses, or received a Master of Divinity Degree that includes the basic graduate theological studies from a school of theology listed by the University Senate. (Para. 322.1)
- D. Completed a minimum of sixty semester hours toward a Bachelor of Arts or an equivalent degree in a college or university recognized by the University Senate.
- E. Declared your willingness to accept continuing full-time appointment and itinerate.

2. You may request an interview for a recommendation for Associate Membership by writing to the Chair of the District Committee. *Please notify your DCOOM if you need an interpreter. In preparation for your Associate Membership Interview with the District Committee, you will need to have submitted:

- A. Official transcripts of the Basic Course of Study or Master of Divinity Degree and an Official transcript showing a minimum of sixty semester hours toward a Bachelor of Arts or an equivalent degree according to Para. 322.1 of *The Book of Discipline* (2016).
- B. Medical Report [Form 103](#), unless submitted within the previous two years.
- C. Application for clergy relationship to the Annual Conference [Form 105](#).
- D. Psychological Assessment, including EM360, unless submitted within the previous seven years. EM360 is required and can be taken on Associate Membership Track of [Passage](#).
- E. Autobiographical Statement, as per *The Book of Discipline* (2016), Para. 324.13.
- F. A written doctrinal/biographical statement in response to *The Book of Discipline* (2016), Para. 324.9 (10–12 typed pages, double-spaced).
- G. A written statement in response to the following questions: How will our polity affect your life as an Associate Member? What do you anticipate are the risks, sacrifices, and rewards in serving in the United Methodist ministry for you? How has the practice of ministry as a local pastor affected your understanding of the expectations and obligations of the itinerant system and how that will change as an Associate Member? (4–5 typed pages, double-spaced)
- H. A video and English manuscript or transcript of a recent sermon not previously submitted, as well as an order of worship for the Service.

- I. The annual report from your Mentor.
- J. Appraisal of your ministry from your District Superintendent.
- K. The most recent annual SPRC Leadership Assessment to the District Committee Chair and the Liaison.

All materials should be sent two weeks before the interview to your Liaison and to the District Committee Chair, who in turn will distribute your materials to the members of the District Committee. Failure to meet deadlines will result in cancellation of your interview. Please save all your materials in case they get lost or misplaced.

- 3. Following your Associate Membership Interview and the recommendation by a 3/4 vote of the District Committee to the Conference Board of Ordained Ministry, the District Committee will present the candidate to the Board of Ordained Ministry at its Full Board Spring meeting.
- 4. Upon recommendation by a 3/4 vote of the Conference Board of Ordained Ministry [*The Book of Discipline* (2016), Para. 322.1], the District Committee will present the candidate to the Clergy Session at the Annual Conference Session for the approval.

Commissioning towards Elder's Orders

- 1. After you have been in ministry for one year demonstrating your gifts and graces to the Satisfaction of the District Committee, you will be eligible to seek Commissioning towards Elder's Orders. This requirement is usually fulfilled during the time that you are under appointment by the Bishop.
- 2. You may then request a Commissioning Interview with District Committee by writing to the Chair of the District Committee. *Please notify your DCOOM if you need an interpreter. In preparation for your Commissioning Interview with the District Committee, you will need to have submitted:
 - A. Official transcript of your Bachelor's Degree showing degree conferred or a certification of an approved exception to the undergraduate degree requirement made in consultation with the General Board of Higher Education and Ministry according to paragraph 324.3 of *The Book of Discipline* (2016).
 - B. Official hard copy transcript showing that half of your Master of Divinity degree or equivalent has been completed according to paragraph 324.4(b) of *The Book of Discipline* (2016). These basic graduate theological studies must include courses in Old Testament; New Testament; theology; church history; mission of the church in the world; evangelism; worship/liturgy; and United Methodist doctrine, polity and history. (324.4(a)).
 - C. Medical Report [Form 103](#), unless submitted within the previous two years.
 - D. Autobiographical Statement, as per *The Book of Discipline* (2016), Para. 324.13.
 - E. A written doctrinal/biographical statement in response to *The Book of Discipline* (2016), para. 324.9 (10–12 type-written pages, double-spaced).
 - F. A video and English manuscript or transcript of a recent sermon not previously submitted.
 - G. A written report of the year in review plus ministry goals for the coming year (2–3 typed pages, double-spaced).

- H. Ask four persons who have firsthand knowledge of your ministry to complete and submit to the District Committee Chair the [pastoral feedback worksheet](#). (Must include professional peers, supervisors, committee members, and/or parishioners, preferably with a diversity of age/gender representation.) Make sure to contact these persons in advance so they have time to fill out the form at least two weeks before your interview and to send the completed form directly to the District Committee Chair (they should not send the completed form to you).
- I. The annual report from your Mentor
- J. Appraisal of your ministry from your District Superintendent.

All materials should be sent two weeks before the interview to your Liaison and to the District Committee Chair, who in turn will distribute your materials to the members of the District Committee. Failure to meet deadlines will result in cancellation of your interview. Please save all your materials in case they get lost or misplaced.

- 3. Following your Commissioning Interview and the recommendation by a 3/4 vote of the District Committee to the Conference Board of Ordained Ministry, the District Committee will present Report Form A for consideration to the Board of Ordained Ministry at its April meeting.
- 4. Upon recommendation by a 3/4 vote of the Conference Board of Ordained Ministry (*The Book of Discipline* (2016), para. 324.14), the District Committee, will present Report Form B to be considered by the Clergy Session at the Annual Conference Session.
- 5. The District Committee will ensure that your file is complete and transferred to the Board of Ordained Ministry.

Commissioning towards Deacon's Orders

- 1. After you have been in ministry for one year demonstrating gifts and graces to the satisfaction of the District Committee, you will be eligible to seek Commissioning towards Deacon's Orders.
- 2. You may then request a Commissioning Interview with District Committee by writing to the Chair of the District Committee. *Please notify your DCOOM if you need an interpreter. In preparation for your Commissioning Interview with the District Committee, you will need to have submitted:
 - A. Official transcript of your Bachelor's Degree showing degree conferred or a certification of an approved exception to the undergraduate degree requirement made in consultation with the General Board of Higher Education and Ministry according to paragraph 324.3 of *The Book of Discipline* (2016).
 - B. Official transcript of 1/2 of your studies toward a Master's Degree in your specialized ministry, plus 24 hours of basic graduate theological education [cf. *The Book of Discipline* (2016), Para. 324.4(c)].
 - C. Medical Report [Form 103](#), unless submitted within the previous two years.
 - D. Autobiographical Statement, as per *The Book of Discipline* (2016), Para. 324.13.
 - E. A written doctrinal/biographical statement in response to *The Book of Discipline* (2016), Para. 324.9 (10–12 typed pages, double-spaced).

- F. A ministry presentation, lasting no more than ten minutes (either presented live or prepared as a video ahead of time), which will include: a clear, concise understanding of the call of Deacons; a description of your specific gifts; a proposal for an appointment that would connect the church and the world utilizing those gifts; and how your appointment will be an intentional fulfillment of your ordination vows. You will present this presentation to the District Committee and answer any questions during your Commissioning Interview.
- G. A video and English manuscript or transcript of a recent sermon not previously submitted.
- H. A written report of educational progress, local church involvement and leadership, and areas of personal/spiritual growth (3–5 typed pages, double-spaced).
- I. Ask four persons who have firsthand knowledge of your ministry to complete and submit to the District Committee Chair the [candidacy assessment form](#). (Must include professional peers, supervisors, committee members and/or parishioners preferably including somebody under the age of 30 and a diversity of gender representation.) Make sure to contact these persons in advance so they have time to fill out the form at least two weeks before your interview and to send the completed form directly to the District Committee Chair (they should not send the completed form to you).
- J. The annual report from your Mentor
- K. Appraisal of your ministry from your District Superintendent.

All materials should be sent two weeks before interview to your Liaison and to the District Committee Chair, who in turn will distribute your materials to the members of the District Committee. Failure to meet deadlines will result in cancellation of your interview.

- 3. Following your Commissioning Interview and the recommendation by a 3/4 vote of the District Committee to the Conference Board of Ordained Ministry, the District Committee will present the candidate to the Board of Ordained Ministry at its Full Board Spring meeting.
- 4. Upon recommendation by a 3/4 vote of the Conference Board of Ordained Ministry [*The Book of Discipline* (2016), Para. 324.14], the District Committee will recommend the candidate to be approved by the Clergy Session at the Annual Conference Session.
- 5. The District Committee will ensure that your file is complete and transferred to the Board of Ordained Ministry.

Alternate Education Requirements for Orders

- 1. Local Pastors with four years of full-time service or the equivalent may fulfill the educational requirements for Provisional Membership by having completed a Bachelor's Degree or equivalence as found in *The Book of Discipline* (2016), para. 324.3, having completed the 5-year Course of Study, and having completed an Advanced Course of Study consisting of 32 hours of graduate theological study, including United Methodist history, doctrine, and polity [*The Book of Discipline* (2016), para. 324.6]. Other requirements are the same as for those seeking commissioning.

2. In some cases, a candidate pursuing ordination to serve as Deacon in full connection may fulfill the academic requirements through an alternative route if the candidate in accordance with *The Book of Discipline* (2016), para. 324.3 is at least 35 years of age at the time of becoming a certified candidate. These include: 1.) the completion of a Bachelor's Degree, 2.) certification or license in the area of service (minimum of 8 graduate hours), and 3) 24 hours of basic graduate theological education (*The Book of Discipline* (2016), para. 324.5). Other requirements are the same as for those seeking commissioning.

Transfer of Membership / Recognition of Orders

Clergy from other Conferences of the United Methodist Church, or from other Methodist denominations, or from other Christian denominations may seek a connection with the California-Nevada Annual Conference by consulting with a District Superintendent within the Annual Conference and the resident Bishop (cf. *The Book of Discipline* 2016, Para. 346-348). Relationships must be confirmed by the Executive Committee of BOOM followed by a vote of the Clergy Session.

This document can be downloaded from the Pathways to Ordination page on the CAL-NV Conference website (<https://www.cnumc.org/ordainedministry>).

Forms 102-105, 114 and 117 are available at <https://www.bomlibrary.org/forms/candidacy-and-conference-relations-forms/>

If you have a change in Assignment or Appointment during this process, please consult with your new District Superintendent about which District Committee on Ordained Ministry will supervise your continuing process.