

## **Inquiring Candidate: 2016 Book of Discipline ¶310**

- o Contact your pastor, district superintendent (DS), or another deacon or elder to inquire about the process of candidacy
- o Read “*The Christian as Minister*” (recommended, not required) and/or “*Answering the Call*” (available at the Conference Office, request a copy via email at [leadershipdevelopment@dakotasumc.org](mailto:leadershipdevelopment@dakotasumc.org) )

## **Beginning Candidacy ¶310.1 a-c**

- o Member of the United Methodist Church or baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year
- o Apply to the District Superintendent in writing (including ***Statement of Call***) for admission to candidacy program and assignment of a candidacy mentor
- o Candidacy mentor assigned by District Superintendent and District Committee on Ministry Chair
- o You will be invited to join UMCARES
- o Complete candidacy online application form
- o Pay \$75 fee for Candidacy Guidebook “Answering the Call” (available for download or receive a printed copy) and Psychological Assessment Tools
- o Print Release Form-sign and give to mentor
- o Complete beginning stages of candidacy with candidacy mentor using Candidacy Guidebook received from GBHEM (General Board of Higher Education Ministry)

## **Declaring Candidacy ¶310.1 d, e**

- o High School Degree or certificate of equivalency is required
- o Request interview by Pastor/Staff Parish Relations Committee or equivalent in your Ministry setting; provide ***Statement of Call***; and responses to disciplinary questions in ¶310.1d of the United Methodist Book of Discipline
- o Request recommendation by charge conference or equivalent as specified by District Committee Form 104 needs to be completed and signed (Approval must be by two-thirds written ballot)
- o Continue candidacy program with candidacy mentor and complete any academic requirements still required

## Certified Candidacy ¶310.2

- o Request to meet with the District Committee on Ordained Ministry. Provide written material completed for local setting (¶310.1d) in addition to responses to ministry questions in ¶310.2a
- o Mentor requests psychological assessment packet Form 112 from the Division of Ordained Ministry in Nashville, TN (found within the UMCARES process) along with a completed Person and Professional References List Form 2001-1
  - o When Mentor receives packet a time is set up when candidate can complete the Psychological Assessment. Assessment is sent to GBHEM
  - o Mentor or candidate contacts one of the following Ministerial Assessment Specialists (Conference Psychologists) to set up an appointment (allow approximately 6 weeks) Choose specialist whose geographical location is most convenient. **An email request is most convenient.**
    - Christine Kuchler, 721 Memorial Highway Suite 6, Bismarck ND 58504
      - [cjkuchler@bis.midco.net](mailto:cjkuchler@bis.midco.net) 701-214-8809
    - Doug Anderson, Sioux Falls Psychological Services, 2109 S Norton Ave Sioux Falls, SD 57105
      - [danderson@sfseminary.edu](mailto:danderson@sfseminary.edu) 605-334-2696
    - Jennifer Helkenn, Sioux Falls Psychological Services, 2109 S Norton Ave Sioux Falls, SD 57105
      - [jhelkenn@sfseminary.edu](mailto:jhelkenn@sfseminary.edu) 605-334-2696
  - o Mentor sends Form 102 Criminal Background Authorization, Consumer Report Authorization, and Biographical Information with education, employment and personal reference contact information to the Leadership Development Office-Dakotas Annual Conference.
  - o Notarized statement certifying have neither been accused in writing nor convicted of a felony, misdemeanor, or any incident of sexual misconduct or child abuse Form 114
  - o Submit Application for Clergy Relationship to the Annual Conference Form 105 if Local License Pastor Track
  - o Provide other information as the district committee may require for determining gifts, evidence of God's grace, fruit and demonstration of the call to licensed and ordained ministry
  - o Agree to make a complete dedication to the highest ideals of the Christian life as set forth in ¶¶103-105: 160-166. Agree to bodily health, mental and emotionally maturity, fidelity in marriage and celibacy in singleness, social responsibility, and growth in grace and the knowledge and love of God
  - o Examination and approval by district committee on ordained ministry Form 113 found within the UMCARES process (Vote is by individual ballot. A three-fourths majority vote of the committee members present is required for certification ¶666.6

### **Continuing Candidacy ¶313**

- o Annual recommendation by charge conference
- o Submit Permission to Release Education and Professional Formation Information to Church Judicatories Form 203 to the Leadership Development Office- Dakotas Annual Conference
- o Annual report of satisfactory process of studies and copy of transcripts from university or school of theology
- o Continued evidence of gifts, fruits and God's grace for the work of ministry
- o Annual interview and approval by district committee Form 115

### **Completing Candidacy: ¶324**

- o Certified candidate for minimum of one (1) year and no more than twelve (12) years
- o Demonstrated gifts for ministries of service and leadership to the satisfaction of the district committee on ordained ministry
- o Completion of a bachelor's degree from a college or university recognized by the University Senate ¶324.3
- o Completion of one-half the basic graduate theological studies to be eligible for commissioning ¶324.5,5
- o Request recommendation for ordination and conference membership from theological school Form 109
- o Health certificate completed by medical doctor Form 103
- o Certified candidate completes checklist of requirements for election to provisional membership and commissioning including notarized statement detailing convictions for felony, or misdemeanor, or written accusations and its disposition of sexual misconduct or child abuse; or certifying that this candidate had not been convicted of a felony or misdemeanor or accused in writing of sexual misconduct or child abuse. (Checklist is provided to candidate by BOM Registrar and form for notarized statement is provided by the Leadership Development Office)
- o Application for Clergy Relationship to the Annual Conference Form 105 for provisional membership
- o Interview and written recommendation by three-fourths majority vote of district committee
- o Written and oral doctrinal exam and written autobiographical statement by Board of Ordained Ministry
- o Interview and recommendation to clergy session by the board of ordained ministry in writing based on at least a two-thirds majority vote, interviews for provisional membership generally take place in January, contact the Leadership Development Office for upcoming interview dates
- o Election to provisional membership by clergy session

## Provisional Membership to Ordination

- Provisional member ordained and elected to become Deacon or Elder in Full Connection after three years of participation in the provisional residency program at the ensuing annual conference session following Board of Ordained Ministry's recommendation
- Satisfy the BOM regarding physical, mental and emotional health by completing Phase II Psychological Assessment
  - Christine Kuchler, 721 Memorial Highway Suite 6, Bismarck ND 58504  
[cjkuchler@bis.midco.net](mailto:cjkuchler@bis.midco.net) 701-214-8809
  - Doug Anderson, Sioux Falls Psychological Services, 2109 S Norton Ave Sioux Falls, SD 57105 [danderson@sfseminary.edu](mailto:danderson@sfseminary.edu) 605-334-2696
  - Jennifer Helkenn, Sioux Falls Psychological Services, 2109 S Norton Ave Sioux Falls, SD 57105 [jhelkenn@sfseminary.edu](mailto:jhelkenn@sfseminary.edu) 605-334-2696
- Provisional member interviewed and recommendation for ordination by Board of Ordained Ministry, interviews for ordination generally take place in October, contact the Leadership Development office for upcoming interview dates.
- Provisional member appears before the Clergy Session at Annual Conference for approval and election

## Provisional Membership Application Timeline

*(As of 2019 Annual Conference)*

April/May	Deadline for receiving district committee of ordained ministry letters of recommendation for candidates' commissioning as provisional members in the Annual Conference of in the ensuing annual conference year to the Leadership Development Office
June	Application packages and letter emailed/mailed to recommended candidates from the Leadership Development Office
July/Aug	Interview teams assigned by registrar
<b>September 1</b>	Candidate's deadline for returning application materials to the Leadership Development Office
January-February	On-site interviews conducted by Board of Ordained Ministry  Board of Ordained Ministry meets and reviews interviews teams' recommendations. Applicants need not be present and will be notified of the decision made by the full Board.
June	Commissioning of approved candidates for provisional membership during Annual Conference of the current year

### Full Membership Application Timeline

March	Application packages emailed/mailed to candidates for Ordination from the Leadership Development Office
June	Deadline for receiving recommendation letters from District Superintendents for candidates' acceptance and election as full members of the annual conference in the subsequent annual conference
July	Interview teams assigned by registrar
<b>September 1</b>	Deadline for submission of required materials as specified in the letter to eligible candidates from the Leadership Development Office
September-October	On-site interviews conducted by Board of Ordained Ministry
October	Candidates meet with Board of Ordained Ministry (Chair will inform candidates and Cabinet by mail regarding the full Board's approval/non-approval of candidate)
January-May	Appointments made by Cabinet
June	Election of approved candidates as full members of the annual conference at clergy session of the current annual conference
June	Ordination of approved candidates who have been newly elected as full members of the annual conference