

THE PROCESS OF CANDIDACY

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SECTION I: TRANSITIONAL PROVISIONS

Transitional Provisions For Those Beginning Candidacy Before January 1, 1997
(¶366, 2000 *Book of Discipline*)

1. All persons having begun candidacy for diaconal ministry, deacon's and elder's ordination and conference membership, or full-time local pastors prior to January 1, 1997, will be allowed to proceed under the provisions of the 1992 *Book of Discipline* (¶305-306, 419-421). These continuing procedures must be completed under the provisions set forth in the 1992 *Book of Discipline* prior to December 31, 2008, after which date the provisions of the current *Book of Discipline* will govern the process by which persons enter ministry. All persons continuing as diaconal ministers will be cared for under ¶305-317 of the 1992 *Book of Discipline*.
2. Consecrated Diaconal Ministers may be ordained as Deacons under the Transitional Provisions of the 2000 *Book of Discipline* (¶366.3) provided they apply to the Board of Ordained Ministry before December 31, 2004, and complete the following requirements: three years in an approved service appointment; good standing and active status in the annual conference; a continuing formation and education program of the GBHEM; recommendation by the Board of Ordained Ministry and vote of the clergy session.
3. Local Pastors who have completed at least four courses in the Course of Study for Ordained Ministry prior to January, 1997, may continue in the Course of Study and be received into associate, probationary, or full conference membership and be ordained as a deacon or an elder under the provisions of the 1992 *Book of Discipline* provided that all educational requirements have been met prior to January 1, 2005.
4. Associate Members received into conference membership prior to January 1, 1997, may be received into full conference membership and be ordained as elder under the Transitional Provisions of the 2000 *Book of Discipline* (¶366.2). This option shall be available until December 31, 2004.
5. Residency
All persons entering the residency program will participate in a three year residency.

SECTION II: 2004 CANDIDACY PROCESS

(See 2004 *Book of Discipline*, ¶310-314, 324, 320, 663)

1. Contact the pastor of your local church or another deacon or elder and indicate your intent.
2. Read the Christian as Minister (available through Cokesbury) and discuss it with your pastor or other deacon or elder (¶311.1).
3. Participate in the Ministry Inquiry Process (available through Cokesbury) with Inquiry Guide assigned by District Committee on Ministry and District Superintendent.

****To apply for Candidacy, you must have been a member of the United Methodist Church for two years, including one year of service in some form of congregational leadership (¶311.1a).****

4. Apply to DS in writing for admission into Candidacy Studies (MIP assists in this process, ¶311.1b).
5. Meet with DCOM for entry interview and assignment of Candidacy Mentor by DS/DCOM.
6. Apply to General Board of Higher Education and Ministry for Candidacy Guidebook:
 - a) Take the IRAI (available in District Office).
 - b) Mail application, IRAI answer sheet and \$50 program fee to Nashville.
7. Complete Sections I and II of Candidacy Guidebook with Candidacy Mentor to accomplish the exploration phase.
8. Complete Section III of Candidacy Guidebook with Candidacy Mentor to accomplish declaration phase and in preparation for certification phase:
 - a) Contact the Pastoral Counseling Center at 4525 Lemmon Ave. #200, Dallas, TX 75219, 214-526-4525 to arrange for psychological evaluation.

Candidate will pay testing costs. Individual consultation is \$435. Some may want to seek local church financial assistance.

(See Note 1 below for the process for the Candidate Consultation.)

- b) Meet with pastor and Staff-Parish Relations Committee (§311.2):
 - 1) Answer historic questions in §310.
 - 2) Be recommended to Charge Conference.
 - c) Meet with Charge Conference to be recommended to DCOM by 2/3 affirmative written vote (§311.2).
 - d) Meet with DCOM:
 - 1) Provide all materials as instructed including written responses (§311.3b,c,e).
 - 2) Be approved by 3/4 affirmative written vote (§663.6).
9. Ensure copy of candidacy certification form is mailed to Candidacy Registrar.
10. Continue candidacy studies (§3012):
- a) Annual recommendation by Charge Conference.
 - b) Annual renewal of certification by DCOM.
 - c) May receive Local Pastor's License (§315-319).
11. Completion of Candidacy and preparation for Commissioning (§324):
- a) Certified Candidate for minimum of two years, maximum of twelve years.
 - b) Two years in service ministry.
- **Service ministry must be approved by the Bishop and Cabinet and completed prior to commissioning****
- c) Completion of academic requirements.
 - d) Health certificate.
 - e) Written and oral doctrinal exam.
 - f) Interview and recommendation by 3/4 vote of DCOM.
 - g) Interview with Conference Board of Ordained Ministry.
 - h) Notarized statement regarding accusations or convictions for felonies, misdemeanors or incidents of sexual misconduct.
 - i) Concise, written autobiographical statement.
 - j) Recommendation by Conference Board of Ordained Ministry.
 - k) Election to probationary membership by clergy session.

Note 1: The Process for the Candidate Consultation

- A. When a candidate is ready to be evaluated by the Pastoral Counseling and Education Center, the candidate is to call the District Committee Chair.
- B. The candidate will then call the Pastoral Counseling and Education Center at 214-526-4525 to schedule an individual Clergy Candidacy Evaluation. The evaluation takes approximately four to five hours including a one hour individual interview with the evaluator. The full fee of the evaluation is \$435. The Board of Ministry (BOM) will pay one-third (\$145) of the fee. The candidate should contact **Duane VanGiesen** at the Conference Office, **972-526-5000, ext. 211** or vangiesen@ntcumc.org and request the necessary (BOM) form. The cost to the candidate is \$290. The candidate's portion is due at the beginning of the evaluation sessions. At the time of the initial evaluation the candidate will reschedule for a second individual appointment two to three weeks later to review the results with the evaluator. This appointment takes approximately one hour. At the conclusion of this second appointment the candidate may then release the report to the Conference Registrar.
- C. National criminal background and credit checks expenses will be incurred by the candidate. The cycle for these checks will be on a three year basis beginning with 2006. This is the same cycle that is currently in place for clergy. (2004 Book of Discipline, §311.3 d.).

SECTION III: CANDIDACY RECORDS

The candidate, in consultation with their DCOM and DS, should insure that the following items are sent to the Candidacy Registrar:

1. The name of the Candidacy Mentor.
2. A copy of the certificate of candidacy when it is granted.
3. A notice of any changes of address or mentor.